

Fresno County Probation Department
Juvenile Justice Campus Procedures Manual

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Chapter 1 - Administration

Juvenile Detention Manual Procedure

100.1 JUVENILE DETENTION MANUAL PROCEDURES

See Case Management System for Policy Development Request Form.

When a staff member has a suggestion to make a revision in policy and/or procedure, they are encouraged to complete the policy development request form, and submit it to the Juvenile Justice Campus (JJC) Assistant Deputy Chief.

Upon receipt of the policy development request form, the JJC Assistant Chief will review the suggestion and submit it to the JJC Deputy Chief. The Deputy Chief will then make a determination if a revision or a new policy and/or procedure is needed.

If a decision is made to adopt a new policy and/or procedure, it will be distributed in accordance with established distribution schedules.

JJC Policy Development Request Form. To access the JJC Policy Development Request Form, refer to Probation Case Management System.

100.2 REFERENCES

See Juvenile Detention Manual Policy for additional guidance

100.3 ISSUED DATE

- 08/19/2020

Chapter 2 - Support Services

Electronic Mail Procedure

200.1 ELECTRONIC MAIL PROCEDURES PURPOSES AND USE

The Department/County is providing staff members access to its electronic mail and assigned email address to be used only for County business purposes. If staff members have any doubt about whether a contemplated activity is appropriate for County business purposes, staff members may consult with a supervisor to help decide if a use is appropriate.

PERSONAL RESPONSIBILITY

By staff members accepting an account password and other information from the County, and accessing email, they are agreeing to follow the County and the Department's rules. Misuse means any violations of this Policy, or any other use that, while not included in this Policy, has the effect of knowingly harming another or another's property.

ETIQUETTE AND PROHIBITED ACTIVITY

All staff members must abide by rules of network etiquette, which include being respectful, and using the Network and the Internet in a safe and legal manner. The Department/County or authorized County officials will make a good faith judgment as to which materials, files, information, software, communications, and other content and activity are permitted and prohibited, based on the following guidelines, and under the particular circumstances. Unless a staff member is specifically authorized due to the staff member's work assignment, the following are among uses that are considered unacceptable and constitute a violation of this Policy:

- A. Making offensive or harassing statements, or harming another's reputation, or jokes about language, race, color, religion, national origin, veteran status, ancestry, disability, age, sex, or sexual orientation.
- B. Sending or soliciting sexually oriented messages or images.
- C. Uses or activities that violate the law or County policy or encourage others to violate the law or County policy. This includes, for example:
 1. Offering for sale or use any substance the possession or use of which is prohibited by law.
 2. Without proper authorization, accessing, transmitting, or seeking confidential information about persons or co-workers.
 3. Sell or buy anything over the Internet.
 4. Conducting unauthorized business.
 5. Viewing, transmitting, downloading, or seeking obscene or pornographic materials or materials that violate or encourage others to violate the law.
 6. Gambling or engaging in any other activity in violation of local, state, or federal law.

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7. Intruding, or trying to intrude, into the folders, files, work, networks, or computers of others, or intercepting communications intended for others.
 8. Using another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using the other's access to the Network or the Internet.
 9. Knowingly downloading or transmitting confidential information.
 10. Downloading or transmitting copyrighted materials without permission from the owner of the copyright in those materials. Even if materials on the Network or the Internet are not marked with the copyright symbol, ©, you should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them.
 11. Soliciting or advertising the sale of any goods or services (whether to one recipient or many, such as "junk email").
 12. Giving others private information about yourself or others, including credit card numbers and Social Security numbers.
 13. Using County information technology for unauthorized outside fund-raising activities, participating in any lobbying activity, or engaging in any prohibited partisan political activity.
 14. Using County information technology to post County, Department and/or other public agency information to external news agencies, services bureaus, bulletin boards or other forums, except if authorized prior by management.
- D. Operating a business, or soliciting money for personal gain.
- E. Uses that waste limited resources. For example:
1. Do not waste toner or paper in printers, and do not send chain letters, even for noncommercial or apparently "harmless" purposes, as these, like email with large graphic attachments and "junk email," use up limited Network capacity resources.
 2. Only copy others on an email who should be "in the loop" on that email.
 3. Be careful with distribution lists, determining first whether it is appropriate for everyone on that list to receive the email.
 4. "County-wide" emails are only to be sent after receiving prior authorization.
- F. Suggesting to other staff members that they view, download, or seek materials, files, information, software, or other content that may be offensive, defamatory, infringing, or illegal.
- G. Email signatures:
1. Email signatures should include the staff member's name, job title, department, mailing address, telephone and fax numbers, and web site address. This should be in plain text format to easily accommodate all types of users. Should a staff member wish to include the Probation department's star in the email signature, contact Probation Automation Assistance. An email signature should

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not include very large or complicated fonts, images, clip art or personal quotes. Staff members shall also refrain from using background images or stationary in their email correspondence.

CONFIDENTIAL INFORMATION

- A. Staff members may have access to confidential information of the County, its employees, and clients of the County. Email makes it very easy to send and receive information and attachments. It is also easy to send confidential email to more than those intended. If a staff member has a business need to communicate confidential information within the County, with permission of management, a staff member may do so by email, but only sending the email to those who have a need to know the information, and marking it "CONFIDENTIAL." County management may from time to time issue guidelines to those whose responsibilities include the internal email communication of confidential information. Again, when in doubt, do not send it by email. Memoranda and reports on paper, telephone calls, and face-to-face meetings should be used in some contexts, such as with respect to personnel matters.

200.2 REFERENCES

See Policy Manual on Electronic Mail for additional guidance.

200.3 ISSUED DATE

- 04/28/2021

Information Technology Use Procedure

201.1 INFORMATION TECHNOLOGY USE PROCEDURES PURPOSES AND USE

The Department/County is providing members with access to its Network and the Internet only for County business purposes. If a staff member has any doubt about whether a contemplated activity is appropriate for County business purposes, the member may consult with a supervisor to decide if a use is appropriate.

ETIQUETTE AND PROHIBITED ACTIVITY

All staff members must abide by rules of network etiquette, which include being respectful and using the Network and the Internet in a safe and legal manner. The Department/County or authorized County officials will make a good faith judgment as to which materials, files, information, software, communications, and other content and activity are permitted and prohibited based on the following guidelines and under the particular circumstances. Unless a staff member is specifically authorized due to the staff member's work assignment, the following are among uses that are considered unacceptable and constitute a violation:

- A. Sending or soliciting sexually oriented messages or images.
- B. Visiting sites featuring pornography, terrorism, espionage, theft, or drugs.
- C. Gambling or engaging in any other activity in violation of local, state, or federal law.
- D. Uses or activities that violate the law or County policy or encourage others to violate the law or County policy. This includes, for example:
 - 1. Offering for sale or use any substance the possession or use of which is prohibited by law.
 - 2. Without proper authorization, accessing, transmitting, or seeking confidential information about persons or co-workers.
 - 3. Conducting unauthorized business.
 - 4. Viewing, transmitting, downloading, or seeking obscene or pornographic materials or materials that violate or encourage others to violate the law.
 - 5. Intruding, or trying to intrude, into the folders, files, work, networks, or computers of others, or intercepting communications intended for others.
 - 6. Knowingly downloading or transmitting confidential information.
- E. Uses that cause harm to others or damage to their property. This includes, for example:
 - 1. Downloading or transmitting copyrighted materials without permission from the owner of the copyright in those materials. Even if materials on the Network or the Internet are not marked with the copyright symbol, ©, a member should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them.

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2. Using another's password or some other user identifier that misleads message recipients into believing that someone other than the member is communicating or otherwise using the other's access to the Network or the Internet.
 3. Intentionally uploading a virus or other harmful component or corrupted data, or vandalizing any part of the Network.
 4. Using any software on the Network other than that licensed or approved by the County.
- F. Uses that jeopardize the security of access and of the Network or other networks on the Internet. For example, do not disclose or share your password with others, and do not impersonate another.
- G. Accessing or attempting to access controversial or offensive materials.
1. *Staff members are advised that access to the Network and the Internet may include the potential for access to materials inappropriate for use for County business purposes, including materials that may be illegal, defamatory, or offensive. Certain of these areas on the Internet may contain warnings as to their content, and staff members are advised to heed these warnings. Not all sites that may contain inappropriate material, however, will include warnings. Staff members must take responsibility for your use of the Network and the Internet and stay away from these sites.*
- H. Commercial uses. For example, do not:
1. Sell or buy anything over the Internet.
 2. Solicit or advertise the sale of any goods or services (whether to one recipient or many, such as "junk e-mail").
 3. Give others private information about yourself or others, including credit card numbers and Social Security numbers.
 4. Use County information technology for unauthorized outside fund-raising activities, participating in any lobbying activity, or engaging in any prohibited partisan political activity.
 5. Use County information technology to post County, Department and/or other public agency information to external news agencies, services bureaus, bulletin boards or other forums except if authorized prior.
- I. Operating a business, or soliciting money for personal gain.
- J. Uses that waste limited resources. For example, do not waste toner or paper in printers, and do not send chain letters, even for noncommercial or apparently "harmless" purposes, as these, like e-mail with large graphic attachments and "junk e-mail," use up limited Network capacity resources.
- K. Suggesting to other staff members that they view, download, or seek materials, files, information, software, or other content that may be offensive, defamatory, infringing, or illegal.

USE AND MAINTENANCE OF EQUIPMENT AND FACILITIES

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A. The County may occasionally issue rules for use and maintenance of computers and other equipment. These include the following:

1. Liquids are not to be kept on or near a staff member's computer, as these can cause serious damage.
2. All original software assigned to a staff member must be available when the system needs to be serviced--it may need to be reinstalled.
3. When a staff member has a computer problem, record/communicate all the details about the problem on the appropriate form and/or when called into Probation Automation Assistance or working with the County IT help desk.
4. Computers are not to be removed from the building without written permission from County management.
5. Software that is not licensed or authorized by the County is not to be installed and disks are not to be transported back and forth.
6. Only authorized and encrypted (with minimum FIPS 140-2) USB flash drives issued by the Probation department can be used to transport files between County computers and devices. Email requests for flash drives to "Probation Automation Assistance" with a CC from the staff member's supervisor with his/her approval.
7. Use of computers for playing games is prohibited.
8. Keep equipment plugged into a surge protector at all times.
9. Report any damage to equipment to Probation Automation Assistance or Fresno County IT services help desk.

FAILURE TO FOLLOW POLICY AND/OR PROCEDURES

- A. A staff member's use of the network and the internet is a privilege, and not a right. If a staff member violates the Information Technology Use policy and/or procedures, the staff member may be subject to discipline. Further, except if authorized in specific job-related circumstances, a staff member violates the policy and/or procedures if the staff member permits another to use their account or password to access the network or the internet, including, but not limited to, someone whose access has been denied or terminated. If the person the staff member allows to use their account violates the policy and/or procedures using their account, it is considered to be the same as the staff member violating the policy and/or procedures. Both staff members are then subject to the consequences of that violation. The County may take other disciplinary action under County policy. A violation of the policy and/or procedures may also be a violation of the law and may subject the member to investigation and criminal or civil prosecution.

201.2 REFERENCE

See Policy Manual on Information Technology use for additional guidance.

201.3 ISSUED DATE

- 05/25/2021

Staffing Procedure

202.1 WORK ASSIGNMENTS

Work assignments for staff members are made annually using a seniority-based shift selection process, except for the specialized assignments, which will be made at the discretion of the Chief Probation Officer or the authorized designee, which are outlined in the specified Memorandum of Understanding (MOU):

This shift selection procedure applies to the following job classifications: Supervising Juvenile Correctional Officer, Senior Juvenile Correctional Officer, Juvenile Correctional Officer (JCO) I/II, and Dietary Aide.

202.2 SHIFT SELECTION PROCESS

- A. The annual shift selection will proceed in accordance with the MOU. For the annual shift selection, there is a shift matrix built out identifying specific shifts that are needed at JJC.

202.3 INTERIM SHIFT SELECTION

- A. Should major programmatic and/or staffing changes occur that affect a significant number of officers, it may be necessary to have a shift change in addition to the annual shift change.
- B. When an individual shift becomes vacant prior to the next annual shift change, it may be filled at the discretion of the Deputy Chief or the authorized designee.

202.4 TEMPORARY UPGRADES

- A. Eligible staff members may be selected in a temporary upgrade based on the approval of the Chief Probation Officer or the authorized designee (See Fresno County Salary Resolution 413.9).
- B. The temporary upgrade will not count towards seniority in the higher classification should the employee later be promoted.

202.5 LEAD WORKER

- A. If the regular assigned Senior Juvenile Correctional Officer shift is vacant for a given shift, and no other Senior JCO is available to fill in, the following guidelines should be observed when determining the Lead worker:
 - 1. The Juvenile Correctional Officer most regularly assigned to that pod should assume responsibility for the pod.
 - 2. If none of the Juvenile Correctional Officers are regularly assigned to that shift, but one regularly works in that pod, that individual shall be the lead worker.
 - 3. If two or more Juvenile Correctional Officers are regularly assigned to that pod, the one with the most seniority will be the lead worker.

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4. If no one scheduled works in that pod on a regular basis, then the Watch Commander will designate the "Lead Worker".
 5. Permanent staff will be designated as "lead worker" over extra help staff.
- B. If at any time the Watch Commander feels that the above guidelines do not promote the most efficient operation of the shift and ensure the highest level of safety for all staff members, they may elect to bypass the above guidelines. The Watch Commander may designate the individual to be responsible for the shift who is viewed as being the most capable of operating the shift safely and efficiently.

202.6 AUTOMATED ON-LINE SCHEDULE FOR OFFICERS

- A. All JCO, Senior JCO and Supervising JCO schedules are posted online for officers to review based on the shift matrix.
- B. When there is a need to fill a vacant shift, it will be posted.
- C. In the event no one fills the vacant shift, officers will be directed into the shift based on the MOU requirements.

202.7 DIETARY AIDE SHIFTS

- A. A shift matrix is designed to fill the necessary shifts, and the Dietary Aides will select those shifts during annual shift selection process.
- B. When there is a need to fill an open shift, it will be posted.

202.8 DIVISIONAL ORGANIZATIONAL CHART

- A. The Divisional Organizational Chart covers the allocated positions for the division to include the following: Administration, Administration Support, Officers from the Supervising JCO, Senior JCO, and JCO series, and Dietary Aides.
- B. The Department contracts with the Internal Services Division with the County of Fresno for janitorial and all facility-related requests (i.e., plumbing, air conditioning heating, and structural issues).

202.9 REFERENCES

See Staffing Plan Policy for additional guidance.

202.10 ISSUE DATE

- 04/17/2023

Records, Retention, and Release Procedure

203.1 GENERAL

- A. All case information about youth referred to or detained at the Juvenile Justice Campus (JJC) is confidential and may not be released or discussed with anyone not having a legal right to know under the applicable law. JJC staff members shall not use, print, or store any confidential documents or information for their personal use, or share the information with people who do not have the legal authority to have the information. This includes any type of external drive.
- B. JJC staff members shall review or inspect juvenile files only when there is a legitimate work-related purpose for the need to inspect the file (hard copy or electronic).

203.2 LEGAL AUTHORITY

- A. California Rules of Court- Rule 5.552, and Section 827 WIC, establish the confidentiality of juvenile case records. Section 827 WIC also designates who may have access to these records. Section 828 WIC establishes disclosure of information relating to the taking of a youth into custody.
- B. Title 15, Section 1312 CCR, allows release of such juvenile criminal history information to the Board of State and Community Corrections as is necessary for the conduct of facility inspections as specified in Section 209 WIC.
- C. Fresno County Juvenile Court standing order "03-01" addresses the exchange of information between Family Court Services, Juvenile Probation, Department of Children and Family Services, Adult Probation and the Probate Court Investigator's staff.

203.3 DEFINITIONS

- A. "Juvenile Case file" includes the following:
 - 1. All documents filed in a juvenile court case;
 - 2. Reports to the court by probation officers, social workers of child welfare services programs, and CASA volunteers;
 - 3. Documents made available to probation officers, social workers of child welfare services programs, and CASA volunteers in preparation of reports to the court;
 - 4. Documents relating to a child concerning whom a petition has been filed in juvenile court that are maintained in the office files of probation officers, social workers of child welfare services programs, and CASA volunteers;
 - 5. Transcripts, records, or reports relating to matters prepared or released by the court, probation department, or child welfare services program; and
 - 6. Documents, video or audio tapes, photographs, and exhibits admitted into evidence at juvenile court hearings.

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Records, Retention, and Release Procedure

203.4 JUVENILE RECORDS

- A. "Juvenile Records" may be inspected and released as outlined in 827 WIC upon request.
- B. A Juvenile Court Order that orders the specific release of information to the requesting party.
- C. State and Federal officials shall obtain a court order from the Juvenile Court to obtain Juvenile records. Information shall not be shared with them absent a court order.

203.5 INFORMATION RELEASE GUIDELINES

- A. Whenever there is a request for release of information from a juvenile case file, the staff member, through their chain of command, shall work with the Juvenile Probation Custodian of Records.

203.6 RELEASE OF INFORMATION TO THE PUBLIC OR PRESS

- A. The release of information to the public shall only be made at the discretion of the Chief Probation Officer or the authorized designee, and in accordance with applicable law.
- B. The release of information to the press or media releases will only be made at the discretion of the Chief Probation Officer or authorized designee.
 1. Under no circumstance will staff members make any statements unless authorized by the Chief Probation Officer or their authorized designee.
 2. Any person representing a newspaper, television or radio station, magazine publisher or other media entity shall have the Chief Probation Officer's or the authorized designee's approval before visiting Juvenile Justice Campus facilities to prepare any article or take photographs involving operations or youth detained.

203.7 REFERENCES

See Records Retention and Release Policy for additional guidance.

203.8 ISSUED DATE

- 04/17/2023

Report Preparation Procedure

204.1 INTRODUCTION

An incident report is a simple written record of one's observations and any actions taken in response to those observations. It is important that all reports be written completely and accurately enough to allow a person who has no knowledge of the facility to get a clear and realistic picture and understanding of exactly what is being reported.

The Incident Report is the primary record used to document any situation that is unusual or relates to a problem or incident involving the Juvenile Justice Campus (JJC), youth, employees, visitors, property, or operations occurring in or outside the JJC. Juvenile JJC incident reports must be documented in a clear, comprehensive, professional, and timely manner.

Staff members may be subpoenaed to court to testify about information contained in their Incident Report.

204.2 INCIDENT REPORTS

- A. An Incident Report shall be written when any of the following occur:
1. When a staff member becomes aware of an incident as directed by a supervisor.
 2. When an approved strip search has been conducted.
 3. Incidents of rule violations by youth as directed by a supervisor.
 4. Attempted suicide or suicidal ideation by a youth (15 CCR 1329), or placement on precautionary watches.
 5. Breaches of security or evidence of an escape attempt.
 6. Security threats, including intelligence related to JJC activities.
 7. Significant incidents related to medical issues, health, or safety in the JJC for youth, staff members, visitors, or other agency personnel.
 8. Discovery of contraband in the possession of youth, visitors, or staff members in secure areas of the JJC.
 9. Detaining or handcuffing any visitor at the JJC.
 10. Traffic collisions involving Department vehicles, or any other vehicle collision occurring on JJC grounds.
 11. Risk management incidents (i.e., on-the-job injuries).
 12. Accidental injuries of staff, youth, the public, or other agency personnel.
 13. Unusual occurrences as directed by a supervisor.
 14. Lost or damaged County property, including loss of keys, County-issued security. Equipment, assigned gear, or identifications.
 15. Any use of a chemical agent, mechanical restraint, physical force, defense baton, or lethal force on or by a youth.

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16. Any injury or death to a youth, staff member, visitor, or other agency personnel.
17. Damage to the JJC, County vehicles or equipment.
18. Any incident or actions which may lead to criminal or civil proceedings, or any other matter which would warrant review by a higher authority.
19. Mandatory suspected child abuse reporting.
20. Other incidents may be reported on an incident report at the staff member's discretion, or if directed by a supervisor, Assistant Deputy Chief, or Deputy Chief.

204.3 GENERAL REPORT WRITING GUIDELINES

- A. Reports prepared by JJC staff members shall be:
 1. Typed on the computer and found in the case management system.
 2. Accurate and truthful without omitting facts.
 3. Identifying the persons involved, and introducing them by their rank or classification, and full name (Senior Juvenile Correctional Officer (JCO) John Doe, youth Jane Doe, MH Clinician James Doe, RN Jamie Doe, etc.).
 4. In sequential order of the event.
 5. Concise in documenting facts and all pertinent information seen or heard. Avoid wordiness and be clear in the intended meaning of the words or terms used.
 6. Written using correct grammar, punctuation, and spelling.
 7. Free of slang, unless used as a direct quote.
 8. Free of acronyms unless spelled out (example: RDO should read "regular day off").
 9. Written in the first-person ("I heard him," "I saw him," "I directed/instructed him," etc.).
 10. Written and submitted by the end of the shift unless prior approval is received by a supervisor.

204.4 STAFF REPORT WRITING GUIDELINES

- A. Reports must provide the facts that identify who, what, when, why, where, and how the incident occurred. Reports shall be objective and not overstate events. Reports shall include statements of victims, perpetrators, and witnesses, and use direct quotes whenever possible. They shall avoid drawing conclusions, making assumptions, or including any bias.
- B. Staff members shall include the following information in the narrative:
 1. Where you were at the time of the incident?
 2. What were you doing at the time of the incident?
 3. What did you observe or hear?

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4. What did you do and say related to the incident?
5. What action did you take?
- C. Reporting officers shall begin the report at the point they became aware of the incident, and end at the point they completed their involvement in the incident.
- D. The report shall be written and submitted in a timely manner prior to the end of the shift on the day of the incident. If additional time is necessary, the reporting officer must have prior authorization in by a Watch Commander (WC) or JJC Administration. All delays shall be noted in the report. The incident report shall be turned in as soon as completed (Title 15; §1362; California Code of Regulations).
- E. Incident Reports have four sections: ***Identifying Information, Incident Description, Follow-up Information, and Review and Signature***. Unless otherwise noted, the following information must be included in Incident Reports:
 1. Date of Incident: The month, day and year the incident occurred.
 2. Time of Incident: The exact military time of the incident.
 3. Incident: The specific nature of the incident, e.g., "Two Youth Fighting," "Assault on Staff," "Attempted Escape," "Youth Placed on Precautionary Watch," etc.
 4. Location of Incident: The specific area of the incident, e.g., "J Unit Dayroom," "D Unit Room 3," "Classroom 156," "Lobby 3," etc.
 5. Name of Reporting Staff member: The legal name of the reporting officer.
 6. Title of Staff: The job title of the reporting officer.
 7. Date/Time Report Prepared: The date and time that the officer prepared the report.
- F. Youth's Name: The legal name of all youth(s) involved in the incident. List First Name, then Last Name. Use a separate line for each youth involved in the incident. The following additional information shall be listed for each youth involved:
 1. DOB: The date of birth of each youth.
 2. Probation Number: The Probation Number of each youth.
 3. DPO: The name of the youth's Deputy Probation Officer if applicable.
 4. Unit: The assigned housing unit of each youth at the time of the incident.
 5. Others Present/Witnesses: The legal name and job title of others present during the incident.
 6. Description of the Incident: What, when, why, where and how of the incident.
 7. Notifications: As necessary – The name of the person who made the notification, who was notified, and the date and time the notification was made.
 8. Check Off Boxes: As Necessary – Mark any that apply: Charges Filed, Child Abuse Report made, Emergency Medical Care required, or a Medical Court Order Used.

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- G. Do not repeat any of the above-listed information in the introductory sentence of the report narrative unless it relates to a chronological event in relation to the incident ("At the above date and time" or "On Dec 12, 2004, at 1605hrs, in B Unit").
- H. All employees involved in, or witness to an incident shall be responsible for writing an Incident Report. The unit Senior Juvenile Correctional Officer (Sr. JCO) shall review the completed report(s). The unit Sr. JCO shall:
 - 1. Review the report with the employee for clarity, content, and completeness. If necessary, return the report to the employee for corrections.
 - 2. Complete follow-up information, i.e., administrative and/or parental notifications, medical and/or mental health referrals and check off boxes as necessary.
 - 3. Review and sign the finished report. Include recommendations for any actions to be taken concerning the incident. Submit the report electronically to the WC as soon as completed, and not at the end of the shift as the officer is leaving.
 - 4. The review shall be completed by the end of their shift unless additional time is necessary and authorized by the on-duty Watch Commander.
- I. The WC is responsible for the review, approval, and disposition of all Incident Reports submitted on their shift. The WC shall:
 - 1. Review each report for legibility, clarity and completeness of information concerning the incident, and any recommended actions. If necessary, they will return report(s) to the reporting officer to make any necessary corrections. The reporting officer will make any necessary corrections and/or additions, and electronically submit the revised report to the WC.
 - 2. Note any corrections, additional information (addendums), clarifications, referrals, or supporting documents needed. If necessary, return report(s) to the Sr. JCO for any needed follow-up information. The Sr. JCO will provide needed additions and submit the report electronically to the WC.
 - 3. For all incidents that results in physical harm, use of force, serious threat of physical harm, death of an employee youth or another person shall be forwarded directly to the Assistant Deputy Chief for review.
 - 4. Prior to the end of their shift, the WC shall send a summary of facts to JJC Administration and the Supervising Juvenile Correctional Officer (SJCO) distribution list regarding any incident as noted above to include the following: Location, number of youth involved with their names, number of staff involved with their names, type of incident, synopsis, any injured to staff or youth, total number of reports, cameras that were viewed, and any immediate or training concerns. The review and completion of the incident reports as listed above shall be completed within 72 hours unless additional time is necessary and authorized by the Assistant Deputy Chief or Deputy Chief. There could be some instances that the completion of the report will be needed sooner.
 - 5. Review the final copy of the Incident Report(s), supporting documents, and referrals for completeness, determine any necessary action(s) to be taken, and submit to the appropriate Program SJCO electronically (except for incidents

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involving physical harm, use of force, serious threat of physical harm, death of an employee youth or another person shall be forwarded directly to the Assistant Deputy Chief for review) unless additional follow up is needed. The completion of all other reports shall be completed within 14 days unless additional time is needed to complete the report. There could be some instances that the completion of the report will be needed sooner.

6. An SJCO/WC has the authority to close out the following report types:
 - (a) Accidents
 - (b) Contraband
 - (c) Damage to County Property
 - (d) Failure to comply with the program
 - (e) Furlough issues
 - (f) Gang Related Activity
 - (g) Group Disturbance
 - (h) Horseplay
 - (i) Minor injury to youth
 - (j) Lost/misplaced county property
 - (k) Lost/misplaced tools
 - (l) Non-threatening medical issues
 - (m) Non-threatening mental health issues
 - (n) Youth assault by youth that does not include any injuries (youth or staff members) or any use of force that consists of OC, strikes or the use of any objects etc.
 - (o) Youth fighting that does not include any injuries (youth or staff members) or any use of force that consists of OC, strikes or the use of any objects etc.
 - (p) Other misconduct
7. Ensure the appropriate housing units are informed of action(s) to be taken, and/ or notifications to be made.
8. Prepare and forward copies of Incident Reports, supporting documents and referrals to the facility, Assistant Deputy Chief and Deputy Chief, medical, mental health, and maintenance staff as necessary.
9. If the Incident Report is complete, falls in the category as noted above for close out at the SJCO level, and no further review is needed, the Incident Report should be closed out.
- J. Each Program SJCO is responsible for the follow-up review of Incident Reports generated from their assigned area(s). The SJCO shall:
 1. Retrieve initial reports from the Case Management System.

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2. Review reports, conduct any follow-up investigations, and determine if any further notifications are needed.
 3. If the Incident Report is complete, falls in the category for close out at the SJCO level, and no further review is needed, the Incident Report should be closed out.
 4. Forward reports to Assistant Chief and Deputy Chief electronically as necessary.
- K. The Assistant Deputy Chief and Deputy Chief are responsible for the administrative review of the reported incident.
- L. The Assistant Deputy Chief and Deputy Chief will review reports, assign any further follow-up investigations, and make notifications as needed.
- M. Reports involving physical harm, use of force, serious threat of physical harm, death of an employee youth or another person shall be completed within 15 business days unless additional time is needed to complete the report. There could be some instances that the completion of the report will be needed sooner. All other reports shall be completed within 30 business days unless additional time is needed to complete the report. There could be some instances that the completion of the report will be needed sooner.
- N. Finalized incident reports shall be imported to the youth's electronic file unless deemed confidential.

204.5 REFERENCES

See Report Preparation Policy for additional guidance.

204.6 ISSUE DATE

- 04/17/2023

Administrative and Supervisory Tours and Inspections Procedure

205.1 PURPOSE AND SCOPE

The purpose of permitting tours of the Juvenile Justice Campus (JJC) is to develop an increased level of public awareness and support for the facilities.

205.2 OFFICIAL VISITORS

- A. Official visitors to the JJC are welcome to visit and tour the facilities at a reasonable time. Members and representatives of the Board of Supervisors, Superior Court Judges, Commissioners, County Administrative Office staff, Board of State and Community Corrections, Probation Department personnel, Juvenile Justice Commission members, and staff of agencies with oversight responsibilities for the facility may visit at a reasonable time without advance approval.

205.3 OTHER VISITORS

- A. Community Service Organizations, college classes, or interested individuals may tour the JJC facilities with the prior approval of the Deputy Chief or Assistant Deputy Chief, and in accordance with all laws. The individual granting approval will determine the conditions imposed upon any of these tours. In almost all instances, high school-aged students and below will be excluded from tour groups. Visitors shall be at the minimum 18 years of age.
 - 1. All visitors shall be informed that all of the information about youth in custody is confidential.
 - 2. All visitors shall be informed that all cellular phones or any other device that takes pictures or records is prohibited.
 - 3. All visitors shall be given instructions not to ask any of the youth information related to their offense, or personal information (i.e., address, family information, school, telephone number, name etc.)
 - 4. If a visitor knows of a youth that is currently incarcerated at the JJC they shall disclose that information prior to the tour.
- B. JJC tour guidelines will be sent to the person requesting the tour prior to arrival at the facility. Prior to the tour a staff member will go over the guidelines with everyone in attendance and all attendees will be required to sign the document (See Juvenile Justice Campus Tour Guidelines form located in the Department's Case Management system).
- C. The individual granting approval for the tour shall designate who will conduct the tour.
- D. Youth shall not be allowed into JJC facilities to view portions of the facility as part of an attempt to modify their behavior in the community in a "scared straight" type of presentation, or in any other manner.

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205.4 REFERENCES

See Administrative and Supervisory Tours and Inspections Policy for additional guidance.

205.5 ISSUED DATE

- 04/17/2023

Chapter 5 - Youth Management

Youth Safety Checks Procedure

500.1 YOUTH SAFETY CHECK PROCEDURE

Fresno County Juvenile Justice Campus (JJC) requires that all youth supervision staff members maintain direct visual observation at a minimum of every 15 minutes at random or varied intervals during hours when the youth are asleep or when youth are in their rooms, confined in holding cells or confined to their bed in a dormitory. Supervision is not replaced, but may be supplemented by, an audio/visual electronic system (15 CCR 1328).

500.1.1 YOUTH SAFETY CHECKS

- A. The Safety Watch Program is an electronic database that is used in conjunction with the unit computer scan gun to electronically record the actual times that a safety check is completed by an officer. The following procedure shall be followed when utilizing this program to conduct youth safety checks:
 1. At the beginning of each shift, the Senior Juvenile Correctional Officer (SrJCO) or acting SrJCO is responsible for assigning each officer a time interval which they shall be responsible for completing safety checks. This may also include the SrJCO or acting SrJCO dependent on unit staffing. This shall be documented in the unit log.
 - (a) Should another officer other than the assigned officer conduct the safety check during another officer's assigned time interval, that officer or the SrJCO/acting SrJCO shall document in the unit log, the time and name of the officer who completed the safety check after the scan has been completed.
 - (b) Example: "SrJCO J. Doe completed the 1513 safety checks for Officer B. Smith."
 - (c) Any changes made to the initial assigned officer's time intervals needs to be documented in unit log.
 - (d) Example: "SrJCO J. Doe will now be assigned to 1400-1600 Safety Checks. JCO B. Smith will now be assigned to 1600-2000 Safety Checks. JD"
 2. The officer assigned to conduct the youth safety check shall log into the department's case management system, select "Juvenile/JJC General" and then select "Safety Watch." The officer will then select the corresponding unit assigned by using drop down box and select "Search." At this time, the selected unit roster with names of youth and rooms assigned will appear.
 3. To initiate safety watch, the officer shall select "start scan" and the officer can begin the youth safety check.

500.1.2 SCANNING ROOMS

- A. Safety checks shall be conducted at a minimum every 15 minutes on an irregular (staggered) schedule, and more frequently if necessary.

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- B. The officer conducting the youth safety check shall physically travel to each youth's room for a direct visual observation of the youth.
 - (a) This shall include direct visual observation of skin, breathing, and movement to confirm that movement is not of dangerous or emergency-related nature.
 - (b) Officers shall ensure that youth do not use any items that may obstruct their direct visual view of youth, such as, youth covering their head with bedding/clothing or using bedding to drape over a top bunk/window to darken the bottom bunk or room.
- C. When arriving at each youth's room door, the officer will notice three bar codes on each youth's room door window. The barcode located in the middle of the door window is the barcode that identifies the youth and room number. The second barcode indicates the "status" of the youth assigned to the room. The status is currently programmed to state "OK 1". The third barcode is identified for "notes."
- D. After completing a direct visual check of the youth assigned to the room, the officer shall scan the middle barcode to identify the youth and room number, then scan the "status" barcode and proceed with remaining rooms.
 - 1. If two youth are assigned to the same room, the officer will repeat the above process twice to recognize youth in the same room.
 - 2. Should one youth be in the room and the other out of his room, the safety watch system will identify youth in alphabetical order by their last name.
 - (a) Example 1: youth Jones and Smith are assigned to room#103. Youth Smith is out of room and Jones is in the room. The officer shall scan the middle barcode once and then scan status barcode and proceed with any other safety checks.
 - (b) Example 2: youth Jones is out of his room and Smith is in the room. The officer shall scan the middle barcode twice to recognize Smith is in the room and then scan status barcode and proceed with any other safety checks.
 - 3. In the event an officer notices a problem with the youth, the room, or any issue that requires documentation, the officer shall scan "notes." Upon completion of the youth safety check, the officer will be prompted to document a reason for why they scanned "notes."
- E. After each scan, the youth's name will highlight in green on the safety check program to indicate officers visually checked on the youth. If youth is out of their room, the youth's name will not be highlighted in green and will be required to select from drop down the reason youth is out of their room. Officers may select for one and update to apply to all youth if reason is similar. A pop-up window will indicate "okay or cancel." The officer can then select "process."
- F. The completed youth safety check shall be saved on the Safety Watch Program database.

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- G. If for any reason there was a delay in the youth safety check, the on-duty Watch Commander (WC) shall be immediately notified and informed of the reason for the delay, which shall be documented in the housing unit log.
- H. Officers shall immediately notify the on-duty WC in the event of any malfunction or abnormal occurrences involving the scan gun or department's automated system related to the youth safety check. In such an event, the hard copy safety watch sheet shall be used, upon the approval of the WC.
 - 1. The safety watch sheets log entries shall never be pre-filled with times or before the actual check is conducted. These types of entries do not represent factual information and are prohibited.

500.2 REFERENCES

See Youth Safety Checks Policy for additional guidance.

500.3 ISSUED DATE

- 09/14/2020

500.3.1 REVISED DATE(S)

- 04/17/2023

Control of Youth Movement Procedure

501.1 CONTROL OF YOUTH MOVEMENT

- A. Control of Youth Movement procedures is to establish a process for the safe and secure movement of youth.
- B. Returning/Releasing youth from rooms in a two-tier housing unit.
- C. Officers shall adhere to the following procedure when releasing and returning youth from their rooms in a two-tier housing unit.
- D. Releasing youth from their rooms in a two-tier housing unit:
 - 1. An officer will position themselves on the top tier.
 - 2. An officer will position themselves at the control panel
 - 3. There shall not be more than one youth on the top tier and stairwell at a time.
 - 4. Upon release from assigned room, the youth will have a seat at their assigned table.
 - 5. Upon releasing all youth from the top tier, staff shall re-position themselves back on the bottom floor.
 - 6. Youth assigned to the bottom tier shall then be released and seated at their assigned table.
- E. Returning youth to their rooms in a two-tier housing unit:
 - 1. All youth shall be seated at their assigned table prior to dismissal.
 - 2. An officer will position themselves at the control panel.
 - 3. An officer will then excuse youth on the bottom tier to their assigned rooms.
 - 4. Once all of the bottom tier youth are secured in their assigned rooms, an officer will position themselves on the top tier.
 - 5. There shall not be more than one youth on the top tier and stairwell at a time.
 - 6. Youth will then enter their assigned room.
- F. Exiting/Returning Youth from the Housing Unit:
- G. Officers shall adhere to the following procedure when exiting and returning all youth from their assigned housing unit.
- H. Exiting youth from their assigned housing unit:
 - 1. An officer shall excuse youth from their assigned table to line up in preparation for exiting the housing unit.
 - 2. A population count shall be conducted prior to exiting the housing unit, ensure all youth are wearing their photo identification wristbands, and that youths' hands are interlaced during movement.

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3. An officer shall open the door and begin to direct youth movement outside of housing unit.
 4. Officers shall place themselves in a tactical advantage to have situational awareness during movement of youth. At no time shall officers position themselves between two single file lines. Officer positioning will be determined based on the number of officers and youth exiting the housing unit
- I. Returning youth to their assigned housing unit:
1. An officer shall line up youth at their out-of-housing unit destination in preparation to return back to their housing unit.
 2. A population count shall be conducted prior to returning to housing unit, to ensure all youth are wearing their photo identification wristbands and that youths' hands are interlaced during movement.
 3. Officers shall place themselves in a tactical advantage to have situational awareness during movement of youth. At no time shall officers position themselves between two single file lines. Officer positioning will be determined based on the number of officers and youth exiting the housing unit.
 4. Upon arrival to housing unit, an officer shall open the door and begin to direct youth movement to return inside their housing unit, and ensure each youth is pat searched prior to resuming program or returning youth to their rooms.
- J. General Youth Movement:
1. At no time shall officers utilize any play yards or grass areas for youth movement, except in emergency situations, or pre-approved/directed by the Watch Commander (WC)/Supervising Juvenile Correctional Officer (SJCO). Officers shall adhere to the following:
 2. Youth movement on commitment side shall be limited only to the paved sidewalks.
 3. Youth movement on detention side shall be limited only to the hallways.
 4. Officers will use proper radio protocol when moving youth from the housing unit.
- K. Preparing for School Movement - Detention:
1. One officer shall be at the classroom door.
 2. Youth are released to the classroom one row of at a time.
 3. Officers will direct youth to enter classroom quietly and be seated at their assigned seats.
 4. During the school break time, youth are released from the classroom one row at a time, returning to their rooms to address hygiene needs.
- L. Preparing for School Movement - Commitment:
1. An officer will ensure all youth are accounted for and notify Core Control of movement. Notification alerts other units and security of movement in case of security/medical issues.

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2. Officers will follow the general movement procedure.
3. Officers shall ensure youth are following proper movement for safety & security (hands interlocked & facing front).
4. When available, Security staff shall assist with movement in case of any security issues that arise.
5. Available Security staff shall be positioned throughout the units during escort (commit gate, play 4 and school pavilion).
6. Once at school, pavilion gate officers will ensure each youth passes through the metal detector (one at a time).
7. Once all youth have passed through the metal detector, youth and officers shall enter their assigned classrooms.
8. Youth who will enter the classroom are released to the classroom one row at a time.
9. Officers will direct youth to enter classroom quietly and be seated at their assigned seats.
10. During the school break time, returning youth to their assigned unit procedures will apply so that youth are able to address their hygiene needs.

501.2 REFERENCES

See Control of Youth Movement Policy for additional guidance.

501.3 ISSUED DATE

- 06/29/2023

Youth Orientation Procedure

502.1 ORIENTATION PROCEDURE

Youth that enter the Fresno County Juvenile Justice Campus (JJC) shall be provided with an orientation to their assigned housing unit. Provisions shall be made to provide accessible orientation information to all detained, including those with disabilities, limited English proficiency, or limited literacy. Both written and verbal information shall be provided and supplemented with video orientation, if feasible (15 CCR 1353)

- A. As part of the admission process in Booking, the youth shall be provided a pamphlet and a brief orientation as to the reason they have been transported to the Fresno County JJC, and whether the youth will remain in custody at the JJC. If the youth remains in custody, the youth shall go through the booking process and be assigned a housing unit.
- B. Upon the youth's arrival to assigned housing unit, the Senior Juvenile Correctional Officer (SrJCO) or acting SrJCO shall complete or assign a Juvenile Correctional Officer (JCO) to complete a detailed orientation. The officer conducting the youth orientation shall verify if the youth received a pamphlet in Booking; if not, the youth shall be provided a pamphlet in the housing unit, and the youth may keep the pamphlet in their possession during the duration of their custody stay. In addition, the officer shall cover the youth bill of rights with the youth and answer any questions they may have regarding those rights. The youth and the officer shall sign the youth bill of rights form and the youth shall be given a copy and a copy is to be placed in the youth's institutional file. The youth may keep the form in their possession during the duration of their stay. The form is located in the department's case management system under Youth Bill of Rights.
- C. The SrJCO or acting SrJCO shall ensure that the orientation and Juvenile Probation Camp Funding (JPCF) assessment is completed within four hours of admittance to the youth assigned housing unit. For any youth entering the unit after the last hour of a shift, it shall be the responsibility of the next shift, excluding graveyard shift, to complete the youth orientation and JPCF assessment. The SrJCO or acting SrJCO shall document in the unit log the reason orientation and JPCF were not completed and to ensure the next shift completes youth orientation and JPCF within four hours into the new shift.
- D. The officer conducting the orientation shall ensure they have a copy of the Youth Orientation form, fill out all required fields, and check off the box of each item that must be reviewed with youth. (See Youth Orientation Policy for further information)
- E. The officer conducting the orientation shall document on the Youth Orientation form if any materials were provided to youth, if a video or interpreter was used, the name of interpreter if utilized, and the name of the officer completing the orientation.
- F. If a youth has or appears to have any disabilities, limited English proficiency, or limited literacy, the SrJCO or acting SrJCO shall ensure that youth is provided accessible orientation material. If there is no translator available, the on-duty Watch Commander (WC) shall be notified so that an interpreter can be provided. If a translator cannot be

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accessed within four hours, the SrJCO or acting SrJCO shall document in the unit log the reason orientation and JPCF was not completed within four hours, and what was done to resolve the issue.

- G. If a youth has limited literacy and has difficulties understanding the orientation material, the officer shall read and explain in detail the orientation material. The officer shall provide the youth an opportunity to ask questions for clarification and better understanding of information provided from orientation.
- H. For youth with disabilities, limited English proficiency, or limited literacy, the SrJCO or acting SrJCO shall ensure that the youth's status is documented in the youth's electronic file, bed roster notes, and communicated to appropriate JJC personnel, lawyer, and support services.
- I. The youth and the officer shall be provided a quiet area and enough time necessary to read and review orientation materials. The officer shall ensure the youth understands the material; if youth does not understand, or appears to not understand, the officer shall review information again.
- J. When the officer reasonably believes and is confident the youth understood the material, the officer shall have the youth sign his name on the orientation form. The officer shall document in the unit log and youth's electronic file that the youth received an orientation and officer's name who completed the youth orientation and JPCF. The form will be placed in the youth's folder.
- K. Upon the youth's release, the youth's orientation form will be removed from the youth's folder and scanned by the Booking Officer to be placed in youth's electronic file.

502.2 REFERENCES

See Youth Orientation Policy for additional guidance.

502.3 ISSUED DATE

- 04/17/2023

Use of Physical Restraints Procedure

503.1 PURPOSE

The purpose of these procedures to provide officers at the Juvenile Justice Campus (JJC) with guidelines on the application, supervisory oversight of, and restrictions on the use of Physical Restraints. Each officer is expected to use these guidelines to make such decisions in a safe, impartial, lawful and professional manner.

503.2 DEFINITIONS

Restraint Device – Any device that immobilizes a youth's extremities and/or prevents the youth from being ambulatory. Examples include handcuffs, waist chains, and leg irons.

503.3 AUTHORIZATION TO POSSESS AND USE RESTRAINTS

- A. The Deputy Chief or the authorized designee for JJC shall designate those officers authorized to use mechanical restraints.
- B. All Departmental Peace Officers within JJC are authorized to possess and use mechanical restraints while on duty.
- C. Restraints shall only be applied by officers trained and authorized to use them, and only in a manner consistent with their department-approved training.
- D. Restraints used shall be only those approved and supplied by the department and shall not be altered from their original design.
 1. Each officer issued mechanical restraints shall be responsible for maintaining, securing and accounting for such restraints. Restraints shall remain in a secure area of the facility when the officer is off-duty.
 2. Each officer is responsible for inspecting their issued restraints to determine their restraints are functioning and not damaged.
 3. A Supervisor shall be immediately notified of any restraints that are faulty or malfunctioning.
 - (a) Any member reporting a faulty or malfunctioning restraint shall follow-up on any Supervisor notification in a Incident Report.
 - (b) Faulty or malfunctioning restraints shall not be used.

503.4 GUIDELINES - USE OF RESTRAINTS

- A. Restraints shall be used only to prevent self-injury or injury to others, serious property damage, or escape. See Use of Restraint Devices for movement within and outside the Secure Facility
 1. The danger to themselves or others should be immediate.
- B. Officers shall insure that any application of restraints are safely employed to include;
 1. Device is placed in a department-approved manner which does not prohibit or restrict breathing of a youth.

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2. Restraints are checked for tightness of application, not creating a restriction of circulation or abrasions to skin.
 3. Restraints are double-locked appropriately in order to prevent them from tightening from their current setting.
 4. In the event a youth has a known medical condition or physical stature which contraindicates the use of a single set of handcuffs, then the use of alternative techniques or devices to accomplish this may be done.
- C. Officers shall take affirmative action to stop inappropriate, unnecessary, or excessive use of restraints. Such misuse shall be reported immediately to the facility Watch Commander and the reporting officer shall complete a written incident of their observations prior to leaving the facility at the end of their shift unless otherwise directed by a supervisor. Failure to report such an incident is a violation and may result in disciplinary action.
- D. Restraints shall be discontinued as soon as practicable when it is reasonably believed the need for them no longer exists.

503.5 PROHIBITED RESTRAINTS TECHNIQUES

- A. Youth shall not be restrained to any fixed object, such as a wall or floor, room furnishings or fixtures, including a restraint chair, nor shall their hands and feet be bound together behind the back (hog-tying).
- B. Restraints shall never be used to inflict:
1. Pain
 2. Punishment
 3. Discipline
 4. Retaliation
 5. Harassment
 6. Compliance
 7. Intimidation
 8. Or serve as a substitute for treatment.
- C. "Positional asphyxia" means situating a person in a manner that compresses their airway and reduces the ability to sustain adequate breathing. This includes, without limitation, the use of any physical restraint that causes a person's respiratory airway to be compressed or impairs the person's breathing or respiratory capacity, including any action in which pressure or body weight is unreasonably applied against a restrained person's neck, torso, or back, or positioning a restrained person without reasonable monitoring for signs of asphyxia. (Government Code § 7286.5 (b)(4)).

503.6 SUPERVISION OF RESTRAINED YOUTH

- A. Staff members shall conduct constant visual supervision of a restrained youth. Members shall also:

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1. Observe the youth's behavior, and any staff interventions shall be documented every 15 minutes, with actual time of documentation recorded.
 2. If the youth appears to have or exhibits significant injuries due to restraint use that cannot wait until they are seen by on-site clinic staff, the minor will receive immediate medical treatment (i.e., transport to CRMC) for the signs or symptoms, requiring immediate medical referral, include but not exclusively limited to;
 - (a) Difficulty breathing or stopped breathing.
 - (b) Loss of feeling or circulation to restrained limbs. Skin turning blue or purple.
 - (c) Uncontrolled bleeding at restraint site.
 - (d) Going in and out of consciousness.
 - (e) Fractures or muscular injuries.
 - (f) Coronary Distress (i.e., chest pains, elevated or weak pulse).
 - (g) Fever.
 - (h) Seizure, vomiting, or spitting up of blood.
 - (i) Recent surgery or childbirth.
 3. Have youth medically evaluated regarding the safety of placement and retention as soon as practicable, but within two hours from the time of initial placement of the restraints. After the initial evaluation, the youth shall be medically cleared for continued restraint every three hours.
 4. Have the youth evaluated by a mental health professional to assess the need for mental health treatment as soon as practicable, but within two hours if the youth is still restrained.
 5. Any and all medical and mental health assessments of current or prior-restrained youths shall be documented in a Incident Report.
 - (a) In circumstances where multiple officers are involved regarding the use of restraints on youths, then an officer may reference a supplemental report in which medical and mental health assessments were conducted, provided that the assessment is for the same incident involving restraint usage.
- B. Restrained youth shall be protected from other youth, held in an area designated for restrained youth, and not left alone with other youth.
- C. Youth shall not be restrained to any fixed object, such as a wall or floor, room furnishings or fixtures, including a restraint chair, nor shall their hands and feet be bound together behind the back (hog-tying).
- D. Restrained youth shall have access to water, meals, and toilet facilities when they can be reasonably accommodated.

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503.7 USE OF RESTRAINTS FOR MOVEMENT WITHIN AND OUTSIDE FACILITY

The following applies to the use of restraints for the standard transportation or movement of youth within and outside the secure facility (see the Control of Youth Movement Policy and Transportation of Youth Outside the Secure Facility Policy) (15 CCR 1358.5):

- A. Restraints may be used when moving a youth from point to point within the secure facility, but restraints should be removed upon arrival, when the youth is no longer being moved within the facility. See Restraint Report located in the Department Case Management System.
- B. A security assessment shall be conducted by any officer requesting restraint for movement within a secured facility.
- C. Any security assessment shall be approved by a supervisor prior to use of restraints for institutional movement of any youth that falls outside of a serious incident or use of force incident.
 1. Restraints should be used when transporting youth in a vehicle, but the restraints should not be attached to anything in the vehicle, or to another youth. Restraints shall only be used under the following circumstances (Welfare and Institutions Code § 210.6):
 - (a) An officer of the Department, in consultation with the transporting agency, has determined that restraints are necessary to prevent escape or an injury to the youth or another person.
 - (b) The least restrictive form of restraint is used based on the facts.
 - (c) An officer shall document the reason a particular restraint device was selected and the circumstances leading to its application. This documentation shall be recorded in a youth's chronological record within the Department Case Management System.
 2. Restraints shall not be used on pregnant youth during transport except as indicated in the Pregnant Youth section of this policy.

503.8 NOTIFICATION AND DOCUMENTATION

- A. A supervisor shall be notified as soon as practicable when restraints are used, or before they are applied, if time allows. A supervisor should monitor the situation until the restraints are removed.
- B. The Deputy Chief or the authorized designee shall also be notified as soon as practicable when restraints are applied, or before they are applied, if time allows.
- C. The Deputy Chief or the authorized designee shall approve the use of restraints, and continued use, of any restraints on an hourly basis in writing.
- D. The Deputy Chief may delegate authority for the decision to place a youth in restraints or allow a youth to continue in restraints to a physician.
- E. The officer shall notify the facility Watch Commander immediately of any use of restraints due to self-injury, injury to others or the prevention of serious property

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damage or escape. This notification may be delayed if exigent circumstances exist which preclude immediate action.

- F. All restraint use shall be documented in a Facility Incident Report (IR) prior to the end of the shift on which the use of force occurred, unless directed by a supervisor that it can be completed at a later date and time. Incident Reports can be located in the JJC Case Management System. Documentation of each incident shall include at the minimum:
1. Date, time and location of incident;
 2. Youth(s) name and DOB;
 3. A complete description of the restraint use and the results obtained;
 4. A clear and factual justification for the restraint use, including attempts to use less restrictive measures and any de-escalation efforts prior to deployment;
 5. Extent of injury or complaint of injury to the youth(s), officer(s) or other person(s);
 6. A description of all medical referrals or treatment;
 7. Other pertinent facts surrounding the incident; and
 8. Names of all witnesses including youth(s), officer(s), or civilian staff.
 9. An officer(s) shall also provide a synopsis of what transpired, which shall be noted in the youth's chronological file and the appropriate unit log, which are located in the Department Case Management System.

503.9 WATCH COMMANDER OR SUPERVISING JCO RESPONSIBILITIES

- A. Determine if the officers' actions prior, during, and after the use of restraints complied with policy, procedures, and training.
- B. Determine if there were any reasonable alternatives available to the officer(s) prior to the deployment of restraints (i.e., additional sworn staff, referral to mental health clinician, verbal counseling, etc.).
- C. Determine if any crisis prevention and intervention techniques were used prior to the use of restraints (i.e., de-escalation efforts).
- D. Review the date and time of the surveillance video footage (if available) and determine if the video corroborates what is contained within the incident report.
- E. Determine if any injuries were sustained by staff or youth, and the type of injury in each case.
- F. Determine whether all required referrals and notifications were made.
- G. Determine whether any identified training issues if applicable.
- H. Determine whether any behavior by staff should lead to corrective/disciplinary action.
- I. Review any security assessment restraint report. Approve or deny the request.

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503.10 TRAINING

- A. All newly hired officers shall receive training during new employee orientation in the following: Use of restraints, OC/Chemical Agents, Use of Force policy review, and Force Options (Defensive tactics).
- B. All newly hired permanent officers will attend and complete Juvenile Correctional Officer (JCO) Core training within the first year of employment.
- C. All newly hired officers shall attend and complete PC 832 laws of arrest course within the first year of employment.
- D. Extra help officers will be placed in JCO Core and PC 832 laws of arrest classes based on operational needs and class availability.
- E. On an annual basis, officers shall attend a Force Options (Defensive tactics) approved class.
- F. Armed transport officers shall follow training requirements set forth in the Lexipol Probation Services policy
- G. Officers attending training on any topic covered in this policy and procedure are required to resolve any conflict between that training and this policy, in favor of the provisions of this policy and procedure. This policy and procedure shall supersede any contradictory information in any non-departmental training an officer may attend.

503.11 REFERENCES

See the Use of Physical Restraints Policy for additional guidance.

503.12 ISSUED DATE

- 04/17/2023

Searches Procedure

504.1 PURPOSE

The purpose of these procedures to provide officers at the Juvenile Justice Campus (JJC) with guidelines on maintaining the safety and security of the facility by conducting searches, in balance with protecting the rights afforded by the U.S. Constitution. Searches shall be conducted in a manner that preserves the privacy and dignity of the person being searched (15 CCR 1360). Each officer is expected to use these guidelines to make such decisions in a safe, impartial, lawful and professional manner.

504.2 DEFINITIONS

Definitions related to this procedure include:

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

Modified strip search - A search that requires a youth to remove or rearrange some of the youth's clothing. It does not include a visual inspection of the breasts, buttocks, or genitalia of the youth but may include a thorough tactile search of the youth's partially unclothed body. This also includes searching the youth's clothing once it has been removed.

Pat-down search - The typical type of search used by staff members within this facility to check others, including youth, for weapons or contraband. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to staff members, the youth, or other youth.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of a youth, and the vagina of a female youth.

Strip search - A search that requires a youth to remove or rearrange some or all of the youth's clothing to permit a visual inspection of the youth's underclothing, breasts, buttocks, anus, or outer genitalia. This includes monitoring a youth while the youth is showering or changing clothes and the youth's underclothing, buttocks, genitalia, or breasts are visible to the monitoring staff member.

504.3 AUTHORIZATION TO CONDUCT SEARCHES

- A. All Departmental Peace Officers within JJC are authorized to conduct searches while on duty within the guidelines of this procedure and policy.
- B. Facility searches require the authorization of the JJC Watch Commander to be conducted.
- C. Any modified strip search or strip search shall be conducted only after approval is received by a JJC Watch Commander or higher competent authority.

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- D. No youth shall be subjected to a physical body cavity search without approval of the Deputy Chief or the authorized designee, and only with the issuance of a search warrant executed by a magistrate specifically authorizing the physical body cavity search (Penal Code § 4030).
 - (a) Physical body cavity searches when authorized shall only be conducted by a physician or licensed medical personnel under sanitary conditions. (Penal Code § 4030(k)).
 - i. Medical clinic staff shall not conduct physical body cavity searches and/or be involved in the collection of court-ordered forensic evidence. (Title 15, Section 1452)
 - ii. If a physical body cavity search and/or collection of court-ordered forensic evidence is required, the youth will be transported to a contracted medical provider.

504.4 GUIDELINES - SEARCHES

504.4.1 ROOM SEARCHES

- A. Room searches will be conducted as follows:
 - 1. Prior to the start of the actual room search, remove any youth(s) from the room and conduct a Body Quadrant search of the youth(s) and then place the youth(s) in a location where the room search cannot be observed.
 - 2. Conduct a thorough, systematic check of the bedding, clothing, books and magazines, envelopes, and personal items in the youth's room, as well as the physical structure of the room.
 - (a) When searching clothing and shoes, pay particular attention to clothing hems, pockets and the tongues and insoles of shoes.
 - (b) When searching bedding, pay particular attention to seams, corners and double folds in sheets, pillows and mattresses.
 - (c) Search doors and locks, windows, window frames, wash basin, toilets, desk and stool, intercom buttons and speakers, light fixtures and air conditioning vents. Pay particular attention to wash basins and under the rim of toilets and any holes in walls in which contraband might be concealed.

The Senior Juvenile Correctional Officer will document room searches in the housing unit log and note any unusual or significant findings in the youth's electronic file.

504.4.2 FACILITY SEARCHES

- A. If a facility search is authorized, the following operational procedures will be in effect:
 - 1. Normally, all youths will be locked in their rooms during a facility search of their pod. No youths will be allowed to leave the housing pod except for releases from custody, court, out-of-pod attorney meetings or out-of-facility medical appointments.

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- (a) Any youth allowed to leave the housing pod shall be subjected to a Body Quadrant search before leaving and upon return when it is deemed safe and secure.
- (b) To isolate and prevent the spread of contraband, the Assistant Deputy Chief or Deputy Chief has the discretion to take the following actions.
 - 1. Postpone or cancel visiting.
 - 2. Conduct a Body Quadrant search of any youths prior to Court, attorney visits, out-of-facility medical appointments or a release from custody.
 - 3. Postpone or cancel school classes.
 - 4. Postpone or cancel on-site clinic/medical health appointments.
 - 5. Postpone or cancel all out-of-pod activities.
- (c) To isolate and prevent the spread of contraband, the Watch Commander has the discretion to take the following actions. When a facility search is completed, the Senior Juvenile Correctional Officer shall:
 - 1. Notify the Watch Commander of the results of the search.
 - 2. Document the search in the pod log including any unusual or significant findings.
 - 3. Complete and forward an Incident Report to the Watch Commander documenting the circumstances surrounding the search and listing the results.

504.4.3 VISITING AREA SEARCHES

- A. Immediately prior to scheduled visiting hours, assigned officers will:
 - 1. Inspect the public restrooms, non-contact visiting rooms, visiting room, interview rooms, counseling rooms, storage closets and outside courtyard for any contraband, weapons or maintenance issues that could impact visiting operations.
 - 2. Ensure all visiting room doors to storage closets, non-contact visiting rooms, interview rooms and counseling rooms are secured and locked.
 - 3. Ensure all visiting area sally port doors are secured and functioning properly.
- B. Youths and/or visitors shall not be allowed to enter the visiting area until the search is completed and cleared by the Watch Commander.
- C. When visiting is completed, assigned officers will conduct a systemic search of the public restrooms, visiting room, non-contact visiting rooms, interview rooms, counseling rooms, storage closets, and outside courtyard for any contraband, weapons or maintenance issues.
- D. Officers assigned to visiting shall document any visiting area search results in the facility log.

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- E. Any significant contraband (i.e., electronic devices, money, drugs, alcohol, tobacco, or weapons) that is located during a visiting area search shall be reported immediately to the Watch Commander.

504.4.4 BODY QUADRANT SEARCHES

- A. Searches shall be conducted in a thorough and systematic manner in accordance with the guidelines and outlined procedures.
 - 1. Youth shall be searched by an officer of the same sex except in exigent circumstances or when conducted by a medical professional. Such searches must be justified and documented in writing.
 - 2. When searching youth of the opposite sex, officers shall have a witness.
 - 3. Good judgment shall be exercised in searching sensitive areas, especially when dealing with members of the opposite sex. The scope of the search should be conducted only to the degree and extent necessary for officer safety.
 - 4. Officers shall avoid placing their hands inside the clothing of a youth unless reasonably sure that a weapon and/or contraband have been located.
 - 5. At the time of booking, officers shall remove purses and wallets from the possession of the youth.
 - 6. While in the officer's possession, the purses and/or wallets shall remain within the youth's field of vision.
 - 7. Purses and wallets removed shall remain in the custody of the transporting officer until thoroughly searched at the time of booking.
- B. In order to conduct a thorough search, the youth must be placed in a position where the officer can effectively reach all areas of the youth's body and clothing. The position which affords the officer the greatest scope/range of motion for a search generally is the standing position.
 - 1. The search must be conducted in a thorough, systematic and professional manner using a firm grasping technique. To conduct a systematic search, divide the youth's body into five (5) basic areas.
 - (a) Head and Neck area.
 - (b) Upper right area.
 - (c) Upper left area.
 - (d) Lower right area.
 - (e) Lower left area.

Preliminary Search (cursory pat-down). A quick search of a youth or of the area immediately available to the youth where a weapon may be concealed. Areas of concealment include: belt area, waistband, stomach area, chest area. The officer should make a preliminary search of the subject before handcuffing.

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- A. The officer shall verbally order the youth to place his/her hands behind their head with interlaced fingers. The officer will then order the youth to widen their feet with toes pointing outward. The officer will then approach the youth and utilize a non-dominant toe/heel lock on the youth's leg while using the dominant hand to firmly grasp the youth's interlaced fingers. At this time the officer will pull the youth slightly rearwards and down (off balance) to a position of disadvantage for the youth. The officer shall not support the youth's weight, but simply pull downwards and back enough to gain leverage and tactical advantage.
- B. With the support hand, the officer will perform cursory search of the youth's chest area starting at the upper shoulder area closest to the search-hand side, down the youth's chest area and to the waist area. After moving completely to the opposite side of the waist area, will then move upwards to the opposite side stomach and chest areas to the shoulder area.

Body Quadrant Search. Place the youth in a standing position with their back to the officer. Direct the youth to widen his/her legs and feet as wide as possible with toes pointed outward. They should be far enough apart that the youth's forward and rearward balance is controlled by the officer.

- A. Officers should use a department-approved control hold (if applicable) while the youth is handcuffed to the rear of his/her back. The non-dominant leg is positioned with a heel/toe foot-lock to the rear of the youth's foot.
- B. Pat down hair and neck (visually inspect: nostrils, mouth and ears).
- C. Utilizing the non-dominant hand, search the upper right area of the youth starting at the upper right shoulder and working down to the waistline. At the waistline, utilize the thumb and index fingers to pinch slowly and methodically inside waistband across to the other side of waist area, and then up toward left shoulder area. (When searching female youth the back side of the hand shall be utilized in a "bladed" manner to check areas between and underneath breast areas).
- D. At this point, the non-dominant hand shall search the back and back waist-line area utilizing the same technique. Upon completion of the back search and back waistline search, the armpit areas of both arms shall be searched from the shoulder area down to the waist.
- E. Continuing with the weak hand, search down the youth's leg closest to the officer. Be sure to check socks, footwear and ankle area carefully. Continue up to the inside of youth's leg into the groin area. Utilizing the back portion of the hand, move hand into groin area searching for weapons or contraband.
- F. To search the youth's opposite lower area, change hands by placing the youth in a rear handcuff control lock while transitioning to opposite side. At this time, use dominant leg toe/ heel lock on youth while placing downward pressure on handcuff bases with the non-dominant hand/palm for youth control. At this time, the officer shall proceed with opposite side of search in similar manner.

504.4.5 STRIP SEARCHES

Procedure for conducting a strip search:

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- A. Officers will conduct the strip search in an area which provides privacy and dignity to the youth, and provides the ability for the searching officer to be observed while doing so. When possible, an independent same sex officer shall be a witness to the officer conducting the strip search.
- B. Officers will observe the youth during the entire process so that no contraband is overlooked;
- C. Officers will wear latex gloves;
- D. Officers will have the youth remove shoes and socks and display the bottom of each foot individually;
- E. Direct the youth to remove all remaining items of clothing except their underpants, and have youth raise their their arms and turn 360 degrees;
- F. Officers will conduct a visual search of the youth paying close attention to skin folds and other areas where contraband may be hidden. Officers will also look for bruising and/or signs of abuse or self-mutilation. Signs of abuse or self-mutilation shall be reported to CPS, Mental Health, and Medical staff as appropriate;
- G. Officers will instruct the youth to pull down underpants to assure that no contraband is concealed in the youth's underpants. Staff will then instruct the youth to pull up their underpants;
- H. Officers will conduct a thorough search of all the youth's clothing, including inside shoes, socks, pockets, hems, etc.;
- I. If officers locate contraband they will secure, document and maintain the chain of custody of the contraband.

AREAS OF THE BODY TO BE SEARCHED

- A. Hair: Instruct the youth to run his/her fingers through their hair. Attention should be given to cornrows, thick and/or long hair. Pinned back or tied up hair is to be taken down. If the hair is long enough to conceal any items, officers will have the youth shake hair to dislodge possible contraband. Hair weaves and extensions at the time of booking are permitted, they must be shampooed and maintained. Wigs and removable hairpieces are not allowed, unless needed for medical cosmetic reasons.
- B. Ears: Instruct the youth to move their head left and then right. Instruct the youth to pull their ears forward and out to check ear cavity.
- C. Mouth and nasal passage: Check cavities for contraband and instruct the youth to remove dentures and or caps, lift their tongue, and roll top lip and bottom lip down.
- D. Fingers and Hand: Instruct youth to open their fingers and rotate their hands. Check the web of the fingers for needle marks and under fingernails for contraband. If needle marks or contraband are found an Incident report will be written.
- E. Arm Pits: Instruct the youth to raise both arms above their head. If under arm hair is present, instruct the youth to rub through the hair with their hand.
- F. Navel: Visually check indentation for small contraband. If youth is obese, have him/her lift fatty tissue on stomach area to allow visual inspection.

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- G. Under Penis: Instruct youth to lift their penis and visually inspect around and under the penis. Do not touch genitalia.
- H. Testicles: Instruct youth to lift their testicles, visually inspect around and under the testicles. Do not touch genitalia.
- I. Under and between the breast: Instruct the youth to lift both breasts, and then separate them. If breasts are large, request the youth to pull each breast toward the front of their body so the area behind the breast and under arm may be observed. Do not touch breasts.
- J. Visually check pubic area.
- K. Between toes: Instruct the youth to wiggle his/her their toes and/or individually separate each toe.
- L. Sole of feet: Instruct the youth to lift each foot. Visually inspect each foot.

504.4.6 PHYSICAL BODY CAVITY SEARCHES

- A. Physical body cavity searches when authorized shall only be conducted by a physician or licensed medical personnel under sanitary conditions. (Penal Code § 4030(k))
 - 1. Medical clinic staff shall not conduct physical body cavity searches and/or be involved in the collection of court-ordered forensic evidence. (Title 15, Section 1452)
 - 2. If a physical body cavity search and/or collection of court-ordered forensic evidence is required, the youth will be transported to a contracted medical provider.
- B. Except for the physician conducting the search, persons present must be of the same sex as the person being searched. Only the necessary officers needed to maintain the safety and security of the medical personnel shall be present (Penal Code § 4030; Penal Code § 4031)
- C. Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.
- D. All such searches shall be documented on a JJC Incident report with a search assessment attachment, including:
 - 1. The facts that led to the decision to perform a physical body cavity search of the youth.
 - 2. The reasons less intrusive methods of searching were not used or were insufficient.
 - 3. The Deputy Chief's approval.
 - 4. A copy of the search warrant.
 - 5. The time, date, and location of the search.
 - 6. The medical personnel present.

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7. The names, sex, and roles of any staff members present. Only those staff required by their official duties relative to the search procedure shall be present during any modified strip or strip search. (Penal Code § 4030)
8. Any contraband or weapons discovered by the search.

504.5 PROHIBITED SEARCHES

- A. Searches shall only be conducted when approved in advance by a Watch Commander for any Strip Search, Modified Strip Search, or Facility search. A Deputy Chief or the authorized designee shall approve Body Cavity searches with a valid search warrant.
- B. Searches shall never be used to inflict:
 1. Punishment
 2. Discipline
 3. Retaliation
 4. Harassment
 5. Intimidation
- C. Under no circumstances is staff to conduct physical searches of body cavities, other than the ears, nose and mouth of any youth.
- D. Youths will not be required to squat, bend, stoop, and/or cough as part of the strip search.
- E. When conducting strip searches, staff shall not touch the breasts, buttocks or genitalia of the youth being searched. (§4030(i) PC)
- F. The search shall only be conducted under sanitary conditions. (§4030(k) PC)
- G. All staff conducting or present during the search shall be of the same sex as the youth. (§4030(k) PC)
- H. The search shall be conducted in an area of privacy so that persons not participating in the search cannot observe the search. (§4030(l) PC)
- I. The youth being searched shall be isolated from all other youths during the search. No "group" searches shall be conducted. (§4030(l) PC)
- J. Only those staff required by their official duties relative to search procedure shall be present during the search. (§4030(l) PC)

504.6 NOTIFICATION AND DOCUMENTATION

- A. If a staff member suspects a strip search may be needed, the Watch Commander will be notified immediately and an Incident Report with Search Assessment and Authorization section will be filled out by staff.
- B. The Watch Commander shall make a reasonable suspicion determination and document written authorization for the search if time allows, otherwise a verbal approval must be given followed later by the written report. The youth's name and date of the strip search will be entered into the SJCO Log in the department's case

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management system by the Watch Commander. After conducting the strip search the searching officer shall document the results of the search on the Incident Report form in the narrative and Search assessment sections. The Watch Commander will have the completed form scanned into the youth's electronic folder and the original copy forwarded to the Deputy Chief or Assistant Deputy Chief's office for administrative record-keeping purposes. (§4030(h) PC)

- C. If contraband is located as the result of a body quadrant, strip, or physical body cavity search, the Watch Commander will be notified immediately. The officer locating the contraband will document the contraband in an incident report. The officer will secure the contraband and maintain the chain of custody until relieved by higher authority or investigating agency.
- D. Refer to work-related illness and injury reporting policy if an officer is injured while conducting a body quadrant, strip, or modified strip or strip search.

504.7 WATCH COMMANDER OR SJCO RESPONSIBILITIES

- A. Determine if the officers' actions prior, during, and after the search were in compliance with policy, procedures, and training. This shall be documented in the generated Incident Report in the appropriate attachments. (i.e., Search Assessment Section, SJCO Review, etc.)
- B. Determine if there were any reasonable alternatives available to the officer(s) prior to the search (i.e., additional sworn staff, referral to mental health clinician, verbal counseling, etc.).
- C. Determine if any crisis prevention and intervention techniques were used prior to the use of search (i.e., counseling efforts).
- D. The date and time surveillance video footage were viewed (if available) and if the video corroborates what is contained within the incident report.
- E. Determine if any injuries were sustained by staff or youth and the type of injury.
- F. Determine all required referrals and notifications were made.
- G. Any identified training issues if applicable.
- H. Any behavior by staff that could lead to corrective/disciplinary action.
- I. Any contraband is collected, documented, and appropriate follow-up is made to law enforcement if applicable.

504.8 TRAINING

- A. All newly hired officers shall receive training during new employee orientation in searches and approved-search techniques.
- B. All newly hired permanent officers will attend and complete JCO Core training within the first year of employment.

504.9 REFERENCES

See Searches Policy for additional guidance.

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504.10 ISSUED DATE

- 04/17/2023

Notification and Reporting Requirements for In-Custody Deaths and Serious Illness or Injury of Youth (Title 15, § 1341) Procedure

505.1 POLICY

It is the policy of the Fresno County Juvenile Justice Campus (JJC) that the death of a youth while in custody shall be classified as a questionable death and shall be investigated by the Fresno County Sheriff's Department.

In any case in which a youth dies while detained, due to accident, suicide, assault, or natural causes, it is the policy of the JJC that appropriate action shall be taken by staff to ensure the safety of all youths and staff, and all appropriate agencies and persons shall be notified in a timely manner.

505.2 PROCEDURES FOR LIFE THREATENING EMERGENCY MEDICAL CARE

- A. Any officer who initially discovers a situation that is or appears to be a life-threatening medical emergency, a suicide attempt, or a deceased youth shall have the immediate responsibility for alerting all other staff in the housing pod or area of the emergency.
- B. Until relieved by a higher authority, the senior staff person present at the scene shall assess the situation and determine the actions to be taken:
 1. Immediately have the "911 Box" brought to the youth's location.
 2. Activate a "code blue."
 3. Deploy officers and assign the responsibilities of:
 - (a) Caring for the youth.
 - (b) Administering First Aid/CPR to the youth, including youths who may appear to be deceased. First Aid/CPR will continue until relieved by medical personnel.
 - (c) Providing for the supervision and safety of all other persons in the pod or area.
 - (d) Secure all youths in their rooms.
 - (e) Provide for the supervision and safety of all other persons in the unit or area.
 - (f) Secure the scene from contamination and loss of evidence. Once the area has been secured, all non-essential personnel shall vacate the area to prevent corruption of the area or interfere with the ensuing investigation.
 4. Notify Institutional Core Central Control (ICCC) of the medical emergency and identify the pod and/or specific location of the youth.
 5. Call "9-911" and provide information as requested by the dispatcher.

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- ~~6. Continue to deploy officers as needed to ensure the safety of officers and youths until relieved by a higher authority.~~
- C. Institutional Core Central Control shall:
 1. Notify the facility Watch Commander (WC) of the medical emergency and the location.
 2. Notify the medical clinic staff, if available, of the medical emergency and location.
 3. Deploy staff to guide emergency vehicles, as directed, and hold up access to the area for all other non-involved persons.
- D. The facility WC shall:
 1. Upon notification, immediately respond to the location, assess the situation and deploy additional officers as needed. Personnel not directly involved in the emergency will only respond to the location as directed by the facility WC.
 2. The facility WC shall notify the following people of an in-custody death as soon as possible:
 - (a) Facility Deputy Chief
 - (b) Assistant Deputy Chief
 - (c) Parent or person standing in loco parentis of the youth
 - (d) All other Supervising Juvenile Correctional Officers (SJCO) on duty, and assess the need for a full or partial team of SJCOs to assist with scene management or to activate all SJCOs that are not on duty to report immediately to the facility, if able.
 3. Maintain communication with ICCC to update status of the situation.
 4. Contact Mental Health and obtain assistance as needed for youth and officers.
 5. As soon as possible, release officers from supervision responsibilities and direct them to write necessary incident reports. The facility WC will ensure that all incident reports will be completed prior to relieving the employee from duty when possible.
 6. Immediately print/gather:
 - (a) Bed assignment from day of death
 - (b) Facility roster from day of death
 - (c) Gather Precautionary Watch sheets related to this youth
 - (d) Print face sheet
 - (e) Print Facility log
 7. As soon as practicable, complete a timeline of the events that led up to the event, including but not limited to:
 - (a) Date youth entered the facility

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- (b) Charges at the time of arrest
 - (c) Pertinent social information (family information)
 - (d) Event(s) before and at the time of the event
 - (e) Youth behavior in the unit
8. Was the youth seen or evaluated by medical personnel prior to or during the incident?
 - (a) If medical staff determines the youth is deceased, the area where the youth was found shall be secured until the arrival of the Coroner.
 9. The youth's body shall not be disturbed, covered or moved from the position or place of death without permission of the Coroner.
 10. Once the youth is removed, the area shall be sealed off so that nothing is disturbed or removed that might impair the investigation by law enforcement.
 11. All youth and unnecessary personnel removed from the area.
 12. Identify a person to maintain a log of any individuals who enters or leaves the building.
 13. The facility WC will debrief involved staff and make any necessary referrals.

505.3 NOTIFICATION OF MEDICAL EMERGENCY

- A. The facility WC shall notify the following people of a life-threatening medical emergency as soon as possible:
 1. Deputy Chief Probation Officer
 2. Assistant Deputy Chief Probation Officer
 3. Parent or person standing in loco parentis of the youth
 4. Program Supervising Juvenile Correctional Officer
 5. Youth's Probation Officer
 6. Youth's Attorney of record.
- B. The Deputy Chief or the authorized designee shall notify the Chief Probation Officer.

505.4 NOTIFICATION OF THE DEATH OF A YOUTH

- A. Upon determining that a death of any youth has occurred while in the custody of this Department, the Chief Probation Officer is responsible for ensuring that all appropriate investigative authorities, including the Coroner, are notified without delay and all written reports are completed (15 CCR 1341).
- B. The Chief Probation Officer shall also promptly ensure any other notifications required by policy or direction are made. The Deputy Chief shall observe all pertinent laws and allow appropriate investigating and reviewing agencies full access to all facts surrounding the death.

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- ~~C.~~ In case of the death of a youth in custody, in addition to the notifications listed for medical emergencies, the Watch Commander will ensure that the following notifications are made:
1. Fresno County Sheriff's Department
 2. Fresno County Coroner
- D. The Deputy Chief or the authorized designee will ensure the following notifications are made. (Title 15 CCR §1341 and Government Code §12525)
1. Juvenile Court Judge
 2. Submit California Department of Justice "Death in Custody Report" within 10 days of the death to:
 - (a) Attorney General, California Department of Justice
 - (b) Board State of Community Corrections (BSCC)
- E. The following information will be included in the report to the Attorney General and the BSCC:
1. Information on deceased: Name; date of birth; sex; and race.
 2. Address information: Name of facility; date and time of admission to facility; reason for admission; physical description and condition on admission
 3. Incident Information: Name of employee making the report; autopsy report; all incident reports; date and time of death; cause of death; any incidents related to the death and name of physician in attendance.
 4. Parent/guardian or person standing in loco parentis: Name and address.
- F. The deceased youth's personal belongings shall be collected in a responsible and legal manner. All property and records shall be retained according to established records retention schedules.
- G. During any investigation or review, all inquiries regarding the death shall be referred to the Public Information Officer. Staff members shall not make any public comment.
- H. FOREIGN NATIONAL:
1. Telephonic notification to the appropriate consulate post shall be made without delay, and confirmatory written notification shall be made within 72 hours of the death of a youth to the appropriate consulate post.
- I. FEDERAL DETAINEE:
1. If a federal detainee death occurs, the United States Marshall's office shall be notified, anytime day or night.
- J. HOSPITAL DEATH: When a death occurs at the hospital:
1. Staff shall Immediately notify the facility WC
 2. Return to the facility to complete incident report.
 3. The facility WC shall:

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- (a) Notify the Deputy Chief
 - (b) Notify the parent or person standing in loco parentis
 - (c) Secure the youth's room and place room off limits to all staff
 - (d) Collect the youth's property not in the youth's room (unit property bag, property bag from property room, etc.)
 - (e) Immediately print/gather:
 - i. Bed assignment from day of death
 - ii. Facility roster from day of death
 - iii. Gather Precautionary Watch sheets related to this youth
 - iv. Print face sheet
 - v. Print Facility log
4. Additional Notifications:
- (a) County Administrative Officer
 - (b) County Counsel
 - (c) Risk Management

505.5 IN-CUSTODY DEATH INITIAL REVIEW

- A. In any case in which a youth dies while detained, the Chief Probation Officer or the authorized designee shall assemble a team to conduct a medical and operational review of the incident within 72 hours of the death.
- B. The review team will be comprised of the health administrator, facility administrator and/or manager, the responsible physician, and other health care and supervision staff who are relevant to the incident. (Title 15 CCR §1341)
- C. Schedule Multi-Disciplinary In-Custody Mortality Review Meeting (refer to In-Custody Death Reviews Policy) within 90 days.

505.6 CRITICAL INCIDENT DEBRIEFING

- A. In the event a youth attempts suicide which results in a life-threatening injury, the suicide prevention team will conduct a debriefing of the incident within two days of the incident.
- B. A team is comprised of the Qualified Medical/Mental Health provider, Deputy Chief or the authorized designee, and program supervisor.

505.7 REFERENCES

See Notification and Reporting Requirements Policy for additional guidance.

505.8 ISSUED DATE

- 04/17/2023

Screening for the Risk of Sexual Abuse Procedure

506.1 PURPOSE

The purpose of this procedure is to reduce the risk of sexual abuse by or upon youth and remain in compliance with Title 15, Section 1350.5. Staff members shall ascertain this information from the youth through conversations during the booking and medical admittance process. All classification material shall be confidential. Below describes the steps taken when a youth enters the booking area and various processes and assessments that occur to determine what is in the best interest of the youth and their personal safety.

506.2 PRE-SCREENING

- A. A medical health screening shall be conducted by medical staff immediately upon a youth's arrival at the Juvenile Justice Campus (JJC). Medical staff will determine whether to medically accept the youth prior to releasing the arresting agency. In the absence of medical staff, the Booking Officer shall conduct the medical screening

506.3 BOOKING

- A. During the booking process, the booking officer follows a 12-step process. Each area has its own screen that is required to be completed and they are as follows:
 1. General
 2. Contact/Address
 3. Rights
 4. Aliases/Gang/ Scars/Marks/Tattoos
 5. Family
 6. Education
 7. Charges
 8. Medical/SOGIE (Sexual Orientation, Gender Identity, and Expression) Questionnaire
 9. Mental Health
 10. Assignment
 11. Property
 12. Assessment/Chrono

506.4 MEDICAL

- A. After the booking officer completes the booking process, the youth is seen by medical, completes an assessment on each youth, covers an array of questions and evaluations, which are as follows:

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1. History of Sexual abuse
 2. Age
 3. ADA needs (physical disabilities)
 4. Mental illness or mental disabilities
 5. Level of emotional and cognitive development
 6. Physical size and stature
 7. Personal safety and the youth's perception of vulnerability
 8. Substance abuse
 9. Gender identity, including gender-nonconforming appearance or manner
 10. Offense history and current charges
- B. Any other specific information about the youth that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other youth. The same process as noted above shall occur within 72 hours if the youth was detained in the Detention facility and subsequently transferred to the Commitment facility after receiving a custodial commitment.

506.5 CLASSIFICATION GUIDELINES

- A. The information gathered during the booking and medical process (including during classification assessments; and by reviewing court records, case files, facility behavioral records, and other relevant documentation from the youth's files) will determine if further action needs to be taken such as an immediate referral to Mental Health and any necessary follow-ups with Mental Health that may need to occur. The Booking Officer will be responsible for determination of the initial classification of all youth. The Watch Commander may modify the initial classification.
- B. Youth with an identified history of sexual victimization will be seen by Mental Health within a 14-day period or sooner from the time of booking.
- C. Only the Watch Commander, Program Supervising Juvenile Correctional Officer (SJCO), Assistant Deputy Chief (ADC), or Deputy Chief (DC) may modify classifications.
- D. Whenever a youth's classification is modified, written justification shall be made, signed and dated by the reviewing supervisor or ADC/DC. This information will then be logged and placed in the youth's electronic file.
- E. Youth should be housed in the housing unit that best meets the needs of the youth.
- F. Once the youth has been assessed during the booking and medical assessment to determine the vulnerability of sexual abuse by or upon youth, the following will occur to keep the youth safe and free from sexual abuse:
 1. Determine the most appropriate housing unit,
 2. Bed space,

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3. Programming
4. Most appropriate educational setting,
5. Work assignments.

506.6 STAFF MEMBER RESPONSIBILITIES

- A. Staff members and supervisors shall take precautionary measures when there is a youth who is vulnerable to sexual abuse by or upon youth that are housed in the same unit. Such information shall be disseminated on a need-to-know basis for the youth's protection.
- B. At any time a staff member becomes aware of an issue where a youth who was not previously identified as a person who is vulnerable to sexual abuse by or upon another youth shall immediately notify a supervisor and make an immediate Mental Health and Medical referral.
- C. The Program SJCO will work with housing unit officers along with Mental Health on the most appropriate room, work assignments, programming, housing unit, and educational setting. In addition, the Program SJCO will determine any necessary watches that may be required.
- D. Any other necessary referrals to DSS or Law Enforcement.

506.7 REFERENCES

See Screening for the Risk of Sexual Abuse Policy for additional guidance.

506.8 ISSUED DATE

- 04/17/2023

Youth Admittance Process Procedure

507.1 BOOKING OFFICER'S RESPONSIBILITIES

The Fresno County Probation Department has delegated the initial responsibility and authority for intake decision making pursuant to WIC 626 and 628.1 to facility booking officers.

The Senior Booking Officer or acting Senior Booking Officer shall evaluate the circumstances for the youth's referral to the Juvenile Justice Campus (JJC) before accepting custody of a youth from law enforcement. If the following conditions are not met, the youth will be referred to the arresting or transportation officer.

507.2 MEDICAL ATTENTION

- A. A medical health screening shall be conducted by medical staff immediately upon a youth's arrival at the JJC. Medical staff will determine whether to medically accept the youth prior to releasing the arresting agency. In the absence of medical staff, the Booking Officer shall conduct the medical screening.
 - 1. The medical health screening addresses medical and dental concerns that may pose a hazard to the youth or others or may require treatment while in custody. In the absence of medical staff, Booking staff will ask and observe the following:
 - (a) Are there any symptoms of acute drug/alcohol intoxication or potential alcohol/drug withdrawal at the time of reception?
 - (b) Are there any open wounds, broken limbs, or sprained joints?
 - (c) Is the youth taking medication?
 - (d) Is the youth diabetic? Is the youth taking diabetes medication or in need of treatment?
 - 2. Any youth suspected to have a communicable disease that could pose a significant risk to others in the JJC shall be placed on medical separation in booking pending the outcome of an evaluation by health care staff.
 - 3. The arresting agency has the responsibility to seek appropriate treatment for the youth prior to acceptance by the JJC staff. JJC medical staff while on duty shall indicate whether the youth is cleared for custody.
- B. If there is a question about whether to medically accept a youth, medical staff shall be summoned to make that determination prior to letting officers from the arresting agency leave the premises. When the JJC medical staff is not available to assess the youth, the following guidelines shall be used by booking staff to determine whether or not the arresting agency must obtain medical clearance prior to accepting the youth into JJC custody. If there is any question about what to do in this situation, the matter shall be referred to the Watch Commander for a final decision.
- C. Do Not Accept Youth Who Currently Show the Following Symptoms Unless They Have Been Medically Cleared:

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1. Recent injury resulting in the loss of a limb/appendage, including fingers and toes;
 2. Gunshot or significant stab wounds;
 3. Bone fracture, i.e., bone sticking through skin, limb crooked, etc.;
 4. Extensive lacerations or those involving tendons, joints, or nerves;
 5. Throwing up blood;
 6. Spitting up blood, cuts of the lip and/or mouth are not included;
 7. Severe chest pain;
 8. Symptoms of intoxication, i.e., unsteady on feet, incoherent, or slurred speech or youth states he/she has used intoxicating drugs within the past 2 hours;
 9. Severe fever (Officers have the ability to use a non-contact temperature machine);
 10. Signs or symptoms of shock, i.e., rapid or labored breathing, glassy eyes, pale or ashen gray skin, cool or clammy to the touch, apprehensive, etc.;
 11. Signs of withdrawal from drugs or alcohol;
 12. Having a severe asthma attack;
 13. Neck and head injury, i.e., unable to walk, talk, vomiting, nauseated, etc.;
 14. Prior to booking the youth has been involved in an automobile accident, was a victim of a severe beating, or has other signs of severe physical trauma;
 15. Insulin-dependent diabetics;
 16. Mentally disoriented to the extent that they cannot comprehend what is going on or are unable to care for themselves;
 17. Currently on kidney dialysis. Can be accepted, but medical must be advised immediately or as soon as they come on duty the next day;
 18. If a youth states they are pregnant, or appears to be pregnant or they recently gave birth, they shall have medical clearance to enter the JJC;
 19. The officer bringing in the youth shall have medical clearance paperwork allowing the youth in JJC.
- D. Do Not Accept Youths Who Currently Show the Following Symptoms Even if They Have Been Medically Cleared (they need to be returned to a hospital):
1. Not conscious or fading in and out of consciousness;
 2. Not breathing or having great difficulty breathing;
 3. Having a seizure;
 4. Profuse bleeding;
 5. Active labor, i.e., blood, water bag rupture, contractions, etc.

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- E. Whenever a youth is not accepted for booking due to medical reasons, Booking officers shall make a notation in the unit log and the youth's electronic file regarding the circumstances and reasons for requiring a medical clearance.
- F. Written medical clearance shall be received prior to accepting any youth referred for a pre-booking treatment and clearance. Medical Clearance paperwork must be signed by a Medical Doctor, must state why youth was seen/treated, and must state that the youth is cleared for jail/incarceration.
- G. Youths accepted for booking that begin exhibiting any of the following symptoms, or whose medical condition is of concern to Booking officers will be immediately assessed by health care staff when available. If medical staff is not available, the Watch Commander will be advised of the situation and will decide if the youth needs to be transported to the hospital emergency room (regardless of prior medical clearance by hospital staff) for further evaluation:
 - 1. Decreasing arousability
 - 2. Worsening drooling/salivation
 - 3. Increasing hyperactivity /irritability
 - 4. Unequal pupil size
 - 5. Diaphoresis / excessive sweating
 - 6. Extremely warm skin
 - 7. Unhealthy pale appearance
 - 8. Noticeable flushing
 - 9. Inability to stand unassisted
 - 10. Seizure activity
 - 11. Involuntary movements/twitching
 - 12. Tremor
 - 13. Dry heaves
 - 14. Self-injury behavior
 - 15. Worsening coordination or slurring of speech
- H. Medical staff and the Watch Commander will be notified immediately of any youth delivered to the JJC who, after being cleared by a physician, continues to be in need of medical attention. Medical staff and the Watch Commander will formulate an individual plan that ensures the welfare of the youth.
 - 1. Youth still under the influence of either drugs or alcohol after having received medical clearance will be held in a booking safety cell and placed on a staggered and unpredictable watch. The officer responsible for watching the youth shall note on the watch sheet at least every five (5) minutes the time and activity of the youth and initial the sheet. The Precautionary Watch Sheet is available in the department's case management system.

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- (a) The watch shall be maintained until the youth is placed in a housing unit.
 - (b) Watched youths may be placed in a housing unit when they fulfill all of the following:
 - i. Does not smell of alcohol;
 - ii. Passes a standard field sobriety test;
 - iii. Displays appropriate behavior.
 - (c) Placement on/removal from watch status shall be documented by an incident report.
2. Youths still exhibiting signs or symptoms of intoxication in booking will be immediately brought to the attention of the medical staff for further medical evaluation.
 3. Youths exhibiting signs of mental illness shall be placed on a staggered and unpredictable watch. Youth exhibiting signs of suicide or actively attempting to harm themselves shall be placed on a constant watch. The Senior Booking Officer will contact the Watch Commander. Additionally, Mental Health will be called to Booking if they are on duty.

507.3 WELFARE AND INSTITUTIONS CODES 300 AND 601

- A. WIC 300 (dependent youth/body attachment) and WIC 601 (runaway, out of control) youths shall not be placed into JJC custody, unless they have been arrested on a criminal charge.

507.4 DOCUMENTATION

- A. Any of the documentation listed below if current and complete, is cause for the youth to be delivered to the JJC.
 1. State, municipal, and county code violations described in WIC 602.
 2. Petition application.
 3. Court Order.
 4. Warrants. Body attachments for WIC 300 youth does not meet the criteria.
- B. Federal Bookings
 1. The offense must have occurred in Fresno County. If the offense did not occur in Fresno County, refer the officer to the county in which the crime was committed.
 2. If Federal charges are filed in Federal court, the responsibility of transportation lies with the federal agency unless specific arrangements are made with the JJC transportation supervisor.
- C. Law Enforcement personnel must complete the following paperwork on new crimes:
 1. Electronic Probable Cause for Declaration (EPCD)

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- (a) If the EPCD is unavailable for scheduled maintenance, a letter will go out to all Law Enforcement (Chiefs of Police and Sheriff) informing them that during the scheduled maintenance no bookings will be allowed.
 - (b) If the EPCD system is unavailable due to a power outage, no bookings will be allowed. The on-duty Watch Commander shall inform JJC Administration immediately about the situation.
- 2. Fresno County Probation/ JJC Law Enforcement Youth Arrest Report
- 3. DOJ form
- D. Law Enforcement personnel must complete the following paperwork on new bench or Ramey warrants:
 - 1. Fresno County Probation/ JJC Law Enforcement Youth Arrest Report
 - 2. DOJ form
- E. Deputy Probation Officers for a WIC 777
 - 1. Fresno County Probation/ JJC Law Enforcement Youth Arrest Report
 - 2. DOJ form
 - 3. Fresno County Juvenile Arrest form
- F. Bench Warrants
 - 1. The Booking Officer is to ensure the warrant is valid and signed by a magistrate/ judge.
 - 2. The warrant gets scanned into the youth's electronic file and the paper copy is placed in the youths file.
 - 3. The Booking officer contacts Fresno Sheriff Office warrants division to ensure the warrant has been cleared from the system.

507.5 AGE WIC 208.5 (SB 823)

- A. Any youth whose case originated in juvenile court shall remain, if the person is held in secure detention, in the JJC until the person attains 25 years of age, except as provided in subdivisions (b) and (c) of Section 731 Welfare and Institutions Code.
- B. A person whose case originated in juvenile court but who was sentenced in criminal court shall not serve their sentence in the JJC, but if not otherwise excluded, may remain in the JJC until transferred to serve their sentence in an adult facility. This section is not intended to authorize confinement in the JJC where authority would not otherwise exist.
- C. The Department may petition the court to house a person who is 19 years of age or older in an adult facility, including a jail or other facility established for the purpose of confinement of adults.
- D. Upon receipt of a petition to house a person who is 19 years of age or older in an adult facility, the court shall hold a hearing. There shall be a rebuttable presumption that the person will be retained at the JJC. At the hearing, the court shall determine whether

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the person will be moved to an adult facility, and make written findings of its decision based on the totality of the following criteria:

1. The impact of being held in an adult facility on the physical and mental health and well-being of the person.
 2. The benefits of continued programming at the JJC and whether required education and other services called for in any juvenile court disposition or otherwise required by law or court order can be provided in the adult facility.
 3. The capacity of the adult facility to separate younger and older people as needed and to provide them with safe and age-appropriate housing and program opportunities.
 4. The capacity of the JJC to provide needed separation of older from younger people given the youth currently housed in the JJC.
 5. Evidence demonstrating that the JJC is unable to currently manage the youth's needs without posing a significant danger to staff or other youth in the JJC
- E. If a youth who is 19 to 24 years of age, inclusive, is removed from the JJC pursuant to this section, upon the motion of any party and a showing of changed circumstances, the court shall consider the criteria in subdivision (c) and determine whether the person should be housed at a juvenile facility.
- F. A youth who is 19 years of age or older and who has been committed to the JJC or a facility of a contracted entity shall remain in the facility and shall not be subject to a petition for transfer to an adult facility. This section is not intended to authorize or extend confinement in a juvenile facility where authority would not otherwise exist.

507.6 BOOKING

- A. The Senior Booking Officer or acting Senior Booking Officer will review the necessary paperwork and make a detention control determination to either hold or release the youth. Per WIC 627, immediately after being taken to a place of confinement, and no later than two hours after a youth has been taken into custody, the Senior Booking Officer or the authorized designee shall immediately notify the public defender that the youth has been taken into custody.
- B. The Senior Booking Officer or the authorized designee shall complete the Public Defender Notification form and e-mail it to the designated mailbox. The form is located in the Department's case management system.
- C. The automated booking process will be completed on the youth.
- D. The youth will be allowed to make their mandatory telephone calls.
- E. The youth will be fingerprinted and photographed.
- F. If the youth is to be held:
 1. They will be offered a shower and dressed into facility clothing and offered food.
 2. They will be escorted to an appropriate housing pod.

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3. If the youth is being detained pending court, they shall be informed by an officer in the intake pod for boys or the girls pod on the estimated length of stay (Note: The estimated length of stay will be different if the youth is being held on a warrant versus a new charge). Additionally, JJC staff shall inform the youth of program guidelines and provide written screening criteria for inclusion and exclusion from the program. The information shall be documented in the youth's electronic file.
 4. If the youth receives a custodial commitment, they shall be informed by the population officer or the authorized back up of their estimated length of stay. The unit Senior Juvenile Correctional Officer (JCO) or the authorized designee shall inform the youth of program guidelines and provide written screening criteria for inclusion and exclusion from the program. The information shall be documented in the youth's electronic file.
- G. If youth is to be released, they will be housed in Booking pending arrival of parent(s), legal guardian(s) or a Court-appointed care provider.

507.7 YOUTH DETENTION GUIDELINES

- A. A peace officer may, after taking a youth into custody, refer the youth to the JJC authorities. Upon accepting a youth into custody, the Senior Booking Officer will immediately begin an investigation to determine if detention of the youth is necessary. If detention is not necessary, then the Senior Booking Officer will initiate the release process for the youth. Release of the youth may be placement on Supervised Home Detention (SHD), youth may be issued a citation to appear before a Probation Officer, released with no restrictions, or released with a Global Positioning System (GPS).
- B. The detention guidelines listed below create an integrated and uniform system for the determination of the pretrial detention status of youth who are referred to JJC by law enforcement. These guidelines give direction to the JJC Booking staff and Juvenile Probation Intake staff and will ensure a consistency of decision making and application by the Booking, Intake, and the Court.
- C. Officers in the position of making detention control decisions shall follow these guidelines unless there are special circumstances and substantial reasons for deviation from the guidelines. If there is deviation from the guidelines, it will be documented and immediately submitted to the individual's supervisor or Watch Commander for approval.

507.8 DETENTION CONTROL DECISIONS

- A. The Senior Booking Officer or acting Senior Booking Officer may make one of the following detention control decisions absent a Juvenile Court order that indicates youth shall be detained pending further proceedings:
 1. Admit to secure detention – implement the booking process based on the Detention Risk Assessment Instrument (DRAI) or unless an override is made by a supervisor. The Booking Officer shall make the necessary notation in the youth's electronic file outlying the reasoning for the override and what supervisor approved the override.

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2. Release with no restrictions.
 3. Release with restrictions (SHD or GPS). The youth will remain on SHD until they go to their Detention Hearing, taken off by a probation officer, or no charges were filed by the District Attorney office.
 4. Release and cite to the parent/guardian with instructions to report to Probation. Youth, parent or guardian is provided a copy of the form (See Citation to appear form located in the Departments case management system). The form is scanned in the youths electronic file and the original placed in the youth's file.
 5. If a youth is not going to be detained, refer to the Department of Social Services if one of the following applies:
 - (a) The youth has no parent or guardian willing or able to accept custody.
 - (b) The youth appears to be a victim or will most likely be victimized if released to the parent or guardian.
 - (c) The youth's home is unfit, as described in Welfare & Institutions Code 300.
 - (d) The youth is a dependent of the Juvenile Dependency Court
 - (e) If any of the above scenarios applies and the youth is a ward pursuant to WIC 602, then refer the matter to the identified probation officer.
 6. On Court ordered remands the booking officer shall review the court order to ensure it is accurate and there are no special conditions. This also includes court orders from other jurisdictions. If there is a discrepancy in the court order the Booking Officer may need to contact the court or a supervisor for direction.
- B. Youth who are transferred in from another county pursuant to WIC 750 shall remain in custody until their next court hearing absent a court order.
- C. Whenever any youth is taken into temporary custody under the provisions of WIC 641 in any county ("Holding County"), which is not the county in which the youth is alleged to be within or to come within the jurisdiction of the juvenile court, ("Requesting County"), the officer who has taken the youth into temporary custody may notify the law enforcement agency in the Requesting County of the fact that the youth is in custody.
- D. When a law enforcement officer of such Requesting County files a petition pursuant to Section 656 with the clerk of the juvenile court of the Requesting County and secures a warrant from that juvenile court, the law enforcement officer shall forward the warrant, or a copy of the warrant, to the Holding County officer who has the youth in temporary custody as soon as possible within 48 hours, excluding Sundays and nonjudicial days, from the time the youth was taken into temporary custody.
- E. Thereafter an officer from the Requesting County shall take custody of the youth within five days, in the Holding County and shall take the youth before the juvenile court judge who issued the warrant, or before some other juvenile court of the Requesting County without unnecessary delay. If the youth is not brought before a judge of the juvenile court within the period prescribed by this section, the youth must be released from custody.

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507.9 SENIOR BOOKING OFFICERS

- A. Valuable Property
 - 1. Senior Booking Officers shall be responsible to ensure the accurate inventory, recording into the Department's case management System and storage of a youth's valuable property (money, watches, jewelry, cell phones, etc.) and personal property (clothing, shoes, backpacks, etc.) by Juvenile Correctional Officers on their shift.
 - 2. All items that are required to be placed in the safe shall be done only by a Senior Booking Officer (designated shift and not a fill-in) or a Watch Commander/Supervising JCO.
- B. Personal Property
 - 1. Senior Booking Officers shall be responsible to ensure that officers booking a youth retrieve the youth's personal property, place it in a clear plastic bag along with a Property Screen Sheet with the property description and the youth's signature on it, and the plastic bag is sealed and a property tag with the youth's first and last name, Probation ID# and property number is attached.
 - 2. Senior Booking Officers shall be responsible to ensure that prior to end of their shift, an officer delivers all personal property bags to the property room and logs each property bag onto the Property Log Sheet located in the property room.

507.10 VALUABLE PROPERTY MANAGEMENT PROCEDURES

- A. Booking Office
 - 1. Juvenile Correctional Officers assigned to Booking shall:
 - (a) Receive the valuable bag filled out by the arresting officer or transporting officer.
 - (b) After a search of the youth's person, clothing and bags the arresting officer or transportation officer will secure the valuable bag, and any changes to the bag must be completed by the arresting or transportation officer.
 - i. Note: The seal must remain unbroken. Valuable property envelopes shall not be re-opened by anyone in the JJC until the valuable property is returned to the youth, or youth's parent or guardian upon youth's release or transfer for disposition.
 - (c) Obtain the youth's signature on the designated area of the property envelope verifying the inventory is correct and all items were sealed inside the envelope.
 - (d) Record in the Property Screen for each youth the property that was placed in the minor's valuable property envelope.
 - (e) Deposit the valuable property envelope into the safe as soon as practicable. The combination will be issued to the Senior Booking Officers by the Program Supervising JCO over booking.
- B. Designated Senior Booking Officer

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1. The designated Senior Booking Officers receiving valuable property shall:
 - (a) Verify valuable property at the time of the booking prior to accepting the youth.
 - (b) Place all valuables in the safe in the booking area.

507.11 IDENTIFICATION WRISTBANDS

- A. Photo identification wristband information.
 1. All incoming youth shall have a photo identification wristband attached to their wrist at the time of booking.
 2. The following information shall be placed on the minor's photo identification wristband.
 - (a) Youth name
 - (b) Probation number
 - (c) Date of birth
 - (d) Photo of the youth
- B. Application of photo Identification wristband
 1. The wristband shall be attached to the youth wrist, loose enough to allow adequate blood circulation but tight enough so that it cannot be easily removed by the youth.
 2. The photo identification wristband shall be attached to the youth wrist so that the information is legible and clearly visible.
- C. Tools and materials required for photo identification wristbands.
 1. The wristbands are secured on the wrist by placing the female half (the plate) over the male half of the double-headed grip fastener protruding through the holes on the wristband.
 2. Scissors shall be utilized for the removal of the photo identification wristbands when a youth is released, or when it is necessary to replace a band.
- D. Youth tampering or removal of photo identification wristband.
 1. A youth photo identification wristband will be checked periodically by housing unit officers for signs of possible tampering by the youth.
 2. If the photo identification wristband has been tampered with, it shall be removed.
 3. The youth shall be held in a designated area until they are properly identified and a new photo identification wristband can be attached to the youth's wrist.
 4. Youth returning from furlough or excursion will receive new wristbands if it was removed.
 5. If a new wristband is needed all requests are made through booking.

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507.12 REFERENCES

See Youth Admittance Process Policy for additional guidance.

507.13 ISSUED DATE

- 02/24/2023

507.14 REVISED DATE(S)

- 08/04/2023

Case Management Procedure

508.1 INTRODUCTION

The Case Assessment, Case Plan and Outcome Summary are essential to case management for all youth detained in and later released from Juvenile Justice Campus (JJC). It is a comprehensive family-strength based report identifying immediate needs of the youth, including substance abuse history, education, vocational, counseling, and family reunification.

The Case Assessment/Case Plan will be completed after the youth has been orientated to the facility. The orientation shall be provided by Housing Unit officers within four hours (unless an extension is granted by a supervisor) of the time a youth is admitted to a housing unit. Youth entering the housing unit during a Graveyard shift will receive the required orientation during the AM shift. Youth entering the housing unit after 1:00 PM hours will receive the required orientation during the PM shift.

508.2 CASE MANAGEMENT/JUVENILE PROBATION CAMP FUNDING (JPCF)

- A. Housing Unit Officers will meet with the youth in a confidential area and explain the purpose of gathering information for completion of the Case Assessment/Case Plan forms. Each section of the forms will be covered, and notations made ensuring accurate reporting of the youth's responses to questions asked. Officers may use the Housing Unit's JPCF laminated sheet of sample assessment questions provided to each unit. **If a youth reports: Physical Neglect, Physical, Mental, Sexual or Other Abuse:**
1. Notify the Senior Juvenile Correctional Officer (Sr JCO) or acting Sr JCO
 2. Notify the on-duty Watch Commander
 3. Contact appropriate agency (i.e., Department of Social Services, Law Enforcement)
 4. Document the individual you spoke with from the agency (Badge Number, Case Number, if previously reported).
 5. If not previously reported, contact the on-duty Watch Commander
 6. Complete a Suspected Child Abuse Report (SCAR)
 7. Contact appropriate Law Enforcement Agency
 8. After the interview is completed with the youth, obtain the Law Enforcement Officer's badge number and case number. Document the Law Enforcement Officer's information on the JPCF and the Incident Report (IR).
 9. Submit Medical/Mental Health referrals.
 10. Chrono completion of JPCF including any information with regards to abuse and agency contacted, case numbers, medical/mental health referrals made, attempts or completion of parental contact, IR submitted or in progress and contact of the on-duty Watch Commander.

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11. Reference JPCF Initial Case Assessment Questions guide located in the department's case management system.
- B. Individualized Case Plans will be developed by Housing Unit Officers from the information obtained from the youth and any other collateral sources during the initial assessment process. The initial Case Plan should take into consideration family concerns, priorities, and resources, and be designed to help families, and at-risk youth to develop problem solving skills, personal responsibility and self-reliance.
- C. Officers will identify three objectives to be addressed during a 30-day period. All referrals made on behalf of the youth and any services delivered are to be documented by placing a notation in the youth's chrono electronic file when the referrals are made, or services are provided. These notations will then be available to assist officers in the review and update process, and the completion of ongoing 30-day Case Plan Updates.
- D. As soon as the Case Assessment/Case Plan has been developed, officers will attempt to contact the parent or guardian via telephone so it can be reviewed with them. Once the assessment/plan has been telephonically reviewed with the parent or guardian a notation will be made on the Case Plan document and a chrono made in the youth's electronic file.
- E. If three telephonic attempts at parental contact have failed and are documented on the Case Plan, no further telephonic attempts are needed. However, the Case Assessment/Case Plan will be held over until the next visiting day and if the parent appears the Case Plan will be reviewed with the parent/guardian and their signature will be obtained.
- F. The Case Assessment/Case Plan will be reviewed and signed off by the Unit Sr JCO and placed in the folder labeled "Case Management/JPCF" for Program Supervisor review and signature.
- G. After being reviewed, the Program Supervisor will forward the Case Assessments/ Case Plans and Outcome Summaries to be scanned. If the Housing Unit Officer is unable to review the Assessment/Case plan telephonically, or unable to get the parent/guardian's signature during a visit, the document will be scanned with just the notation of the documented attempts.
- H. The case plan review process will be conducted every thirty (30) days thereafter (Title 15; §1355; California Code of Regulations). The review process will address whether the youth completed or benefited from the original case plan goals, needs to continue service referral, or needs a more enhanced service referral. Upon completion of the review, the youth will sign and date their case plan indicating the officers reviewed and discussed the Case Plan with them.

508.3 OUTCOME SUMMARY

- A. The Outcome Summary shall be completed on each youth prior to their release from JJC to assess the achievement level of their designated goals and objectives. To include documented disciplinary records that required an incident report. Officers are to document in "*Release Planning Issues*" any behavioral issues important for the youth to address when they transition back home or into the community. The youth's

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Release Plan shall include contact and referral information for those youth who were confirmed clients of Central Valley Regional Center (CVRC) for continual services upon release. The Outcome Summary will be reviewed and signed off by the Sr JCO or Acting Sr JCO as well as the on-duty Watch Commander.

508.4 REFERENCES

See Case Management Policy for additional guidance.

508.5 ISSUED DATE

- 04/17/2023

Intersex and Transgender Youth Procedure

509.1 PURPOSE AND SCOPE

The purpose is to establish procedures that reinforce the Juvenile Justice Campus's (JJC) commitment to ensure respectful and equitable treatment for all youth, including youth who are transgender, gender nonconforming, or intersex (TGNCI), by creating a safe environment for all youth, and ensuring that all youth have equal access to all available services, care and treatment.

509.2 DEFINITIONS

- A. Definitions related to this policy include:
- B. **LGBTQQI:** An acronym that refers to individuals who identify as lesbian, gay, bisexual, transgender, queer, questioning, or intersex.
- C. **Lesbian:** Describes a woman who is attracted to women.
- D. **Gay:** Describes a person who is attracted to people of the same gender. While the term is often used to refer to men who are attracted to men, it is also used to refer to women who are attracted to women.
- E. **Bisexual:** Describes a person who is attracted to both men and women.
- F. **Transgender:** See policy for definition.
- G. **Questioning:** Describes people who are unsure of, or in the process of discovering their sexual orientation or gender identity.
- H. **Queer:** An umbrella term that describes a person who does not identify as straight or cisgender. The term has negative connotations for some people, given its historical use as a pejorative term. Many people have reclaimed the term, often to expand upon limited sexual and gender-based categories.
- I. **Gender Nonconforming:** Describes a person whose appearance or manner does not conform to traditional gender stereotypes. For the purposes of this policy, the term "gender nonconforming" includes youth who identify as "non-binary," meaning that their gender identity is neither man/boy nor woman/girl. The terms "genderqueer," "bigender," or "agender" also describe gender entities that fall outside the gender binary.
- J. **Cisgender:** Describes people whose gender identity matches their sex assigned at birth.
- K. **Gender Identity:** An individual's core and hard-wired sense of their own identity as a man/boy, woman/girl, something in between, or outside the male/female binary. Everyone has a gender identity, which may or may not align with that person's sex assigned at birth.
- L. **Gender Transition:** A process by which transgender people align their anatomy (medical transition), identity documents (legal transition), or gender expression (social transition) with their gender identity.

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- M. **Gender Detransition:** Is the cessation or reversal of a [transgender identification](#) or [gender transition](#), whether by social, legal, or medical means.
- N. **Gender Expression:** A person's presentation or communication of their gender to others, through hairstyles, clothing, physical mannerisms, alterations of their body, name, and pronouns.
- O. **Gender Dysphoria:** Discomfort or distress caused by a discrepancy between a person's gender identity and that person's assigned sex at birth.
- P. **Sex Assigned at Birth:** the designation of an infant's sex at birth, usually by a medical professional, based on the child's external genitalia. A person's sex assigned at birth may or may not be congruent with the person's gender identity.
- Q. **Sexual Orientation:** An attraction to others that ranges from attraction to only men or only women to varying degrees of attraction to both men and women, to attraction to neither men nor women.
- R. **SOGIE:** An acronym for sexual orientation, gender identity, and gender expression.

509.3 NONDISCRIMINATION

- A. All youth in the facility, including TGNCI youth, shall be free from physical, sexual, verbal, or emotional abuse or harassment by personnel or other youth.
- B. JJC facility staff members shall:
 - 1. Provide fair and equal treatment to all youth, regardless of gender identity, gender expression, and sex characteristics, and shall ensure that all youth have equal access to available services, care, and treatment.
 - 2. Apply consistent behavioral standards to all youth, including TGNCI youth.
 - 3. Affirm the gender identity and gender expression expressed by each youth.
 - 4. Neither punish nor prohibit behavior that is deemed to defy gender norms.
 - 5. Not engage in formal or informal attempts to censor, suppress, or change a youth's identity or gender expression
 - 6. Promptly and effectively intervene whenever any adult or youth bullies, harasses, demeans, mistreats, or abuses a youth based upon that youth's actual or perceived gender identity or gender expression.

509.4 BOOKING

- A. Booking officers shall conduct intake in a place and manner that maximizes privacy and fosters open communication.
- B. As part of the facility's booking process, the JJC booking officers shall ask each youth a series of questions (SOGIE Questionnaire) to obtain information about the youth's gender identity and gender expression and any related needs or concerns.
- C. Officers shall not make assumptions about a youth's gender identity based solely on the officer's observations or impressions of the youth. However, officers may

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subjectively determine whether a youth's appearance or manner is gender non-conforming and identify any related safety concerns.

- D. If the youth discloses identification as TGNCI, personnel shall respond supportively and used the opportunity to explore the youth's concerns and needs. Booking officers will ask the youth to complete the Transgender/Intersex form located in the Department's case management system. The form will be placed in the youth's institutional file.
- E. Officers and all other staff members at JJC shall not compel youth to disclose information about the youth's gender identity, gender expression, or sex characteristics, nor shall personnel threaten a youth with discipline or other punishment for declining to disclose such information.
- F. The JJC Administration shall ensure that booking personnel receive training on how to obtain information about the youth's gender identity and gender expression or status as TGNCI in an effective, professional, and supportive manner.

509.5 CONFIDENTIALITY

- A. Staff members shall not disclose a youth's sexual orientation or gender identity to other youth, outside parties, individuals, agencies, including health care or social service providers, or a youth's parent/legal guardians or other family members without the youth's permission, unless such disclosure is necessary to comply with state or federal law. Further, a youth shall not be compelled by any member to disclose his/her sexual orientation or gender identity to anyone.
- B. Staff members shall explain to youth the extent and limits of their ability to keep information about their sexual orientation or gender identity confidential. If a staff member is not able to keep information that a youth discloses confidential, such as information relating to safety issues or needed for appropriate service referrals, the staff member shall inform the youth that such information may need to be shared, and why it may need to be shared.
 - 1. Staff members shall document in the housing unit log the youth is assigned and youth's chrono the reason for the potential break of confidentiality, indicate youth's response, and notify the Watch Commander on duty or Supervising Juvenile Correctional Officer.
- C. Staff members inside and outside of secure facilities shall communicate information within the Department about a youth's sexual orientation or gender identity only if relevant to treatment, case planning and finding effective services for youth, and any disclosure shall be limited to information necessary to achieve the specific beneficial purpose. A youth's SOGIE shall never be a topic of gossip or idle conversation.
- D. This confidentiality restriction does not prevent individuals working at JJC from discussing a youth's needs or services with other members or when resolving a grievance (Welfare Institution Code 827).

509.6 HOUSING AND ACCESS TO FACILITIES

In addition to the information relevant to classification of all youth, officers shall consider the physical and emotional safety of TGNCI youth and prioritize the youth's views about their own

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safety. Officers shall also consider any recommendations from the youth's regular health care provider, as well as the views of the facility's medical or mental health provider about the impact of potential placement on the youth's health and well-being.

Officers shall not automatically house youth according to their sex assigned at birth, nor automatically assign TGNCI youth to special housing units or rooms based solely on their gender identity or gender expression. The presumption shall be that TGNCI youth are housed consistent with their gender identity.

- A. The Watch Commander, with consultation from JJC Administration, shall make housing and programming assignments for TGNCI youth within 72 hours of admission using an individualized, case-by-case approach.
- B. Officers shall provide TGNCI youth with the same access to housing options as all youth, including roommate assignments. If a single room is available, the TGNCI youth can express their desire for single-room housing if the TGNCI youth assesses that is the best option for their safety and well-being.
- C. Officers shall not base housing decisions on the complaints of officers or other youth when those complaints are based on the youth's gender identity or gender expression.
- D. Officers shall not consider a youth's status as TGNCI as an indication that the youth is likely to be sexually abusive, nor shall officers house a TGNCI youth in a unit designated for youth adjudicated for sex offenses unless the youth has a documented adjudication for a sexual offense.
- E. Officers shall not require placement of TGNCI youth in isolation or segregation as a means of keeping them safe from discrimination, harassment, or abuse.

The process for making housing and programming assignments for TGNCI youth, includes the following: who must be involved in making the decision, who must document the decision and the rationale, where that documentation must be maintained, and who must review and approve housing decisions. JJC officers shall monitor the housing assignment of a TGNCI youth through regular observation of and communication with the youth and the other staff members. JJC officers shall formally review each TGNCI youth's housing assignment as frequently as necessary, and at the minimum, every 60 days, if the youth is still in custody.

All TGNCI youth shall be given the opportunity to shower separately from other youth if they choose, but they shall not be required to do so. Privacy accommodations shall not prevent TGNCI youth from full integration into daily programming.

Officers shall permit youth to use bathrooms that correspond to their gender identity and shall accommodate any youth who has a need or desire for increased privacy.

509.7 COMMUNICATION

Staff members shall use the name and pronoun currently used by TGNCI youth, regardless of the youth's legal name or the name listed on the youth's identity documents or court records. In communications with people outside the facility, including parents, personnel shall respect the youth's wishes about which name and pronoun to use.

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In their communication with youth and other adults, staff members shall use respectful language.

Staff members shall document the youth's legal name in case records or other official records; they should also record the name and pronouns currently used by the youth, with the youth's consent.

JJC staff members shall not:

- A. Demean or ridicule TGNCI youth.
- B. Convey bias toward individuals whose behavior or appearance is perceived to defy gender stereotypes.
- C. Imply or state that TGNCI youth are abnormal, deviant or sinful, or that they can or should suppress or change their gender identity or gender expression.
- D. Use language that conveys bias or misconceptions about gender identity or gender.
- E. Ask intrusive questions about a youth's anatomy or sexual behavior unrelated to legitimate health or safety concerns.

509.8 SEARCHES

- A. Officers shall conduct all searches of youth in a professional and respectful manner. Officers shall not physically search TGNCI youth in a manner that is humiliating or degrading, nor to determine the youth's physical anatomy or genital status.
- B. Wherever feasible, officers shall give TGNCI youth the opportunity to identify the gender of the officer (see Transgender/Intersex form) they prefer to conduct searches of them. Officers shall document and accommodate the youth's request, barring exigent circumstances.
- C. Officers shall complete a facility Incident Report (IR) on any search that deviates from the youth's request, including the specific exigent circumstances that prevented the facility from accommodating the youth's request. All IR's shall be reviewed by the Deputy Chief and Assistant Deputy Chief.
- D. The Deputy Chief or the authorized designee shall ensure that all personnel who conduct searches receive training in conducting professional and respectful searches of all youth, including TGNCI youth, in the least intrusive manner possible, consistent with security needs.

509.9 CLOTHING

- A. Juvenile facility staff shall permit youth to dress and present themselves in a manner consistent with their gender identity and gender expression, and shall provide youth with the institution's clothing and undergarments consistent with their gender identity and gender expression and adhere to the following:
- B. Staff members shall provide youth with clothing and undergarments consistent with their gender identity and gender expression as requested, regardless of their housing assignment.
- C. Staff members shall provide youth with personal hygiene items and grooming products consistent with their gender identity and gender expression, regardless of their

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housing assignment. Members shall provide menstrual hygiene products to youth as requested, regardless of their housing assignment.

- D. Staff members shall permit youth to express their gender through their clothing, hairstyle, personal items, and accessories, absent consistently applied and reasonable safety concerns.
- E. The facility Administrator and/or designee may consider approval of additional accessories, for TGNCI youth, as well as safety concerns.
- F. Staff members shall not deny access to gender-affirming clothing or personal hygiene items based on a youth's failure to achieve a specific level of the facility's behavior management system, nor shall JJC unreasonably withhold these items based upon cost.

509.10 MEDICAL CARE

- A. All youth shall receive a medical screening upon admission, a full medical assessment within a week of admission, and timely treatment of any medical needs or conditions identified in the screening or assessment, including medical needs related to a youth's identification as TGNCI.
- B. If a TGNCI youth was receiving transition-related health care prior to confinement, the facility's medical personnel shall consult with the youth's existing medical providers and continue to provide the youth with transition-related therapies and treatments that are medically necessary according to the youth's existing provider and accepted professional standards.
- C. If a youth was receiving hormone therapy with or without a prescription before confinement, medical personnel shall continue that therapy without interruption pending evaluation by a specialist, absent urgent medical reasons to the contrary.
- D. Facilities shall develop procedures that permit youth to submit confidential requests for consultation or treatment from health care professionals related to gender dysphoria, gender transition, and/or intersex traits. Custodial personnel shall not prevent youth from accessing transition-related care and shall facilitate such access upon the youth's request.
- E. Healthcare providers who assess or treat TGNCI youth shall be familiar and comply with the prevailing medical standards governing transgender healthcare promulgated by the World Professional Association for Transgender Health (WPATH), the Endocrine Society, or medical clinics specializing in the treatment of transgender individuals. Healthcare professionals shall be competent to diagnose and treat gender dysphoria.
- F. If the facility medical personnel are not trained in transgender healthcare, they shall work with the Juvenile facility staff to ensure TGNCI youth have timely access to other medical providers with the requisite expertise to determine appropriate treatment plans.
- G. Treatment plans for TGNCI youth shall be individualized and determined after consultation with the youth, qualified healthcare professionals, and parents or other caregivers with the legal authority to make healthcare decisions with and for the youth.

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In the event the youth states that they do not want their parent or other caregiver to know, the medical provider would not start the treatment unless it had already been started before the youth's incarceration. If there is no parent or caregiver, the youth could consider going through the court process.

- H. There shall be no blanket policies that restrict specific transition-related medical treatments for TGNCI youth.
- I. Medical personnel shall not administer any medical procedure or treatment related to an intersex trait or condition unless:
 - 1. The procedure or treatment is urgent and medically necessary for the youth's physical health and cannot be safely delayed, considering the attendant risks.
 - 2. The intersex youth desires the procedure and the treating mental health provider determines that the youth is capable of consenting to the procedure or treatment, understands the nature and risks of, and any available alternatives to, the procedure or treatment, including refusing or delaying the procedure treatment, and consents to the procedure or treatment.
 - 3. The Gender Dysphoria Committee shall be consulted prior to considering medical treatment for a youth who desires a procedure and/or treatment related to gender transitioning.
- J. Prior to providing any medical procedure or treatment related to an intersex trait or gender transition, medical personnel shall obtain informed consent from the youth and the youth's parents, guardians, or persons with legal authority to consent. In the event the youth does not want their parent or other caregiver to know, the medical provider would not start the treatment or any procedure unless the treatment had begun prior to the youth's incarceration. If there is no parent or caregiver, the youth could consider going through the court process.
- K. If the parents, legal guardians, or person legally authorized to consent are unable or unwilling to consent to treatment recommended by the medical personnel and requested by the youth, the facility manager may seek a court order on the youth's behalf to proceed with the recommended treatment after consultation with the medical staff. The youth may also consult with their assigned attorney over the matter.

509.11 MENTAL HEALTH CARE

- A. Juvenile facility administrators shall ensure that TGNCI youth have access to mental health providers qualified to provide care and treatment to TGNCI youth.
- B. Every youth shall receive a standardized mental health screening upon admission to identify youth who require further mental health evaluation or services, including youth who are exploring their gender or youth who exhibit psychological distress related to their gender identity or identification as TGNCI.
- C. The mental health screening shall be administered by personnel who are trained to conduct interviews with youth about gender identity and reviewed by staff who can assess the need for additional mental health services.

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- D. All youth shall be permitted to submit confidential requests for consultation or counseling related to gender identity, gender expression, intersex status, or gender transition from mental health personnel. Juvenile facility staff members shall not prevent youth from accessing mental health services and shall facilitate access upon the youth's request.
- E. Mental health personnel shall be qualified to provide gender affirming mental health service and other Mental Health services: consistent with the guidelines and standards promulgated by the American Psychological Association and the World Professional Association of Transgender Health.
- F. If facility mental health personnel are not trained to provide gender affirming care, they shall work with the Behavioral Health Services Department to ensure that TGNCI youth have timely access to other mental health providers with the requisite expertise to determine appropriate treatment plans.
- G. Mental health personnel shall work collaboratively with medical personnel and juvenile facility staff to develop and implement treatment plans for TGNCI youth.
- H. Mental health providers shall not engage in "reparative" or "conversion" therapy, or otherwise attempt to suppress or change a youth's gender identity or gender expression.

509.12 REPORTING

- A. TGNCI youth shall have means to confidentially report harassment, discrimination, abuse, retaliation, mistreatment, and other violations of this policy by other youth, JJC staff members, contractor, volunteers, or vendors within the JJC:
 - 1. Following the JJC's grievance procedures
 - 2. Telling any staff members
 - 3. Telling the youth's attorney of record
 - 4. Telling medical or mental health staff
 - 5. Asking a third party to make a report on the youth's behalf
- B. TGNCI youth shall have at least one means of reporting to a public or private entity or office that is not part of the Department. This entity shall be able to receive and immediately forward youth reports to JJC staff members, allowing the youth to remain anonymous upon request (Information contained in youth pamphlet).
- C. JJC shall permit third parties, including family members, attorneys, and outside advocates, to make reports on behalf of the youth.
- D. JJC staff members shall report harassment, discrimination, abuse, retaliation, mistreatment, and other violations of this policy by youth or staff members within the JJC by reporting it to a supervisor (a supervisor who is not the subject of the complaint).
- E. JJC administration shall investigate all reports of harassment, discrimination, abuse, retaliation, mistreatment, and other violations of the policy.

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- F. The on-duty supervisors shall take immediate action to ensure the safety of any youth who submits a report; however, the facility shall not place youth in room confinement as a means of keeping them safe.
- G. JJC administration shall take prompt and appropriate action following the investigation of such reports.
- H. TGNCl youth shall have the right to appeal any decisions. On-duty supervisors shall promptly respond in writing to appeals.
- I. JJC Administration shall keep reports made under this policy confidential, only sharing information with other personnel who need to know the information to investigate and resolve the report.

509.13 PROTECTION FROM RETALIATION

- A. JJC staff members shall protect all youth and staff who report violations of this policy or participate in investigations of alleged violations of this policy from retaliation by youth or staff members. Protection measures may include:
 - 1. Housing changes or transfer for youth victims;
 - 2. Separation of alleged violators from contact with youth who have reported violations; and/or
 - 3. Provision of emotional support services.
- B. JJC staff members shall be responsible for coordinating efforts to protect youth and staff members from retaliation.
- C. For at least 90 days following a report of a violation of this policy, the individuals listed in section (B) shall monitor the conduct and treatment of youth to identify if there are changes that suggest possible retaliation by youth or staff members, continuing such monitoring beyond 90 days if the initial monitoring indicates an ongoing need. Monitoring shall include:
 - 1. Periodic in-person status checks with youth and/or staff members;
 - 2. Review of disciplinary incidents involving youths;
 - 3. Review of housing or program changes.
- D. Any indication or appearance of retaliation against a youth or facility staff members shall result in the continuance of the monitoring period for an additional 90 days.

509.14 TRAINING

- A. JJC supervisors shall ensure that all facility staff members, including education, medical, and mental health professionals, receive initial and ongoing training on:
 - 1. The JJC's discrimination/ harassment policy, as well as these procedures (shall read).
 - 2. Basic terms and concepts related to gender identity, gender expression, and intersex traits, including information about adolescent development and myths and misconceptions about TGNCl individuals.

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3. Strategies for working with TGNCI youth in a positive and respectful manner consistent with current best practices.
 4. Gender-specific issues in youth confinement settings, including specific needs of TGNCI youth.
 5. Behavior that constitutes discrimination and harassment, as well as the way adults are expected to model desired behavior and demonstrate respect for all staff and youth.
- B. Agencies shall ensure that all contractors and volunteers who have contact with youth receive information on the JJC's discrimination/harassment policy and these procedures. All contractors and volunteers shall acknowledge receipt and understanding of these requirements.

509.15 RE-ENTRY AND REINTEGRATION SERVICES

- A. JJC personnel shall identify and address the unique needs of TGNCI youth returning to the community due to the potentially complex medical, mental health, and reintegration issues TGNCI youth experience.
- B. JJC personnel shall identify community-based organizations that provide supportive services to TGNCI youth who are reentering to their communities.
- C. JJC personnel shall provide information about such organizations to youth upon release or during discharge planning. With the express written consent of youth, personnel shall provide information to family members regarding care providers that will help with reentry.
- D. When medical or mental health services have been arranged for TGNCI youth in custody:
 1. Pharmacy and nursing personnel shall ensure that youth receive an adequate supply of all medication as prescribed.
 2. Upon release, and with youth consent, communicate with assigned Probation Officer (if they are under supervision) to share plans for continuity of care.

509.16 REFERENCES

See Transgender and Intersex Youth Policy for additional guidance.

509.17 ISSUED DATE

- 04/17/2023

Safety Rooms Procedure

510.1 SAFETY ROOM PLACEMENT PROCEDURES

- A. A youth may be placed in a safety room only with the prior approval of the Watch Commander, Assistant Deputy Chief or Deputy Chief.
 - 1. The officer who requested placement of a youth into a safety room shall complete an incident report. This report shall include at least, but not limited to the following information:
 - (a) Type of behavior that dictates safety room placement.
 - (b) Attempts to use other less restrictive means of control.
 - (c) Indicate the person authorizing the youth's placement into the safety room.
 - (d) Indicate the location of the safety room utilized.
 - (e) Indicate if force was used. If yes, describe what type and who applied the force.
 - (f) Indicate if youth sustained any injuries and if medical staff and mental health staff treated youth.
 - (g) Indicate if youth was provided with a suicidal garment.
 - (h) Names of other officers present.
- B. A medical assessment shall be completed immediately where appropriate, or during the next daily sick call. The medical assessment will be done to determine if the youth has serious medical conditions which are being masked by their behavior or injury caused by his/her behavior. (Title 15; §1359; CCR)
 - 1. The housing unit Senior Juvenile Correctional Officer (JCO) shall contact the medical clinic and arrange for the medical assessment of the youth to be completed.
 - 2. The youth shall be medically cleared to remain confined in the safety room, every twenty-four (24) hours after the initial placement. The housing unit Senior JCO shall arrange for these 24-hour medical checks.
- C. A Mental Health evaluation on placement and retention shall be secured within twenty-four (24) hours of placement in the safety room.
 - 1. The housing unit Senior JCO shall contact Mental Health to make a referral. (See Juvenile Justice Campus (JJC) Mental Health Referral Form, located in the Department's Case Management system) When completed, the housing unit Senior JCO shall email the referral form to Mental Health. The housing unit Senior JCO shall call the Mental Health Office and leave a message with the receptionist or on the answering machine.
 - 2. Mental Health shall review the mental health status of all youths placed in a safety room daily or more often as needed.

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- D. After any youth's placement in a safety room, their placement must be reviewed every four (4) hours by the Watch Commander, Assistant Deputy Chief or Deputy Chief. At each review, the Watch Commander, Assistant Deputy Chief or Deputy Chief must determine in writing whether the youth can be safely removed from the safety room or if their behavior requires continued retention there. The Watch Commander shall ensure that the youth has been assessed by Mental Health and medical staff.
- E. Youths moved to safety rooms shall have all restraints removed once inside the room.
- F. Three safety rooms are located in the Booking area and two safety rooms are located in the Special Needs housing unit (J) in Detention.

510.2 SAFETY ROOM OPERATIONAL PROCEDURES

- A. Safety rooms shall be well-ventilated, adequately lighted, appropriately heated, cooled and maintained in a sanitary condition at all times. (Title 24; §460A.1.13; CCR)
- B. Safety room occupancy, except in an emergency, shall not exceed one (1) youth per room. If an emergency requires excess occupancy, an incident report shall be written indicating the reasons for requesting placement of more than one youth to a safety room and immediately sent to the Watch Commander for review and further direction.
- C. The Watch Commander shall ensure the following safety room procedures are adhered to and completed in a timely manner during his/her assigned shift.
 - 1. Supervision/Observation of Youth
 - (a) Every youth in a safety room must be provided with continuous direct visual supervision. This means that an officer is constantly in the presence of the youth, and that audiovisual monitoring cannot substitute for officer presence. (Title 15; §1359; CCR)
 - (b) When a youth is housed in a safety room, the officer assigned to conduct the continuous watch shall note on the precautionary watch sheet at least every five minutes activity of the youth, any officer interventions, and the actual time and initial the sheet. The youth's neck and head area must be visible at all times.
 - (c) A minimum of two (2) officers shall be present at the room door whenever an occupied safety room door is opened. The Watch Commander or Supervising Juvenile Correctional Officer (SJCO) in charge of the pod shall determine when two (2) officers need to be present whenever a youth is out of the safety room.
 - 2. Meal Service
 - (a) Meals provided to youths held in a safety room shall be substantially of the same quality and quantity as that provided to other youths, unless a different meal is medically ordered. If the youth misuses any item in a manner that threatens their safety or the safety of others, that item may be removed until it is determined by the Watch Commander or SJCO in charge of the housing unit to be safe to return it to youth.

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- (b) All meal items for youths being held in safety rooms shall be served in the same manner as for youths in the general population, with the following exceptions:
 - 1. Youth is to be given only a paper tray, Styrofoam cup and disposable utensils for meal service.
 - 2. Meals will be delivered to and removed from the youth's room by officers.
 - 3. Youth will eat their meal inside the safety room.
 - (c) When a youth is housed in a safety room, they shall be provided the opportunity to consume water each hour between 0600 and 2200 hours. Between 2200 and 0600 hours water may be provided upon request of the youth.
3. Personal Hygiene
- (a) Youths shall be given the opportunity and means to wash their hands before each meal.
 - (b) Each youth held in a safety room shall be provided the opportunity to maintain personal hygiene. Youths will be allowed to shower daily, brush their teeth after every meal, and use the toilet as needed. If the actions or behavior of a youth pose a threat to their safety or that of others, then such privileges may be denied until it is determined by the Watch Commander, SJCO in charge of the housing unit, Assistant Deputy Chief or Deputy Chief that they may be safely resumed. This shall be documented in the housing unit log, youth's chrono and an incident report.
4. Clothing and Bedding
- (a) Each youth held in a safety room shall be provided with clean underwear, T-shirt, socks and pants daily.
 - (b) Youths held in the safety room will be provided with one security blanket.
 - (c) Youths who attempt or express imminent suicide intent by inappropriately using their clothing or bedding, may be provided with a "Security Smock" for their personal privacy and safety after consultation with Mental Health and Watch Commander.
 - (d) Removal of clothing and/or bedding shall be documented in an incident report and noted in the pod log to include the identifiable risks to the youth's safety or the security of the facility. The date and time of removal and date and time of when clothing was returned must be recorded.
5. Cleaning of Safety Room
- (a) The housing unit Senior JCO or Booking Officer will ensure the safety room(s) in their assigned area are properly cleaned and decontaminated with solution authorized by the Deputy Chief or the authorized designee. The rooms shall be cleaned within 48 hours.

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- (b) Safety rooms will be cleaned after each use, and more often when necessary.
 - (c) The janitorial staff to power wash safety rooms with the appropriate cleaning solution for bodily fluids or bio-hazardous materials. Staff cleaning the room shall be provided with protective gear, i.e., disposable coveralls, gloves, shoe coverings, eye protection, etc.
 - (d) After each cleaning, the Senior JCO or Booking Officer will ensure that all fecal matter is removed from the toilet bars and all other areas in the room are properly decontaminated and free from any unsanitary debris.
 - (e) All soiled cleaning material or soiled clothing must be placed in a red plastic infectious waste bag. After placing items in bag, the bag must be tagged with the following information: pod and type of contamination items were exposed to. Once bagged and properly tagged place in bio-hazard trash can.
6. Confinement of a youth in a Safety Room
- (a) Requires documentation of the reasons for placement, observations of the youth during confinement and decisions to continue and end placement.
 - (b) Documentation of safety room confinement shall be as follows:
 - 1. Incident reports shall be used to document:
 - (a) The youth's placement in a safety room;
 - (b) The youth's placement on a precautionary watch;
 - (c) The removal/return of any meal service item;
 - (d) The use of physical force or chemical agents;
 - (e) The removal/return of clothing or security blanket.
 - 2. Housing unit log notations and youth's chrono notations shall be used to document:
 - (a) The youth's placement in a safety room;
 - (b) The youth's placement on a precautionary watch;
 - (c) The youth's initial medical assessment;
 - (d) The youth's initial mental health assessment;
 - (e) The youth's twenty-four (24) hour medical review;
 - (f) The youth's four (4) hour placement review;
 - (g) The removal/return of any meal service item;
 - (h) The use of physical force or chemical agents;
 - (i) The removal/return of clothing or security blanket;
 - (j) Any out-of-room activities by youth;

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- (k) Any visitations, including name and relationship of visitors;
 - (l) Any mental health sessions.
3. Watch Sheets shall be used to document checks made after a youth's placement in a safety room or placement on a precautionary watch while in a safety room.

510.3 SAFETY ROOM CONFINEMENT GUIDELINES

- A. No restrictions shall be placed upon a youth's appearance in court or contact with legal counsel.
- B. Any deprivation of a youth's rights while their housed in the safety room required prior authorization by the Deputy Chief or the authorized designee. In all cases, denial of rights must be documented on an incident report and submitted to the Watch Commander. The information must also be logged in the housing unit log and youths chrono.
- C. Parental visitation may be allowed with prior approval of the Watch Commander, SJCO in charge of the housing unit, or Assistant Deputy Chief or Deputy Chief.
- D. Out-of-room activities may be allowed with prior approval of the Watch Commander, SJCO in charge of the housing unit. Assistant Deputy Chief or Deputy Chief in consultation with Mental Health staff.
- E. The safety room shall not be used as a detoxification room.

510.4 REFERENCES

See the Safety Room Policy for additional guidance.

510.5 ISSUED DATE

- 04/17/2023

Use of Force Procedure

511.1 PURPOSE

The purpose of these procedures to provide officers at the Juvenile Justice Campus (JJC) with guidelines on the reasonable use of chemical agents such as "pepper spray." Each officer is expected to use these procedures to make such decisions in a safe, impartial, lawful, and professional manner.

511.2 DEFINITIONS

- A. "Oleoresin Capsicum" (OC) commonly known as "Pepper Spray" is a natural food by-product, which causes a burning sensation in the eyes, nose, mouth and throat, and on the skin when applied.
- B. MK 4 Canisters: Are Departmental OC canisters issued to officers, Sabre Red Crossfire 1.33 Major Capsaicinoids (which can be deployed at any angle/ 360 degrees.) Each MK-4 Canister has fourteen "1-second" bursts. Each officer will be given a new canister (with a five-year expiration date). Individuals sprayed with OC may have an ultraviolet dye remain on their body up to 48 hours.
- C. N-95 Mask: Protective facial mask that may be used immediately following the deployment of OC.

511.3 AUTHORIZATION TO POSSESS AND USE CHEMICAL AGENTS

- A. The Deputy Chief or the authorized designee for JJC shall designate those officers authorized to use OC.
- B. All Departmental Peace Officers within JJC are authorized to possess and use OC while on duty.
- C. Officers must have completed a certified OC Chemical Agents class, be on duty and have been authorized to have possession of the Departmental issued chemical agent to possess and use OC.
- D. Each officer issued OC canisters is responsible for maintaining, securing and accounting for such canisters. OC canisters shall remain in a secure area of the facility when the officer is off duty.
- E. Each officer issued an OC canister is responsible for inspecting the OC canister daily to determine that there is OC product and determine the canister is not damaged.

511.4 GUIDELINES - USE OF CHEMICAL AGENT

- A. Before OC may be used, the officer must first consider the gravity of the situation, the imminent danger of injury to persons and/or property, and/or the consequences that may reasonably occur if the youth's behavior does not cease immediately, and OC may only be used when de-escalation efforts have been unsuccessful or are not reasonably possible.

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- B. If feasible, the officer must provide a warning before deploying OC. The verbal command, "yard check, OC, OC, OC, OC" should be given in order to allow the youth to comply prior to deployment of OC.
- C. Prior to the use of OC, and whenever possible, the officer should direct and allow for any non-involved persons to leave the area.
- D. Officers shall ensure no greater amount of OC is used than is necessary to gain the youth's compliance.
- E. Officers must keep in mind that OC has varying degrees of incapacitation. Youth who have been sprayed with OC may still be very capable of fighting and injuring officers or other youth. Officers should be prepared to use proper control and restraint techniques as soon as possible to gain compliance if OC is ineffective.
- F. Officers shall stop the use of OC once the immediate situation is reasonably under control. Failure to cease such actions is a violation and may result in disciplinary action.
- G. Officers shall take affirmative action to stop inappropriate, unnecessary or excessive use of OC. Such misuse shall be reported immediately to the facility Watch Commander, and the reporting officer shall complete a written Incident Report of their observations prior to leaving the facility at the end of the shift, unless directed otherwise by a supervisor. Failure to report such an incident is a violation and may result in disciplinary action (15 CCR 1357).
- H. In the event a youth has a known medical condition that would contraindicate certain restraint devices and /or techniques, alternative techniques or devices will be used, unless the safety of the youth continues to be a serious risk to himself/herself or others. OC shall not be used on known pregnant youth (inadvertent overspray would not be considered a violation of this procedure).
- I. Officers shall take appropriate aftercare procedures for youth, including: decontaminate the youth, not leave a youth who has been exposed unattended, make required medical and mental health referrals, make proper parental/guardian and administrative notifications, and complete required incident and use of force reports prior to leaving the facility at the end of the shift, unless directed by a supervisor that the reports can be completed at a later date and time.
 - 1. Use of mechanical restraints will be evaluated on a case-by-case basis. They shall not be used if they are unreasonable and unsafe for the situation (i.e. pregnant minors). Each situation will be evaluated on a case-by-case basis based on the following:
 - (a) The youth presents an immediate danger to themselves or others
 - (b) Exhibit behavior which results in the destruction of property
 - (c) Reveals the intent to cause self-inflicted physical harm (15 CCR 1357)
- J. Deployment and aftercare procedures of OC shall be consistent with department training.

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- K. The recommended deployment of the MK-4 canister is 3 - 20 feet; however, each deployment will be evaluated on a case by case basis and the totality of the circumstances.

511.5 PROHIBITIONS - USE OF OC

- A. OC shall not be used for punishment, discipline, retaliation, or treatment (15 CCR 1357).
- B. OC shall not be dispensed inside a moving vehicle.
- C. The Chief Probation Officer has the final authority to determine whether there has been a violation of this policy and whether employee counseling, retraining, or discipline are appropriate.

511.6 AFTERCARE PROCEDURES

- A. Aftercare should start as soon as practicable:
 - 1. Do not use warm or hot water. Flush the exposed youth's eyes and skin area with cool running water. Aftercare may vary based on the individual and the amount of OC exposure
 - 2. Do not use soap.
 - 3. Do not cover the exposed area with oil or creams.
 - 4. Blot the exposed area dry. Do not wipe the area.
 - 5. A youth's refusal of decontamination must be documented in the report.
- B. Remove all contaminated clothing and allow the youth to take a cold-water shower.
- C. Youth who have been exposed to chemical agents shall not be left unattended until that youth is fully decontaminated or is no longer suffering the effects of the chemical agent, or youth self terminates decontamination (15 CCR 1357).
- D. Reissue clean clothing, as well as bedding (sheets, blankets, pillowcases). Contaminated clothing shall be placed in a laundry bag and labeled "OC." Laundry personnel will wash contaminated items separately.
- E. In all cases, a referral will be made to the medical clinic and mental health for a follow up evaluation of the youth's condition.
- F. Contact medical personnel if excessive redness remains on the youth's skin or if irritation continues after flushing. If no medical staff is available on site, the Jail clinic should be contacted for instructions or take the youth to the hospital.
- G. Officers contaminated with a chemical agent should follow the same procedures.
- H. Officers shall ensure that any uninvolved youth affected by any inadvertent OC overspray are provided aftercare, if necessary.
- I. Any officer exposed to OC shall report their exposure to the on-duty Watch Commander or their immediate supervisor as soon as possible.

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- J. Officers exposed to OC may utilize the staff showers for aftercare in buildings 702, 703 and 704. The showers are located in the male and female staff locker rooms. Officers may also use pod water hoses in vacant occupied pods. Additionally, water hoses at buildings 706, 707, and 708 will be hooked up to the blue water station as another OC aftercare station for officers and/or youths. Additional clothing if needed will be provided by the on-duty Watch Commander.
- K. N-95 masks will be placed in all housing units, booking, school classrooms, vehicles, medical area after deployment of OC. Additional masks are available in the Watch Commander's office.

511.7 NOTIFICATION AND DOCUMENTATION

- A. The officer shall notify the facility Watch Commander immediately unless exigent circumstances delay notification.
- B. All OC use shall be documented in a Facility Incident Report (IR) prior to the end of the shift on which the use of force occurred, unless directed by a supervisor that it can be completed at a later date and time. Incident Reports can be located in the JJC Case Management System. Documentation of each incident shall include at the minimum:
 - 1. Date, time and location of incident;
 - 2. Youth(s) name and DOB;
 - 3. A complete description of the OC use and the results obtained;
 - 4. A clear and factual justification for the OC use, including attempts to use less restrictive measures and any de-escalation efforts prior to deployment;
 - 5. Extent of injury or complaint of injury to the youth(s), officer(s) or other person(s);
 - 6. A description of all aftercare procedures and/or medical referrals or treatment;
 - 7. Other pertinent facts surrounding the incident; and
 - 8. Names of all witnesses including youth(s), officer(s), or civilian staff.
 - 9. Parental or guardian notification

An officer(s) shall also provide a synopsis of what transpired and that shall be noted in the youth's file and the appropriate unit log which are located in the JJC Case Management System.

511.8 MEDICAL AND MENTAL HEALTH REFERRALS

- A. In all instances of OC use on any youth, referrals for that youth shall be made to both the medical clinic and mental health office.
- B. If the youth appears to have significant injuries due to OC use that cannot wait until they are seen by clinic staff, the youth will immediately receive medical treatment (i.e., through transport to C.R.M.C). Signs or symptoms, requiring immediate medical referral, include but are not limited to the following:
 - 1. Difficulty in breathing, stopped breathing, aspiration or acute onset of asthma.
 - 2. Going in and out of consciousness.

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3. Coronary distress (i.e., chest pains, etc.).
4. Seizure, vomiting or spitting up blood.
5. Fractures, muscle injury, or circulatory impairment.
6. Fever.
7. Recent chest or abdominal surgery.
8. Any other life-threatening or serious event requiring immediate medical attention.

In the above instances, if restraints have been applied, they shall be removed, and immediate medical attention sought. In the case of coronary distress or cessation of breathing, officers shall call 9-911 and the clinic. Officers shall begin CPR procedures to include obtaining the nearest automated external defibrillator (AED). A CPR mask is available in each housing pod office and AED devices are available.

511.9 PROHIBITED FORCE OPTION TECHNIQUES

- A. "Carotid restraint" means a vascular neck restraint or any similar restraint, hold, or other defensive tactic in which pressure is applied to the sides of a person's neck that involves a substantial risk of restricting blood flow and may render the person unconscious in order to subdue or control the person (Government Code § 7286.5 (b)(1)).
- B. "Choke hold" means any defensive tactic or force option in which direct pressure is applied to a person's trachea or windpipe (Government Code § 7286.5 (b)(2)).
- C. "Positional asphyxia" means situating a person in a manner that compresses their airway and reduces the ability to sustain adequate breathing. This includes, without limitation, the use of any physical restraint that causes a person's respiratory airway to be compressed or impairs the person's breathing or respiratory capacity, including any action in which pressure or body weight is unreasonably applied against a restrained person's neck, torso, or back, or positioning a restrained person without reasonable monitoring for signs of asphyxia. (Government Code § 7286.5 (b)(4)).
- D. The affixing of the youth's hands and feet together behind the back (hogtying) (15 CCR 1358).
- E. Department-approved control, compliance and restraining techniques and/or weapons shall never be used in a manner inconsistent with established approved Departmental training, or in any manner inconsistent with legal, professional, or ethical conduct.

511.10 CALCULATED USE OF FORCE

- A. When there is a calculated Use of Force, the Watch Commander shall use a department cell phone or a department-approved device to record the event. Once the recorder is turned on, the Watch Commander will give an overview of the following:
 1. The name of the Watch Commander, date, time, location, staff members who are present, the name of the youth, what is the current problem and how long

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has it been occurring, and a description of any de-escalation efforts that have occurred or is occurring.

2. If force is applied, the Watch Commander or the authorized designee shall record the entire incident and any aftercare procedures that occur.
3. If the phone is transitioned to another officer, the officer shall state their name and indicate they are recording the situation.
4. Once the Watch Commander intends to stop recording the incident, they will give another description of what transpired and the time when they are shutting off the recorder. In addition, they will video all staff that are present and the youth involved.
5. Once the recording has been concluded, the Watch Commander will download the video into the G drive (Juvenile Hall folder then SJCO and then to the Use of Force sub-folder). The video will be titled as follows: Date, location, and probation # of the youth. In addition, an Assistant Deputy Chief will make a request to Probation Automation for other video that is available (i.e., housing units, play yards etc). Probation Automation will place any available video into the Use of Force subfolder.

511.11 TRAINING

- A. All newly hired officers shall receive training during new employee and orientation in the following: Use of restraints, OC/Chemical Agents, Use of Force policy review, and Force Options (defensive tactics).
- B. All newly hired permanent officers will attend and complete JCO Core training within the first year of employment.
- C. Attend and complete PC 832 laws of arrest course.
- D. Extra help officers will be placed in JCO Core and PC 832 laws of arrest classes based on operational needs and class availability.
- E. On an annual basis, officers shall attend a Force Options (defensive tactics) approved class.
- F. Armed transport officers shall follow training requirements set forth in the Lexipol Probation Services policy.
- G. Officers attending training on any topic covered in this policy and procedure are required to resolve any conflict between that training and this policy, in favor of the provisions of this policy and procedure. This policy and procedure shall supersede any contradictory information in any non-departmental training an officer may attend.

511.12 ARMED JCO OFFICERS

- A. All approved armed staff in the JCO classification series (JCO, Sr. JCO, SJCO) shall follow the below Lexipol policies and procedures when engaged in activities outside the secure perimeter unless a Title 15 standard supersedes the below:
 1. 301- Use of Force Review Boards

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2. 302- Officer-Involved Shootings and Deaths
 3. 303- Firearms policy and 300 Firearm procedures
 4. 305- Control devices policy and 302 Control devices procedures
 5. 306- Foot pursuits
 6. 307- Search and Seizure policy and 303 Search and Seizure procedures
 7. 515 Operations Planning and Deconfliction policy and 503 Operations Planning and Deconfliction procedures.
 8. 604- Body Armor
- B. On a yearly basis, officers will be required to sign a document acknowledging they have reviewed the above policies and procedures. The document will be forwarded to the Training Assistant Deputy Chief or the authorized designee for placement in their training file.

511.13 REFERENCES

See Use of Force Policy for additional guidance.

511.14 ISSUED DATE

- 04/17/2023

Release Procedure

512.1 EACH PROGRAM RELEASE PROCEDURES

When releasing a youth, officers shall verify the identity of the youth, have the authority to release and the reason to release the youth. The authority will be either from a Juvenile Court Order, or direction from a Fresno County Probation Officer. A Deputy Probation Officer (DPO) can authorize a release for the following reasons: No charges filed, time served, the youth is to be issued a citation to appear before a DPO at a later date, or the youth is released to a specified person or transition home (authority for the release is from a prior Juvenile Court order).

512.2 RELEASE RESPONSIBILITIES AND PROCEDURES

- A. Youth in custody at the Juvenile Justice Campus (JJC) and being released to a non-secure environment will be released through Booking; this includes youths being held in booking pending a citation/Supervised Home Detention (SHD)/Global Positioning System (GPS), etc. and pickup by a parent or guardian or designee of the parent or guardian ("Designee").
 1. The Booking officer shall ensure the following occurs:
 - (a) If the Designee had no prior contact with JJC, then written permission is needed from the parent or guardian. Once the Designee arrives at JJC, the booking officer shall make a copy of their identification (ID) or California Driver's License (CDL).
 - (b) If the Designee had prior contact with JJC, then verbal permission is needed from the parent or guardian. Once the Designee arrives at JJC, the booking officer shall make a copy of their ID or CDL.
 - (c) The assigned DPO may grant permission based on a case plan or knowledge of the case for a non-parent or guardian to pick up the youth. The DPO shall document the information in the youth's electronic file after notification has been made. Once the non-parent or guardian arrives at JJC, the booking officer shall make a copy of their ID or CDL.
 - (d) On occasion, based on the circumstances, JJC officers/DPO's may be required to take a youth to the youth's home.
 2. The Booking officer shall ensure the following occurs:
 - (a) Youth over the age of 18 may sign themselves out from JJC.
 - (b) The youth will be asked if there is a responsible adult that can be called on their behalf to pick them up (i.e. family member, friend etc.) if they do not have pre-arranged transportation.
 - (c) If there is not a responsible adult available, the booking officer shall contact the on-duty Watch Commander for direction.
 - (d) Based on the youth's transition plan, a community-based member shall be allowed to pick up the youth.

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- (e) All property and valuables shall be provided to the youth upon release.
- B. A release notification may be made by Juvenile Court order, Probation Officer, housing pod officers, or an automated scheduled event. When notification occurs, officers will be responsible for the following:
- 1. The pod Senior Juvenile Correctional Officer will ensure that the:
 - (a) Youth's housing unit bed is stripped, and personal items removed.
 - (b) Youth's housing unit personal property such as magazines, stationary, stamps, playing cards, eyeglasses, contact lenses, soap, and other personal property is released with the youth.
 - (c) Youth's housing unit medications such as inhalers are released with the youth.
 - (d) Youth's Case Assessment and Case Plan are current and signed by the Program Supervising Juvenile Correctional Officer or the Watch Commander.
 - (e) Youth's Outcome Summary is completed and ready to be signed by the Watch Commander.
 - (f) Youth's housing unit folder is purged of any unnecessary items and given to the Booking/Release Officer.
 - (g) Fresno County Superintendent of Schools registrar is notified of the youth's release.
 - 2. The Booking/Release Officer will as timely as possible:
 - (a) Verify the authority of the release. If youth is assigned a JJC DPO, check with the facility DPO for any release instructions prior to completing paperwork and releasing youth to parent/guardian. If the DPO's are unavailable, the releasing officer must obtain the current address and telephone number where the youth will be residing and update the information in the case management system.
 - (b) Ensure the youth's parent(s) or legal guardian(s) is notified of the pending release.
 - (c) Notify the housing unit of the release so the Outcome Summary can be completed.
 - (d) Notify the clinic of the release and to determine if any medication needs to be released with the youth.
 - (e) Pick up the youth, the housing unit folder, and property. The releasing officer will ensure the youth receives all their property, including eyeglasses/contact lenses.
 - (f) Dress out the youth, ensuring that the youth has received all their clothing and valuable property. If there is any lost or missing property, the on-duty Watch Commander shall be notified immediately and an Incident Report be written.

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- (g) Complete all release screens in the youth's automated file. Have the youth sign for their property.
 - (h) Escort the youth through the Release Center sallyport and complete the release to the youth's parent or guardian.
 - (i) Ensure that the youth's file is completed and properly filed.
 - (j) Print a copy of the property sheet from the case management system.
 - (k) Prior to the release of a youth, the youth shall be seen by the medical staff as long as medical staff is on-duty.
 - (l) Notify the facility health care provider, mental health personnel and school staff.
3. The Watch Commander will:
- (a) Review and ensure that the youth's Case Plan is completed and signed. The Watch Commander will be responsible to sign the Case Plan if needed.
 - (b) Review and ensure that the youth's Outcome Summary is completed. The Watch Commander will be responsible to sign the Outcome Summary.

512.3 RELEASE CODES

- A. Based on the type of release, the Booking Officer shall use the appropriate code based on the release contained within the Department's case management system. If the Booking Officer is uncertain about what code to use, they may contact the Watch Commander for guidance.
- B. When releasing a youth to another secure custody jurisdiction, the Booking Officer must have the authority to release and reason for the release.

512.4 REASON FOR RELEASE TO SECURE CUSTODY

- A. All releases to Secure Custody will be done through Booking. This will allow the receiving party to use the secure confines of the vehicle sally port and below are some examples.
 - 1. Transfer to another county.
 - 2. Transfer to jail.
 - 3. Release to California Department of Corrections.
 - 4. Release to a medical or mental health facility
 - 5. Release to another jurisdiction

512.5 PROCEDURES AND RESPONSIBILITIES FOR RELEASE TO A SECURE FACILITY

- A. Once the Senior Booking Officer is notified of the release, an officer will be sent to retrieve the youth's property. With transfers to the jail, another county, or the California Department of Corrections, valuable property will be retrieved as well.

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- B. Booking will notify the housing pod of the release. The pod staff will ensure that the:
 - 1. Youth's bed is stripped and personal items removed.
 - 2. Youth's housing unit personal property such as magazines, stationary, stamps, playing cards, eyeglasses, contact lenses, soap, and other personal items are released with the youth.
 - 3. Youth's housing unit medications such as inhalers are released with the youth.
 - 4. Youth's Case Assessment and Case Plan are current and signed by the Program Supervising Juvenile Correctional Officer or the Watch Commander.
 - 5. Youth's Outcome Summary is completed and ready to be signed by the Watch Commander.
 - 6. Youth's housing unit folder is purged of any unnecessary items and given to the Booking/Release Officer.
 - 7. Fresno County Superintendent of Schools registrar is notified of the youth's release.
- C. The Senior Booking Officer shall request a Security Officer to pick up the youth and bring them to Booking. Youth being transported out of the Juvenile Justice Campus will not be brought to Booking until the receiving agency arrives at the facility.
- D. Booking/Release Officers are responsible for completing the book-out on the youth.
- E. In cases where the property is being transported with the youth, the releasing officer will note in the remarks section of the property screen that "All property was released to youth." The youth will sign the property sheet verifying that they have received all personal property.
- F. If the youth's property is not being transported with the youth, the clothing property will be placed in the AWOL property room, noted as such on the property screen, and an incident report will be completed. Valuable property will remain in the safe. The parent/guardian will then be notified to pick up the youth's property.
- G. The person receiving secure custody of the youth will sign the release sheet.
- H. The releasing officer shall notify the clinic staff that the youth is being released and check to see if there are any medications to be released with the youth. Notification will usually be done by phone or by e-mail memo if the clinic staff is not available. The youth's name is placed on a release list the next day by the housing unit officers.
- I. The releasing officer will ensure that the youth's file is completed and properly filed.
- J. The Senior Booking Officer shall ensure that parents/guardians of youth that have been released are notified no later than one hour after the youth has left the facility. Officers shall continue making contact efforts until a parent or guardian is contacted.

512.6 BAIL

- A. There may be occasions when bail is set by the Superior Court for a youth's release if the youth is going to adult court after a transfer hearing for charges brought against them.

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1. A youth may be released from custody pending further Court hearings, when proper documentation is presented to the Senior Juvenile Correctional Booking Officer that bail has been ordered and a bond has been arranged.
- B. After review of the court order and/or bail bond receipt determine the release is valid, the following steps will be taken:
 1. A copy of the bail bond receipt will be scanned into the youth's electronic file.
 - (a) If the bond is presented at JJC, a memorandum along with a copy of the bond shall be prepared and sent to the Fresno County Superior Court Fourth Floor, Criminal Clerk's office that outlines the youth's release from custody.
 - (b) The memorandum shall include the name of the bail company, the person who presented the bond, the date the bond was posted, the youth's name, date of birth, license number of bail agent, and the court case number.
 2. Provide the youth with their most recent Court order indicating their next court hearing.
 3. Notice the youth's Deputy Probation Officer (if applicable).
 4. Make the necessary notation in the youth's electronic file.
- C. Bail Release Restrictions:
 1. Any additional charges for which the youth is detained that are not covered by the bail order.

512.7 EARNED FURLOUGH

- (a) A furlough is a temporary release of an in-custody youth into the supervision of their parent, guardian, family friend, or supportive adult for a specified period of time at the direction of the Deputy Chief, court order, and under specific conditions, after which time they are to return to the custody of the facility.
- (b) Furloughs are generally an earned privilege (implies this is not a right) used to reinforce positive behavioral adjustment and programming in the pod. At the same time, they can also help to facilitate a youth's reintegration with their family and community. Furloughs provide the youth with an opportunity to practice newly acquired skills outside the facility environment for short periods of time.
- (c) In most cases, furloughs may only be earned by post-disposition youth who have been committed to the facility by the court for a commitment.
- (d) In general, the furlough is earned based on the youth's positive behavior, attitude, program performance and length of time in the program.
- (e) When a youth has earned furlough status (per program rules), the youth will initiate the furlough process by filling out an "Application for Furlough." The housing unit will have the information eligibility and regulations specific to the program.

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- (f) Each program at the JJC may have a different criteria that a youth must complete before becoming eligible for a furlough, but at the minimum, a youth shall have completed the following and shall be in good standing before being considered for a furlough:
1. General commitments: Youth who have been committed for 61 days and above and the youth shall be at stage three.
 2. Substance Abuse Unit (SAU): completion of 90 days or at least half of their commitment if it is less than 180 days and the youth shall be at a stage three.
 3. New Horizons: completion of 180 days or at least half of their commitment if it is less than 365 days and the youth shall be at a stage three.
 4. Secure Track: completion of a minimum of 1 year to 3/4ths of their base commitment and the youth shall be at a stage four.
- (g) The pod Senior Juvenile Correctional Officer (JCO) will review the form and approve or deny the request (if the youth is eligible) and forward it to the Program Supervising Juvenile Correctional Officer (SJCO). The SJCO will review the form and approve or deny the request and forward it to the assigned DPO. The DPO will review the form and approve or deny the request and forward it to JJC Administration. JJC Administration has the final approval for denying or approving the request.
- (h) Prior to the furlough, the following contacts shall be completed:
1. For youth under the age of consent, the youth's parent or legal guardian will be contacted by a housing unit officer to advise them of the date, time, and location to pick up the youth. At the time the parent or legal guardian picks up the youth for furlough, the conditions for the furlough will be reviewed with them by an officer. The parent or legal guardian shall sign the youth out to begin the furlough and sign the youth back in upon completion of the furlough. Upon completion, information shall be documented in the youth's chrono.
 2. Secure Youth Treatment Facility (SYTF) commitments who are above the age of consent must have a responsible verified family member, or supportive adult with a valid California Driver's License, to pick up and return the SYTF youth to JJC. Prior to the SYTF youth departure, all furlough requirements, restrictions, responsibilities, and time frames must be discussed with all parties and agreed upon before the youth leaves the facility. The SYTF youth shall verbally state their return date and requirements in the officer's presence. Upon completion, information shall be documented in the youth's chrono.
 3. A youth going out on a furlough will leave in Juvenile Justice Campus-issued clothing and return in the same clothes.
 4. Youth will not be permitted to bring any personal property or valuables, i.e., cash, jewelry, checks, etc. back from furlough with them.
 5. All youth going on furlough must complete a furlough plan and have it approved by a pod Senior JCO prior to their departure. These plans should address specific goals for furlough, as well as plans on how to accomplish them. Upon their return they will write a summary documenting if they were able to

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accomplish the furlough plan goals while at home. The pod Senior JCO will review the completed form prior to authorizing the next furlough request. Not completing this process could be a basis for not approving the next furlough.

6. Youth returning late from a furlough may be subject to disciplinary action. Upon completion of the furlough, a youth may be required to complete a furlough report detailing how things went at home, etc. Additionally, the youth may discuss with the pod Senior JCO or Mental Health staff any problems that may have occurred and receive feedback on alternative ways of dealing with those situations.
7. Youth that are under the guidelines of Placement, pursuant to WIC 727(a), are not furlough eligible unless the assigned DPO approves the request. In addition, the youth must meet the criteria set forth in the furlough guidelines to be considered.
8. JJC Administration reserves the right to suspend furloughs for cause. Some examples include but are not limited to the following: on-going gang tension, narcotics entering the facility, and public safety issues.
9. All youth shall be informed that failure to return from furlough and/or failure to maintain contact with JJC may be subject to a warrant being issued for their arrest and new charges filed.
10. Any youth who does not return from their furlough is considered AWOL after two hours from the time of return with no contact with JJC; unless directed to proceed at the designated time the youth was to return. The on-duty Watch Commander will call Fresno Sheriff's office (FSO). All of the information regarding the youth will be routed to the assigned DPO (PC 4573).

512.8 SPECIAL NEEDS FURLOUGH

- A. Aside from the regular program furloughs for youth committed to the facility, special circumstances may arise occasionally, i.e. special medical needs of the youth, pandemic, or the death of an immediate family member, where granting an emergency furlough would be beneficial and in the best interest of the youth and the facility.
- B. In some instances, a court order may be required, ordering the furlough. In other instances, an administrative decision can be made to allow such a furlough based on an authorization that has been placed in the court order. In each of these situations, a furlough agreement shall be put in writing, including the specific conditions of the furlough, i.e., departure time, return time, limitations, etc., explained to the youth and parent, legal guardian family member, supportive adult and agreed to prior to the release of the youth.
- C. Special needs furloughs must be authorized by the Deputy Chief or the authorized designee, unless the furlough is ordered by the Court.

512.9 TRANSITION MEETING PROCESS FOR POST DISPOSITIONAL YOUTH

- A. Transition meetings will be held weekly for those youth who were committed to JJC. Transition and Aftercare Plans will be completed for every youth who is committed to the JJC. The youth's parent or guardian will be invited to the transition meeting, and all

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collaborative partners at JJC will be provided information about the transition meeting. For all transition meetings, a JJC DPO will work with the on-duty Watch Commander, security, housing unit and lobby staff members.

- B. Obligation of Probation per the Memorandum of Understanding (MOU) with the Fresno County Superintendent of Schools (FCSS), dated March 6, 2018:
 - 1. Provide FCSS designated liaison(s) with anticipated student release dates for all students in custody, including short-term enrollments.
 - 2. Provide a daily release list to the court school's clerical staff to identify unexpected releases.
 - 3. Ensure Probation officers facilitate weekly transition meetings with students, parents, and collaborative agencies including school personnel to assist and provide students with continual support as they transition from custody. These meetings include a transition/aftercare plan to support students with their needs.
 - 4. The Probation Officer and FCSS school transition liaison(s) will collaborate with the school district to provide support to ensure each student's educational needs are being met.
 - 5. Upon a student's release from custody, that student's assigned DPO will receive confirmation from the school district of the student's enrollment in school. If the student is not enrolled, the Probation Officer will provide follow up with the student, parents, and school.
- C. JJC and Juvenile DPO's are responsible for the following based on who is responsible for the case:
 - 1. Print and provide documents which apply to their assigned youth.
 - 2. Contact the parent/guardian and notice them with the meeting date/time.
 - 3. Complete all referrals pertinent to their youth at the transition meeting.
 - 4. Provide youth who will be terminated from probation with community resources and linkages.
 - 5. Review Probation Instructions (PIs) and develop PACT Case Plan with youth and parent if applicable.
 - 6. Document the information regarding the meeting in the youth's electronic file.
 - 7. Complete PIs for youth committed to a JJC program.
- D. For youth who have graduated from high school or who took the High School Equivalency Test (HSET) the school and probation will provide the youth with linkages for college, vocational education, transitional living and workforce education/investment/employment opportunities.

512.10 SCHOOLS

- A. Obligation of FCSS per MOU:
 - 1. Allow for the immediate transfer of educational records for students transferring from Juvenile Courts school.

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2. Create uniform systems for calculating and awarding course credit.
3. Allow for immediate enrollment of students transferring from Juvenile Court Schools into public schools in their communities.
4. Provide select Probation Staff and administration with necessary information regarding school records.
5. Identify FCSS Juvenile Court and Community staff to participate in and be a part of the JJC transition/re-entry meetings
6. Provide information to parents and students during the transition/re-entry meetings regarding a student's academic records and up-to-date unofficial transcripts and advise parents and students of their rights regarding re-enrollment in public schools.
7. Provide up-to-date relevant academic information to Probation Officers and administration in order to assist the return of students to public schools.
8. Maintain a list of school district contacts responsible for the seamless transition of students from court schools.
9. Provide a list of school contacts to all Fresno County stakeholders including, but not limited to: parents, Juvenile Court Judges, Public Defenders, and the District Attorney's office.
10. Participate in Probation Department's transition team, comprised of multiple youth-serving agencies collaborating on developing a comprehensive transition plan for in-custody youth returning to public schools in their communities.

512.11 MEDICAL

- A. The youth shall be given a two-week supply of any prescribed psychotropic medication, if medical and mental health has knowledge of the youth's release (7-day notice is required to receive the medication at the facility).
- B. If the youth is given a two-week supply of prescribed psychotropic medication(s) upon release, then medical shall provide a 14-day prescription to be picked up at a local contracted pharmacy. If medical is unable to physically provide the youth with the prescribed psychotropic medication(s) upon release, then medical shall provide the youth with a 30-day prescription to be picked up at a local contracted pharmacy.
- C. Medical shall provide information regarding any follow-up or pending medical appointments.
- D. Medical shall provide a discharge summary of care that the youth received.
- E. When necessary, a representative from medical will attend a transition meeting to cover serious medical conditions.

512.12 MENTAL HEALTH

- A. The youth shall be given a two-week supply of any prescribed psychotropic medication, if medical and mental health has knowledge of the youth's release (7-day notice is required to receive the medication at the facility).

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- B. If the youth is given a two-week supply of prescribed psychotropic medication(s) upon release, then medical shall provide a 14-day prescription to be picked up at a local contracted pharmacy. If medical is unable to physically provide the youth with the prescribed psychotropic medication(s) upon release, then medical shall provide the youth with a 30-day prescription to be picked up at a local contracted pharmacy.
- C. Mental Health shall provide a discharge summary of Mental Health services that were provided to the youth and a list of available Mental Health services in the community.
- D. Mental Health shall attend transition meetings for those youth under their care.

512.13 COLLABORATIVE PARTNERS

- A. All collaborative partners who work with the youth at the JJC during their commitment will be invited and encouraged to participate in the transition plan for the youth.

512.14 REFERENCES

See Release Policy for additional guidance.

512.15 ISSUED DATE

- 06/29/2023

Biological Samples and Print Impressions Procedure

513.1 PURPOSE

These procedures provides guidelines for the collection of biological samples or specimens and thumb and palm print impressions from youth required by California law to provide such samples, specimens, and impressions to the Fresno County Probation Department (Department) as a result of being adjudicated for certain offenses (15 CCR 1363).

513.1.1 DEFINITIONS

"Adjudication" or "adjudicated" means, pursuant to Penal Code § 295, that a juvenile has been convicted of or pleads guilty to any felony offense, or is found not guilty by reason of insanity of any felony offense, or any juvenile who has been adjudicated under Welfare and Institutions Code § 602 for committing a felony offense. This also includes a juvenile who is required to register under Penal Code § 290 or 457.1 because of the commission of, or the attempt to commit, a felony or misdemeanor offense, or any person, including any juvenile, who is housed in a mental health facility or sex offender treatment program after referral to such facility or program by a court after being charged with any felony offense.

513.2 PERSONS SUBJECT TO COLLECTION OF BIOLOGICAL SAMPLE AND PRINT IMPRESSION

- A. The following persons shall provide buccal swab samples, right thumbprints, and a full palm print impression from each hand, and any blood specimens or other biological samples required pursuant to PC 296:
- B. Any juvenile adjudicated of any felony offense who is currently in custody or on probation, parole, or other supervised release or otherwise under any government control in conjunction with that adjudication.
- C. Any juvenile who is currently in custody or on probation, parole, or other supervised release or otherwise under any government control in conjunction with adjudication for a misdemeanor offense but also has a past California or out-of-state or federal felony adjudication of record.
- D. Any juvenile who is required to register under Penal Code section 290 or Penal Code section 457.1 for a felony or misdemeanor sex or arson offense.
- E. Juvenile out-of-state offenders accepted into California for service of custody, probation, or parole under an interstate compact or other agreement, following a qualifying adjudication or with a prior felony record in another jurisdiction outside of California.
- F. Any juvenile who enters a plea conditioned upon the collection of a DNA sample.
- G. Any youth ordered by the court to submit to DNA collection.

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513.3 SAMPLE COLLECTION GUIDELINES

- A. The DNA collection process will begin with a check of all youth booked on the prior day(s) and/or over the weekend to determine their eligibility for DNA collection. This may be done by manually reviewing the prior adjudications of the youth in question.
- B. If found to be eligible for DNA collection, a check will be conducted using both CLETS and the face sheet in the department's case management system to insure that a DNA sample has not already been collected. If a DNA sample has already been collected, no further action will need to be taken, as DNA samples need not be duplicated. If there is no record of a DNA collection then the collection process shall proceed.
- C. It is the responsibility of the officer to verify the true identity of the youth by utilizing the Live Scan system and/or other official resources prior to DNA collection. DNA collection shall not take place until the true identity of the youth has been determined.
- D. The Population Control Officer for the Juvenile Justice Campus shall review daily all court orders on in-custody youth and shall immediately refer all youth adjudicated for a DNA collection eligible offense to the booking officer. Any order of the court to collect a DNA sample from a youth, regardless of their status in the court process, shall also result in a referral to the Booking Officer for collection purposes. When the Booking Officer receives such a court order they will check CLETS, as well as the database in the department's case management system, to insure that a DNA sample has not already been submitted on the youth's behalf.
- E. DNA samples shall be collected from qualifying youth as soon as reasonably possible after their adjudication for a felony or qualifying misdemeanor offense. DNA collection shall occur prior to the release from custody of any qualifying youth.
- F. The officer collecting the sample or print impression shall note on the youth's face sheet in the department's case management system the fact that DNA collection has occurred. Further, the California State's Department of Justice (DOJ) shall be informed via the Live Scan system that DNA collection has occurred on a youth.

513.4 SAMPLE COLLECTION PROCEDURE

- A. Only staff members trained and qualified to collect buccal swabs shall do so and the swabs only be conducted in the presence of a witnessing staff member. The staff member shall follow the collection instructions contained in the DOJ collection kit.
- B. Qualified collection staff members shall always wear protective gloves during the collection process so as not to contaminate the sample with their own DNA. New protective gloves shall be worn for each youth submitting to DNA collection.
- C. Clearly print in permanent ink the youth's name and CII number on the swab handle.
- D. The youth shall be instructed to hold the buccal swab on the area mark "Thumb".
- E. Instruct the youth to open their mouth and place the collection paper flat against the inside of their cheek. With the collection paper pressed against the inside of the cheek, direct the youth to drag it firmly toward the lips and then out of the mouth. Have the youth repeat this process 7 more times.

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- F. Slide the protective sleeve carefully, covering the collection paper. Do not touch the collection paper with your hand. Place the sealed collector in the paper transport pouch.
- G. Print clearly in ink all required information in the spaces provided on both sides of the Specimen Information Card, including the full CII number (one letter and eight numbers) and FBI number if available. Sign the card where indicated and have the youth do the same.
- H. Lightly ink the youth's right thumb with the ink pad provided in the kit and gently roll it across the designated areas on both sides of the card.
- I. Place the paper transport pouch and the completed Specimen Identification Card into the provided return envelope. Then mail the envelope to the State - DOJ.

513.5 REFUSAL TO SUPPLY A DNA SAMPLE

- A. If a youth is qualified for DNA collection but refuses to submit to such collection or accompanying thumb and palm print impressions, they are guilty of a misdemeanor pursuant to PC 298.1(a).
- B. Youth refusing to submit to the lawful collection of DNA shall be thoroughly counseled as to the consequences of their actions and the fact that they shall be referred to the court on a new charge if they fail to comply. Methods to consider when seeking voluntary compliance include contacting (15 CCR 1363):
 - 1. The youth's probation officer when applicable.
 - 2. The prosecuting attorney to seek additional charges against the youth for failure to comply or to otherwise bring the refusal before a judge (Penal Code § 298.1).
 - 3. The judge at the youth's next court appearance.
 - 4. The youth's attorney, parent/guardian, or custodian.
 - 5. A chaplain.
 - 6. A supervisor who may be able to authorize disciplinary actions to compel compliance, if any such actions are available.

Although California law authorizes the use of reasonable force to collect DNA samples and print impressions on qualifying offenders, force shall not be used to obtain these items unless specifically ordered by the court. The force shall not be used without the prior written authorization of the Watch Commander, who shall review and approve in writing any use of force. The supervisor shall be present to supervise and document the use of force and prior to any use of force, the Watch Commander shall still try and obtain voluntary compliance from the youth (follow calculated use of force procedures). If voluntary compliance is not achieved, the Watch Commander shall record the event and during the introduction of the recording discuss the reason for the force, the attempts made to get voluntary compliance from the youth, date, time, youth's name, and the names of each officer present. The recording will occur throughout the entire incident to include any medical or mental health attention that may be required. The recording shall be retained by

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the department for the length as determined by statute. Notwithstanding the use of the video as evidence in a court proceeding, the recording shall be retained administratively (15 CCR 1363).

513.6 REFERENCES

See Biological Samples and Print Impressions Policy for additional guidance.

513.7 ISSUED DATE

- 04/17/2023

Youth Classification Procedure

514.1 INTRODUCTION

Youth classification procedures for the Juvenile Justice Campus (JJC) will establish and maintain a systematic and consistent method of classifying detained youth for placement into specific housing locations. Classification provides for the safety of youth, other youth, officers, and the security of the facility. JJC will place youth in the appropriate, least restrictive housing and program setting.

514.2 PROCESS

- A. All youth shall be classified upon completion of the booking process and prior to their placement into a housing unit. Should it be necessary to re-classify a youth, the re-classification procedure shall be completed.
- B. Records shall be maintained of each youth's classification/custody level, housing restrictions, and housing assignments. Each youth's classification record shall be updated with all classification-related input, each classification assessment, and each housing unit assignment. Youth's classification records shall contain ongoing classification information and shall thoroughly document all classification-related actions regarding each youth during their confinement.
- C. Classification plans shall be administered equitably and consistently. Staff members shall not separate youth or place in a single occupancy room based solely on: perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status. Exceptions shall only occur when specifically mandated by law or court order. Staff members may place a youth in a single room upon request.
- D. Classification plans shall be considered distinct and separate from disciplinary action. Rule violations, misconduct, non-conforming behavior, and the resultant disciplinary actions(s) should be handled within housing unit program guidelines whenever possible. However, in extreme situations, these factors will be considered in classification determinations, housing unit assignments, and program eligibility.
- E. All classification information shall be considered confidential and shall only be shared internally with those who have a need to know to meet the youth's needs or to ensure the safety of the youth.

514.3 DETENTION HOUSING PLACEMENT CRITERIA

- A. Special Needs Housing Unit
 1. Male youth who meet the following criteria may be placed in the Special Needs Housing Unit:
 - (a) Any youth detained, or pending adjudication or convicted of murder or attempted murder
 - (b) Any youth that was transferred to a Court of Criminal Jurisdiction

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- (c) Any youth under the supervision of the probation officer, that after serving a custodial commitment in the Secure Track program, violates their supervision terms.
 - (d) Special circumstances: protective custody, medical isolation, court order
 - (e) Any youth that represents a clear and present danger to the officers or youth who cannot be managed within the general population housing unit. Some examples are as follows but not limited to:
 - 1. Gang activity that results or has resulted in the disruption of the pod
 - 2. Fighting or continued threats of fighting, with the ability to carry out those threats
 - 3. Escape attempts, escape plots, or documented facts of the youth's consistent talk of escape to others
 - 4. Instigation, promoting or inciting a riot
 - 5. Severe psychological or emotional problems where the youth has demonstrated a propensity of violence towards themselves or others
 - 6. Prior assault(s) on officers and youth
 - 2. Male youth under the age of fourteen (14) require specific approval of the JJC Administration prior to being housed in the Special Needs Housing Unit.
- B. Medium Security Detention Housing Unit
- 1. All male youth who do not meet the criteria for placement in the Special Needs Housing Unit will be placed in Medium Security Detention housing units.
 - 2. Whenever a youth's poor behavior cannot be managed safely in his assigned housing unit, he may be transferred to the Special Needs Pod with the Watch Commander/Supervising Juvenile Correctional Officer (SJCO) approval (See Transgender/Intersex policy and procedures for exceptions).
- C. Female Detention Housing Unit
- 1. All female youth will be placed in a female detention housing unit (See Transgender/Intersex policy and procedure for exceptions). Based on the population of detention and commitment, female youth may be housed together in one location.

514.4 COMMITMENT HOUSING PLACEMENT CRITERIA

- A. Secure Track Housing Unit Pod(s)
 - 1. Male youth who are committed by the Juvenile Delinquency Court.
- B. Medium Security Commitment housing units
 - 1. Male youth minors who have been committed to a JJC commitment program will be housed in the designated commitment pod(s) for the type of commitment ordered (See Transgender/Intersex policy and procedures for exceptions).

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- C. Female Commitment housing unit
 - 1. Female youth who have been committed to the JJC (See Transgender/Intersex policy and procedure for exceptions). Based on the population of detention and commitment, female youth may be housed together in one location.

514.5 PERIODIC CLASSIFICATION REVIEWS

- A. Program SJCOs will conduct periodic classification reviews to assess the youth's behavior and the level of supervision required. (Title 15, §1352 CCR)
- B. Any youth housed in the Special Needs Housing Unit for more than 30 continuous days will have their classification status reviewed by the Program SJCO. Review of the classification status will continue every 30 days of continuous confinement in the Special Needs Housing Unit.
- C. To assist in ensuring that youth are moved to less secure housing unit as warranted, the facility's Population Control Officer will review the Special Needs Housing Unit roster daily to identify youth appropriate to be considered to transfer out. Once identified, the Population Control Officer will make recommendations to the SJCO overseeing the pod to have the youth moved to a less secure housing unit if bed space allows.

514.6 CLASSIFICATION GUIDELINES

- A. The Booking Officer in consultation with the Senior JCO will be responsible for determination of the initial classification of all youth. The Watch Commander has the authority to modify the initial classification.
- B. The determination shall include, but not be limited to, the following: age, maturity, sophistication, emotional stability, program needs, legal status, public safety considerations, medical/mental health considerations, and gender identity of the youth.
- C. The Watch Commander, Program SJCO, Assistant Deputy Chief, and Deputy Chief, may modify classifications.
- D. Whenever a youth's classification is modified, written justification shall be made, signed and dated by the reviewing supervisor or administrator. This information will then be logged and placed in the youth's electronic file. c.
- E. Youth should be housed in the least restrictive pod that best meets the needs of the youth.
- F. Classification materials are confidential and shall be kept away from the youth's view.

514.7 REFERENCES

See Youth Classification Policy for additional guidance.

514.8 ISSUED DATE

- 04/17/2023

Transportation of Youth Outside the Secure Facility Procedure

516.1 PURPOSE AND SCOPE

The transportation of in-custody youth is an important responsibility for officers who have significant obligations for the safety and security of youth and officers. The purpose of this policy is to clearly establish guidelines and procedures governing the Juvenile Justice Campus (JJC) full-time and backup transportation officers. Consequently, the following policies and procedures shall be complied with by all staff when transporting youths.

516.2 GENERAL PROVISIONS

- A. All officers utilized in the position of transportation officer shall be trained in applications of restraint equipment. A backup transportation officer shall be used when the full-time transportation officers are not available. Non-transport Juvenile Correctional Officers (JCO) may be utilized when necessary and at the Watch Commander's discretion.
- B. Full-time and backup transportation officers shall have a valid Class B Driver's License. When non-transport JCO's are utilized, they will not be required to have a Class B Driver's license and will not be operating the large passenger vans.
- C. Youth assigned protective custody status shall not be transported with youth from the general population unless authorized by the Watch Commander.
- D. Youth shall not be transported with adult inmates.
- E. Transportation officers shall never leave a youth unsupervised during transportation, or at a designated location.
- F. The Senior JCO or the authorized designee is responsible for the weekday inspection of the JJC transportation vehicles. All JJC vehicles shall be inspected and searched prior to a transportation officer's departure from the facility. On weekends or trips outside the normal hours of operation, the officer transporting is responsible for the inspection of the vehicle prior to transport.
- G. All transport officers are required to meet all arming requirements and attend all required firearm training and range qualifications in order to carry a firearm and shotgun.
- H. Transport officers may be deployed to perform other duties as directed and needed by the Watch Commander.

516.3 PREPARATION FOR TRANSPORT

- A. The consequences of improper transportation of youths include escape, danger to the community, assault or injury to staff or another youth, loss of department credibility, or the potential for disciplinary action.
- B. The following procedures shall be performed prior to transporting a youth to a destination outside the JJC:

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1. **Determine reason and authority** - Ensure that the proper authority to transport a youth is present. Staff shall determine the reason for transporting the youth (i.e., medical appointments, release to placement, return home, etc.) and whether court orders or permission are required to transport the youth outside the facility. If court orders are required to effect removal of the youth from the facility, then appropriate transfer documentation shall be obtained prior to departure with youth. If transporting to a medical appointment, obtain all required referral papers from the medical clinic. Additionally, transportation officers shall always be in possession of their County Identification card, vehicle use permit, badge, and California Driver's license. The Peace Officer Badge shall be worn in a manner visible to the public.
2. **Search vehicle** - Prior to departure, the transporting officer shall obtain vehicle keys from the transport office and conduct a search of the transportation vehicle to ensure it is free of contraband and/or weapons. Floors, ashtrays and under seats shall be searched for unauthorized items and documented in the log.
3. **Vehicle safety check** - Ensure that the vehicle has sufficient fuel reserve, and that safety equipment is present and in proper working condition. Class B inspections shall be done in accordance with DMV inspections for Class B drivers. Check the vehicle's tire pressure every morning prior to departure.
4. **Check radio** - Ensure that the transportation officer's radio is in good working condition. Officers will switch the radio to Channel 7 and log on with the Fresno County Sheriff's Department (FSO) dispatch advising of number of youths and destination. When arriving at the destination, radio FSO dispatch and notify them that they have arrived; 10 codes should always be used when communicating with FSO dispatch.
5. **Plan route** - Prior to your departure, map the route to your intended destination, particularly if it is an unfamiliar route. As necessary, plan stops for restroom usage, fuel and food. Make pre-trip arrangements with the intended destination site for parking and security. Prepare an alternative route in case of detours or emergencies.
6. **Do not commingle youths** - Check all youth classification to determine the security requirements. Identify the youths who should not be commingled during transportation i.e., crime partners, opposite-sex youths, youths who are escape risks, etc.
7. **Verify identity of youth** - Always verify the identity of the youth present for transportation. Appropriate identification practices should include verifying identity of the youth by picture identification, date of birth; personal data i.e., booking sheet information, I.D. wristband, etc.
8. **Search youth** - Officers should always conduct a pre-trip pat-down search of youth(s) for possession of contraband. A thorough pat-down search is particularly important when transporting youths who are identified as security risks and who may attempt to possess weapons/contraband to effect an escape.

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9. **Have youth use bathroom and eat** - If the officer is conducting a long transportation trip or one which conflicts with the meal service times, the youth should eat prior to boarding the transportation vehicle. Always suggest using the bathroom facilities prior to departing the facility. Any time a restroom break needs to be conducted for an in-custody youth, a local Juvenile Hall or Law Enforcement facility shall be the first choice by Transporting officers. Officers are encouraged to call ahead of arrival to make sure the agency can handle such a request.
10. **Apply restraint gear** - All youth in custody at the JJC shall be transported with their seatbelts on and in restraint gear. Restraint gear is applied only for the safety of the transportation officer, or to minimize a youth's opportunity for escape. Restraint gear shall not be used as disciplinary or punitive measures. Under no circumstances shall restraint gear be used to secure a youth to the vehicle. Officers must always ensure that a youth in restraint equipment has enough mobility to exit the vehicle in case of an accident or emergency.
11. **Restraint use during transport** – Unless otherwise directed by the Watch Commander, any youth taken to a local court hearing, medical trip or out of county transfer shall be restrained as follows:
 - (a) High-security youths:
 - i. Handcuffs, double locked and secured in front of youth.
 - ii. Handcuff cover box; secured on handcuffs in front of youth.
 - iii. Waist chain; secured around youth's waist, connected to handcuffs cover box in front by a Master lock.
 - iv. Leg Shackles, double locked, and secured around youth's ankles.
 - (b) Medium security youths - Handcuffs secured in front of youth.
 - (c) Pregnant youths in their 1st or 2nd trimester - Handcuffs secured in front of youth.
 - (d) Pregnant youths in their 3rd trimester - No handcuffs or restraints will be used.
 - (e) See Use of Physical Restraints policy and procedure for further guidance (regarding pregnant youth).
 - i. **Note:** Leg shackles or handcuffs for medical conditions such as pregnancy or a cast may be suspended by the approval of the Watch Commander. In cases where the youth being transported has a cast, the appendage in question shall not be restrained. If it is an arm, hand or wrist then the other arm will still be cuffed and secured to the waist chain.
12. **Explain Rules** - Prior to departure, set the limits/expectations for the youth's behavior during the transport. The following rules shall be communicated to youths prior to departure:

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- (a) Youths shall remain in their assigned seats at all times and will not leave their seats until instructed to do so.
- (b) Seatbelts shall be worn at all times.
- (c) When seated, youths shall face forward with hands on their lap.
- (d) Under no circumstances shall a youth touch another youth or staff.
- (e) Youths shall not shout, put body parts or throw items out the vehicle window.

516.4 STORAGE AND RETRIEVAL OF SIDEARM

- A. To ensure safe and secure transportation of youths, the following sidearm principles and procedures shall be adhered to by all officers during transport.
 - 1. **Storage and retrieval of sidearm** - All ammunition, magazines and batons are prohibited from entering the JJC and shall be stored in designated gun lockers in the booking sally port. The following are the required steps to be followed when storing and retrieval of firearm:
 - (a) Ensure that all youth and transport area are secured in holding rooms;
 - (b) Ensure that the transport gun safe room door is secured and closed prior to opening safe to retrieve weapon. This shall be checked by spinning the cylinder and pulling on the safe handle to make sure the safe is secured;
 - (c) Retrieve sidearm from the Institutional Core Building Transport Equipment Storage Room;
 - (d) Walk over to outside gun lockers located in the Institutional Core Building Vehicle sally port and retrieve magazine/ammunition;
 - (e) Walk over to the red firearm loading/unloading tube with ammunition and weapon and load sidearm;
 - (f) Secure loaded sidearm back in designated gun locker in the Institutional Core Building Vehicle sally port;
 - 2. **Prior to departure** - Officers shall be responsible for securing all youths in the transportation vehicle prior to departing. This requires the transporting officer to:
 - (a) Assign individual seats for each youth. Do not double youths in a seat, unless a lack of space prevents separate seat assignments;
 - (b) Ensure the seat belt is fastened securely;
 - (c) Ensure all restraints are securely fastened;
 - (d) Lock all vehicle doors;
 - (e) One transportation officer will stay and watch the youths in the vehicle while the other officer retrieves his or her sidearm from the gun locker.

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- (f) If a single transport officer is transporting a youth of the opposite sex, the vehicle mileage and departure time will be called in to FSO dispatch at the beginning and end of the trip.
 - (g) When transporting as a single officer, a booking or a security officer will be called over to cover to allow the transport officer to retrieve their weapon.
 - (h) When arriving back at the JJC, before the youths are removed from the vehicle, transport officers will secure their sidearm in the gun locker while another officer watches the youth.
3. **Return of sidearm** - The following are required steps to be followed when transport officers return their sidearm at the end of their shift:
- (a) Retrieve loaded weapon from gun locker in booking sally port;
 - (b) Walk weapon over to firearm loading/unloading tube and unload weapon of all ammunition;
 - (c) Secure all ammunition, magazines and baton back in designated gun locker in the booking sally port;
 - (d) Make sure all youth in the transportation area are secured before entering the area with firearm;
 - (e) Ensure gun safe room door is closed and secured prior to opening safe to return sidearm;
 - (f) Return and store sidearm back in the Institutional Core Building Transport Equipment Storage Room.
 - (g) See Management of Weapons policy and procedure for further guidance.

516.5 CUSTODIAL SUPERVISION GUIDELINES

- A. Upon arrival at the travel destination, the following custodial, supervision and security practices shall be adopted by all transportation officers providing escort services:
 - 1. Keep restrained youths out of public places, in order to prevent the chance of escape or the acquisition of contraband;
 - 2. When escorting a single youth, assume a position slightly behind and to the side of the youth, which allows for visual contact at all times; Officer safety is always weapons side away from the youth;
 - 3. Never allow a youth to engage in an activity that blocks the visual line of supervision;
 - 4. Always keep keys secure. Officers shall maintain keys securely on their person at all times. Never allow a youth to have possession of transport or security keys;
 - 5. When more than one youth is being supervised, continuously take a head count;
 - 6. Escort youths directly to their specified destination and immediately return to the transportation vehicle following the completion of the trip's purpose;

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7. Do not discuss the youth's status with any outside parties, unless court-ordered or need to know/right to know is in effect for information sharing. Rules of confidentiality apply to all JJC youths;
8. When a single officer is escorting a group, walk at the rear and slightly to the side of the group. If two or more officers are escorting, one officer shall be positioned at the front and slightly to the side of the group and one officer at the rear of the group;
9. Never allow a youth to go anywhere without officer escort providing direct visual and physical supervision;
10. All youth who are a substantial risk for flight or pose a threat of physical harm to themselves or another person shall remain in restraint gear whenever transported or escorted. Youths transported to the hospital in restraints shall be kept in restraints while being examined/treated. Removal of restraints for medical procedures shall be at the direction of the treating physician/medical provider. Any removed restraints shall be immediately reapplied as soon as possible with consultation from the treating physician/medical provider;
11. Upon entering the building or office, locate the potential escape routes and emergency exits to minimize the potential for escape. Contact the JJC Watch Commander to report your arrival at the destination site. If known, indicate your estimated return time, or any delays that are expected;
12. Upon completion of the office visit/appointment/court hearing, contact the JJC Watch Commander to report that you are returning and your expected time of arrival;
13. Upon arrival at the JJC, return youth(s) to the transport holding area for search and return to pod;
14. After all youths are returned, conduct a complete search of transport vehicle.

516.6 EMERGENCY PROCEDURES DURING TRANSPORT

- A. Vehicle Breakdown - In the event of a breakdown, the transportation officer shall:
 1. Notify the Watch Commander at the earliest opportunity via cell phone.
 2. Make contact with FSO or local law enforcement agency dispatch and advise of the situation and that assistance is needed. If contact cannot be made by cell phone or radio, officers shall attempt to locate a phone to initiate contact with the JJC Watch Commander.
 3. Never leave a youth unsupervised. If it is necessary to abandon the vehicle, youths shall be taken with transportation officer(s) to seek emergency assistance.
- B. Vehicle Fire - In the event of a fire, the transportation officer shall:
 1. In all instances of vehicular fire, immediately stop the vehicle.
 2. Evacuate all passengers with caution and care. If the situation permits, officers shall attempt to control the fire with the vehicle's fire extinguisher.

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3. Contact the JJC Watch Commander at the earliest opportunity to advise of the need for alternative transportation.
 4. DO NOT attempt to start the vehicle again, even after the fire is out.
- C. Collisions – In the event of vehicular collisions, the transportation officer shall:
1. Render first aid and tend to any immediate emergency needs.
 2. Contact local law enforcement agencies to report the situation and obtain medical assistance when reasonable and appropriate for any person(s) who have sustained injuries, complain of injury or who have been rendered unconscious.
 3. Contact the JJC Watch Commander and advise them of the following:
 - (a) The location of the accident;
 - (b) Injuries to any person, and the extent;
 - (c) The need for an emergency response;
 - (d) Damage to the vehicle;
 - (e) The need for alternative transportation.
 4. Complete a facility incident report and a County Vehicle Accident Report. Vehicle accidents involving serious injury or death to any person shall be reported to Risk Management by telephone as soon as possible. Five copies of the Vehicle Accident Report shall be completed whenever a County vehicle, or private vehicle used in the course of County business, is damaged or involved in an accident. The completed report shall be distributed as follows:
 - (a) Three copies to Risk Management;
 - (b) One copy to the Fleet Services Superintendent if the accident involves a County vehicle;
 - (c) One copy for department files.
 - (d) All vehicle collisions involving a County vehicle require that officers request an accident investigation by local law enforcement or the California Highway Patrol.

516.7 REFERENCES

See Transportation of Youth Outside the Secure Facility policy for additional guidance.

516.8 ISSUED DATE

- 08/04/2023

Chapter 6 - Youth Due Process

Room Confinement Procedure

600.1 ROOM CONFINEMENT PROCEDURES

- A. Room confinement shall not be used:
 - 1. Before other less restrictive options have been attempted and exhausted, unless attempting those options poses a threat to the safety or security of any youth or staff.
 - 2. For the purposes of punishment, coercion, convenience, or retaliation by staff.
 - 3. To the extent that it compromises the mental and physical health of the youth.
- B. Room confinement of 15 minutes or more shall be based on an immediate security or safety risk/threat towards self or others (such as but not limited to a fight, assaultive behavior, possession of a weapon, threats, rioting) and the following shall be completed:
 - 1. Advise the youth they have created a threat and/or safety risk to self or others, and based on their action(s), they will be removed from the general population until they are able to emotionally regulate.
 - 2. Contact the on-duty Watch Commander (WC) and advise them of the situation.
 - 3. Generate a room confinement report (located in the Department's case management system).
 - 4. All officers that witnessed the event shall generate an Incident Report (IR).
 - 5. As soon as reasonably possible, give youth goals and expectations necessary to reintegrate into the general population.
 - 6. Documentation on the room confinement report shall be completed in random increments not to exceed 15 minutes.
 - 7. Complete the behavior summary section at the bottom of each risk to safety dialog box
 - 8. Document youth's behavior while on room confinement in the housing unit log and youth's electronic file.
 - 9. Continually provide counseling and guidance, utilizing as many tools as possible to reintegrate the youth into the general population.
 - 10. Once the youth is emotionally regulated, room confinement shall be terminated.
 - 11. Once the youth is no longer on room confinement, the Senior JCO is to notify the on-duty WC that the youth has been removed from room confinement.
 - 12. Document the time the youth was removed from room confinement in the housing unit log and youth's electronic file.
 - 13. A mental health and/or medical referral shall be submitted on behalf of the youth, and documented on the IR and room confinement report

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14. If the youth's room confinement occurred because of applied use of force or self harm, the Senior Juvenile Correctional Officer (JCO) shall ensure parental/guardian and medical/mental health notification is completed and documented on the IR, in the housing unit log, and youth's electronic file.
- C. If the youth continues to pose an immediate threat to self or others, and room confinement needs to be extended past four hours, staff shall provide detailed documentation, approved in writing by a supervisor, that must support the extension.
1. Document in detail, the reason for room confinement, and the basis for the extension, approved in writing by a supervisor.
 2. Contact the supervisor to request an extension. Only a supervisor can authorize (in writing) the continued use of room confinement.
 3. If the extension is granted, an individualized plan shall be completed.
 4. Obtain documented authorization by the facility Deputy Chief or the authorized designee every four hours thereafter.
- D. If the youth continues to pose an immediate threat to self or others, prior approval is required from the Deputy Chief or Assistant Deputy Chief if room confinement is to exceed twelve hours. Detailed supporting documentation/information shall be provided for approval.
- E. Paperwork
1. Fill out the room confinement form completely. Do not leave any sections blank.
 2. Print IR and attach to the room confinement form.
 3. Staple all forms together, and place in folder labeled room confinement located at the officer's station.
 4. The graveyard officer shall ensure a log note has been completed and chrono'd in the youth's electronic file.
 5. The program supervisor will review and ensure all sections have been completed.
 6. The graveyard supervisor will file completed forms in the Watch Commander's office.

600.2 REFERENCES

See Room Confinement Policy for additional guidance

600.3 ISSUED DATE

- 08/31/2020

600.4 REVISED DATE(S)

- 04/17/2023

Youth Grievances Procedure

601.1 GRIEVANCES

- A. When a verbal complaint is registered by a youth regarding a condition of their confinement and treatment at the Juvenile Justice Campus (JJC), officers shall initially make every effort to resolve the complaint by discussing it with the youth.
- B. The youth may request the housing unit Senior Juvenile Correctional Officer (Sr. JCO)/acting Sr. JCO review the situation with the youth and the staff member involved. The housing unit Sr. JCO/acting Sr. JCO shall provide the youth a response before the end of the shift. The Sr. JCO/acting Sr. JCO shall document in the housing unit log and youth's electronic file the youth's verbal complaint and if resolved, or if a grievance form was requested.
- C. If the above fails to resolve the complaint, a grievance form may be completed by the youth at any time, as long as it does not interfere with mandatory activity (sleeping is a mandatory activity) or compromise the safety and security of youth. The unit Sr. JCO/acting Sr. JCO shall ensure the youth has time to complete the form in a timely manner. The Sr. JCO/acting Sr. JCO shall notify the on-duty Watch Commander (WC) for the next sequential issuance of the grievance form, specific to either detention or commitment (i.e. 1234 D or 1234 C).
- D. The youth shall be furnished with a pencil, grievance form, and any assistance necessary to complete Section I, including Spanish and Hmong translations of forms and rules, as may be needed by non-English language-speaking youths. The youth shall return the form to a unit officer.
- E. The officer receiving the completed Grievance Form shall record their name, date and time in the "Received By" area above in Section I of the Grievance Form. The officer shall make sure appropriate signatures were obtained by the youth and receiving officer on the youth's grievance form.
- F. The receiving officer shall also record the "Due By" date in Section II of the Grievance Form. Grievances related to health and safety complaints shall be addressed immediately. A review and initial response to other grievances shall be provided to the youth within three business days. The Sr. JCO/acting Sr. JCO shall document in the housing unit log and youth's electronic file that the youth filed a grievance in the housing unit log. If the officer who is the subject involved in the grievance is not on duty, the Sr. JCO/acting Sr. JCO shall send an email to the officer involved with a cc to the WC, advising them of the grievance, "Due By" date, and their immediate attention is needed on the grievance.
 - (a) The subject line for email shall read: Grievance – Immediate Attention required - issued date and time – Due By date Cc: Watch Commander
- G. The officer who is the subject involved in the grievance shall complete Section II of the Grievance Form and shall submit the grievance to the housing unit Sr. JCO/acting Sr. JCO. If the grievance is resolved at the officer's level, it shall be documented in the housing unit log and youth's electronic file. If there is insufficient space on the grievance form for a written response, the officer shall submit their

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formal response on a separate typed Word document. The document must have the grievance number at the top with the date, time, and the officer's name and title at the conclusion of the response. The completed grievance shall be submitted to the on-duty WC. The WC shall then document the outcome in the grievance log, Supervising Juvenile Correctional Officer (SJCO) log, and submit the form to the Assistant Deputy Chief. The Assistant Deputy Chief or Deputy Chief shall administratively review all grievances. At the bottom of the grievance they shall date and sign the grievance.

- H. If the grievance is not resolved at the officer's level, the Sr. JCO/acting Sr. JCO shall conduct a review with the officer and the youth involved and shall complete Section III of the Grievance Form before the end of the shift. If the grievance is resolved at the Sr. JCO/acting Sr. JCO's level, it shall be documented in the unit log and youth's electronic file. If there is insufficient space on the grievance form for a written response, the officer shall submit their formal response on a separate typed Word document. The document must have the grievance number at the top with the date, time, and the officer's name and title at the conclusion of the response. The completed grievance shall be submitted to the on-duty WC. The WC shall document the outcome in the grievance log, SJCO log, and submit the form to the Assistant Deputy Chief. The Assistant Deputy Chief or Deputy Chief shall administratively review the grievance, date, and sign the form at the bottom.
- I. If the grievance is not resolved at the Sr. JCO/acting Sr. JCO's level, the Grievance Form shall be given to the on-duty WC for review and completion of Section IV of the Grievance Form. The WC shall review the information and conduct an investigation and/or hearing with officers and the youth. If there is insufficient space on the grievance form for a written response, the WC/SJCO shall submit their formal response on a separate typed Word document. The document must have the grievance number at the top, with the date and time. The resolution of the grievance shall occur within ten (10) business days from the initial submittal date. Should circumstances dictate a longer time frame, such as the involved staff is unavailable, the youth shall be notified of any delays (i.e. regular days off, vacation, training days, etc.), and documented in the youth's electronic file (15 CCR 1361(g)) The WC shall document the outcome in the grievance log, SJCO log, and submit the form to the Assistant Deputy Chief.

601.2 GRIEVANCE FOR A SUPPORT AGENCY

- A. The on-duty WC shall send an email to the support agency's supervisor and/or their designee advising a grievance has been received.
 - 1. The subject line for email shall read:
 - (a) Grievance # issued date and time, Cc: JJC Admin
- B. The email must describe the complaint and all parties involved from the supporting agency. A specific date/time deadline shall be included in the e-mail for the response to be received. The supporting agency has three business days to respond, unless it is a health or safety complaint. Those grievances shall be addressed immediately. The response may be received on the support agency's letterhead or via e-mail, but must include the responding person's name, title, company name, address and telephone number.

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- C. A scanned copy of the grievance shall be attached to the email being sent to the supporting agency. Do not give the JJC three-page NCR (no carbon required) form to the support agencies. Once a response has been received from the support agency, the SJCO shall proceed in processing the grievance form. The resolution of the grievance must occur within ten (10) business days from the initial submittal date. Should circumstances dictate a longer time frame, the youth shall be notified of any delays, and the youth shall sign and date the original grievance form. This shall be documented in youth's electronic file. The WC shall provide the youth with the response, and complete Section IV; the Sr. JCO section does not apply, and it shall be noted on the form. The WC shall document the outcome in the grievance log, SJCO log, and submit the form to the Assistant Deputy Chief. The Assistant Deputy Chief shall administratively review the grievance and sign it.
- D. If the youth has been released, a phone call shall be made to the youth at their residence. This shall be documented in youth's electronic file.

601.3 APPEAL TO GRIEVANCE FINDINGS

- A. Youth may appeal the finding of a grievance to the Assistant Deputy Chief or Deputy Chief. Resolution of the grievance must occur within ten (10) business days unless circumstances dictate a longer time, and the youth shall be notified.
- B. The grievance appeal shall consist of an opportunity for the youth to present evidence and testimony to the Assistant Deputy Chief or Deputy Chief, free from any threat or act of reprisal. Prior to the appeal, the Assistant Deputy Chief or Deputy Chief shall review incident reports and other pertinent documentation. The appeal shall be held in a private area out of the unit when feasible. At any level of the grievance process, the Assistant Deputy Chief or Deputy Chief shall ensure the youth has an opportunity to be present to explain the youth's version of the grievance to a person not directly involved in the circumstances that led to the grievance. The youth may elect to have a staff representative approved by facility administration to assist them in this process. (15 CCR 1361)
- C. After the grievance appeal has been completed, the Assistant Deputy Chief or Deputy Chief assigned to conduct the appeal shall issue a written decision within the allocated timeframe of (10) business days, unless circumstances dictate a longer time, and the youth shall be notified. The Assistant Deputy Chief or Deputy Chief shall review the grievance and either confirm or deny it. If the grievance is confirmed, the Assistant Deputy Chief or Deputy Chief shall initiate corrective actions. If there is insufficient space on the grievance form for a written response, the Assistant Deputy Chief or Deputy Chief shall submit their formal response on a separate typed Word document. The document must have the grievance number at the top, with the date, time, and the name and time at the conclusion of the response. The officer shall be notified of the findings, and the youth shall receive written notification. The completed grievance shall be submitted to the Administrative Assistant.

601.4 CONFIDENTIALITY

- A. Youth shall have the option to confidentially file a grievance or submit the form to any JJC staff working within the JJC. A confidential lockbox is in each unit and is labeled

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"Confidential Grievance Box." The box is in a common area, easily accessible to youth wishing to confidentially file a grievance.

- B. The on-duty WC for the Commitment and Detention Facilities shall check each lock box within the units daily before 9 p.m. All grievances received shall be investigated according to grievance timelines, as noted in these procedures. Depending on the nature of the grievance, the WC/SJCO may bypass steps II and III and conduct the investigation or refer it to the Assistant Deputy Chief or Deputy Chief.

601.5 GRIEVANCE LOG

- A. To ensure consistent documentation of the youth grievance procedure, numbered grievance forms will be located in the WC's office, accompanied by a grievance log. The WC shall make a log note in the facility log on when the grievance was issued and who is the responsible staff member.
- B. The WC has primary responsibility for issuing new forms, acceptance and distribution of completed forms, and the recording of information in the Grievance Log. A WC/SJCO for each side (Commitment/Detention) shall be assigned to review the Grievance Log three times per week, to ensure the prompt and timely processing of the grievances and follow up on any necessary unresolved or missing grievances. In the event the assigned SJCO is off, the backup will perform the task. The assigned WC/SJCO shall document in the facility log every time the review was completed.

601.6 RECORDING PROCEDURES

- A. Issuing New Grievance Form
 - 1. A youth obtains a JJC Grievance Form from a housing pod wall file, completes the form and submits it to a pod officer.
 - 2. The officer receiving the youth's JJC Youth's Grievance Form immediately notifies the WC and requests the next available numbered grievance form.
 - 3. The officer requesting the numbered grievance form will immediately obtain the numbered form from the WC and attach the youth's completed JJC Youth's Grievance Form to it. The officer shall log and chrono information noting the youth's submitted grievance form, including the number of the form received.
 - 4. The WC will record the following information in the Grievance Log: grievance number, youth's name, date issued, name of the person the form was issued to, youth's pod, and the name of person issuing the form.
- B. Receiving and Distributing Completed Grievance
 - 1. The person resolving the youth's grievance is responsible for returning the completed and signed grievance form to the WC. Should the youth choose not to complete/file the Grievance, the form must be returned to the WC for proper logging, regardless of the condition of the document. If the numbered form was lost, destroyed, or thrown away, the pod Sr. JCO will complete a Grievance Replacement Form.

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2. Upon receipt of the completed grievance form, the WC shall enter the following information in the Grievance log: date resolved, resolution level, resolution, and date the grievance was closed.

601.7 CONCERNS OF PARENTS, GUARDIANS, STAFF, OR OTHER PARTIES

- A. Whether or not associated with a grievance, concerns of parents, guardians, staff or other parties shall be addressed within five days if the supervisor (SJCO/JJC Administration) is unable to handle the matter in person or over the phone.
- B. A supervisor (SJCO/JJC Administration) shall contact the person at the five-day mark if the matter has not been resolved.
- C. If the matter cannot be resolved at the five-day mark, the supervisor (SJCO/JJC Administration) shall contact the person every 30 days until the matter has been resolved.
- D. The supervisor (SJCO/JJC Administration) shall document all discussions with the person over their concerns.
- E. See Personnel Complaints Policy for further information.

601.8 REFERENCES

See Youth Grievance Policy for additional guidance.

601.9 ISSUED DATE

- 04/17/2023

Youth Voting Procedure

602.1 YOUTH VOTING PROCEDURES

Pursuant to election statutes, youth who are eligible and wish to vote in an election shall have the opportunity to participate while detained at the Juvenile Justice Campus (JJC).

- A. The Population Control Officer is the assigned liaison between the Department and the County Clerk's Registrar of Voters office. The Population Control Officer is responsible for assisting youth who are eligible to vote with the registration process and answer any questions the youth may have regarding their participation in the election process. All youth 18 years old or older are eligible to vote. Sixteen and 17-year old youth may pre-register to vote to be automatically registered voters.
- B. Prior to each election the follow steps shall be followed:
 1. The County Clerk's Registrar of Voters office will be contacted at the beginning of the calendar year to obtain dates of scheduled elections during the calendar year, any relevant deadlines, updated Voter Registration forms and/or any other information that may be needed.
 2. A list will be printed out of all eligible youth at least 45 days prior to an election, and eligible youth will be asked if they want to vote at least 30 days prior to an election.
 3. A notation will be made in the youth's electronic file if the youth wants to vote or if they do not want to vote, including the date when the youth was asked.
 4. The California (CA) Voter Registration form will be returned to the County Clerk Registrar of Voters office by the determined voter registration form return deadline set for that election.
 - (a) If the youth will be residing at the JJC on the date of the election, the youth will use the JJC address as their residence.
 - (b) If the youth will not be residing at the JJC on the date of the election, the youth will use their home address as their residence.
 - (c) If assistance was required with filling out the CA Voter Registration form, the staff member who assisted will complete the bottom portion where that information is required.
 - (d) The voter's receipt portion, the bottom portion with the registration number on it, will be given to the youth for their records.
 5. The ballot along with voting material will be provided to the youth in the language of their choice.
 6. A translator will be provided if needed or requested by any youth voting.
 7. If assistance was required with filling out the ballot, that person who assisted will complete the bottom portion where that information is required.
 8. The bottom portion that has the ballot number on it will be given to the youth for their records.

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602.2 REFERENCES

See Voting Policy for additional guidance.

602.3 ISSUED DATE

- 10/26/2020

Youth Separation Procedure

603.1 PROCEDURES

The Deputy Chief shall develop procedures that address separation of youth for reasons that include, but are not limited to, medical and mental health conditions, assaultive behavior, disciplinary consequences, and protective custody (15 CCR 1354)

603.2 PROTECTIVE CUSTODY

- A. Protective custody applies to youth who are being held at the Juvenile Justice Campus (JJC) under Section 602 of the Welfare and Institutions Code and who need protection from others in the community. There may be instances when youth may be held in custody even when otherwise releasable. These cases should be handled with great sensitivity, as other agencies, including the courts, may be involved.
- B. Recognizing a youth may need to be protected from others and physical threats may originate from inside or outside the JJC, any youth in need of protective custody, either because they have requested it or staff members determine there is reasonable cause to believe it is necessary, will be separated until return to the general population is determined to be safe.

603.3 PROTECTIVE CUSTODY PLACEMENT PROCEDURES

- A. The Senior Juvenile Correctional Officer (Sr. JCO) or acting Sr. JCO of a housing unit may request placing a youth into protective custody for up to 24 hours. An incident report indicating the reasons for protective custody and a comprehensive protection plan for the youth shall be submitted to the Watch Commander (WC). Mental Health shall be consulted when developing a plan.
- B. The WC will investigate the need to provide protective custody. If the need for protective custody appears justified, the WC may authorize initial placement of up to 24 hours. The WC will finalize and approve the written protection plan for the youth and have the information noted in the housing unit log and the youth's electronic file.
- C. Protective custody separation time that goes beyond 24 hours requires approval by the Assistant Deputy Chief (ADC) or Deputy Chief
- D. The program Supervising Juvenile Correctional Officer (SJCO) and/or the WC shall review protective custody issues, programs, and the need to continue separation daily with the ADC. The program SJCO and/or WC will have primary responsibility to ensure separation and protection plan requirements are met.
- E. The youth and the parent/guardian will be kept advised of all decisions made regarding protective custody placement.

603.4 MEDICAL AND MENTAL HEALTH CONDITIONS SEPARATION PLACEMENT RESPONSIBILITIES

- A. When placing a youth on medical and mental health separation status, the Medical Clinic or Mental Health staff shall:

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1. Notify the Sr. JCO of the need to place a youth on medical or mental health separation and any special instructions required for the separation.
 2. Provide written medical or mental health orders and special instructions to the Sr. JCO of the youth's housing unit.
- B. The Sr. JCO shall initiate separation procedures and notify the following:
1. Notify the on-duty WC.
 2. Notify the youth's parent/guardian.
- C. The WC shall:
1. Confer with the medical or mental health staff and arrange the youth's separation.
 2. Ensure that all medical or mental health orders, quarantine procedures, and notifications are initiated by the housing unit officers.
 3. Notify the Assistant Deputy Chief and Deputy Chief

603.5 MEDICAL AND MENTAL HEALTH SEPARATION RESPONSIBILITIES

- A. The Sr. JCO shall be responsible to ensure that the following medical or mental health separation procedures are adhered to and completed in a timely manner during their shift.
1. Youth will be roomed alone.
 2. Showers.
 - (a) Youth will be provided a shower, unless "no showering" is directed by medical or mental health staff;
 - (b) No special cleaning of shower areas is required, unless directed by medical or mental health staff.
 3. Cleaning of room.
 - (a) Youth is responsible, if physically able, for sweeping and general cleaning of their room.
 - (b) Trash will be collected after each meal.
 - (c) Bed, basin, toilet, and floor of the room shall be cleaned upon release of the youth from the room.
 4. Meal service
 - (a) Youth shall be given only a paper tray, Styrofoam cup, and disposable utensils for meal service. After use, youth shall place all left over food, paper tray, Styrofoam cup, and utensils into a regular trash bag unless directed to place it in a red plastic infectious bag.
 5. Laundry will be collected daily.
 - (a) Youth will place soiled clothing in a dissolvable plastic laundry bag.

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- (b) Youth will place laundry bag into a regular trash bag held open by an officer wearing disposable gloves.
 - (c) Staff members will tie trash bag closed.
 - (d) Staff members will tag/label bag "Isolation Laundry" and send out with unit laundry.
6. Out-of-Room Activities
- (a) Out-of-room activities for the youth shall be restricted, until otherwise directed by medical or mental health staff.
 - (b) The Deputy Chief or the authorized designee may authorize parental or attorney visits, unless otherwise directed by medical or mental health staff.
 - i. Visitors will be made aware of the situation and the need for isolation status;
 - ii. Maximum of two visitors at one time;
 - iii. Visits will be limited to 30 minutes only;
 - iv. Room door may be opened, but youth may not go out of room and visitors may not go into room. No physical contact is allowed.
- B. If a unit has several youth on isolation, the on-duty WC shall check on the need for isolation status for the entire housing unit.
- C. If the youth is placed on medical/mental health isolation status and has been assessed as a suicide risk or security risk, the Sr. JCO shall meet with the on-duty WC or Program SJCO to develop any other appropriate plan for the specific youth to medical or mental health isolation procedures that maybe necessary. They shall consult with medical or mental health for the development of the plan.

603.6 SAFETY ROOM PLACEMENT

- A. For all safety room placements, staff members shall follow Safety Room policy and procedure.
- B. Location of Safety Rooms - three are in Building 702, the Booking area and two safety rooms are in Building 703, the Special Needs housing unit (J-Unit).

603.7 REMOVAL OF YOUTH FROM SEPARATION STATUS

- A. Only medical or mental health staff may remove a youth from medical or mental health separation status.
- B. Medical or mental health shall communicate verbally and document in youth's "Medical" electronic file and/or provide written medical/mental health orders to the housing unit Sr. JCO prior to the youth's removal from medical/mental health separation status.
- C. The housing unit Sr. JCO shall be responsible for notifying the on-duty WC upon receipt of medical/mental health orders releasing a youth from medical/mental health separation status. The housing unit Senior shall then document in the housing unit

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log the name of youth being removed from medical/mental health separation, the time and the name of the medical/mental health personnel providing the orders.

603.8 ROOM SEPARATION

- A. The only time a youth will be placed in a room is when a youth is causing an immediate security or safety risk/threat towards self or others.
- B. Room separation will not be used for the purpose of punishment, coercion, convenience, or retaliation by an officer.
- C. Exceptions to the room separation are as follows:
 - 1. When a youth volunteers to stay in their room,
 - 2. Medical or Mental Health isolation/separation
 - 3. Protective custody and when necessary to maintain overall unit safety.
 - 4. During required institutional operation or emergency/security circumstances which requires significant departure from normal institutional operations.
- D. Room separation means placement of a youth in a locked room with minimal or no contact with persons other than officers and/or attorney for fifteen minutes or more.
- E. Room separation does not include separation of a youth in their room during periods of locked room separation necessary for required institution operations (such as but not limited to, shift change, room and/or security searches, sleeping hours between 2000 hours and 0600 hours).
- F. Youth that are on room separation will receive all basic services, except when necessary to accomplish the objective of separation/security. Educational services shall be provided to a youth on room separation except when they present an immediate security or safety risk/threat towards self or others.

603.9 WHEN ROOM SEPARATION RESULTS IN ROOM CONFINEMENT

- A. Room confinement shall not be used before other, less restrictive, options have been attempted and exhausted, unless attempting those options poses a threat to the safety or security of any youth or staff. Room confinement shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff. Room confinement shall not be used to the extent that it compromises the mental and physical health of the youth.
- B. Room separation of 15 minutes or more shall be based on an immediate security or safety risk/threat towards self or others (such as but not limited to a fight, assaultive behavior, possession of a weapon, threats, rioting) and the following shall be completed:
 - 1. Advise the youth they have created a threat and/or safety risk to self or others, and based on their action(s), they will be removed from the general population until they are able to emotionally regulate.
 - 2. Contact the on-duty WC and advise them of the situation.
 - 3. Generate a room confinement report (located in the case management system).

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4. All officers that witnessed the event shall generate an Incident Report (IR).
5. As soon as reasonably possible, give youth goals and expectations necessary to reintegrate into the general population.
6. Documentation on the room confinement report shall be completed in random increments, not to exceed 15 minutes.
7. Complete the behavior summary section at the bottom of each risk to safety dialog box.
8. Document youth's behavior while on room confinement in the housing unit log and youth's electronic file.
9. Continually provide counseling and guidance, utilizing as many tools as possible to reintegrate the youth into the general population.
10. Once the youth is emotionally regulated, room confinement shall be terminated.
11. Once the youth is no longer on room confinement, the Sr. JCO is to notify the on-duty WC that the youth has been removed from room confinement.
12. Document the youth's name and time the youth was removed from room confinement in the housing unit log and youth's electronic file.
13. A mental health and/or medical referral shall be submitted on behalf of the youth and documented on the IR and room confinement report.
14. If the youth's room confinement occurred because of applied use of force or self-harm, the Sr. JCO shall ensure parental/guardian and medical/mental health notification is completed and documented on IR in housing unit log and youth's electronic file.

603.10 REFERENCES

See Youth Separation Policy for additional guidance.

603.11 ISSUED DATE

- 04/17/2023

Counseling and Casework Services Procedure

604.1 CASEWORK SERVICES

- A. The development of a Case Plan is based on the youth's strengths and needs. The goals and objectives identified by the officer will assist in providing essential programming for effective behavior change. The Case Plan will be reviewed and revised, if the objective has been completed or an additional need has been identified. If the youth remains in custody, officers are required to update the Case Plan every 30 days.
- B. Officers shall review the referral service list to match the youth's needs. Any service referrals submitted on behalf of a youth as well as any services provided shall be documented in the youth's electronic file. The documentation will be available to assist officers to update and review the ongoing 30-day Case Plans.

604.2 REFERRAL SERVICES

- A. The following is a sample listing of available resources. The list of programs/services will be updated on a regular basis.
 - 1. Alcoholics Anonymous
 - 2. Anger Management
 - 3. GED Preparation
 - 4. Gang Deterrent
 - 5. H.I.V./ AIDS testing
 - 6. Mental Health Services
 - 7. Mentor Program - Volunteers
 - 8. Mental Health Systems
 - 9. Religious Organizations
- B. Youth will receive assistance with their needs or concerns that may arise. If a youth requests assistance with contacting their parents, an attorney, clergy, a probation officer, other public officials, or staff members are to provide them with the below information. Youth will be provided access to available resources to meet their individual needs.
 - 1. Youth will obtain a Request to See form located in the Housing Unit Dayroom
 - 2. Youth will complete the form, including who they are requesting to speak with. When the form is complete, the youth will submit it to the Housing Unit staff member
 - 3. Unit staff will place the form in the inter-office mailbox located in the Watch Commander's sign-in office at the completion of their shift.
 - 4. Any officer may submit a Request to See form on behalf of a youth.

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604.3 REFERENCES

See Counseling and Casework Policy for additional guidance.

604.4 ISSUED DATE

- 04/17/2023

Youth Discipline Process Procedure

605.1 INTRODUCTION

The use of disciplinary sanctions is a key element to the maintenance of the Juvenile Justice Campus (JJC) facility's safety, security, and order. Youth will follow the established rules, procedures and directions of officers. The purpose of discipline is to hold youth accountable for violations of the rules and to promote acceptable behavior.

In imposing discipline, the youth will receive an explanation outlining what they are being disciplined for, what the discipline consists of, and shall be advised of the Due Process hearing. This must be done in a manner and in a language the youth understands, while utilizing trauma-informed approaches and positive interventions (Title 15 1391(d)). This policy defines acceptable and unacceptable forms of discipline. This policy also defines non-disciplinary consequences, which may be taken in relation to a youth's behavior which are not disciplinary in nature.

605.2 PRINCIPLES OF DISCIPLINE

- A. For discipline to be effective, four basic principles need to be followed. These are:
 - 1. Consistency: There must be consistent consequences for rule violations. The severity of the consequence is not nearly as important as the fact that there is a consequence.
 - 2. Equity: There must be zero favoritism shown in the imposition of discipline. There may be consequences for any rule violations.
 - 3. Fairness: There must be no vindictiveness in the imposition of discipline. Discipline is a tool to hold youths accountable and to help them learn the parameters of acceptable behavior.
 - 4. Timeliness: There must be no delays in advising a youth that their behavior is unacceptable and that discipline will be imposed.
- B. Discipline is applied when necessary to maintain the order and security of the institution, thereby ensuring the safety of both youth and staff. Capricious, arbitrary and unfair use of discipline by staff is unacceptable and will not be tolerated.
- C. When discipline is applied, it should demonstrate a direct relationship between the undesirable behavior and the resulting consequence. Discipline should be educational in purpose and utilized as a tool to teach appropriate behavior. It should not be used as a means for retaliation or punishment.
- D. The disciplinary process shall consider whether a youth's mental disabilities or mental illness contributed to his or her behavior when determining what type of sanction, if any, should be imposed.

605.3 INTERVENTION TECHNIQUES FOR AVOIDING DISRUPTIVE BEHAVIOR

Staff members shall make every effort to maintain order and control of youth through methods of positive reinforcement. Staff members shall develop opportunities for youth to work toward privileges and rewards to manage behavior including recreational activities, and other incentives.

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Intervention and counseling shall allow the youth an opportunity to speak with staff members about their misbehavior; explain what happened, why it happened, and how they might have controlled themselves in a more appropriate manner.

The following are general techniques recommended for avoidance of disruptive behavior of individual youth during group activities. These techniques are designed to assist the youth in making appropriate social choices, while maintaining personal dignity and inner control.

- A. Do not use threatening gestures or finger-pointing to gain the attention and cooperation of an individual or the group, in terminating inappropriate behavior during the early stages (i.e., loud talking, horseplay, feet on furniture, etc.).
- B. Physical presence at a safe distance (with or without conversation) will imply that staff members are fully aware of the situation.
- C. Give direction and instructions to a youth on a personal level. When separated from the group's peer pressure, youth will generally respond to direct instructions.
- D. Admonish and warn youth that repeated misbehavior may result in disciplinary action.
- E. Remind the youth of the consequences and the potential loss of privileges.
- F. If possible, have a private/quiet conversation about the youth's misbehavior.

605.4 DISCIPLINARY USE GUIDELINES

- A. Officers shall be consistent, equitable, fair and timely when imposing discipline on youths.
- B. The youth must have prior knowledge of facility rules and regulations. This is accomplished by ensuring each youth is properly orientated to facility rules and expectations. In addition, all rules are posted in each housing unit.

605.5 LIMITATIONS OF DISCIPLINARY ACTIONS

- A. See Youth Discipline policy.

605.6 DISCIPLINARY LEVELS

- A. Discipline within the JJC is divided into two distinct levels based on the seriousness of the violation. Level I consists of Minor rule violations. Minor rule violations are violations that do not affect the safety, security, and good order of the facility or disrupt the normal operation of a housing unit. Level II consists of Major rule violations, which are considered a threat to the safety, security, or efficiency of the JJC, its staff members, youth, or visitors.
- B. Level I Discipline - Youth Minor Rule Violations
 - 1. Level I discipline may be imposed by a Juvenile Correctional Officer (JCO) or a Senior JCO (SrJCO) and is appealable to a Supervising Juvenile Correctional Officer (SJCO). Level I discipline will be imposed for violations of JJC facility rules.
 - 2. Level I discipline may include:

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- (a) Failure to earn Character Counts points;
 - I. When a youth fails to earn Character Counts points, they have an opportunity to appeal to the housing unit SrJCO and/or to the Program Supervisor (PS) in charge of the housing unit. This can be done by completing a Point Review Form.
- C. Level II Discipline - Major Rule Violations are considered a threat to the safety, security, or efficiency of the JJC, its staff members, youth, or visitors. Staff members witnessing or becoming aware of a major rule violation shall take immediate steps to stabilize and manage the situation, including notification of the on-duty Watch Commander (WC) as soon as practicable. The on-duty WC shall assess the situation and initiate any emergency action (15 CCR 1391).
- D. The staff member(s) who learned of the major rule violation shall write and submit an Incident Report along with all relevant evidence to the on-duty WC prior to the end of the shift.
 - 1. Level II discipline may be imposed by the WC and/or the PS in charge of the youth's housing unit upon the recommendation of a JCO or a SrJCO. Level II discipline is appealable through the Due Process hearing.
 - 2. After the hearing is completed, the youth shall be asked if they want JJC Administration to complete an administrative review (Title 15 1391(f)(6) and Youth Bill of Rights (Welfare and Institutions Code 221.71)).
 - 3. Level II discipline shall be imposed for all violations not covered by Level I or for continuous violations of Level I rules.
 - 4. Level II discipline includes:
 - (a) Loss of privileges or activities, i.e., table games, ping-pong, movies, videos, television time, incentive telephone calls, etc:
 - (b) Demotion of program phase;
 - (c) Suspension of furloughs.

605.7 DISCIPLINARY DUE PROCESS OF A LEVEL II RULE VIOLATION

- A. When a youth has violated a facility rule or directive and a decision is made to impose formal discipline, the youth will be informed of their right to the Due Process hearing (See Youth Discipline Process Policy).
- B. Violations that result in the removal from a commitment program but not a return to court, will follow the Level I Discipline - Youth Minor Rule Violation provisions (Title 15 1391(g)).

605.8 REFERENCES

See Youth Discipline Process Policy for additional guidance.

605.9 ISSUED DATE

- 06/29/2023

Chapter 7 - Medical/Mental Health

Suicide Prevention and Intervention Procedure

700.1 GENERAL PROVISIONS

All reasonable precautions shall be taken to reduce the risk of youth attempting to harm themselves.

- A. Access to Emergency Contact Information
 1. Each housing unit shall have posted emergency contact information where staff can easily access in the event a youth is displaying self-injurious behavior or suicide attempt. The information shall include name, titles, and phone numbers for all medical/mental health staff, as well as local emergency resources. The emergency list shall be reviewed monthly and updated if changes in staffing occur.
- B. Staff Training
 1. Supervision officers as required in Title 15 CCR 1322 Youth Supervision Orientation shall receive training during their initial hire orientation, within the first year of hire date at Juvenile Correctional Officer (JCO) Core, and ongoing training that shall include, but not be limited to, identification of youth who present a suicide risk, appropriate monitoring and supervision of a youth's condition, necessary treatment, basic first aid, CPR, and follow-ups.
 2. The Training Officer shall be responsible for ensuring youth supervision officers are placed in required trainings pertaining to suicide prevention and interventions.
- C. Suicide Risk Indications
 1. Youth supervision officers shall be vigilant while youth are in and out of their rooms. Supervision officers shall be cognizant for behaviors or circumstances that may indicate a youth may be at a heightened risk for suicide. Recognizing indications that may include, but are not limited to the following:
 - (a) Youth's first time in custody.
 - (b) Statements of wanting to harm-self with or without a plan.
 - (c) Signs of escalating distress or self-injurious behavior.
 - (d) Active discussion of suicide plans.
 - (e) Previous suicidal behavior.
 - (f) After court hearing, when a youth is returned to the facility.
 - (g) When in room isolation.
 - (h) Bullied (in person or virtually).
 - (i) Struggle with sexual identity or gender identification.
 - (j) Substance use or abuse.
 - (k) Current or past trauma.

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- (l) Severe loss of interest in activities or relationships previously enjoyed.
- (m) Depressed state indicated by withdrawal, periods of crying, insomnia, lethargy, or indifference to surroundings.
- (n) Sudden or drastic changes in eating or sleeping habits.
- (o) Giving away valued possessions.
- (p) Fixation on alleged criminal activity or the consequences of such activity.
- (q) Lack of family contact or support (e.g., termination of parental rights, cancellation of family/home visits by a family member).
- (r) Unusual agitation, irritability, assertiveness, or aggression.
- (s) Recent rejection/loss of a close peer (e.g., friend or love relationship).
- (t) Recent death in the family or death of another person important to the youth.
- (u) Recent psychiatric hospitalization.
- (v) Recent scarring or injury indicating self-harm.
- (w) Receipt of negative news from the community (e.g., threats to the youth's family, incarceration of a family member).
- (x) Child abuse or neglect allegations made by the youth.
- (y) Change in or introduction of new medication (e.g., starting an antidepressant).

D. Housing

1. Booking and all housing units shall be equipped with at least one First Aid Kit and one 911-Bag (emergency response kit) in the event of a suicide attempt. 911-Bag shall be accessible to all staff but shall remain secured in drawer/cabinet in unit safe room when not in use. Each 911-Bag shall include:
 - (a) CPR Mask
 - (b) 911 Knife
 - (c) Protective Gloves
 - (d) Wound dressings
 - (e) Mylar blanket
 - (f) Flashlight
 - (g) Trauma scissors
2. All youth rooms shall be as suicide resistant as is reasonably possible. Such rooms shall be free of all obvious protrusions and provide full visibility.
3. Youth with a history of harming oneself, past or recent suicide attempts, hospitalized for suicidal ideations or overt act, or past precautionary watch status

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if previously in-custody, shall not be assigned a room on the top tier, only a room on the bottom tier.

4. The least restrictive housing necessary to ensure the safety of the youth shall be utilized. The measures necessary shall be outlined in the Individualized Suicide Precaution Treatment Plan (ISTP) developed by a Qualified Mental Health Professional (QMHP).
- E. Supervision of Medical (Clinic) Areas
 1. Staff must be highly vigilant of youth in facility areas that are not suicide resistant, including medical rooms or any rooms that have medication or medical equipment. Medical staff shall be alerted to status of any youth for whom there is heightened concern or placed on a specific Precautionary Watch status.

700.2 COMMUNICATION

- A. The Booking Officer or designee shall communicate to the on-duty Watch Commander (WC) regarding any youth coming into the Juvenile Justice Campus (JJC) that may be a suicide risk and possibly be placed on a Precautionary Watch status. The Booking Officer or designee shall notify a QMHP for youth to be evaluated prior to youth being escorted to a housing unit.
- B. The Booking Officer or designee shall communicate to the youth's assigned unit Senior Juvenile Correctional Officer (SrJCO) or acting SrJCO if the youth is on a Precautionary Watch status or the youth has a history of being a suicide risk for the proper unit classification and room assignment prior to arrival. The Booking Officer or designee shall also communicate if youth was evaluated by a QMHP in Booking due to making statements or exhibiting any suicide risk indications and placed on a Precautionary Watch status or not.
- C. The Booking officer or designee shall communicate if a youth is on a precautionary watch or history of suicide risk and any other pertinent information to the escorting officer, who shall then communicate the information to the receiving SrJCO or acting SrJCO.
- D. The SrJCO or acting SrJCO shall communicate any precautionary watch status or history of suicide risk for proper unit classification and room assignment. If it is communicated and/or documented that a youth is a suicide risk or has a history of suicide risk, the SrJCO or acting SrJCO shall ensure the youth is assigned to room on the bottom tier, if assigned to a two-tier unit.
- E. Upon reporting to assigned housing units, supervision officers shall ensure they review the unit log and communicate with the previous shift regarding any pertinent information they need to know prior to starting their shift, especially if there are any youth at risk for suicide or on a precautionary status. Supervision officers shall document that they reviewed the unit log by documenting, "Unit log reviewed," first initial and last name, and date duration if off work for days off, vacation, etc.
- F. Youth identified as a risk for suicide shall be encouraged and assisted by a supervision officer in maintaining appropriate contact and communication with the youth's parents/

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- guardians by telephone, mail, and visitation, unless determined detrimental by the QMHP.
- G. Prior to youth speaking with a QMHP, the SrJCO or acting SrJCO and supervision officers shall make every effort to share any information that may be pertinent for the QMHP to know.
 - H. During Medical/Mental Health Emergencies, the on-duty WC shall ensure notification of the following people regarding a medical/mental health emergency as soon as possible:
 - 1. Deputy Chief
 - 2. Assistant Deputy Chief
 - 3. Parent/Guardian of the youth

700.3 REFERRALS

All referrals related to suicide risk concerns, youth requesting to speak to a QMHP, or staff making a referral on behalf of a youth shall be communicated by:

- A. Written (email) referrals are submitted by:
 - 1. Completing a Mental Health Referral Form located in PRIMIS, under the tab "Probation General," then clicking on "Forms," and click on Mental Health Referral.
 - 2. After completing the Mental Health Referral, the officer will then email the form to JJC Medical and Mental Health provider email address.
- B. Verbal notification, by calling a QMHP's office number, speaking to them in-person or via hand-held radio.
- C. An email referral shall also be completed if referrals are completed telephonically, in person, or via handheld radio.
- D. Supervision staff members shall document in unit log after submitted referrals and youth's electronic file the following:
 - 1. Name of youth and reason for needing Mental Health services.
 - 2. Date/Time and name of QMHP, if required to notify verbally by telephone, face to face or handheld radio.
 - 3. Date referral was emailed to Mental Health services (email shall also include the unit's program supervisor and on-duty).
- E. If a staff member has concerns that a youth is expressing thoughts of suicide with no plan, at increased risk for self-harm, a danger to others, or displaying violent or out-of-ordinary behavior, the youth shall be promptly referred to a QMHP for evaluation or medical staff if mental health staff is not available on site.
- F. Concerns of risk of imminent self-harm or attempted self-harm, the on-duty WC and a QMHP shall immediately be notified telephonically, or in person.

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- G. When the provider is off-site, the on-duty WC shall be notified, who shall then ensure that notification to a QMHP occurs immediately on arrival of the provider.
- H. Anytime a youth has been assaulted, involved in a physical altercation or use of force was applied to youth, the on-duty WC and a QMHP shall be notified telephonically, in-person, or via radio. An email referral is also to be submitted.

700.4 SCREENINGS/ASSESSMENTS

A. Intake/Booking Screening/Assessment

1. As a part of the suicide prevention program, upon admission to the JJC, all youth shall be screened and assessed for suicide risk. Staff members shall pay particularly close attention to the moods and behaviors of youth new to JJC, as the period of adjustment to a new environment can be stressful and can provide important information about a youth's mental status and emerging mental health needs.
 - (a) During hours Medical/Mental Health providers are available, the youth will be medically screened by medical staff prior to entering the Booking area with referrals to the QMHP as necessary. After youth has completed the booking process, a more in-depth medical screening will be conducted with referrals to a QMHP as necessary.
 - (b) During the Booking process, the Booking Officer or the authorized designee shall conduct an Admission Screening Questionnaire for potential suicide risk. After completing Admission Screening Questionnaire, the Booking Officer or the authorized designee shall assess based on the information collected from the youth, if the youth appears to be a potential suicide risk and make any necessary referrals to a QMHP and notify the on-duty WC.
 - (c) During hours Medical/Mental Health providers are not available, the Booking Officer or the authorized designee is still responsible to conduct an Admission Screening Questionnaire for potential suicide risk. After completing Admission Screening Questionnaire, the Booking Officer or the authorized designee shall assess based on the information collected from the youth, if the youth appears to be a potential suicide risk; if so, the Booking Officers or designee shall notify Mental Health for a QMHP to speak with the youth prior to the youth being transported to his assigned unit and an email referral submitted to mental health. The Booking officer or the authorized designee shall then notify the on-duty WC. The youth shall be further screened when Medical/Mental Health providers are available, but not less than 12 hours after the youth's arrival.
 - (d) After a youth is evaluated by a QMHP and deemed to be a suicide risk, the youth will be placed on a Precautionary Watch status.

B. Unit Screening/Assessment

1. Youth shall be orientated, and a Juvenile Probation Camp Funding (JPCF) case assessment shall be completed within four hours (unless an extension is

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granted by a supervisor) of the youth's arrival to assigned housing unit. The JPCF case assessment is another screening opportunity for supervision officers to identify if a youth is at suicidal risk. Part of the JPCF case assessment provides questions to assist in identifying youth's past or current trauma, suicide ideations or attempts, sexual and drug/alcohol abuse, family dynamics, etc., along with questions that addresses a youth's protective factors.

- (a) Upon receiving a youth from Booking, it is the responsibility of the Booking Officer or the authorized designee to inform the unit that a youth will be arriving. Information to be provided shall be a quick synopsis of youth. Information shall include if youth has had past or current history of suicide attempts or self-harm.
- (b) Within four hours (unless an extension is granted by a supervisor) of a youth's arrival into unit, a JPCF Initial Assessment and Orientation will be completed to assess youth to determine services to be provided while youth is in custody. If a youth arrives one hour prior to the end of the shift, the JPCF and Orientation will be completed on the next shift. The exception will be the 2200-0600 shift (graveyard).
- (c) When a supervision officer observes suicide indications that may lead them to believe that a youth is at risk for suicide, they shall immediately notify the SrJCO or acting SrJCO in the unit who shall then notify a QMHP for further evaluation/assessment.

C. School Screening

1. If, during the normal course of classroom instruction and interaction with students, school personnel become aware of a youth who may be at risk for suicide, school personnel shall promptly share their observations with the youth supervision officer. The youth supervision officer shall then contact the SrJCO or acting SrJCO of the youth's unit and notify a QMHP for further evaluation/assessment.

D. Mental Health/Medical Assessment

1. During routine assessments and counseling with youth, QMHP may determine that a youth is at risk for suicide. Under such circumstances, the QMHP shall communicate that information with the on-duty WC and housing unit staff members, as well as recommending the least restrictive measures to ensure the safety of the at-risk youth by utilizing the Individualized Suicide Precaution Treatment Plan (ISPTP). The ISPTP shall be developed in collaboration with the QMHP that includes recommendations for the following: housing, clothing, diet, activity, and contact.
2. During medical examinations and physicals, medical staff may become aware of a youth who is potentially at risk for suicide. Under such circumstances, the medical staff shall promptly communicate that information with the WC and the housing unit staff and make a referral to the Mental Health provider.

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700.5 PRECAUTIONARY WATCHES

- A. It is crucial when a youth is identified as a potential suicide risk to ensure that appropriate monitoring is implemented. Determining the level of monitoring will be dependent on the risk indications a youth appears to be presenting at the time, along with taking into consideration other mitigating information.
- B. Once it is determined that a precautionary watch is needed, the youth shall not be left alone.
- C. If safety permits, a youth referred to Mental Health or placed on a precautionary watch status shall receive psychiatric/mental health interviews in a sound, private environment conducive to establishing therapeutic rapport.
- D. If a youth is placed on a precautionary watch, the QMHP shall regularly assess youth at least daily, for possible revision of the Individualized Suicide Precaution Treatment Plan (ISPTP) to ensure that the least restrictive measures necessary are being utilized to reasonably ensure the safety of the youth. Any changes to the ISPTP shall be communicated, in person or telephonically, to the unit staff and on-duty WC by the QMHP.
- E. Any time a youth is placed on a precautionary watch status, observation must include direct observation of breathing, body movement or verbal interaction between the officer and the youth.
- F. There are two monitoring levels: Staggered/Unpredictable Watch and a Constant Watch. The protocol for a monitoring level for a youth who is potentially suicidal is as follows:
- G. Staggered/Unpredictable Watch
 - 1. Requires that youth supervision officers or trained staff members monitor the youth in staggered intervals.
 - (a) Youth appropriate for placement on a Staggered/Unpredictable Watch are youth who have been identified as a suicide risk, making life-threatening gestures, or verbally threatening to kill themselves, but are not actively attempting to kill themselves,
 - (b) Youth placed on a Staggered/Unpredictable Watch shall receive direct visual supervision by a supervision officer assigned the specific responsibility of monitoring the youth.
 - (c) A supervision officer or trained staff member shall supervise the youth in staggered intervals (no patterns), not to exceed every 15 minutes; the youth must be in full sight of the supervision officer or trained staff member when the checks are performed.
 - (d) The checks must be staggered so that the break in time between checks does not become predictable to the youth.
 - (e) The supervision officer or trained staff member shall ensure the checks are documented on the precautionary watch sheet with the actual time, activity of the youth and officer's initial on the sheet.

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H. Constant Watch

1. With or without a suicide smock, Constant Watch requires constant 1:1 observation by a youth supervision officer or trained staff member for youth who are imminently at risk for suicide or self-injurious behavior.
 - (a) Youth appropriate for placement on a constant watch are those youth who are actively attempting to kill themselves or make life threatening gestures which could result in serious injury or death and making verbal statements that they intend to kill themselves and have a plan.
 - (b) It shall be determined by a QMHP if a suicide smock is necessary, and if youth will be required to have clothing or not. If a QMHP is not available, the on-duty WC shall have discretionary oversight to determine if suicide smock is necessary with or without clothing.
 - (c) Any time a youth is placed on constant watch, an additional supervision officer will be assigned to the housing unit.
 - (d) Youth placed on a constant watch shall receive continuous direct supervision by a supervision officer assigned the specific responsibility of monitoring the youth.
 - (e) When placed on a constant watch, direct observation shall be made of the youth by always observing youth's condition. The neck and head area of the youth must always be visible. Documentation of observation shall be made at irregular intervals of no longer than five minutes.
 - (f) The youth supervision officer continuously watching the youth shall document on the precautionary watch sheet at least every five minutes the actual time, activity of the youth and officer's initials on the sheet.
 - (g) Youth supervision officer shall maintain direct supervision of the youth during use of restroom and bathing. During this time, supervision shall be maintained by an officer of the same gender.
 - (h) Youth transferred to outside psychiatric facilities shall be supervised by a youth supervision officer as if they were on constant watch. Although a Precautionary Watch sheet will not be required, supervision officers shall document all pertinent information in the youth's electronic file at the end of each shift. If the youth is admitted into the facility, the facility staff will assume supervision responsibility.

I. Safety Precautions prior to placement on Precautionary Watch status

1. Room and clothing shall be searched for removal of all potentially harmful objects that a youth may possibly use to harm oneself.
2. The youth's bedding may be removed if the youth attempts to destroy, actively use or demonstrate may be used to harm oneself.
3. If the youth's behavior warrants the removal of clothing or bedding, a security blanket and security smock shall be provided to the youth.

J. Recreation/Activities

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1. Youth identified as at risk of suicide shall not be denied the opportunity to participate in facility programs, services, and activities which are available to other non-suicidal youth unless deemed necessary for the safety of the youth or security of the facility. Any deprivation of programs, services, or activities for the youth at risk of suicide shall be documented and approved by the on-duty WC (Title 15 CCR 1329).
- K. School
1. The least restrictive educational activities necessary to ensure the safety of the youth shall be utilized. The measures necessary shall be outlined in the ISPTP.
 2. The SrJCO or acting SrJCO from each housing unit shall communicate with the school principal or the authorized designee the names of youth on a precautionary watch that will be attending school. The school principal or the authorized designee is responsible for communicating to teaching faculty, to ensure an awareness of the youth's status and maintain a close observation.

700.6 PROCEDURAL GUIDELINES

Upon reporting to assigned housing units, youth supervision officers shall ensure they review the unit log and communicate with the previous shift regarding any pertinent information they need to know prior to starting their shift, especially if there are any youth at risk for suicide or on a precautionary status.

- A. The SrJCO or acting SrJCO for each housing unit shall:
1. Document youth on precautionary watch in the housing unit log at the beginning of each shift.
 2. Assign and document in the unit log the youth supervision officer responsible for monitoring youth placed on a precautionary watch status at the beginning of each shift. To maintain a high level of supervision and awareness, the SrJCO may rotate youth supervision officers monitoring the youth every hour or specified intervals. The SrJCO or acting SrJCO shall document in the unit log if there is a change in youth supervision by another youth supervision officer.
 3. Post a new precautionary watch sheet at the beginning of the shift. The following shall be documented on the new precautionary watch sheet:
 - (a) Youth's name and date.
 - (b) Name of person placing youth on Precautionary Watch and Name of MH Clinician, if assigned.
 - (c) The unit youth is assigned to.
 - (d) Watch Status – Constant or Stagger/Unpredictable.
 - (e) Select Shift Time and document assigned youth supervision officer(s) responsible for precautionary watch.

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4. Ensure supervision officers assigned to monitoring youth on a precautionary watch document on the precautionary watch sheet what the youth is doing throughout the shift by documenting the time, activity, and their initials.
 5. Prior precautionary watch sheets will be placed in a unit folder specifically identified "Precautionary Watch Sheets."
 6. The swing shift SrJCO or acting SrJCO shall be responsible to ensure that all precautionary watch sheets for the day are ready for pickup by the end of the swing shift.
 7. Ensure that all information regarding youth's suicide risk and mental health status is entered into the unit log and the youth's electronic file.
 8. Ensure that the on-duty WC is immediately notified when a youth is removed from a precautionary watch or have a constant watch modified or reduced.
- B. The QMHP shall report daily updates regarding any changes in a youth's mental health status verbally to the unit SrJCO. QMHP shall document the information in the youth's electronic file.
- C. The Watch Commander and Program Supervising JCO (SJCO) shall:
1. Review the precautionary watch status of all youth in JJC to ensure that the mental health needs of youth are being met. This shall be done by reviewing and signing the precautionary watch sheet in the time slot provided, and by maintaining verbal communication with unit SrJCO or acting SrJCO.
 2. The WC shall document their review of youth on precautionary watch status in the unit and SJCO log.
 3. The precautionary watch sheets shall be picked up by the graveyard WC each night and forwarded to the Program SJCO for review.
 4. The Program SJCO shall review the precautionary watch sheets to ensure they have been completed accurately. The Program SJCO shall ensure the time documentation is staggered and not a pattern, if youth was placed on a stagger/unpredictable watch status. Any noticeable patterns shall be communicated to the youth supervision officer and SrJCO or acting SrJCO.
 5. After review of the precautionary watch sheets, the Program SJCO shall place the precautionary watch sheets in the designated binder in facility's armory.

700.7 INTERVENTION FOLLOWING A SUICIDE ATTEMPT

- A. The youth supervision officer shall be vigilant if they discover a youth unresponsive in their assigned room, whether it is in a single or two-man room. Officers shall not utilize their keys to unlock a youth's door to enter the room to avoid being locked in a room with youth. The youth supervision officer shall communicate to another officer to unsecure the door via the unit control panel prior to entering a room.
- B. If all youth are out of their rooms for an activity and a suicide attempt is discovered, all youth shall be returned to their rooms as soon as possible or when practical.

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- C. When a suicide attempt is discovered, medical staff and a QMHP shall be immediately notified and necessary medical interventions, including but not limited to first aid and life-saving measures, shall be initiated.
- D. If a suicide attempt is discovered during a Safety Check, the SrJCO or acting SrJCO shall communicate to another officer to take over the Safety Check, while the youth who attempted suicide is being supervised.
- E. In the event of a hanging attempt, the body shall be supported while the youth is gently brought to the ground. A rescue tool (911-knife) shall be used to assist in the removal of any items, such as, sheets, clothing, etc. that may hinder efforts to provide medical intervention.
- F. Staff members shall never presume a youth is deceased. If a youth has attempted suicide and is unresponsive, the staff member shall:
 - 1. Immediately contact the SrJCO or acting SrJCO, who shall then notify the on-duty WC.
 - 2. Call a Code Blue via radio for medical staff to respond.
 - 3. Check for breathing and a pulse; if no pulse or breathing is detected, a trained staff member shall immediately initiate CPR by using CPR masks in 911-bag, until someone of equal or a qualified medical professional is able to take over.
 - 4. Medical staff or WC shall initiate emergency medical services (EMS).
 - 5. The youth shall not be left alone until EMS arrives, and medical staff shall remain with EMS until they leave the facility to the hospital.
- G. The WC shall ensure a supervision officer is assigned to the youth when traveling to the hospital.

700.8 NOTIFICATIONS

See Notification and Reporting Requirements for In-Custody Deaths and Serious Illness or Injury of a Youth Policy and Procedure.

700.9 DEBRIEFING OF CRITICAL INCIDENTS RELATED TO SUICIDES OR ATTEMPTS

- A. An Administrative Review of the circumstances and responses proceeding, during and after the critical incident will be completed.
- B. A debriefing of the event will take place with the affected staff members.
- C. A debriefing of the event will take place with the affected youth.
- D. JJC Administration will work with Fresno County Mental Health, Risk Management, Chaplains, and the on-site Mental Health provider for the debriefing.

700.10 REFERENCES

See Suicide Prevention and Intervention Policy for additional guidance.

700.11 ISSUED DATE

- 06/21/2023

Chapter 8 - Environmental Health

Shaving Procedure

800.1 PROCEDURES

- A. Shaving shall be subject to the following procedures:
 - 1. Senior Juvenile Correctional Officers (JCO) shall be responsible for providing youth the opportunity to shave daily and the equal opportunity to shave face and body hair.
 - 2. A list shall be created for those youth requesting to shave.
 - 3. Youth shall be supervised while shaving in the dayroom. Staff members shall supervise no more than two youth at a time.

800.2 FACIAL HAIR

- A. Shall be conducted in the day room, at the sink.
- B. A staff member shall provide the youth with a mirror.
- C. A staff member shall ensure the sink area is clean after use.

800.3 BODY HAIR

- A. Youth have the opportunity to shave in the unit showers at their scheduled shower time upon request.
- B. The number of safety razors distributed shall match the exact number of youth requesting to shave, and staff shall ensure the safety razor is intact prior to giving it to the youth.
- C. A staff member shall dispense the shaving cream to the youth.
- D. Immediately after the youth is done shaving, a staff member shall ensure the safety razor is collected, inspected, and all parts are intact.
- E. After the youth uses the safety razor, it is discarded and a new one is given to the youth at the next time they shave.

800.4 MARKINGS AND HAIR CARE SERVICES

- A. Youth shall not shave any names, numbers, letters, or any other designs in their body or facial hair.
- B. Staff members shall refer to policy and procedure, Hair Care Services regarding any request youth make about shaving their head.

800.5 MEDICAL CARE

For all accidental cuts or scrapes that are reported, officers shall provide medical care for the youth. If officers are unable to provide adequate medical treatment, they shall contact the on-site medical services.

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An Incident Report shall be written unless directed by a Watch Commander that one is not needed. At the minimum, an officer shall document the incident in the youth's electronic file and housing unit log.

800.6 REFERENCES

See Shaving Policy for additional guidance.

800.7 ISSUED DATE

- 10/01/2020

800.8 REVISED DATE(S)

- 04/17/2023

Hair Care Services Procedure

801.1 HAIRCUTS

- A. Haircuts conducted at the Juvenile Justice Campus (JJC) respect a youth's religious beliefs, cultural heritage (i.e. Native American) and will never be done in a manner that is purposely unprofessional as a form of discipline or a joke.
- B. Staff members shall closely supervise haircutting by licensed or unlicensed barbers or cosmetologists and ensure proper haircut/hairstyle and security procedures are followed.
- C. Unconventional haircuts/hairstyles (i.e. mohawks, ducktails, mullets, etc.), which are inappropriate or could facilitate the concealment and movement of contraband and weapons are not permitted. Designs, numbers, letters of any kind will never be cut into the hair. Haircuts should be consistent with the youth's current look and at no time should the cut be at #0, bald, and no razor fades. If a dispute arises, the staff member shall consult with the on-duty Watch Commander.

801.2 HAIR CARE SERVICES

- A. Monthly hair care services shall be available to all youth at the JJC (15 CCR 1488). Hair care services may include trimming the length of a youth's hair. If conflicts occur on the scheduled day, youth will be permitted to reschedule based on availability.

801.3 SECURITY RISK

- A. Although hair care services will be made available to all youth, those youth who present an immediate security risk or assaultive behavior may be suspended and rescheduled to another date.

801.4 SENIOR JUVENILE CORRECTIONAL OFFICER (SR. JCO)

- A. Document in the unit log and the youth's electronic file, the reason for the rescheduling.
- B. Notify the Program Supervising Juvenile Correctional Officer (SJCO) of the need to reschedule.
- C. The program SJCO will review and ensure a subsequent haircut is scheduled on the next available date. Exceptions for rescheduling may be approved by the facility Deputy Chief or the authorized designee.

801.5 HAIR CARE PROVIDERS

- A. Licensed or unlicensed barbers, cosmetologists or unit officers may administer hair care services to youth.
- B. All equipment shall be cleaned and disinfected after each haircut or procedure by a method approved by the State Board of Barbering and Cosmetology.
- C. Hair care services shall not be provided to any youth when the skin of the face, neck, or scalp is inflamed, or when there is scaling, pus, or other evidence of skin eruptions,

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unless it is performed under the specific written authorization of the medical director or the authorized designee.

- D. Any person infested with head lice shall not be given hair care service until cleared by the medical staff.

801.6 JUVENILE CORRECTIONAL OFFICERS (JCOS) AND SENIOR JUVENILE CORRECTIONAL OFFICERS (SR. JCOS)

Juvenile Correctional Officers (JCOs) and Senior Juvenile Correctional Officers (Sr. JCOs) are approved to administer hair care services and may do so when the following conditions are met:

- A. When the SJCO authorizes haircuts and approves the activity time.
- B. The hair care does not interfere with regularly scheduled unit activities.
- C. The use of unit JCOs/Sr. JCO at the discretion of the WC or Program SJCO does not create a threat to the safety and security of the youth, staff, or facility.
- D. The youth has submitted a Hair Cut Request form, which indicates the youth voluntarily is requesting the haircut from the identified JCO/Sr. JCO each time the youth requests a hair cut from a JCO/Sr. JCO.

801.7 APPROVAL BY A SJCO

- A. The hair-cutting equipment will be obtained from the respective Unit Program SJCO or WC in the absence of the Unit Program SJCO. The Unit Program SJCO or WC will document in their respective program log the JCO/Sr. JCO checking out the hair-cutting equipment.
 - 1. Each Unit Program SJCO will have a hair-cutting equipment box for their respective units. The box will contain working hair clippers, brush or towel for cleaning the hair clippers, hair cutting shears, EPA-registered disinfectant spray or wipe, drape for youth, smock for JCO, laminated cleaning instructions and security count of the box, and a log for documenting which youth received a haircut.
- B. The JCO/Sr. JCO approved to conduct the haircut is responsible for the proper hygiene, care of the equipment, and clean-up of the area.
 - 1. The JCO/Sr. JCO shall wear the smock provided and disposable gloves while conducting the haircut and ensure the youth is wearing the provided drape. Only the issued brush or comb may be used for and by the individual youth.
 - 2. It is MANDATORY that the hair-cutting equipment is disinfected between each haircut and after the last haircut is completed (16 CCR § 979 and 980).
 - (a) Electrical Tools:
 - i. Remove all visible debris with brush or towel.
 - ii. Disinfect with the EPA-registered disinfectant spray or wipe with demonstrated bactericidal, fungicidal, and virucidal activity used according to manufacturer's instructions.
 - iii. All disinfected electrical tools shall be stored in a clean place.

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- iv. All soiled electrical tools used on a client, or soiled in any manner, shall be placed in a container labeled "Soiled", "Dirty" or "Contaminated" (excluding hot styling tools).
 - (b) Non-Electrical Tools (excluding shears):
 - i. Remove all visible debris.
 - ii. Clean with soap or detergent and water.
 - iii. Completely dry tools with a new, clean paper towel.
 - iv. Totally immerse in an EPA-registered disinfectant with demonstrated bactericidal, fungicidal, and virucidal activity, used according to manufacturer's instructions.
 - v. Staff shall wear protective gloves or use tongs when removing tools from the disinfectant.
 - vi. All tools used on a client or soiled in any manner shall be placed in a container labeled "Dirty," "Soiled," or "Contaminated."
 - vii. All disinfected tools shall be stored in a clean, covered place which is labeled "Clean" or "Disinfected".
 - viii. Disinfected tools shall not be placed in a container, pouch or holder which cannot be disinfected.
 - (c) Shears:
 - i. Remove all visible debris.
 - ii. Clean with soap or detergent and water.
 - iii. Spray or wipe the shear with an EPA-registered disinfectant with demonstrated bactericidal, fungicidal, and virucidal activity, used according to manufacturer's instructions.
 - iv. Disinfected shears shall not be placed in a container, pouch or holder which cannot be disinfected.
3. The haircutting area will be cleaned between haircuts by wiping down the excess hair from the youth drape, wiping down the chair used, and sweeping the area. Upon completion of all youth haircuts, the area will be left clean and free of any hair and the drape, chair used, and area will be cleaned with disinfectant.
4. The JCO/Sr. JCO who was approved and conducted the youth haircuts shall document in the unit log the names of each individual youth that was provided a haircut. In addition, this information shall be included in each youth's individual electronic file. The JCO/Sr. JCO shall file the Hair Cut Request form in the unit's identified binder for this document, and this form shall be kept on file until the youth is released from the respective unit.
5. The JCO/Sr. JCO shall return the hair-cutting equipment box to the respective Unit Program SJCO or WC. The equipment in the box shall be clean and disinfected. If any equipment is in need of repair, replacement, or refill, the JCO/

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Sr. JCO shall inform the Unit Program SJCO upon the return of the equipment. The hair-cutting equipment box shall not remain in any individual living unit. The Unit Program SJCO will request and/or complete the necessary expenditure forms to order the replacement or refill of any equipment in a timely manner.

6. In the event that a youth's parent/guardian wants a private barber/cosmetologist to provide services, the youth's parent/guardian must obtain approval from the facility Deputy Chief or the authorized designee, make the arrangements with the provider, and pay for the services themselves.

801.8 REFERENCES

See Hair Care Services Policy for additional guidance.

801.9 ISSUED DATE

- 10/01/2020

801.10 REVISED DATE(S)

- 04/17/2023

Standard Bedding and Linen Issue Procedure

802.1 LINEN AND BLANKET ISSUE

- A. Each youth entering a living area who is expected to remain overnight shall be issued the following within 60 minutes when they enter the living area:
 - 1. One mattress or one mattress and pillow combo.
 - 2. One mattress cover.
 - 3. One pillow;
 - 4. One pillowcase;
 - 5. Two (2) sheets, one for use as a mattress cover and one for use as a top sheet;
 - 6. One (1) or more blankets depending on climactic conditions upon request;
- B. All issued linen and blankets shall be freshly laundered, substantially free of stains, free from rips and tears.
- C. All housing units will have a surplus of items in the laundry room. If additional items are needed, the Senior Juvenile Correctional Officer (JCO) will order items needed from the warehouse.
- D. Special bedding and linen items can be suggested and approved through medical staff due to medical conditions.
- E. Youth will be issued linens and blankets and if blankets are torn, worn, contaminated with hazardous waste, bodily fluids, wet or exposed to OC, they shall be discarded.
- F. Mattress, linen and bedding items shall not be removed for disciplinary reasons.

802.2 BEDDING AND LINEN

- A. There shall be a quantity of bedding and linen available in the housing unit, for issuing and replacement needs of facility population.
- B. Consideration shall be given to mattress type for pregnant youth or youth with other medical-related needs.
 - 1. The Program Supervisor and unit Senior JCO shall work with the medical staff on the best course of action regarding mattress type for pregnant or youth with other medical-related needs.
 - 2. If medical staff orders a special mattress for a youth, unit Senior JCO will add this to the log and the youth's electronic file.
- C. The Senior JCO will work with the Program Supervisor on ordering the correct mattress for the youth based on the medical direction.

802.3 BEDDING AND LINEN - MENTAL HEALTH NEEDS

- A. Linen and blankets may be removed from youth with consent from Medical, Mental Health, or the on-duty Watch Commander due to mental health concerns. This may be due to the youth causing harm to self or destruction of property.

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- B. In the case of a youth attempting to harm themselves, all linen items (with the exception of the mattress) will be removed from room and the youth will be given an anti-suicide, non-tearing smock blanket, which has an additional cover and pillow attached.
- C. The Senior JCO or Designated Lead Officer of the unit will contact the on-duty Watch Commander and request the items needed per Medical or Mental Health direction.
- D. If Medical or Mental Health staff are not on site, or the incident is an emergency, the on-duty Watch Commander will make the decision of the requested items based on the totality of circumstances.
- E. The situation shall be monitored closely by housing unit staff and mental health.
- F. The incident shall be documented in the housing unit log and the youth's electronic file.

802.4 REFERENCES

See Standard Bedding and Linen Issue Policy for additional guidance.

802.5 ISSUED DATE

- 04/17/2023

Bedding and Linen Exchange Procedure

803.1 YOUTH ISSUANCE

- A. Youth will be issued the following:
 - 1. One mattress
 - 2. One mattress cover
 - 3. One pillow
 - 4. One pillowcase
 - 5. Two sheets
 - 6. One green blanket
 - 7. One wool blanket (if requested)
- B. All items issued to youth and exchanges shall be documented in youth's electronic file.
- C. The exchange of clean, laundered linen and blankets shall be made in accordance with the housing unit's laundry schedule.
 - 1. Linen, sheets, pillowcases shall be exchanged weekly.
 - 2. Blankets/bedspreads shall be exchanged monthly; additional blankets may be issued as climatic conditions change.
- D. Unit officers shall adhere to the following linen and blanket exchange procedure:
 - 1. Collect all linen from each youth, while keeping count of the number of each type of linen item collected.
 - 2. If the housing unit is scheduled to receive blankets during the exchange, collect the youths' blankets, keeping count of the number of blankets collected.
 - 3. Record the number of sheets, pillowcases, bedspreads, and blankets to be exchanged in order to match against the count of clean laundry when it is returned.
 - 4. Place dirty linen and blankets into the designated dirty laundry bin. Make sure that bedspreads and blankets are separated from the "white" laundry.
 - 5. Issue replacement linen and blankets from the housing unit supply room. When handling linen and/or blankets, ensure total separation of clean from soiled items.
 - 6. Clean linen and blankets shall properly be sorted out and put away in its designated location and will not be left in the laundry bin.
 - 7. Bedding and linen may be exchanged outside of the designated laundry schedule as needed especially when they have been become torn, worn, contaminated with hazardous waste, bodily fluids, illness, accident, wet or exposed to OC.

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8. Officers shall wear protective barriers, such as latex gloves, when handling dirty/soiled laundry.
9. Any linens or blankets that need to be discarded due to tears, rips, abuse or severely soiled with bodily fluid such as blood, will need to be accounted for as the return count of clean items will be off.

803.2 BEDDING AND LINEN

- A. There shall be a quantity of bedding and linen available for issuing and replacement needs of facility population.
- B. Consideration shall be given to mattress type for pregnant youth or youth with other medical-related needs.
 1. The Program Supervisor and unit Senior Juvenile Correctional Officer (JCO) shall work with the medical staff on the best course of action regarding mattress type for pregnant or youth with other medical-related needs.
 2. If medical staff orders a special mattress for a youth, the unit Senior JCO will add this to the log and the youth's electronic file.
 3. The Senior JCO will work with the Program Supervisor on ordering the correct mattress for the youth based on the medical direction.

803.3 HAZARDOUS BEDDING AND LINEN

- A. Any bedding or linen which has been exposed to hazardous waste material shall be placed in a red hazardous waste bag and disposed of immediately in the designated red hazardous waste bins. Buildings 702, 703, and 704 have one located in the loading dock area of the building.

803.4 REFERENCES

See Bedding and Linen Exchange Policy for additional guidance.

803.5 ISSUED DATE

- 04/17/2023

Mattress Procedure

804.1 PROCEDURE

- A. Mattresses:
1. Youth will be issued a mattress and pillow upon their entry into a housing unit.
 2. Mattresses and pillows issued shall be serviceable and in good condition. Each youth will be issued one fire-retardant mattress and pillow.
 3. Mattresses and pillows should be cleaned monthly with chemicals provided and approved by Juvenile Justice Campus Facility Services.
 4. Mattresses and pillows that are torn, ripped or worn out, or those that are highly compressed, are not considered in good repair and are in need of replacement.
 5. Mattresses and pillows that need replacement shall be pulled from the housing unit inventory.
 6. Laundry services will be notified and will be responsible for pickup and disposal of the old mattresses and pillows.
 7. New replacement mattresses and pillows shall be requested on the housing unit's next supply request form.
- B. Consideration shall be given to mattress type for pregnant youth or youth with other medical-related needs.
1. The Program Supervisor and unit Senior Juvenile Correctional Officer (JCO) shall work with the medical staff on the best course of action regarding mattress type for pregnant or youth with other medical-related needs.
 2. If medical staff orders a special mattress for a youth, the unit Senior JCO will add this to the log and the youth's electronic file.
 3. The Senior JCO will work with the Program Supervisor on ordering the correct mattress for the youth based on the medical direction.

804.2 REFERENCES

See Mattresses Policy for additional guidance.

804.3 ISSUED DATE

- 04/17/2023

Clothing Exchange Procedure

805.1 CLOTHING EXCHANGE

- A. Clothing exchange shall occur in the housing unit prior to daily youth showers.
- B. The following schedule will be used for clothing exchange:
 - 1. Youth clothing shall be exchanged daily.
 - 2. Shoes shall be exchanged as needed.
 - 3. Clothing which falls into a state of disrepair due to normal usage shall be exchanged for replacement and the old clothing discarded.
- C. Senior Juvenile Correctional Officer (SrJCO), acting SrJCO or the authorized designee shall maintain an appropriate quantity of clothing available for actual and replacement needs.
- D. SrJCO, acting SrJCO or the authorized designee shall document in the daily activity housing unit log when clothing exchanges occurs.

805.2 CLOTHING STORAGE

Each housing unit has a storage area for daily use items. All clothing shall be stored in a safe and sanitary area, free of rodent and vermin infestation. This area shall be inspected daily by the SrJCO, acting SrJCO or the authorized designee and monthly by the Supervising Juvenile Correctional Officer in charge of the housing unit to ensure that sanitary conditions have not been compromised.

There shall be a quantity of clothing available for actual and replacement needs of the facility population.

805.3 BEDDING AND LINEN EXCHANGE

- A. The following schedule will be used for bedding and linen exchange:
 - 1. Bedding and linen shall be exchanged weekly.
 - 2. Bedding and linen which falls into a state of disrepair due to normal usage shall be exchanged for replacement needs.
- B. SrJCO, acting SrJCO or the authorized designee shall maintain an appropriate quantity of bedding and linen available for actual and replacement needs.
- C. SrJCO, acting SrJCO or the authorized designee shall document in the daily activity housing unit log when bedding and linen exchanges occurs.

805.4 LAUNDRY PROCEDURES

- A. The following schedule will be used for laundry:
 - 1. Dirty clothing shall be placed into a large, assigned mesh laundry bag and washed daily.

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2. Dirty utility cleaning rags shall be placed into a large, assigned mesh laundry bag and washed daily.
- B. Dirty laundry shall be put into the housing units assigned laundry bin and taken to the appropriate location for laundry staff to pick up at its designated time.
- C. Clean laundry shall be returned by laundry staff to the housing unit. Clean laundry will be properly sorted and put away in its designated location and will not be left in the laundry bin.
- D. When handling laundry, special care must be taken to ensure total separation of clean from soiled items. Soiled items are not to be in contact with cleaned items, either in storage areas or during clothing exchange. The intent of separation is to ensure that soiled items remain separate from clean items in all situations.

805.5 REFERENCES

See Clothing Exchange Policy for additional guidance.

805.6 ISSUED DATE

- 04/17/2023

Clothing, Bedding and Linen Procedure

806.1 CLOTHING, BEDDING AND LINEN SUPPLY

- A. Clothing, bedding and linen supplies will be properly maintained and stocked by the Senior Juvenile Correctional Officer (SrJCO), acting SrJCO or the authorized designee.
- B. New clothing, bedding and linen supplies will be stored in the housing unit supply closet by the SrJCO, acting SrJCO or the authorized designee.
- C. The SrJCO, acting SrJCO or the authorized designee shall ensure that the clothing, bedding, linen and towels exceed the maximum number for the youth population.
- D. The Program Supervisor and unit SrJCO shall work with the medical staff on the best course of action regarding mattress type for pregnant youth or youth with other medical-related needs.

806.2 REFERENCES

See Clothing, Bedding and Linen Supply Policy for additional guidance.

806.3 ISSUED DATE

- 04/17/2023

Issuance of Personal Care Items Procedure

807.1 BASIC RIGHTS

- A. The Senior Juvenile Correctional Officer (SrJCO)/ Acting SrJCO or the authorized designee shall be responsible for ensuring each youth assigned to their housing unit for more than 24 hours will be provided with the following personal care items:
 - 1. Toothbrush
 - 2. Toothpaste
 - 3. Soap
 - 4. Comb
 - 5. Shaving Implements
 - 6. Deodorant
 - 7. Lotion
 - 8. Shampoo
 - 9. Post-shower conditioning hair products.
- B. Youth shall not be required to share any personal care items (1-4). Liquid soap provided through a common dispenser is permitted. Youth shall not share disposable razors. Disposable razors shall be disposed of after use. The Juvenile Justice Campus does not use double-edged safety razors, electric razors, and other shaving instruments capable of breaking the skin.
- C. Youth shall have sufficient personal hygiene items; grooming, and hygiene products shall be adequate and respect the child's culture, ethnicity, and gender identity and expression (Welfare and Institutions Code 224.71).

807.2 TOOTHBRUSH, TOOTHPASTE, AND COMBS

- A. Once a youth is assigned to a unit from booking, the SrJCO/acting SrJCO or the designee will issue the youth the following items:
 - 1. Toothbrush
 - 2. Comb and or hairbrush
- B. These items will be placed in zip lock bags. Each bag will be labeled with the youth's name and stored in the counselor station.
- C. Toothbrushes and toothpaste will be individually passed out to each youth after each meal.
- D. Youth shall have access to combs during grooming times and after showers.

807.3 SOAP AND SHAMPOO

- A. Liquid hand soap dispensers shall be in the unit dayrooms located near the sinks attached to the walls.

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- B. Liquid shower soap shall be issued to each youth individually during shower time. The SrJCO or the authorized designee shall dispense the soap to the youth prior to them getting into the shower.
- C. Shampoo shall be issued to each youth individually during shower time. The SrJCO or the authorized designee shall dispense the shampoo to the youth prior to them getting into the shower.

807.4 SHAVING IMPLEMENTS

- A. Anytime a youth requests to shave, the SrJCO or the authorized designee shall provide the youth with a new unused disposable razor.
- B. Once the youth is done shaving, the SrJCO or the authorized designee will be responsible for securing the disposable razor.
- C. The SrJCO or the authorized designee will then inspect the disposable razor to ensure it is intact and whole, without any tampering.
- D. The razor will then be secured in the safety room in a zip lock bag and discarded in a trash can outside of the secured perimeter prior to the end of their shift (See Shaving Policy and Procedure).

807.5 DEODORANT, LOTION, AND POST-SHOWER CONDITIONING HAIR PRODUCTS

- A. Deodorant shall be provided to the youth during grooming and shower times. The SrJCO or the authorized designee shall dispense the liquid deodorant to the youth's underarm areas.
- B. Lotion shall be provided to the youth during grooming and shower times. The SrJCO or the authorized designee shall dispense the lotion to the youth.
- C. Post-shower conditioning hair products shall be provided to the youth during grooming and shower times. The SrJCO or the authorized designee shall issue the post-shower conditioning hair products to the youth.

807.6 SANITARY NAPKINS, PANTY LINERS, AND TAMPONS

- A. Each female youth shall be provided with sanitary napkins, panty liners and tampons as requested (Title 15, §1485, CCR).
- B. Housing unit supervision staff members are responsible to ensure there is an adequate supply for youth.
- C. Sanitary napkins, panty liners or tampons are available in the housing unit dayroom where youth have access to them.

807.7 OUTSIDE PRODUCTS

- A. Family for youth serving a custodial commitment may provide the following as long as the youth are at the appropriate stage:
 - 1. Shampoo/conditioner in a clear plastic bottle;
 - 2. Body soap in a clear plastic bottle;

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3. Each container shall not be more than 16 ounces.

807.8 REFERENCES

See Issuance of Personal Care Items Policy for additional guidance.

807.9 ISSUED DATES

- 04/17/2023

807.10 REVISED DATE(S)

- 08/04/2023

Facility Sanitation, Safety, and Maintenance Procedure

809.1 FACILITY SANITATION, SAFETY, AND MAINTENANCE PLAN

- A. The Juvenile Justice Campus (JJC) has established a plan to promote and comply with the environmental, safety, and sanitation requirements established by applicable laws, ordinances, and regulations. The following procedures establish a plan for safety, sanitation, and maintenance tasks and inspections required to identify and correct unsanitary or unsafe conditions or work practices in this facility (15 CR 1510.)
- B. The assigned Supervising Juvenile Correctional Officer (SJCO) or Assistant Deputy Chief (ADC) will work with Internal Services Division (ISD) to schedule maintenance functions (e.g., daily, weekly, monthly, or seasonal cleaning, maintenance, pest control, safety surveys), for the JJC. ISD will notify the SJCO classification and JJC Administration when such items are scheduled and if security escorts are needed; the scheduling SJCO will add the post to the scheduling system.
- C. The assigned Senior Juvenile Correctional Officer (SrJCO) will supervise staff members and youth to ensure proper implementation of the procedures.
- D. The assigned ADC will ensure that procedures, schedules, and responsibilities are developed for coordinating annual inspections by the County Health Department, including how deficiencies on the inspection report shall be corrected in a timely manner. They will retain the records as needed for Title 15 inspections.
- E. JJC Administration will create a list of approved equipment, cleaning compounds, chemicals, and related materials used in the facility, and instructions on how to safely operate, dilute, or apply the material. A binder containing these documents will be housed in all housing units, as well as in the Watch Commander's Office. A digital version will be accessible through Probnet as a quick reference.
- F. The assigned SJCO or ADC will keep Records of self-inspection procedures, forms, work orders, and actions taken to correct deficiencies by ISD. The assigned ISD supervisor and SJCO/ADC shall communicate frequently to resolve issues or problems that arise.
- G. The assigned SJCO or ADC will ensure that deficiencies identified during inspections are satisfactorily corrected and documented.
- H. JJC Administration will develop detailed processes for the procurement, storage, and inventory of cleaning supplies and equipment. The list shall be kept in each housing unit along with SDS sheets per Cal OSHA and Title 15.
- I. All SJCOs shall visually inspect, on a daily basis all areas of the JJC to ensure the preventive maintenance of equipment and systems throughout that are managed by Internal Services Department Facility Services (ISD-Facilities). When such items are found to be broken or needed in repair, an SJCO shall generate a facility services work order and send via email.

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- J. SJCOs will ensure that their assigned staff members will supervise the use of any and all cleaning tools and supplies used by youth inside the facility. These cleaning and janitorial supplies shall be non-toxic to humans. Any poisonous, caustic, or otherwise harmful substances shall be clearly labeled, kept in a locked storage area, and only used by staff members and not youth.
- K. The Department shall consider general job descriptions and/or limitations relating to personnel or youth assigned to carrying out the plan. Specialized tasks, such as changing air filters, cleaning ducts, and facility pest control, are more appropriately handled by the Department or by contract with private firms.
- L. Youth engaged in sanitation duties shall do so only under the direct supervision of qualified staff members. When youth work crews are used, additional controls shall be implemented to account for all equipment and cleaning materials.
- M. All staff members shall report any unsanitary or unsafe conditions to a supervisor. Staff members shall report repairs needed to the physical plant institution and to equipment by submitting a work order to a supervisor. While conducting facility rounds, the Watch Commander shall address and note any sanitation or safety concerns in the SJCO log in PRIMIS.

809.2 WORK ORDERS

- A. It is the responsibility of staff members in each area to report, log, and submit an email to the on-duty watch commander to initiate maintenance requests when maintenance issues are discovered. Staff members on duty at the time repairs are completed will log that the repair was completed.
- B. All maintenance-related issues reported to ISD-Facilities, as well as the JJC Facility Services Supervisor, will be entered into the Facility Services Main saver, where the JJC Facility Services staff will retrieve the work order for the repair(s). It is the responsibility of the JJC Facility Services Supervisor to follow through until the repair is completed.
- C. The Watch Commander or Program Supervisor will be responsible through e-mail for reporting all maintenance issues to Facility Services once an issue has been brought to their attention.
- D. Once a maintenance need has been identified and logged, the person identifying the need shall submit an email to the on-duty watch commander requesting maintenance on the identified issue and its location.
- E. The official maintenance request form will be generated via email and sent to ISD-Facilities, JJC Facility Services Supervisor, as well as the SJCO email group.
- F. If ISD-Facilities is able to make the repairs, they shall:
- G. Notify the reporting person that they will make the repairs.
- H. Set a date and time for the repairs.
- I. Notify the reporting person when the repair has been made and document the completed work in the area log and on the maintenance request form filed with the Facility Services Supervisor.

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- J. If the Facility Services Supervisor determines that the Senior Maintenance Janitor cannot repair the problem, the Facility Services Supervisor will then take action on the request by referring the matter to the appropriate agency for repairs.
- K. When repairs have been completed, the Facility Services Supervisor shall complete the Maintenance Request form and file it in the Master Maintenance Log.

809.3 SDS USE, SAFETY, AND TRAINING

- A. The JJC Training Officer shall train all staff members on using the SDS for the safe use, and handling, in areas they supervise.
- B. Upon completion of the training, staff members shall sign an acknowledgement form.
- C. Staff members using the SDS shall review the information as necessary to be aware of any updates and to remain familiar with the safe use, handling, and disposal of any chemicals.
- D. JJC Administration or authorized designee shall establish an SDS quick reference sheet that shall provide information on immediate first aid for specific chemicals in the event the chemical was ingested, inhaled, and or unintended exposure occurred. (the intent of this is to provide staff with a reference guide to review when immediate first aid response is required)

All chemicals shall be used in accordance with the manufacturer's recommendations, product label, and SDS, which may include the use of personal protection equipment (PPE) (15 CCR 1510).

809.4 SDS RECORDS MASTER INDEX

The Deputy Chief or the authorized designee shall be responsible for ensuring that a written hazard communication plan is developed, implemented, and maintained at each workplace. Each area of the facility in which any hazardous material is stored or used shall maintain an SDS file in an identified location that includes:

- A. A list of all areas where hazardous materials are stored.
- B. A physical facility diagram and legend identifying the storage areas of the hazardous materials kept at the JJC.
- C. A log for identifying new or revised SDS materials.
- D. A log for documenting training for users of hazardous materials.
- E. Electronically filed list SDS for all known chemicals utilized at the JJC will be located in Probnat.

809.5 CLEANING PRODUCT RIGHT TO KNOW ACT

- A. The Department shall conduct initial training for all staff members on using the SDS for the safe use, handling, and disposal in areas they supervise. Additional training may occur upon request.
- B. Youth will be made aware and instructed during the initial JJC Orientation that they shall not handle any chemicals.

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- C. Staff members using the SDS shall review the information as necessary to be aware of any updates and to remain familiar with the safe use, handling, and disposal of any hazardous material. All documentation will be accessible to the youth at the Unit Counselor Station. Staff will have access to the necessary documents at the counselor stations, Watch Commander Offices, and or via Probnnet.

809.6 YOUTH SAFETY

- A. The on-duty Watch Commander will ensure security personnel conducts daily rounds of the facility to observe for any safety hazards or unsafe conditions that may lead to a possible injury.
- B. The SJCO Safety Officer will conduct a monthly walk through of the JJC campus interior and exterior perimeter to monitor the repair work for safety corrections in progress.

809.7 JANITORIAL CLOSETS

- A. On-duty SrJCO/Lead Officer will ensure upon reporting for duty that janitorial closet door is properly secured, locked, and all items on the inventory sheet are present.
- B. No youth will be allowed unsupervised access to this room.
- C. An officer will escort a youth to the closet and supervise the removal of items to conduct unit cleaning assignment duties.
- D. No youth will have direct access to chemicals or other cleaning agents or compounds. Chemical or compounds will be distributed to surface areas or mop buckets by the supervising officers.
- E. Upon completion of the clean-up detail, the supervising officer will ensure all removed items are accounted for by securing them in their assigned location in the janitorial closet.
- F. The officer will then conduct a safety count of all items in the closet and compare them to the itemized list kept on the inside of the janitorial closet door.
- G. If all items are accounted for, the door will be secured.
- H. If an item is missing from the count, the SrJCO will conduct a housing unit search for the item. If the item is not located after an initial search of the area, the SrJCO or Lead Officer will contact the on-duty Watch Commander and advise of the missing item. The Watch Commander will give direction on how to proceed with the situation.

809.8 SANITATION SCHEDULE

- A. Daily cleaning:
 - 1. Sweep and then wet mop the common area floor.
 - 2. Clean all housing areas.
 - 3. Empty all trash receptacles
 - 4. Clean all toilets and sinks

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5. Clean all showers (remove trash, unnecessary items, & provide proper ventilation at the end of the night)
- B. Weekly cleaning:
1. Dust bars and window ledges
 2. Clean air conditioning/heating grates (submitted Maintenance Request when necessary)
 3. Clean mattresses (mattresses are also to be cleaned before being issued to a new youth)
 4. Pour water down floor drains to test for flow
- C. Monthly cleaning:
1. Walls
 2. Ceilings (requires work order submittal)

Staff members assigned cleaning duties shall receive instructions on how to safely complete their tasks, including proper cleaning techniques, the safe use of cleaning chemicals, and areas of responsibility.

- A. Housing unit
1. Daily cleaning
 - i. Retrieve cleaning supplies from the janitorial closet.
 - ii. Wipe down and sanitize the tables before and after each meal.
 - iii. Sweep the day room floor after each meal.
 - iv. Empty the trash cans as needed throughout the day and during the final evening clean-up. Youth trashcan liners must be clear to prevent the storage of contraband. Staff trash can liners shall be black to conceal items.
 - v. Sweep and mop the day room floor during the final evening clean up.
 - vi. Showers shall be squeegeed to get rid of standing water and doors shall be secured while youth remain in the day room.
 - vii. Shower doors shall be opened by Graveyard staff to facilitate air drying and shall be secured prior to departing their shift. Shower doors shall remain open for no less than 4 hours.
 2. Weekly cleaning
 - i. Conduct daily cleanings.
 - ii. Clean all windows within reach of youth. Do not let youth climb on furniture to reach higher areas.
 - iii. Remove spider webs within reach of the available tools issued to the youth.

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- iv. Scrub the showers with cleaner/disinfectant and rinse thoroughly. Let air dry.
 - v. Deep clean youths' room to include, sweeping and mopping, cleaning toilet and sink with approved items/chemicals ensuring no cross contamination between the toilet and the sink. Wipe down the door and room windows.
 - vi. Sweep and hose down the unit play yard.
 - vii. Clean and organize the linen and janitorial closets.
 - viii. Clean the unit drains via the drain cleaner/deodorizer.
3. Monthly Cleaning
- i. ISD-Facilities will conduct cleaning of air filters and clean walls not accessible to the youth.
 - ii. If practical ensure all youth are out of the housing unit during ISD-Facilities maintenance due to equipment required to reach the heights necessary for proper cleaning. If youth remain in the housing unit staff members need to ensure proper supervision occurs and work with ISD.
4. Nothing in this procedure limits the officer from assigning cleaning tasks as the need arises, for example, graffiti removal.
- i. Staff are encouraged to submit a maintenance request for a deep cleaning when necessary (including but not limited to mold, graffiti, general upkeep, etc.)

Youth shall not handle any chemicals.

809.9 REFERENCES

See Facility Sanitation, Safety, and Maintenance Policy for additional guidance.

809.10 ISSUED DATE

- 08/21/2023

Chapter 9 - Food Services

Frequency of Serving Food Procedure (Title 15, § 1460)

900.1 PROCEDURES

Nutritious meals are a critical element in the development of a youth's mental, physical, and emotional well-being. As such, youth must be provided three meals within a single 24-hour period to include a nutritious snack between dinner and breakfast. Youth will be served a minimum of one hot meal per day (24 hours). The meal period provided will be a minimum of 20 minutes. A snack shall be provided if more than 14 hours pass between the last substantial evening meal and breakfast.

Detention Mealtimes

Meal	Frequency	Time	Notes
Breakfast	Daily	0700	Weekends - 0645
Lunch	Daily	Noon	* Wednesdays (Minimum School Days) - 1130
Dinner	Daily	1700	
Snacks	Daily	1900	

Commitment Mealtimes

Meal	Frequency	Time	Notes
Breakfast	Daily	0700	
Lunch	Daily	Noon	* Wednesdays (Minimum School Days) - 1130
Dinner	Daily	1700 - 1800	
Snacks	Daily	1900	

Breakfast or lunch mealtime may be adjusted by the building Watch Commander to facilitate an off-site transport of a youth if they will miss the scheduled meal. This modification will only be for the youth departing the facility. Remaining youth will eat at the regularly scheduled time.

Booking:

Meals will be offered to all youth during the booking process regardless of the time of day or night. If a youth is in booking for an extended duration, they shall be served a meal in accordance with the regularly scheduled mealtimes as listed above for the housing units.

Youth shall be served during the booking process and may eat while being processed. For youth safety, if additional youth are in the booking area, youth may be served their meal in their holding room.

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900.2 SERVING PROCEDURE

Upon the meal arriving in the unit, staff members will be responsible for setting up for the meal. Every effort will be made to ensure youth eat at the dayroom tables. A youth may be served a meal separately from the other youth.

- (a) Staff members will secure the youth in their rooms 10 minutes prior to meal commencing. Youth will take this opportunity to relax from recreation or large muscle activity, utilize the restroom, and be provided the opportunity to wash their hands.
- (b) While youth are in their rooms, staff members will set the trays on the table, and provide a drink, spoon and napkins to each youth's assigned seat.
- (c) Once meals are set up, each youth will exit their room in a controlled manner and be directed to take a seat at their assigned seat. This will minimize unnecessary movement.
- (d) During the meal process, staff members will provide each youth with their toothbrush and toothpaste.
- (e) Upon completion of the meal, all spoons will be collected. Every spoon should be accounted for prior to the youth being returned to their rooms to allow for hygiene activity.
- (f) Staff members will be positioned in the immediate area of the youth tables to ensure proper supervision.
- (g) To mitigate coercion, payment of debts, or other unapproved activities, no youth will be allowed to give away or accept food from another youth.

900.3 SNACKS

A nourishing snack will be provided to each youth between two to four hours after the evening meal but no earlier than 1900. If more than 14 hours pass between meals or between dinner and breakfast, an approved snack will be provided.

900.4 MEDICAL DIETS

Youth assigned a medical diet will be served in accordance with the procedures listed above but may be provided extra time to eat if required. Staff members will ensure medical diet meals are kept refrigerated if they are served at a non-traditional mealtime (i.e. diabetic diet). All special meals will be documented as being provided to the youth in the unit log once served.

900.5 SECURITY RISK OR PRECAUTIONARY WATCH INDIVIDUALS

Youth who are determined to be an active security risk may be served in their room.

Youth who are on a precautionary watch shall be encouraged to eat in the dayroom table with their peers. It is the discretion of the Senior Juvenile Correctional Officer (SrJCO) to determine if the youth can utilize the standard meal tray(s) and utensil.

If a youth is to be served in their room as they have refused to eat with peers, their meal may be served in standard fashion or in an approved alternative manner as determined by the SrJCO.

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If the youth is actively unpredictable and or intent on hurting themselves, the acceptable alternative is as follows: their meal will be transferred to a paper plate, and a Styrofoam or wax cup will be provided for use as a utensil.

For youth served in their rooms, the trays and trash will be removed as soon as the youth has completed eating and when it is safe to do so.

Staff will advise the on duty Watch Commander or program supervisor if a youth is to be served a meal in their room.

900.6 SAFETY CELL YOUTH

Youth assigned to a safety cell for their welfare shall not be deprived of a meal.

- A. The youth will be served a meal at the regularly scheduled time.
- B. If the youth refuses to eat, staff will periodically inquire if the youth has changed their mind and would like a meal.
- C. Their meal will be transferred to a paper plate, and a Styrofoam or wax cup will be provided for use as a utensil.
- D. If the youth refuses to eat the meal at the designated time it shall be kept refrigerated or a new meal will be served once accepted.
- E. The trash will be removed as soon as the youth has completed eating and when it is safe to do so.
- F. Staff will note any meal acceptance and or refusals in the booking log and individual chrono and will also document periodic attempts to encourage the youth to eat.
- G. The Booking Senior will complete an Incident Report documenting meal refusal.

900.7 RELIGIOUS ACCOMMODATIONS

Youth will be provided with meals in accordance with religious beliefs. For example, those youth who choose to partake in Ramadan will be provided the opportunity to receive their meals prior to sunrise and after sunset. The Program Supervisor will be responsible for alerting the Dietary Aide of any special religious requirements.

900.8 MISSED MEALS

Youth who miss the regularly scheduled mealtimes due to unforeseen circumstances or during off-site transportation operations shall be provided a meal upon returning to the housing unit.

1. Regular meals will be stored in the Unit pantry refrigerator to ensure it is kept refrigerated as required by food handling policies and procedures.
2. Upon the youth's return to the unit, the youth shall be provided an opportunity to utilize the restroom and wash their hands prior to eating the meal.
3. Staff members will utilize discretion to deliver the meal to the youth in the interview room or the common area tables.
4. If the meal is required to be served hot, staff will utilize the pantry microwave to warm up the youth's tray.

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5. The youth will be given a warning that the food or tray may be hot.

900.9 COMMUNICATION DURING MEALS

Meal periods should be a time for relaxation and socializing with peers. During meal periods youth will be provided the opportunity to communicate with peers at the table they are seated at. This time should not be interrupted by staff members except for the safety and/or security of youth, staff members or the facility. Nothing in this paragraph should be perceived to limit or restrict a staff members inherent obligation to correct inappropriate behavior or speech.

900.10 MEAL CAPTURE

The SrJCO will capture the meals served for each youth in the unit for each meal period and snack.

- A. The SrJCO will enter the department's case management system and access the Juvenile Justice Campus Pods Meal Service Count Work sheet under the Probation General, Forms tab.
- B. The SrJCO will list the total number of meals accepted, refused, and special diets issued. The SrJCO will also include the number of staff member meals served during a mealtime. The form will also be completed after serving snacks.
- C. This form will not be pre-filled out. It shall be completed after the meals have been served to ensure unit accuracy.
- D. For any special diet, the SrJCO will document in the unit log what youth was provided a special diet and if that diet was accepted or refused.

900.11 STAFF MEALS

Staff members shall not share or provide staff meals or related items of the staff meal to youth at JJC.

900.12 REFERENCES

See Frequency of Serving Food Policy for additional guidance.

900.13 ISSUED DATE

- 06/21/2023

Chapter 10 - Programs, Activities and Education

Youth Visitation Procedure

1000.1 YOUTH VISITATION PROCEDURES

- A. Family visits are encouraged in order to maintain and strengthen the youth's relationship with their family and youth shall have the right to maintain frequent and continuing contact with parents, guardians, siblings, children, and extended family members. Youth may be provided with access to computer technology and the internet for maintaining relationships with family as an alternative, but not as a replacement for in-person visiting (Welfare and Institutions Code 224.71). All visits shall be observed and monitored, and should occur with as much informality and lack of intrusion as is consistent with security needs. Officers shall provide direct and mobile supervision, but conversations are not monitored unless there is a security or safety need.
- B. Family visits will not be denied, or restricted as a form of discipline, without prior approval of the Deputy Chief or the Assistant Deputy Chief. All approved visits shall occur at reasonable times, subject only to the limitations necessary to maintain order and security.

1000.2 APPROVED VISITORS

- A. Parents, grandparents, legal guardians, step-parents (if living in the home), spouse, and child of the youth may visit.
- B. The following proof of identity and relationship to youth will be required:
 - 1. Parents – government-issued photo ID;
 - 2. Grandparents – government-issued photo ID;
 - 3. Legal guardians – government-issued photo ID and Court Order or Probation Officer verification;
 - 4. Siblings- Birth Certificate, or government photo ID, or School ID, or other sufficient evidence of the relationship;
 - 5. Step-parents – government-issued photo ID; and Marriage Certificate;
 - 6. Youth's child – Birth Certificate with youth named as parent;
 - 7. Youth's spouse – government-issued photo ID; and Marriage License;
 - 8. Persons standing in loco parentis- government issued photo ID;
 - 9. Extended family members – any adult related to the youth by blood adoption, or marriage, and any adult who has an established familial or mentoring relationship with the youth, including, but not limited to, godparents, clergy, teachers, neighbors, and family friends (Welfare and Institutions Code 224.70), shall be allowed to visit upon clearance verification. Must provide government issued photo ID. If the request is denied by a supervisor, the youth shall be verbally advised of the denial and a supervisor shall document the reasoning for the denial in the youth's electronic file.

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10. Youth shall have the right to confidential visits from attorneys and their authorized representatives, ombudspersons, including the Division of the Ombudsperson of the Office of Youth and Community Restoration, and other advocates, holders of public office, state and federal court personnel, and legal service organizations (Welfare and Institutions Code 224.71). Must have government-issued photo ID and proof of professional capacity.
11. Other approved visitor – government-issued photo ID; agency ID and/or applicable court order.
12. Parents/guardians for youth under the age of 18 may be contacted by a supervisor regarding request to visit a youth by "Extended Family Members", unless it is ordered by the court. The Department may take into account any Parent/guardian concerns about "Extended Family Member" visiting requests prior to determining whether such visit shall be allowed.

1000.3 DENIAL OR TERMINATION OF VISITING PRIVILEGES

- A. Visitation may be denied, terminated or suspended for good cause, for any or all youth at the discretion of the Watch Commander (WC), Program Supervising Juvenile Correctional Officer (SJCO), or JJC Administration.
 1. Visitors under the influence of alcohol/drugs will not be admitted. The smell of alcoholic beverages or controlled substances on the breath will be considered presumptive evidence of being under the influence of a substance(s).
 2. Visitors refusing to comply with established search, security and visiting procedures.
 3. Visitors attempting to bring contraband into the facility.
 4. Visitors or youth violates facility rules or posted visiting rules.
 5. The WC has the absolute responsibility for conducting visiting. In order to properly protect youth, visitors, and facility security, the WC has the authority to modify, suspend, or make exception to any portion of the visiting policy, procedure, or rules.

1000.4 REGULAR VISITING SCHEDULE

- A. Regular visiting will be held by designated housing unit, according to the posted visiting schedules in the public lobbies.
- B. The housing unit staff members will be responsible to notify approved visitors of the visiting times and locations.

1000.5 SPECIAL VISITS

- A. Initial visit – Youth may have a visit with their parent(s)/legal guardian(s) within the first 24 hours following admission to the facility.
- B. Holiday visits – Youth will be permitted to have family visiting on specified holidays.

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- C. Family therapy and professional visits – The Deputy Chief, Assistant Deputy Chief, WC, Program SJCO, or Juvenile Court may authorize family therapy and professional visits. These visits may be authorized for cause when the best interests of the youth and the facility can be served by permitting such a visit.
- D. Death of a family member or a close friend of a youth at the discretion of the Deputy Chief or the authorized designee.

1000.6 VISITING LOCATIONS

- A. Regular family and special visits will be held in the respective visiting area of the Detention and Commitment facilities.
- B. The non-contact visiting rooms will be utilized as needed.

1000.7 VISITING OFFICER RESPONSIBILITIES FOR VISITING

- A. Visiting officers shall provide direct supervision of the youth and visitors during visiting and shall:
 - 1. Remain mobile
 - 2. Maintain constant visual supervision
 - 3. Request assistance if needed
 - 4. Ensure aluminum can tabs are accounted for before discarding, and if not accounted for, notify the WC.
 - 5. Upon completion of visiting, the visiting officer shall search the visiting area for contraband and prepare for the next visiting session.

1000.8 LOBBY OFFICER RESPONSIBILITIES FOR VISITING

- A. Lobby Officer is responsible for the preparation of the lobby area prior to visiting such as, doors unlocked, lights on, no trash or contraband in area, and empty lockers are clear of any items.
 - 1. Lobby Officer shall print each respective housing unit's visiting report.
 - 2. Visitor identification badges maintained at each facility's Lobby station shall be accounted for by the assigned Lobby Officer on each shift.
 - 3. Lobby Officers shall supervise the entry of visitors into the waiting area and enforce visiting rules prior to entry to visiting area.
 - 4. Visitor identification sign-in and out process:
 - (a) Visitor shall surrender valid government-issued photo identification to lobby officer.
 - (b) Officer shall issue a facility-numbered identification badge to the visitor and place the visitor's government-issued photo identification in the corresponding numbered slot.
 - (c) At the end of the visit, visitor shall return facility numbered identification badge to the lobby officer.

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- (d) Lobby officer shall place facility identification badge in the appropriately numbered slot and return the visitor's government-issued photo identification.
5. Lobby Officers shall make copies of any needed legal documents that are required for visitors other than government-issued photo identification. Copies shall be placed in designated file folder.
6. Lobby Officers shall ensure all visits and visitors are documented in each youth's electronic file.

1000.9 VISITOR IDENTIFICATION

- A. Persons requesting entry into secure areas of Juvenile Justice Campus (JJC) facilities shall enter through the visitor's entrance and shall wear a facility visitor identification badge. The identification badge shall be visibly displayed and clipped on the visitor's shirt collar or lapel. Service professionals and government agency personnel (i.e., probation or parole officers, law enforcement officers, and attorneys) shall be required to present departmental picture identification before being allowed entry into the facilities.
- B. Government-issued photo identification, professional, clergy and/or agency identification is not valid if it has expired, and may be denied entry (if it has been expired for more than 90 days).
- C. Acceptable types of visitor identification for a youth's visitor (parent, guardian, etc.) will consist of a valid government-issued photo identification from one of the following sources:
 1. A state driver's license or photo identification card
 - (a) If expired, it will be considered valid for 90 days after expiration, provided the visitor has renewed the identification and has proof of the renewal.
 2. A United States Armed Forces photo Identification Card
 3. Identification Card issued by the United States Department of Justice Immigration and Naturalization Services with photo
 4. United States photo Passport

1000.10 VISITOR SEARCHES

- A. Officers may conduct limited administrative searches of visitors requesting entry into the secure facilities to ensure the safety and security of the facilities and to prevent contraband. Searches shall, to the extent possible, be conducted in a manner that preserves the privacy and dignity of the person being searched and shall not be conducted for harassment or as a form of discipline or punishment (15 CCR 1360).
 1. Prior to entry to the facility, all visitors are subject to search, which may include:
 - (a) Metal detector searches
 - (b) Hand-held metal detector sweep of their person

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- (c) Visual inspections
 - (d) Pat-down searches of outer garments
- B. Visitors will be required to empty their pockets into containers provided prior to passing through a metal detector. The contents of the container will be visually screened and returned to the visitor after they pass the metal detector search.
 - 1. Non-permissible items
 - (a) Any items considered to be weapons; contraband or non-prescribed medication will not be allowed into the facility.
 - (b) Personal effects, including purses, pocket knives, nail files, nail clippers, cell phones, cigarettes, tobacco or vape products, lighters, matches, pens, pencils, strollers, etc. are not allowed.
 - 2. All permissible items shall be searched prior to entry into the visiting area.
 - (a) Medical aids and implements (i.e., hearing aids, eye glasses and prostheses); walker, canes, wheelchairs
 - (b) Medications which require immediate use (e.g., asthma inhalants, heart medications, etc.) that have been prescribed by a licensed physician and approved by the Watch Commander
 - (c) Infant carrier/car seat
- C. A hand-held metal detector sweep and visual inspection of the contents of a visitor's pockets and outer garments will be conducted if the visitor activates the metal detector upon entry.
- D. A pat-down search of a visitor's outer garments only (i.e., sweater, jackets, overcoats, etc.) may be conducted if the visitor activates the metal detector upon entry, and the reason for the activation cannot be determined.
 - 1. Officers conducting pat-down searches of any outer garment will request the visitor to remove the outer garment from their person prior to conducting the search.
 - 2. The pat-down search requires the officer to move their hands over the outer garment, while pressing the garment to detect any concealed contraband or weapons.
- E. Officers conducting any type of search for visiting shall not touch the person.

1000.11 VISITORS BRINGING IN CONTRABAND OR WEAPONS

- A. When any person attempts to bring in any controlled substance, firearm, weapon, explosive, alcoholic beverage, or any other contraband into the facility, the WC shall be notified immediately. The WC will evaluate the circumstances of the situation and may take one or more of the following actions as necessary:
 - 1. Contact the Fresno County Sheriff's Office for assistance and/or file a crime report.

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2. Suspend, terminate or modify visiting for all or part of the facility.
3. Secure effected areas of the facility and conduct searches.

1000.12 REPORTING AND DOCUMENTATION

- A. The officer or WC will photograph and secure the contraband. The chain of custody must be maintained until relieved by higher authority or an investigating agency. The officer locating the contraband will document the contraband in an incident report.
- B. If an officer is injured while conducting a visitor search (i.e., needle prick, razor blade cut, or any other injury), the officer shall notify the WC immediately of the injury, write an incident report and shall be offered an On-the-Job Injury (OJI) packet by the on-duty WC (See Work Related Illness and Injury and Reporting policy).

1000.13 VISITOR RULES

- A. All visitors will be required to observe the following general rules during visitation:
 1. Visitors are required to present a government-issued photo identification when visiting.
 2. Visitors will be subject to metal detector screening, prior to admittance into the JJC.
 3. All visitors will be dressed appropriately.
- B. Non-permissible clothing items:
 1. Professional or collegiate sports-related logos
 2. Explicit or inappropriate logos on any attire
 3. Provocative or suggestive clothing, i.e., thin strap blouses, low cut or revealing blouses, halter tops, biker shorts, spandex shorts or pants, etc.
 4. Gang attire, i.e. red or blue clothing
- C. Visitors shall be required to empty all the contents of their pockets before entering the facility.
 1. Non-permissible personal items:
 - (a) Any hats, beanies, bandanas or hoodies
 - (b) Sunglasses
 - (c) Hoop/Dangling earrings
 - (d) Hair clips and grooming items
 - (e) Keys, wallets, purses, diaper bags, or any other bags
 - (f) Pocket knives, nail files, and nail clippers
 - (g) Cigarettes, tobacco, vape products, lighters, and matches
 - (h) Cell phones, cameras, and any electronics
 - (i) Pens, pencils

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(j) Strollers

- D. Any items considered to be weapons; contraband or non-prescribed medication will not be allowed into the facility.
- E. All visitors that require immediate use of medication (i.e. inhalers, heart medication, etc.) that have been prescribed by a licensed physician shall inform the Lobby Officer.
- F. Lockers shall be provided for individuals not having an alternative method of leaving property behind when visiting.
- G. Visitation shall be denied to anyone who appears to be under the influence of an intoxicant or alcohol, is out of control, or belligerent to officers. The odor of alcohol on the breath will be considered under the influence.
- H. Visitors are expected to comply immediately with any requests or direction from officers, including being asked to leave the facility.
- I. Visits may be shortened or terminated, for cause, by the WC. Reasons for early termination can include, but are not limited to:
 - 1. Children under 18 years of age left unattended in the waiting room or parking lot.
 - 2. Bringing into the facility or trying to bring into the facility any kind of contraband.
 - 3. Unacceptable behavior by the visitor or their family and/or friends in the parking lot or lobby.
 - 4. Refusal to abide by the rules of the Juvenile Justice Campus.
 - 5. Behaviors that indicate that the visitor is under the influence of a substance.
 - 6. Dressed inappropriately
 - 7. Safety and Security reasons may cancel visiting for the entire unit or facility; this will only be done with approval from the WC, JJC Administration or the authorized designee.

1000.14 REFERENCES

See Visitation Policy for additional guidance.

1000.15 ISSUED DATE

- 10/26/2020

1000.15.1 REVISED DATE(S)

- 04/17/2023
- 08/04/2023

Youth Mail Procedure

1001.1 INTRODUCTION

There is no limitation on the volume of mail that a youth may send or receive (15 CCR 1375).

1001.2 DEFINITIONS

- A. **Mail** - Letters and/or postcards.
- B. **Privileged Mail** - Mail to or from the following:
 - 1. Federal, state or local judges or court personnel;
 - 2. Attorneys or their authorized representative(s);
 - 3. Officials of the confining or releasing authority;
 - 4. Government or public officials/personnel;
 - 5. Deputy Probation Officers
 - 6. Obudpersons
 - 7. Other adocates
 - 8. Legal service organization
 - 9. Division of the Ombudperson of the Office of Youth and Community
 - 10. Holders of public office

1001.3 RESTRICTED MAIL LIST

Youth may not correspond with the following persons:

- A. The victim(s) of their current offense, unless approved by the youth's probation officer.
- B. Any person(s) other than a parent, sibling, or legal guardian, who is detained or housed in any detention or correctional facility, unless approved by Juvenile Justice Campus (JJC) Administration.
- C. Any person(s) the Juvenile Court has ordered the youth not to associate with.
- D. Any JJC employee in a child supervision or auxiliary services function, except for official business approved by a Supervising Juvenile Correctional Officer (SJCO). See Conflict of Interest Policy.

1001.4 INSPECTION OF MAIL

- A. The purpose of inspecting mail is to prevent the entry/exit of contraband or material(s), plans or information of which if distributed could promote criminal activity or cause a serious breach in security, safety, rehabilitation, or the orderly running of the facility.
- B. Youth may correspond confidentially with State Bar or holder of public office, and the Board of State and Community Corrections; however, authorized facility staff may open and inspect such mail only to search for contraband and in the presence of the youth. Incoming and outgoing mail other than confidential correspondence described

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above, may be read by staff only when there is reasonable cause to believe facility safety and security, public safety, or youth safety is jeopardized (15 CCR 1375).

- C. Except as listed below, all incoming and outgoing mail shall be opened and inspected for contraband or non-permissible items.
1. Incoming privileged mail shall not be read, but may be opened and inspected for contraband in the youth's presence (15 CCR 1375).
 2. Outgoing privileged mail shall be sealed by the youth in the presence of the officer and shall not be read or inspected.
 3. Inspection of mail shall not result in withholding of mail from a youth or postal service for a period in excess of twenty-four (24) hours, excluding postal holidays or weekends.
 4. Mail shall not be read, rejected or withheld by staff unless there is reasonable cause to believe that one or more of the following conditions exist:
 - (a) It advocates the direct furtherance of a specific criminal act.
 - (b) It advocates specific acts of violence or physical harm to a person or persons.
 - (c) It advocates plots or plans for escape.
 - (d) It promotes violence, gang activities, or racial, ethnic or religious intolerance within the facility.
 - (e) It contains materials, which shows explicit sex and/or nudity or might violate postal regulations, such as, threats, blackmail, extortion, obscenity or pornography.
 - (f) It contains contraband or plots to send or receive contraband.
 - (g) The correspondence is in violation of a Juvenile Court order.
 - (h) The correspondence is to or from another correctional facility, except as approved on an individual basis.
 - (i) It is not delivered by the United States Postal Service.
 - (j) It would impose an unauthorized financial obligation on the facility.
 - (k) It contains material which might affect the orderly operations of the facility.
 5. Officers assigned to inspect mail shall forward mail that appears to violate any of the conditions listed to the Program SJCO.
 6. The Program SJCO shall inspect suspect mail and make a determination as to the disposition of the mail, subject to administrative review. Dispositional alternatives are:
 - (a) Mail may be delivered to the youth.
 - (b) Mail may be rejected and returned to sender, along with a notice with reason for the rejection.
 - (c) Mail may be seized as contraband.

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7. Contraband shall be preserved as evidence for criminal prosecution or for internal use in disciplinary action and/or program planning.
8. Mail content in violation of conditions listed may be copied and preserved as evidence for criminal prosecution or for internal use in disciplinary action and/or program planning.

1001.5 INCOMING MAIL

- A. All incoming mail shall be subject to the following procedures:
 1. All incoming U.S. Mail is delivered to the JJC. Office Support staff shall sort the mail and have it delivered to the appropriate facility to be placed in the appropriate unit mailbox in the Watch Commander's (WC) office.
 2. Packages and published materials delivered for youth in custody shall be returned to the sender.
 3. Mail delivered for a youth not in custody shall be returned to the sender.
 4. The Senior Juvenile Correctional Officer (SrJCO) on the PM shift shall pick up mail when coming on duty. If the mail is not available, it is the SrJCO's responsibility to make a second attempt to check for mail prior to the end of their shift.
 5. The SrJCO may assign an officer to inspect mail. Mail distribution is to be documented in the housing unit log and the youth's electronic file the same day it is received. Further review of the contents by the Program SJCO or on duty WC due to contraband or security reasons, may delay distribution of mail. Any delay shall be documented in the youth's electronic file.

1001.6 OUTGOING MAIL

- A. All outgoing mail shall be subject to the following procedures:
 1. Youths shall address an envelope and place mail inside. Envelopes must be free of any drawings or extra writing on the outside of the envelope.
 2. Mail sent at the County's expense shall be left unsealed and given to housing unit officers for inspection and mailing. The officer shall initial the envelope across the back flap to show that it had been inspected. There will be no limit to postage-free mail for youth.
 3. Mail sent with the youth's own postage shall be left unsealed for inspection by unit officers. The youth shall seal the mail in the presence of the officer after inspection. The officer shall initial the envelope across the back flap to show that it has been inspected.
 4. Privileged mail shall be sealed and given to unit officers for mailing.
 5. Assigned officers shall inspect outgoing mail. The mail shall be sent out the same day unless further review of the contents by the Program SJCO or on-duty WC is required because of contraband or security reasons.

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6. The SrJCO on the PM shift shall deliver mail to the WC office when going off duty.
7. Office Support staff shall collect the mail by the end of the business day, excluding weekends and holidays, for processing.

1001.7 NOTICE OF WITHHELD OR REJECTED MAIL

- A. All incoming and outgoing mail that is withheld or rejected shall be subject to the following procedures:
 1. When a youth has outgoing mail withheld or rejected, a signed and dated Notice of Withheld or Rejected Mail form stating the reason for the action shall be given to the youth by the Program SJCO. It shall be documented in the housing unit log and the youth's electronic file.
 2. When incoming mail is withheld or rejected, a signed and dated Notice of Withheld or Rejected Mail form stating the reason for rejection shall be returned to sender by the Program SJCO. The youth shall be given a copy of the notice, to include the correspondent's name.
 3. When a youth's mail is withheld or rejected due to a criminal investigation or a security risk, notification may be delayed with the approval of the Deputy Chief or the authorized designee until the criminal investigation or security risk had been resolved.

1001.8 YOUTH'S RIGHT TO APPEAL

- A. Youth may appeal a decision that was made to suspend, reject or withhold mail by the use of the Youth's Grievance Procedure. Correspondents from outside the facility may appeal a decision to suspend, reject or withhold mail by contacting the program supervisor for justification, or they could file a Citizens Complaint with any facility supervisor. See Personnel Complaints Policy.

1001.9 ADVISING YOUTH

- A. At the time of the youth's orientation, the officer shall advise each youth of the provisions of this mail policy.

1001.10 EXCESS MAIL

- A. Mail is placed in youth's personal property bag in their unit. Youth may accumulate mail while detained at JJC based on their length of custody. Youth with excess mail shall be subject to the following procedures:
- B. Youth in possession of excess mail may voluntarily remove mail from their personal property bag and place it in a separate bag to give to a unit officer, which will be given to the parent/guardian at the conclusion of their family visit. The unit officer shall then ensure the following:
 1. Inspect the bag for any contraband attempting to be sent out.

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2. The bag shall be given to the Lobby officers, where the parent/guardian will pick-up at the conclusion of their family visit with their child.
 3. Document in the youth's chronological record in the department's case management system that the youth has verbally authorized the release of excess mail to the parent/guardian. If the youth does not provide authorization, the mail will remain in the personal property bag.
- C. Youth's excess mail shall be taken to Booking to be placed in their Booking property bag.
- D. Officers shall document in the housing unit log and the youth's electronic file that excess mail was given to the parent/guardian at their family visit or placed in their Booking property bag.

1001.11 REFERENCES

See Youth Mail Policy for additional guidance.

1001.12 ISSUED DATE

- 12/07/2020

1001.13 REVISED DATE(S)

- 04/17/2023
- 08/04/2023

Programs, Exercise, and Recreation Procedure

1002.1 INTRODUCTION

Juvenile Justice Campus (JJC) officers are encouraged to plan and organize activities such as arts and crafts classes, excursions, educational programs or holiday celebrations to benefit the overall recreation experience of detained youth.

1002.2 SPECIAL ACTIVITY PLANNING

- A. Special activities planning shall supplement the daily scheduled recreational programs of the housing unit and take into consideration the needs and preferences of the youth.
- B. Special activities shall provide positive reinforcement of behavior or provide cultural or educational experiences for youths. They shall help to develop and promote the concepts of cooperation, participation, responsibility, and good sportsmanship.
- C. Each housing unit may submit a request for up to three (3) unit parties per calendar year. Requests for Juvenile trust fund expenditures for commercially prepared food items can be submitted for these activities

1002.3 ACTIVITY REQUEST

- A. Special Activity Request Forms must be submitted to the Program Supervising Juvenile Correctional Officer (SJCO) at least 3 weeks prior to the activity.
- B. The request shall include information indicating which housing unit is involved, names of officers/volunteers involved, number of youth involved, and officer coverage needed.
- C. The request will provide a description of the activity, the purpose of the activity, the location of activity and list the criteria for youth to participate in the activity.
- D. The request shall list the following information as required:
 1. Projected Juvenile trust fund expenditures, including sales tax and any other charges.
 2. Items and quantity of food being requested.
 3. Any other items needed to conduct the activity.
- E. If the activity is to occur outside the facility, the following information must be provided:
 1. The itinerary, including destination, departure and arrival times, time and place of meals, and other related items.
 2. Transportation arrangements indicating the number of County vehicles that will be used. List driver's license and County requirements.
- F. The request will list persons responsible for the following tasks to be completed by the date of the activity:
 1. Obtaining Funds – The Recreation Coordinator will pick up funds, make purchases and return the receipts to the business office.

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2. Other Items – The Recreation Coordinator will arrange and pick up items as approved.
3. Commercially Prepared Food Items – Coordination and pick up of commercially prepared food items will be completed by the Recreation Coordinator. When youth consume commercially prepared food items, the Senior Juvenile Correctional Officer will save "extra food items" tray of food items served at the activity. This tray will be tagged and stored in the housing unit refrigerator for 48 hours after the activities.
4. Reservation – Arrange for admissions, reservations, etc. to ensure availability.
5. Transportation – The Recreation Coordinator, in conjunction with the Program Coordinator Supervisor, will be responsible for arranging transportation. A travel request shall be submitted for out-of-county travels.
6. School Notification – The school principal must approve the activity if it is scheduled to occur during regular school hours.
7. Excursion Forms – Officers shall ensure the timely completion of forms and parental consent forms.
8. Medical Court Orders – Required for any out-of-county activities.

1002.4 REQUEST PROCESSING

- A. The completed Special Activity Request form is submitted to the Program SJCO for review.
 1. The Program SJCO will review the planned activity to ensure it is within the above guidelines, note any changes, make a recommendation, and forward it to the Assistant Deputy Chief.
- B. The Assistant Deputy Chief will review the request, and approve, deny or modify the request, and submit it to the Deputy Chief for final approval.
- C. Once approved or denied at the Assistant Deputy Chief and Deputy Chief level, the original form will be returned to the Program Coordinator SJCO.
- D. If the Special Activity Request requires food or items to be purchased through the general trust fund, the requesting officer or agency must complete an Expenditure Request. All activities involving an Expenditure Request are submitted to the Deputy Chief for final approval. The facility Recreation Coordinator will make any necessary purchases with their assigned Probation Cal-card.
 1. Original Expenditure Requests along with receipts are submitted to the business office monthly.
 2. The facility Recreation Coordinator will retain the original request in an activity file for a period of two years.

1002.5 EXCURSION GUIDELINES

- A. If the activity planned is an off-site excursion, the following guidelines will be utilized:

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1. First Aid Kit – Required for any out-of-building excursions.
2. Sign-Out – The original excursion forms along with signed parental consent/medical release and medical orders are to be assigned to the officers supervising the excursion.
3. Medical Emergencies – The excursion forms and medical orders authorize staff to seek professional medical care for youth under their supervision. Youth are to be taken to Community Regional Medical Center (CRMC) if within Fresno County. If out of Fresno County, take to the nearest hospital.
4. AWOL – Notify local law enforcement and facility Watch Commander as soon as possible if youth goes AWOL. Staff will evaluate continuation or termination of the excursion for remaining participants. The Watch Commander will notify administration, the Booking Officer, Housing Unit Senior and the youth's Probation Officer.
5. New law violation during the excursion – Notify local law enforcement and Facility Watch Commander as soon as possible. Notify the youth's parents if the youth is placed in custody in another county. Depending on the severity of the violation, the Watch Commander may need to notify administration.

1002.6 VIDEO GAMES

- A. Electronic games shall be utilized only through authorization by the Program SJCO.
 1. The Senior JCO shall make a request of the Program SJCO for use of the video game system (TV/Stand/Console system/Games) for a specified time frame in accordance with the unit recreation schedule.
 2. In the absence of the Program SJCO, their designated back-up may be utilized to request gaming system access. All prior restrictions on gaming system usage set by the Program SJCO shall remain in effect during their absence, unless granted by Deputy Chief or Assistant Deputy Chief.
- B. The gaming system shall be kept in a secured location at all times when not in use; the only persons with access to the secure storage location of the gaming systems shall be SJCOs, Assistant Deputy Chiefs, and Deputy Chief.
- C. The only games authorized for use on the gaming system shall be those games which have been purchased and approved for use by the JJC Recreation Coordinator in conjunction with the Programming SJCOs. No privately purchased or downloading of video games shall be allowed on any JJC Gaming system.
- D. All games and materials used on the JJC Gaming systems shall be ESRB rating of E or E/10+ only.
- E. When a gaming system is in use within a housing unit, upon conclusion of use, the gaming system shall be unplugged and moved to the exterior hallway for pick-up by the Watch Commander or Program SJCO to secure in its storage area.
- F. The usage of the JJC gaming system is a privilege that is earned through positive behavior and promoting harmony and cooperation within the housing units. Any

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actions that are contrary to this may result in a temporary or permanent loss of privilege to use the gaming system.

1002.7 MOVIES, LIVE STREAMING, DIGITAL MEDIA

- A. Video media is a privilege for youth in housing units to promote well-being, mental stimulation, and relaxation as a recreational option in accordance with the recreation schedule. As with all privileges, access to video media is earned through positive behavior which fosters harmony and cooperation amongst the housing unit's staff and residents.
- B. Video Media comes in many forms, including but not limited to:
 - 1. DVD, CD-R, DVD-RW formats
 - 2. USB Streaming device (Roku, Amazon Firestick, Apple +, etc.)
 - 3. Cable/Satellite services (Comcast, Direct TV, etc.)
 - 4. Internet streaming services (Amazon Prime, Netflix, Disney +, etc.)
 - 5. Video broadcast from mobile device (video Dongle, screen mirroring, app casting, etc.)
- C. Any display of video media shall only be done in accordance with the recreation schedule and through channels and devices authorized and provided by the JJC Recreation Coordinator.
 - 1. Any video media broadcast shall only be done with approved devices or content provided by the Fresno County Probation Department.
 - 2. Unless approved through Juvenile Court Order or by Deputy Chief, the only video media broadcast shall be rated G, PG, and PG-13, or TV-PG or below.
 - 3. Any request for display of video media not provided by the Fresno County Probation Department must be in writing to the Assistant Deputy Chief or the authorized designee. Only after approval is permission granted to display such video media to youth.
- D. The viewing of video media is a privilege that is earned through positive behavior and promoting harmony and cooperation within the housing units. Any actions that are contrary to this may result in a temporary or permanent loss of privilege to view video media content.
- E. Staff members shall not bring to the JJC any digital media devices, gaming systems, or computer systems for the use of broadcasting unapproved media content (streaming, videos, games, etc.)
- F. There shall be no usage of digital media devices inside the secure perimeter of the JJC, this will include:
 - 1. All cell phones and smartphones except Watch Commander-issued devices or those permitted by the Chief Probation Officer or the authorized designee.
 - 2. All USB devices except those permitted by the Chief Probation Officer or the authorized designee and approved for use by Probation Automation.

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3. All digital media devices, to include but not limited to;
 - (a) Wi-fi hotspots
 - (b) Streaming devices (ROKU, FIRE, Apple, etc.)
 - (c) Electronic gaming devices of any kind
 - (d) Digital recording devices
 - (e) GPS devices
- G. Exceptions will only be granted by the Chief Probation Officer or the authorized designee.

1002.8 SAFETY PRACTICES FOR LARGE MUSCLE EXERCISE

- A. The following safety procedures shall be adhered to by all unit staff members when organizing and supervising large muscle exercise
 1. All youth participating in athletic programs are required to wear serviceable footwear as well as appropriate dress and safety equipment (if necessary or required) during all periods of exercise/large muscle exercise.
 2. Horseplay will not be permitted or tolerated during large muscle exercise activities.
 3. Youth shall not be permitted to participate in sports where youth must purposely hit or collide into one another. Examples include, but are not limited to tackle football and boxing.
 4. Large muscle exercise activities shall not take place in areas of ongoing construction, or in close proximity to equipment or tools.
 5. All large muscle exercise equipment must be used only for its intended purpose, and with the supervision of staff members.
 6. Youth shall have sunscreen available for them when the sun is out.
 7. Outdoor large muscle exercise shall not occur during rain or periods of severe heat, when the temperature exceeds 100 degrees Fahrenheit or when the temperature is below 40 degrees Fahrenheit. One hour of large muscle exercise activities shall be provided indoors on these days. Staff members shall follow the Air Quality Guidelines for outdoor large muscle exercise. The Air Quality index shall be checked by going to Airnow.gov before going outside for large muscle exercise. Staff members will be required to type in the zip code for JJC (93725).
 1. **Green:** Air quality is satisfactory, and air pollution poses little or no risk.
 2. **Yellow:** Air quality is acceptable. However, there may be a risk for some people, particularly those who are unusually sensitive to air pollution.
 3. **Orange:** Members of sensitive groups may experience health effects. The general public is less likely to be affected. Staff members will be required to give more frequent water breaks and if necessary, a youth shall have any asthma pump readily available.

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4. **Red:** Some members of the general public may experience health effects: members of sensitive groups may experience more serious health effects. All outdoor large muscle activity shall be taken indoors.
 5. **Purple:** Health alert: The risk of health effects is increased for everyone. All outdoor large muscle activity shall be taken indoors. Staff members shall consult with a Watch Commander to determine if it's safe to walk youth to school outdoors.
 6. **Maroon:** Health Warning of emergency conditions: everyone is more likely to be affected. No movement outside.
 8. Prior to the commencement of any large muscle exercise, warm-up exercises shall be demonstrated for and performed by all participating youth.
 9. All youth shall participate in the large muscle exercises unless excused for medical reasons. Youth refusing to participate without a medical reason shall lose behavior modification points.
 10. Youth not directly involved in large muscle exercise shall be required to sit down. Youth shall remain in view of staff, away from the fence line and possible exit routes.
 11. All youth are encouraged to use the restroom prior to going outside for large muscle exercise. For youth needing to use the restroom, staff members will call security staff members for assistance.
 12. Staff members shall be observant to any inappropriate behavior displayed by youth and provide corrective action immediately.
 13. Staff members shall be observant of those youth who may be struggling (i.e. heat exhaustion or breathing) with the physical exercise and immediately intervene to assess the situation to determine if they can continue with the physical exercise. If necessary, based on the situation, staff members shall contact the on-site medical staff.
 14. In the event weather does not permit outdoor physical activity, at least one hour each day of exercise involving large muscle activity shall be provided indoors.
- B. The following security practices shall be adopted by all staff members when supervising large muscle exercise. Officers shall directly supervise all activities:
1. Ensure appropriate staff member coverage is available prior to implementing a large muscle exercise activity. There must be enough staff members to provide a safe and secure environment.
 2. Any reduced staffing ratio must be approved by the on-duty Watch Commander.
 3. Always provide structure and your expectations to the group prior to the large muscle exercise activity by:
 - (a) Announcing behavioral expectations for the large muscle exercise, especially the importance of sportsmanship.

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- (b) Ensuring that all youth are aware of the rules of the game, and the rules are followed.
- (c) Providing instruction regarding the use of any equipment associated with the scheduled activity.
- (d) Requesting and answering questions pertaining to the activity, prior to commencement.
- (e) Make sure that all youth not participating in the large muscle exercise activity are sitting down in an appropriate area. Youth shall remain far enough away where they cannot touch the fence and remove any part of the fencing.

1002.9 REFERENCES

See Programs, Exercise, and Recreation Policy for additional guidance.

1002.10 ISSUED DATE

- 06/21/2023

Youth Telephone Access Procedure

1003.1 PURPOSE

The purpose of these procedures to provide officers at the Juvenile Justice Campus (JJC) with guidelines on the application, supervisory oversight of, and restrictions on the use of telephones by youth in custody. Each officer is expected to use these guidelines to make such decisions in a safe, impartial, lawful and professional manner. All telephone calls a youth makes will be free (§208.1 WIC).

1003.2 INITIAL PHONE CALLS

- A. Youth shall have the right to make two telephone calls immediately after being taken to the JJC, and no later than one hour of being placed into custody; one call completed to their parent or guardian, a responsible relative, or his/her employer, and another call completed to an attorney (224.71 and §627(b) Welfare and Institutions Code).
- B. Initial telephone calls shall be at County expense, if the calls are completed to telephone numbers in the local calling area (§627(b) WIC). JJC will cover the cost of all telephone calls regardless, if they are outside the local calling area.
- C. Initial telephone calls will be completed at the time of booking, and noted on the Booking Screen of the department's case management system. If Booking Office staff member is unable to complete the call until after the booking process is finished, the completed call shall be logged on the youth's chrono in the case management system. The Booking officer shall notify the Watch Commander as soon as possible and then make sure the youth complete the call(s) as soon as possible.
- D. If the initial telephone call is not completed in Booking, it will be completed in the housing unit that the youth is assigned to. Completion of the telephone call shall be logged on the youth's chrono in the case management system.
- E. Every possible effort shall be made to ensure that the youth shall make and complete their two initial telephone calls within one hour after the youth has been taken into custody, except where physically impossible.
- F. If it is determined that the youth is the custodial parent with responsibility for a child, the youth shall be entitled to make such additional telephone calls as reasonably necessary to arrange care for the child.

1003.3 COURT-ORDERED PHONE CALLS

- A. Court-ordered telephone calls shall be made to pre-authorized recipients only designated at intake/booking.
- B. The officer supervising the call shall document the completion of the telephone call by logging it in the youth's chrono in the department's case management system and noting it on the youth's copy of the Court Order with the date and time the call was completed and their initials if the court order is readily available.

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1003.4 INCENTIVE PHONE CALLS

- A. Each housing unit program shall include cost-free telephone calls as a privilege for youth who meet the appropriate guidelines within the housing unit.
- B. Youth shall not be allowed to use County telephones in the housing unit office area to make incentive telephone calls unless approved by a Watch Commander.
- C. An officer will be assigned to supervise incentive telephone calls to:
 1. Ensure that the youth dials no prohibited telephone numbers (witnesses, victims, unauthorized individuals, etc.);
 2. Ensure the length of telephone calls are according to the housing unit program guidelines.
- D. The officer supervising the telephone call shall be responsible to document the youth's completed call by making a log notation in the youth's chrono in the department's case management system.
- E. Housing unit telephones will have a shut-off switch accessible to officers to terminate telephone use during an emergency or inappropriate use by the youth.

1003.5 LEGAL AND COURT-ORDERED PHONE CALLS

- A. Youth shall have cost free telephone access as appropriate (Title 15, §1377, CCR).
- B. The Senior Juvenile Correctional Officer (JCO) will make County phone services available to youth if the call does not conflict with housing unit operations or security at the time. If the call cannot be granted when asked for due to operational or security reasons, the Senior JCO will ensure the call is completed when feasible.
- C. All attempts and successful contacts to attorneys and/or Courts by youths shall be documented in the unit log and youth's chrono in the department's case management system.

1003.6 REFERENCES

See Youth Telephone Access Policy for additional guidance.

1003.7 ISSUED DATE

- 04/17/2023

1003.8 REVISED DATE(S)

- 08/04/2023

Youth Access to Legal Services Procedure

1004.1 PROCEDURES

Upon entering the Juvenile Justice Campus, all youth shall be provided with access to legal services. All requests for legal services shall be directed through the unit Senior Juvenile Correctional Officer (JCO) and Program Supervising Juvenile Correctional Officer.

Youth Access to Courts and Counsel

- A. Youth shall have access to a licensed attorney and their authorized representative upon request of the youth or their parents.
 1. To meet with their attorney, youth will submit a Request to See form. Once the form is completed, it is to be sent through interoffice mail upon completion of the shift. The youth may also write to their attorney through the normal mail correspondence process. If there is a dispute, the staff member shall contact the on-duty Watch Commander for clarification.
 2. Requests by the youth to have a visit with their attorney shall be documented in the housing unit log and the youth's electronic file. All attempts to notify the attorney on behalf of the youth shall also be documented in the unit log and the youth's electronic file.
 3. Youth shall have the right to meet with attorneys and their authorized representatives, ombudspersons, including the Division of the Ombudsperson of the Office of Youth and Community Restoration, and other advocates, holders of public office, state and federal court personnel, and legal service organizations (Welfare and Institutions Code Section 224.71).
- B. Attorneys shall provide satisfactory identification to visit youth.
 1. The attorney is recognized as the youth's attorney of record in their electronic file, is a representative of the attorney of record (e.g. Public Defender's paralegal; alternate attorney for a private or conflict attorney's office, etc.) as verified through written confirmation.
 2. The attorney has written confirmation, either by way of letter, contract or other documentation which establishes that the parent(s) or guardian of the youth desire the visit.
 3. Youths shall have space designated for confidential consultations with their attorney.
 4. At the discretion of the facility Watch Commander, the attorney may be allowed contact with the youth in their housing unit.
 5. Attorney visits shall be granted at a reasonable time, subject to operational and/or security needs of the facility.
 6. All other representatives as noted in (A 3) that have a legal right to meet with the youth shall provide the necessary identification.

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- C. Youth shall have the right to telephone and mail contact with attorneys and their authorized representatives, ombudspersons, including the Division of the Ombudsperson of the Office of Youth and Community Restoration, and other advocates, holders of public office, state and federal court personnel, and legal service organizations (Welfare and Institutions Code Section 224.71)..
1. Youth shall have unlimited postage-free legal correspondence and cost-free, unrecorded telephone access as appropriate.
 2. The Senior JCO will make County phone services available to youth if the call does not conflict with housing unit operations or security at the time. If the call cannot be granted when asked for, the Senior JCO will ensure the call is completed when feasible.
 3. All attempts and successful contacts to attorneys and all of the other legal representatives and noted in (C) by youth shall be documented in the housing unit log and the youth's electronic file.

1004.2 REFERENCES

See Youth Access to Courts and Counsel Policy for additional guidance.

1004.3 ISSUED DATE

- 10/26/2020

1004.4 REVISED DATE(S)

- 04/17/2023
- 08/21/2023

Religious Programs Procedure

1005.1 PROCEDURE

- A. Under the supervision of the Chaplain, institutional religious services are held in each housing unit on a weekly basis. Additional religious programming such as Bible study and individual religious counseling is available as well.
 - 1. Services are held in units and all youth are allowed to attend on a voluntary basis.
 - 2. Participating youth will be seated in the dayroom in an orderly fashion.
 - 3. Youth not participating in the religious service will be provided with an alternative activity outside of their sleeping room.
- B. In addition to the above-referenced scheduled activity, the Chaplaincy Service Program also offers a variety of other religious services and programs, designed to meet the religious needs of all youth. Included in this special programming are opportunities for visits from local clergy and arrangements for special religious observances, including dietary requests. Staff members receiving requests from youth for special religious accommodations should contact the Chaplain through the Supervising Juvenile Correctional Officer (SJCO) over programming.
- C. Visits from local clergy are encouraged and arranged through the Chaplain and approval from the SJCO over programming. (Follow vendor, volunteer, and student intern policy).
- D. Staff members receiving requests for clergy visits shall direct the inquiries to the Chaplain via the chain of command.
- E. The following procedure regulates all clergy visits:
 - 1. Individual visits by clergy are authorized by the Chaplain. Clergy visits are usually limited to one (1) time per week and are scheduled at the mutual convenience of clergy and the institution. In the event of an emergency (i.e., illness, death in the family, etc.) the Chaplain, coordinating with the SJCO, may increase the number of clergy visits.
 - 2. Professional visits are limited to ordained persons.
 - 3. Professional church workers (i.e., youth workers, pastoral counselors, etc.) who are not ordained may be authorized by the Chaplain, with the approval of the SJCO, to visit individual youth, who are members of their congregation.
 - 4. Clergy requesting visiting privileges shall be referred to the Chaplain via the chain of command, who will schedule the visit with the appropriate institution.

1005.2 REFERENCES

See Religious Programs Procedures for additional guidance.

1005.3 ISSUED DATE

- 04/17/2023

Chapter 12 - Personnel

Vacation, Personal Time, and Sick Leave Procedure

1200.1 VACATION, PERSONAL TIME, AND SICK LEAVE

It is the policy of the County that employees are permitted to take annual leave for vacation purposes to the maximum extent consistent with operational needs. In order to be consistent with this County Policy, Juvenile Justice Campus (JJC) administration and management will consider the need for safe facility operations when considering any member's time off request.

REQUIRED ANNUAL LEAVE USAGE

See Section 600 of the Salary Resolution, which is located in e-Services under Official County Policies.

ANNUAL VACATION SCHEDULING

The foremost priority is to ensure proper coverage for all facility functions at the JJC. The number of staff members to be allowed off on any shift will be evaluated based upon factors such as availability of replacement members, gender balance, as well as security and program needs.

Vacation sign-ups will be considered based on the departmental seniority of the staff member. Seniority, for purpose of vacation selection, is defined as the total time that a staff member has been employed within the Fresno County Probation Department in a permanent position.

Staff members should not request vacation or other time off unless they have sufficient annual leave time accrued prior to departure date. Staff members will not be allowed to use dock time for vacation. It is the staff member's responsibility to cancel vacation dates accordingly if they do not have sufficient annual leave time accrued prior to departure date.

For the Dietary Aide series – There must be at least one regularly scheduled Dietary Aide on duty each shift.

Staff members will receive notification containing the seniority vacation list. The notification will include the timeframe covered in the annual vacation calendar year, the timeframe allotted to submit the request for vacation, and when confirmation of the vacation requests will be received.

In accordance with the respective MOUs for Supervising Juvenile Correctional Officers (SJCO) and the Juvenile Correctional Officer (JCO) series, once the work shift sign-up process has been completed, the annual vacation selection sign-up will be scheduled. The annual vacation calendar will be established each January.

For the JCO series - The maximum number of officers allowed off per day is 9.

The JCO assignments that observe the County holidays will not be counted towards the maximum limit on that specific day.

The following JCO assignments observe and will be scheduled off on all County holidays: Population Control Officer, Transportation Senior Training Officer, Transportation Officers, EBP

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Senior Officer, and PbS officer. The immediate supervisor and/or scheduling supervisor may approve for a JCO in one of these assignments to work, if there is an identified need within their assignment.

Court holidays are not observed by any JCO assignment.

For the SJCO series – There will be at least one (2) SJCO's regularly scheduled, for the activity shifts (AM/PM shifts), to include holidays and weekends. For the graveyard shift there will be at least one (1) SJCO scheduled to work, including holidays and weekends.

For further information see the SJCO series addendum to the Memorandum of Understanding.

The SJCO assignments that observe the County holidays will not be counted towards the limit on that day.

The following SJCO assignments observe the County holidays, Administrative Support SJCO's: Court Liaison Supervisor, Scheduling Supervisor, and Program Coordinator Supervisor. An Assistant Deputy Chief may approve for an SJCO in one of these assignments to work, if there is an identified need within their assignment.

Staff members will receive notification containing the seniority vacation list with their scheduled date and time to select annual vacation. The notification will include the timeframe covered in the annual vacation calendar year, the time allotted to each staff member to select vacation, and location.

There will be two rounds of vacation selection sign-ups and each round will have a specific time allotted for each round. If a staff member is late for their scheduled vacation selection appointment, they will only receive the remaining allotted time for that individual in that round. If a staff member misses their scheduled vacation selection appointment, the process will not stop. That staff member will be placed in the next available open slot based on their seniority.

Each staff member is allotted 5 minutes for the first round of vacation sign-ups and 5 minutes for the second round of vacation sign-ups. After the allocated time, the next person will sign up.

A staff member may designate a proxy to sign up for their vacation. The designated proxy will have full authority to select the staff member's annual vacation. Each proxy must have a completed signed authorization form, which will be included at time of notification to the staff members.

Staff members should be prepared with different vacation choices, in order of priority.

During the sign-up process, staff members will be permitted to select up to three (3) weeks of vacation time off. The request must be four (4) or more consecutive days, which may include observed County holidays, and can be requested in the following format.

Senior JCO's, JCO's and Dietary Aide's– Round one:

- One block for fifteen days (15).
- One block of ten (10) days and one for five (5) days.
- Or three blocks of five (5) days.

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Only block days will be approved in the first round and all single-day requests will be denied. Staff members will not be allowed to split their vacation requests for a four (4) or five (5) day block with their regular days off (RDO). If a staff member elects to select four consecutive days for a weeks' vacation, they would forfeit the fifth day without carry over.

During the second round of sign-ups, staff members will be permitted to sign up for a fourth (4th) week of vacation time off. The fourth week can be one block of four (4) or five (5) days or up to five (5) single-day requests. If a staff member elects to select less that five (5) days, they would forfeit the remaining days with out carry over.

SJCO's 10-hour shifts– Round one:

- One block for twelve days (12)
- One block of eight (8) days and one for four (4) days.
- Or three blocks of four (4) days.

SJCO'S 8-hour shifts- Round one:

- One block for fifteen days (15).
- One block of ten (10) and one for five (5) days.
- or three blocks of five (5) days.

Only block days will be approved in the first round and all single-day requests will be denied. Staff members will not be allowed to split their vacation requests for a four (4) or five (5) day block with their regular days off (RDO). If a staff member elects to select four (4) consecutive days for a weeks vacation, they would forfeit the fifth day without carry over.

During the second round of sign-ups, staff members will be permitted to sign up for a fourth (4th) week of vacation time off. The fourth week can be one block of four days (4) or five (5) days or all four (4) or five (5) single day requests (dependent on the shift they select). If a staff member elects to select less than four (4) or five (5) days (dependent on the shift they select), they would forfeit the remaining days with out carry over.

A vacation request for 21 or more consecutive workdays must be reviewed by the supervisor and forwarded to the Deputy Chief for approval.

The approved vacations will be immediately placed in the respective vacation calendar located in Outlook. Vacation dates will be placed on the Department's electronic scheduling system within a reasonable time frame after the vacation selection process is complete.

Vacations, which have been approved prior to a promotion, voluntary transfer or voluntary reassignment, may be changed at the discretion of the Deputy Chief. If a staff member is directed to transfer, previously scheduled vacation will remain the same.

SCHEDULED PERSONAL TIME OFF

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It is recognized that it is not always possible to predict time off needs during the vacation selection process. Staff members may request personal time off to the limits of operational needs of the facility and to the degree coverage will allow after the vacation selection process is complete.

In all cases, requests should be made no more than fifty (50) days in advance and not less than ten (10) days in advance of the date requested. Staff members shall not request personal time off unless they have sufficient annual leave time accrued prior to departure date. Staff members will not be allowed to use dock time for personal time off (The day of the request is considered day one).

Personal time off requests shall be submitted to the Scheduling Supervisor using the "JJC Absence/Swap" form no more than 50 days in advance and no less than 10 days in advance of the date requested (The day of the request is considered day one).

The Scheduling Supervisor shall respond to the request within seven days after the request is submitted.

Personal time off will not be approved until the completion of the annual vacation selection process and shall not be more than 50 days in advance.

UNSCHEDULED TIME OFF

Unscheduled personal time off causes a hardship to the facility and should be kept to a minimum. Unscheduled personal time off requests are made less than ten days in advance of the date requested and will be documented as unscheduled leave (UL). Unscheduled leave requests will be submitted to the staff member's immediate supervisor or the Watch Commander in the absence of the immediate supervisor.

In all cases of unscheduled personal time off, the staff member must explain the reason for the absence. Documentation validating the absence may be required (i.e., doctor's note for employee, child, spouse; death certificate; police report or citation).

SICK LEAVE

When unable to report to work for a medical reason, the staff member will contact the Watch Commander, no later than two hours prior to their scheduled work time to get approval to use sick leave. In all cases, a staff member's request to use sick leave should be made as much in advance of the beginning of the shift as feasible.

Sick leave is for use by staff members who must be absent from work due to illness, injury or healthcare appointment of a staff member. Sick leave is not considered vacation and abuse of sick leave may result in discipline, denial of sick-leave benefits, and/or documentation in the member's performance evaluation. In any instance where it is deemed warranted, a staff member may be required to submit documentation validating the request to use sick leave.

Sick leave may be utilized in the following cases:

- (a) An illness or injury of a staff member or family member (including such illness or injury as established by law; i.e., FMLA and CFRA).

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- (b) Any FMLA and/or CFRA qualifying leave (e.g., to stay home with a child either newly born or newly placed with the staff member for adoption or foster care).
- (c) Healthcare appointment of a staff member or family member.
- (d) Physical incapacity for the purpose of work caused or contributed to by pregnancy or the recovery thereof.
- (e) Consistent with Workers' Compensation, as defined in Salary Resolution Section 617, Worker's Compensation- Integration, and disability plan integration where applicable.

All staff members who use annual leave for sick leave are required to complete and sign a "Leave Request and Certification" form (E-FC-002) when they return to work. (See Form E-FC-002, located in E-Services website library, under "Forms - Countywide".) The staff member shall indicate:

- a. Date(s) and time(s) of the absence;
- b. Number of hours used during the absence.

Staff members shall record the number of hours of any leave time for illness used when they complete their biweekly timesheet. Use of leave that resulted from an injury or illness contracted on the job shall be identified as such by the staff member on their timesheet for California Occupational Safety and Health Act purposes (§615.2.2, 615.2.3 & § 715.5.2 & 715.5.3, Fresno County Salary Resolution (FCSR)).

If a staff member exhausts their sick leave or annual leave time during an extended injury or illness, they should fill out a leave of absence request. (§7022 Fresno County Personnel Rules)

DOCTOR'S STATEMENTS

The Chief Probation Officer or the authorized designee, in any instance where deemed warranted, may require a staff member to submit a statement from a California-licensed physician setting forth the specifics which necessitate the staff member's absence for illness or injury purposes and shall have the right to require examination by County-appointed medical personnel at no expense to the staff member, as specified in Personnel Rule 8024, Special Compulsory. (§615.2.4 & 715.5.4 FCSR)

Staff members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return to work. Staff members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement for an absence of three or fewer days.

DEPARTMENT RESPONSIBILITY

The Chief Probation Officer or the authorized designee has a responsibility to send staff members home for medical attention when there is evidence they are either too ill to work or present a hazard to themselves, co-workers or the public.(§615.2.5 & §715.5.4, FCSR).

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The Chief Probation Officer, through the staff member's immediate supervisor, shall require that staff members who use any sick leave or annual leave for sick purposes complete a "Leave Request and Certification" form (§615.2.2 & §715.5.2, FCSR).

The staff member's immediate supervisor has the responsibility to monitor each staff member's use of annual leave, unscheduled personal time off, and sick leave regularly to ensure that the use of leaves and absences are consistent with this policy.

A synopsis of the monthly attendance reports should be provided to the staff member, which should include the balance of annual leave. Any concerns arising from said reports shall be addressed timely with the subordinate staff member. Any meetings or discussions regarding concerns with the staff member's use of annual leave, unscheduled personal time off, and sick leave shall be documented.

The responsibilities of supervisors include but are not limited to:

- (a) Referring staff members to the Personnel Unit to determine whether the staff member may qualify for assistance such as family medical leave, etc.
- (b) Referring staff members to the employee assistance program.
- (c) When appropriate, counseling staff members regarding excessive absences and/or inappropriate use of sick leave.
- (d) Use of annual leave, unscheduled personal time off, and sick leave will be reflected in all staff member performance evaluations.

1200.2 REFERENCES

See Vacation, Personal Time, and Sick Leave Policy for further guidance

1200.2.1 ISSUED DATE

- 07/11/2022

1200.3 REVISED DATE(S)

- 01/04/2023
- 01/03/2024

Subpoenas and Court Appearances Procedure

1201.1 SUBPOENAS AND COURT APPEARANCES

Agreement with the Fresno County District Attorney and Subpoenas:

- A. The Fresno County Probation Department has an agreement with the Fresno County District Attorney's office to provide staff members of the Department with electronic subpoenas, via email, for case(s) the District Attorney's Office is prosecuting.
- B. The custodian of records, or the designee, for juvenile and adult cases, will distribute subpoenas electronically, via email, within two business days of receiving the subpoena, to staff members and their supervisors, advising them to follow the reporting instructions or contact the assigned attorney set forth in the subpoena.
- C. When the subpoena is sent electronically, and the subpoenaed staff member is unavailable to contact the District Attorney's office and is not available the day of the court hearing, a supervisor or designee shall contact the District Attorney's office to explain the situation and get further instructions. In some scenarios, when a staff member is not available, the supervisor will need to contact the Department's Personnel Unit to get additional instructions.
- D. Supervisors for juvenile and adult cases will be able to update DA Portal regarding the member's availability.

Unavailable to Appear

- A. When a staff member receives a subpoena, and is scheduled for pre-approved annual leave the day of the court hearing, the staff member shall contact the party that issued the subpoena as soon as possible to explain the situation and provide their earliest availability. Upon supervisorial approval, the member should ask the agency if another staff member could testify on their behalf and provide the necessary information for the agency to issue a subpoena.
- B. If a staff member is sick the day of a court hearing, a supervisor or designee will immediately call the party that issued the subpoena to explain the situation and to get further instructions.
- C. If a staff member receives a subpoena and they are unavailable to appear due to an on-the-job injury or any protected time, e.g. Family Leave Act, State Disability, a supervisor will call the party that issued the subpoena to explain the situation and to get further instructions. If the matter involves the Fresno County District Attorney's Office, a supervisor will also log into the DA Portal (Fresno Cases) to update the member's availability.

1201.2 REFERENCES

See Subpoenas and Court Appearances Policy for additional guidance

1201.3 ISSUED DATE

- 05/27/2022

Payroll Sign-In and Time Sheet Procedure

1202.1 PAYROLL SIGN-IN AND TIME SHEET PROCEDURES

The Juvenile Justice Campus (JJC) is to accurately report attendance, time, and hours worked to ensure staff members receive appropriate compensation.

A. RESPONSIBILITIES

1. Each staff member is responsible for maintaining all shift information i.e., time in/out, reasons for departure/return on their own sign-in sheet and for transferring this same information to their own electronic Time Sheet – Clock times.
2. The Watch Commander is responsible for verifying daily all information on each staff member's sign-in sheet for their assigned shift.
3. The Watch Commander is responsible for authorizing, verifying, and recording the number of overtime hours worked on staff member's sign-in sheet that occur on their assigned shift.
4. The Watch Commander is responsible for recording the differential code "BT" on staff member's sign-in sheet and the work daily schedule when the staff member is acting in a lead worker capacity. This code will be recorded in the "Reason" box with 1.0 in the lead worker capacity recorded in the hour's box.
5. Supervisors are responsible for recording the "Exceptions to Regular On-Duty Time" in the "Reason" and "Hours" boxes of each staff member's sign-in sheet (See Employee Sign-In sheets (c) 2 (a)).
6. The Watch Commander working the swing shift on Sunday is responsible for posting new Employee Sign-in Sheets at the start of each new pay period.

B. EMPLOYEE SIGN-IN SHEETS

1. On the first Monday of each new pay period, prior to the start of the 2200-hour shift, bi-weekly sign-in sheets for each staff member will be posted in binders in the Watch Commander Office Institutional Core, Detention and Commitment Administration Buildings.
2. Regular On-Duty Time
 - (a) Staff member's Signature: At the beginning of each shift, staff members initial their name in the initials box.
 - (b) In time: Staff members shall record the actual time they signed in. If a staff member is late, the in time will be circled by the Watch Commander and the appropriate notation will be noted in the "Reason" box and the amount of time the employee was late will be recorded in the "Hours" box.
 - (c) Checked By: The Watch Commander or supervisor shall initial this box. The initials in this box, as well as subsequent boxes, will verify that information contained on the sign-in sheet is accurate and matches "Workforce" data base.

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- (d) Time Out: When leaving the facility, each employee shall record the actual time out.
- (e) Checked By: The Watch Commander or supervisor shall initial this box.
- (f) Overtime: Overtime hours shall be recorded in this box by the officer. Overtime will only be paid for hours shown and approved in this box.
- (g) Checked By: The Watch Commander or supervisor verifying the overtime shall initial this box.
- (h) Supervisor Signature: All Supervisors must sign each of their staff members' sign-in-sheet at the end of each pay period.
- (i) Staff member Signature: All staff members must sign their sign-in-sheet at the end of each pay period.

C. Exceptions to Regular On-Duty Time

1. This series of boxes reflect exceptions to regular on-duty time and is used to deal with the most common exceptions that occur in reporting employee hours worked.
2. Reason: The box is used to note why staff members are off duty during regular duty time periods. The code applied will be abbreviation of the following terms:

(a)

Leave of Absence (LOA)	Sick Self (SS)
Annual Leave (AL)	Sick Family (SF)
Bereavement Leave (BL)	Holiday (H)
Dock Time (DT)	Unscheduled Leave (UL)
Jury Duty (JD)	Lead Worker Time (BT)
Military Leave (ML)	Training (T)
Family School ACT (FSPA)	Family Leave (FMLA)
Court Subpoena (CS)	Late to Unit (LTU)
Special Assignment (SA)	Late Dock time (LDT)
On-the-Job Injury (OJI)	Meetings (MTG)

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Payroll Sign-In and Time Sheet Procedure

3. Hours: The Watch Commander or Supervisor shall record in this box the amount of time the staff member used for any of the above-listed reasons.
4. Departure/Return: This box shows time out and time returned when a staff member leaves the facility during the shift. When the member returns, they record the time of return in the appropriate box. Employees taking a lunch break must complete departure and return times.
5. Checked By: The Watch Commander or supervisor shall initial this box.
6. The Watch Commander or supervisor will verify and initial Sign-in Sheets daily. The Watch Commander working the graveyard shift will stop mail to JJC Payroll Staff.

D. EMPLOYEE TIME SHEETS

1. Time sheets will be retained by clerical payroll staff.
2. It is the duty of each staff member to input the information accurately and honestly into the staff member's electronic Time Sheet each workday.
3. Each supervisor will review their assigned staff member's electronic Time Sheet for accuracy and completeness. The supervisor shall notify the staff member of the necessary corrections and approve the staff member's Time Sheet upon completion.
4. Staff members who have questions regarding information on their time sheets before Payroll processing, will be directed to their supervisor along with the Payroll Business Office for resolution. Questions needing to be answered during Payroll processing (Monday-Wednesday following the end of the pay period) should be directed to the staff member's supervisor.

1202.2 REFERENCES

See Payroll Records Policy for further additional guidance

1202.3 ISSUED DATE

- 06/10/2022

Badges, Patches, and Identification Procedure

1203.1 BADGES, PATCHES, AND IDENTIFICATION

Purchase of Badge:

- A. A Peace Officer who honorably retires from the Department may make a request (complete form called Purchase of Badge located in the Department's case management system) to the Chief Probation Officer through their chain of command. The officer may only purchase their belt or wallet badge at the going rate for the purchase of a new badge. Once the form has been submitted, the Chief Probation Officer will review all requests and have full discretion if the request will be approved or denied. Peace officers who are automatically not eligible to purchase their badge: 1) resignation, 2) resigning or retiring in lieu of discipline or termination.
- B. If the request is denied, the form will be sent back to the staff member who made the request. If the request is approved, the staff member will be notified to pick up their form and to contact the Business Office to purchase their badge. Once the purchase has been made, the staff member shall contact the training unit to set up an appointment to go over what was approved. The staff member will need to provide a copy of the receipt from the Business Office and the form indicating the Chief Probation Officer authorized the purchase of the badge. Another person may purchase the Department badge on behalf of the staff member; however, the staff member will be required to sign the "Purchase of Badge" form attesting the badge will be used only for memorabilia purposes.
- C. The training unit will retire the badge number from further use after it is provided to the staff member. A copy of the form will be provided to the staff member and the original will be placed in the staff member's training file.
- D. It is intended that the duty badge shall be used only as private memorabilia as other uses of the badge shall be considered unlawful and a violation of this procedure. As an example, the badge shall be displayed in a case or on a plaque etc. after the purchase. The Chief Probation Officer has full discretion to waive any portion of this procedure.

Receiving new Badges:

- A. Upon notification that a full-time Peace Officer has completed PC 832 laws of arrest training (must provide certificate) and is eligible, the Personnel Development Division will issue a wallet and belt badge to the peace officer, and an identification card indicating peace officer status (an appointment needs to be made). Extra-help Peace Officers shall complete the PC 832 laws of arrest class and the identified Core academy before the issuance of their badge and new identification card.
- B. The identification card shall only be used or displayed during the official capacities of your employment.

1203.2 REFERENCES

See Badges, Patches, and Identification policy for additional guidance

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Badges, Patches, and Identification Procedure

1203.3 ISSUED DATE

- 06/10/2022

Utility Cart Procedure

1204.1 UTILITY CART CONTROLS

- A. The Key Switch is used to control power to the utility cart's drive system. The key must be in the ON position operate the utility cart. The key can be removed only when in the switch is in the OFF position. The switch locks automatically when the key is removed. Turn the power switch to the OFF position whenever not in use to protect the battery and retain the battery charge.
- B. The **Safety Directional Switch** is used to control the utility cart's direction of travel. Turn the switch to the **F** position to run the utility cart in reverse. Place in **N** for neutral and when parked. A loud warning tone sounds when in reverse. Do not change the Safety Directional Switch while cart is moving.
- C. The **Accelerator Pedal** is used to control the utility cart's speed. Push the pedal down to increase the utility cart's speed, release the pedal to decrease the utility cart's speed.
- D. The **Brake Pedal** is used to slow down or to stop the utility cart's direction of travel. Push the pedal down to slow down or to stop the utility cart.
- E. The **Parking Brake Pedal** is used to keep the utility cart from moving when it is parked. The foot-operated parking brake lock is controlled by a bar located across the top of the brake pedal. To set the foot brake for parking, push the pedal and bar down at the same time. The parking brake remains applied until automatically released by pushing down the accelerator pedal. The parking brake can also be released by momentarily pushing down the brake pedal and then releasing it. Always apply the parking brake when leaving the vehicle.
- F. The Turn Signal Lever is used to signal the direction of turns and lane changes. The horn is located on the end of the turn signal; press to activate the horn. The Emergency hazard lights are also located on the turn signal.
- G. The lights can be used by pulling the switch out to activate and pushing the switch closed to turn off.
- H. The battery level indicator shall be monitored. When low, the utility cart shall be plugged in and charged.

1204.2 UTILITY CART OPERATION

- A. Start-up procedure:
 1. Get into the utility cart and confirm the Safety Directional Switch is set to the **N** position and accelerator pedal is not depressed.
 2. Insert the key and turn the power switch to the **ON** position. Allow the system to energize. After 2 seconds, there will be an audible click and the system is ready.
 3. Move Safety Directional Switch to desired position for direction of travel desired.
 4. Release the parking brake.

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5. To drive, push down the accelerator with the right foot. The accelerator pedal operates the utility cart in selected speeds when the pedal is depressed. Push the accelerator pedal down to operate the vehicle that does not endanger any person or property.
 6. To slow or stop the utility cart, push down on the brake pedal.
- B. Parking Procedure
1. Bring the utility cart to a complete stop. Set the parking brake.
 2. Move Safety Directional Switch to the **N** position.
 3. Turn the power Key Switch to the **OFF** position. Always remove key when leaving the utility cart unattended.
- C. Charging Procedure
1. When finished using the utility cart, return it to the charging station and follow established parking procedures.
 2. Remove rubber cover from charging receptacle.
 3. Plug the electrical cord into the electrical outlet first and then the utility cart charging receptacle. Utility carts shall be plugged in whenever not in use.

1204.3 SAFE OPERATING PROCEDURES

- A. For personal safety, and to maintain vehicle stability and control, observe the following procedures when operating the Utility Cart. Failure to comply with these procedures may result in bodily injury and property damage.
1. General Safety Procedures
 - (a) An operator shall conduct a safety check on the utility cart prior to operation.
 - (b) Utility carts shall be operated from the driver's side by authorized persons only and only in designated areas at the Juvenile Justice Campus (roads and sidewalks).
 - (c) Operators shall use extreme caution at all times.
 - (d) Operators are responsible for ignition keys for the period of time in which they are using the utility cart. Keys shall not be left in the utility cart.
 - (e) Use of cell phones and radios are prohibited while driving a utility cart. Operator must pull over and stop to make or receive calls.
 - (f) Utility carts shall not block exits, entrances, sidewalks, fire hydrants or fire lanes.
 2. Operator's Safety Procedures
 - (a) Drive on paved surfaces only.
 - (b) Utility carts shall not be driven that does not endanger any person or property.

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- (c) Operators must account for conditions that may make driving surfaces slippery. This includes rain, sand, and oil.
 - (d) Utility carts can turn corners very sharply; drive slowly and keep all four wheels on the ground.
 - (e) The utility cart must come to a complete stop before proceeding through intersecting sidewalks or other areas that have blind spots.
 - (f) When approaching a blind corner, such as a building, or wall, slow down and use caution.
 - (g) The parking brake must be set when not in transit.
3. Occupant's Safety Procedures
- (a) Do not carry more occupants than seating is provided that is posted on the utility cart.
 - (b) The utility cart bed is not meant to carry anyone, and this practice is not allowed.
 - (c) Do not start utility carts until all occupants are seated.
 - (d) Occupants must remain seated and hold on the hand-hold while cart is in motion.
 - (e) Occupants must remain seated until the utility cart comes to a complete stop; jumping on or off a moving cart is not allowed.
 - (f) Operators and occupants must keep their bodies inside the cab of the utility cart (except when using hand signals). Personal injury may result if arms, legs, or other body parts are not kept inside the vehicle while moving.
4. Cargo Loading Safety Procedures
- (a) Do not overload a utility cart by exceeding the recommended carrying or load capacity. Exceeding these limits may endanger occupants.
 - (b) Cargo shall not extend more than one foot from either side or front of the utility cart.
 - (c) Cargo that extends more than three feet from the rear of the utility cart must be flagged.
5. Pedestrian Safety Procedures
- (a) Operators must yield to pedestrians at all times.
 - (b) Operators must take into account that a pedestrian may be physically impaired or unable to hear or see the utility cart.
 - (c) Operators must not attempt to intimidate pedestrians to get the pedestrians out of their way.
 - (d) Whenever an operator feels they cannot predict the actions of a pedestrian or other vehicle, they must come to a complete stop.

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1204.4 UTILITY CART OPERATION AND SAFETY TRAINING

- A. Prior to operating a utility cart, operators must review:
1. The JJC Utility Cart policy and procedure.
 2. A staff member will be responsible to sign a document acknowledging they reviewed the policy and procedure (See Utility Cart Verification form (JJC) in the Departments case management system).

1204.5 MAINTENANCE AND REPAIRS

- A. The Supervising Juvenile Correctional Officer over transportation shall be responsible to:
1. Ensure that utility carts receive preventative maintenance and service checks as indicated by the owner's manual.
 2. Ensure that equipment and safety features on the utility carts are working properly.
 3. Ensure that the utility carts are taken out of service when there are deficiencies that could contribute to an unsafe condition.
 4. Maintain preventative maintenance and repair records for the utility carts.

1204.6 REFERENCES

See Utility Cart Policy for additional guidance.

1204.7 ISSUED DATE

- 08/21/2023

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Attachments

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