

16.1 POLICY & PHILOSOPHY OF DISCIPLINE

A. Policy & Philosophy of Discipline in Santa Cruz County Juvenile Hall

1. Policy

- a. It is the policy of the Juvenile Hall to have rules for behavior that will foster a positive, non-punitive detention program.
- b. Each living unit will have posted in plain view, written rules and behavioral guidelines designated to promote acceptable behavior on the part of detainees assigned to the living unit. Staff will review the rules and guidelines verbally with each detainee upon arrival in the living unit, in a language the detainee understands.
- c. Discipline shall only be used as a consequence for a minor's negative behavior and shall be imposed at the least restrictive level that promotes the desired behavior.
- d. Disciplinary measures shall not include corporal punishment, physical or psychological degradation, or deprivation of such basic rights as follows:
 - 1) Bed and appropriate bedding items
 - 2) Full meals
 - 3) Clean clothes
 - 4) Parent and attorney visits and contacts
 - 5) Items needed for personal hygiene
 - 6) Minimum exercise
 - 7) Mail
 - 8) Daily Shower
 - 9) Access to toilet and water fountain
 - 10) Clean and sanitary living conditions
 - 11) Medical Care
 - 12) Religious services or counseling
 - 13) Education
- e. Staff must set an example of courtesy and consideration in their contacts with minors as well as with fellow staff members. Care must be taken to avoid scolding or personalized criticism, which may embarrass a minor in the presence of others. Staff shall not use sarcasm, ridicule, or threats. Praise and encouragement should be used to foster desired behavior. Daily points and tickets for the store can serve as incentives for good behavior

as well as a part of the behavior recording system. When it is necessary to reprimand minors or to deduct some of their points for misconduct, it should be done in an impartial manner.

- f. It is important to develop a wide range of sanctions, which can be individualized. In determining discipline, age and maturity should be a consideration. Where possible, the corrective action should show a direct relation between the negative act and the consequence, both in relation to time and severity of the consequence.
- g. No group shall be disciplined for the misbehavior of individuals.
- h. Staff shall not delegate disciplinary authority to any minors in Juvenile Hall.

2. Philosophy

- a. While enforcing consequences for the purpose of correction and training is an important function, discipline is much more than giving consequences alone. Discipline includes the maintenance of good standards of work, sanitation, safety, education, personal health and recreation. It ensures that persons and groups go on time to their appointed place, and that they maintain those standards of conduct which are necessary when large numbers of minors are grouped together in a living situation.
- b. It is essential to have an action-oriented philosophy of discipline which recognizes the aggressive acting out characteristics of detained minors, realizes that certain actions have to happen from a treatment standpoint, and yet permits dealing quickly and intelligently with the misbehavior.
- c. As long as there are limitations placed on conduct, there will of course, be minors who do not observe the limitations. Formal disciplinary measures must be available to handle such situations.

3. Behavior Management Techniques

- a. Size up the intensity of behavior and ignore that behavior which will soon exhaust itself.
- b. A variety of gestures, looks and signals can reroute aggressive behavior before loss of control.

- c. Coming close to the minor or having him around or near has a calming effect. For example, seating a problem ward near an adult at the meal table.
- d. A question about a minor's project will stimulate new interest. Getting involved with minors in facing new experiences helps to relieve anxiety.
- e. Under favorable conditions, humor, devoid of sarcasm and cynicism, can terminate unwanted behavior.
- f. Helping the minor to understand the meaning of a situation he has misinterpreted.
- g. Coming to the aid of a minor in a tense or frightening situation. This requires a great deal of sensitivity on the part of the counselor.
- h. Changing the composition of the group may be used only to a limited degree in our setting.
- i. Changing the order of the program; introducing new activities.
- j. Control surroundings in such a way that the minor does not feel the pressure of his own impulses: closing doors, counting tools, putting out only needed supplies.
- k. Removal of the minor from the scene of conflict. This is used primarily as a preventative step and allows the minors to save face with the group. Follow through with counseling.
 - 1) Removal from the group (room time out) is used when:
 - a) There is the possibility of physical danger to any member of the group or self.
 - b) The problem behavior is due to the minor's irritation by the atmosphere of the group.
 - c) The minor's behavior has put him in need of face saving.
 - d) The minor's behavior might be contagious to the group.

4. Types of Discipline

- a. Staff should observe the following progressive steps for discipline. In most cases, a warning should usually precede discipline for minor infractions. Implementation of discipline does not necessarily have to go through each of the steps, depending on the type of transgression or problem to be corrected.
 - 1) Warning/Counseling
 - 2) Point Loss (Refer to "Group Supervision" section of this Manual)
 - 3) Special assignment or work program
 - 4) Room Time/Time Outs
 - a) Minors who are out of control, acting out or displaying some kind of unacceptable behavior, may change their behavior with a "time out" in their rooms. This is to be used in increments of 15 minutes, up to two (2) hours.
 - 5) Program Restriction
 - a) This is the short-term removal of a detainee from the regular unit program, for discipline, safety or control purposes.
 - 1] Any recommendation for Program Restriction for over 2 hours must have an Incident Report which clearly documents reasons for removal of the program.
 - 2] Program Restriction can be the loss of one, two or three of the four periods in a day.
 - 6) Afternoons & Evenings In Program
 - a) One type of program restriction is "Evening In" for one or more days. This is an option which can be used for minors who are constant behavior problems, or who have demonstrated that they are unaffected by point loss, time outs, or shorter program restrictions as defined above.
 - 1] Any recommendation for Afternoons & Evening In must have an Incident Report

thoroughly documenting the reasons for loss of program.

7) Meals In

a) When minors misbehave in the dining room or going to and from the dining room, it may be appropriate to remove him/her from the dining room for one or more meals/days.

1] Any recommendation for Meals In must have an Incident Report which thoroughly documents the reasons for loss of this privilege.

b) Any minor whose case is being heard in adult court under Proposition 21 (a juvenile tried as an adult) will have meals in his/her room. This is to increase security, and is not a consequence. A minor in this status should be given extra food whenever possible.

1] This can be waived at the Assistant Director or Division Directors directive.

8) Room Confinement (R.C.)

a) Minors who engage in fighting with other minors or assault staff or are threatening others or attempt to escape may be appropriate for the Room Confinement (R.C.) program, a complete loss of all program privileges.

1] All minors on this program must be reviewed daily by the Deputy Probation Officer III.

2] All wards on this program must have a thoroughly documented Incident Report and approval of the Deputy Probation Officer III.

3] Appeal provisions always accompany an R.C. program.

4] "R.C." Timeout

◆ Minors on Room Confinement do not lose the minimum time out of their room at a future time, as a consequence for current behavior. If

a minor's behavior is such that giving him/her minimum time out (at the current time) would be dangerous to the operation of the Unit or to the staff, then the decision would be made to keep him/her in his/her room until the behavior improves. Any decision to keep a minor from minimum time out must be approved by a Deputy Probation Officer III and logged.

- ◆ Shower time, visiting and court time do not count as time out. If time is lost for behavior reasons, this also must be noted on the R.C. time out sheet. All periods of time out and activities in which the minor participated must be logged.

- 5] If minor on Room Confinement is confined in his room for more than 72 hours, it must be approved by the Division Director.

5. Policy Regarding Use of Isolation Rooms 40, 41, & 42

- a. The isolation rooms are to be used for isolating extremely disruptive minors when all other means of control have failed. To guard against improper use, the decision to place a minor in an isolation room will be made by the Deputy Probation Officer III. There must be an Incident Report written which outlines the need for use of the isolation room in detail.
- b. A minor will be placed in the isolation (ISO) Room only under circumstances where the minor:
 - 1) Appears to be a threat to self or is threatening others.
 - 2) Repeatedly and persistently destroys property.
 - 3) Presents such disruptive behavior that the normal care of the other minors cannot be carried out in a safe manner.
 - 4) High population of the Juvenile Hall requires use of rooms for normal housing of minors.
 - 5) Is 19 years of age or older and must be out of sight and sound of others.

- c. A minor will be kept in the isolation room only until his behavior returns to normal and there is sufficient evidence to ensure a satisfactory return to his room.
- d. Close supervision is to be maintained while a minor is in the isolation room. Each resident will be checked at least every 15 minutes. Behavior will be assessed at each room check.

6. Rules for Isolation

The following rules govern all isolation and must be strictly adhered to.

Rule One

- a. When it is necessary to remove a minor from the group, the Supervisor should take the least restrictive action possible to control the situation.
- b. Example: If the condition can be remedied by merely placing the minor in his room for a short time, then this should be the disposition followed. If the minor is in need of isolation, and is physically aggressive, it may be necessary to use an isolation room. If an isolation room is used, the minor should remain there ONLY as long as necessary. If the minor quiets down, and if further isolation is necessary he should be returned to his own room.

Rule Two

- a. No minor can be placed in any room for 24 hours or more without permission of the Deputy Probation Officer III. When a minor is to be isolated, the D.P.O. III will investigate the situation and make a determination as to the length of isolation period. Wards isolated for 24 hours or more (R.C.) shall be given a minimum of one hour of large muscle activity, exclusive of shower time. Depending on staff availability and the minor's behavior, additional hours of recreation time may be given. All minors isolated for 24 hours or more have appeal rights.

Rule Three

- a. It should be remembered that the purpose of isolation is not to warehouse the minor and forget about him. Constant contact,

conversation or counseling must be attempted during this period.

Rule Four

- a. Whenever detainees are left in their rooms (during mealtime, outside activities), a Core-trained staff person must remain in the Unit.
- b. In conducting close supervision, the Supervisor checking the minors in their room must allow enough time to see that the minor is all right. This may mean opening the door and entering the room to physically check the minor, who may be covered by a blanket and may be obscured from direct visual supervision. Entry into a room should only occur when another staff person is available.

Rule Five

- a. When it becomes necessary to isolate a detainee who is emotionally upset or is acting out, all water to the room should be turned off. This will prevent flooding of the room.
- b. Access to water will be restored at the earliest possible time, depending on the minor's behaviors
- c. It might be necessary, at times, to remove bedding and other articles as well. Staff will have to judge when this is necessary. An example of when this might be necessary is a minor who is using the bedding to flood the room or create a noose.

Rule Six

- a. Every effort should be made to develop a special, in room, school program for minors on room confinement.

19.1 USE OF FORCE/RESTRAINT: GENERAL POLICY

A. General Policy

Staff members have four options/techniques available to them to gain detainee compliance:

1. Staff relationship to detainee and proximity to detainee. (Refer to "Security & Discipline" section of Manual).
2. Dialogue and counseling (Refer to "Security & Discipline – Programming for Security" in Manual).
3. Empty hands physical restraint.
4. Mechanical restraint.

The above listing is not to be construed to mean that the force options are to be used only in the order listed. Circumstances may dictate that an employee begin at the first, third or even last option. It is expected that Options 1 and 2 will be used most often. A G.S. may go directly to any level of the continuum provided that the force selected is reasonable and the G.S. can articulate the reason for not using a lower level of force.

The Following Methods are **Not Permitted**:

1. Chemical Agents: Chemical Agents are not allowed in Santa Cruz County Juvenile Hall, unless deemed necessary and used by a Law Enforcement Agency called in for support.
2. Lethal Force (Santa Cruz Co. Juvenile Hall does not use lethal force - refer to "escalation of SCSO in Emergency" section of Manual).

B. Least Restrictive Methods Are to Be Used

1. Detainees will not be physically restrained in situations where control can be gained through the use of Staff Relationship/Staff Proximity or Dialogue/Counseling.
2. When physical restraint is used, staff members must escalate or de-escalate the use of force as the detainee's resistance or behavior changes. Use only the level of force needed to achieve and maintain control.

19.2 USE OF FORCE/RESTRAINT: POLICY AND PROCEDURE

A. Staff Relationships and Staff Proximity

1. Good relationships with youth, along with close proximity, provide the best institutional control. Staff's honesty, professionalism, integrity, pride and reputation for fairness all affect a detainee's behavior. Rapport, co-operation, and respect are also necessary characteristics and must be consistently maintained.

B. Dialogue/Counseling

1. This option is the staff's ability to gain control of a situation through the use of verbal statements. Dialogue properly used on a daily basis can become the only option necessary in most control situations. Dialogue, including counseling efforts, may often be the single most successful option.

C. Physical Restraint

1. Physical restraint is the partial or total immobilization of a person by the use of hands or equipment. Mechanical restraint equipment includes handcuffs, leg shackles and waist belts with cuffs attached. Physically restraining a minor shall only be used as a last resort and shall not be used as a form of discipline or punishment. When restraint is used, staff shall utilize only the minimum force necessary to control the minor.

a. Empty Hands Physical Restraint

- 1) Santa Cruz County Juvenile Hall uses self defense and physical restraint control techniques and holds as taught in the California State Board of Corrections certified course on "Defensive Tactics for Juvenile Hall Counselors" provided to every year.

- a) Authorized control and restraining techniques may only be utilized under the following circumstances:

- In staff's own self defense
- In the defense of another person
- To prevent an escape

- To protect a detainee from self-inflicted injuries or suicide
 - To move a detainee from one location to another
- b) Whenever a staff member places his/her hands on a detainee or employs a control hold, the situation must be documented on an Incident Report and forwarded to the Deputy Probation Officer III, the Assistant Division Director and the Division Director.
- c) Whenever a staff member physically restrains a detainee, the detainee must be referred to the medical staff.
- d) Anytime a detainee receives any injury while in custody, the DPO III must photograph the injury and inform the minor's parent or guardian as soon as possible, but absolutely within 24 hours.

D. Mechanical Restraints

1. Mechanical restraints will not:
 - a. Be placed about the neck of a minor nor will restraint equipment be applied in any way so as to inflict physical pain or to restrict blood circulation or breathing.
 - b. Be used to secure a minor in any part of a transporting vehicle or to a fixed object. (When being transported, youth must of course, but secured in the vehicle by use of shoulder and lap belts).
 - c. Be used to "hogtie" (i.e. affix the hands and feet together behind the back).
2. Prior approval for utilization of mechanical restraints must be obtained whenever possible from the Deputy Probation Officer III, Division Director or Assistant Division Director. There should be at least two staff present when restraints are applied.

3. Staff shall attempt to have a staff witness present. All restraints shall be removed immediately upon the minor regaining self-control. There will be continuous physical supervision of the minors being restrained. Incident reports will be maintained on all physical contacts and incidents involving mechanical restraints. As soon as practical, a medical check will be done on minors who have been restrained.
4. If a minor must be mechanically restrained and placed in a room, a staff member will be physically present where he can see the minor. While in restraint devices, all minors shall be housed alone and placed in a camera room if possible. Assess feasibility of removal of restraints in 15-minute intervals. Record each assessment in the Unit Log.
5. Immediately advise the Deputy Probation Officer III when restraints are no longer deemed necessary. Upon direction of the D.P.O. III, immediately remove restraints.
6. If you are unable to remove restraints within 15 minutes, the Supervisor must submit factual documentation of the circumstances to Administration, clearly justifying the continued restraint.
7. If a minor remains in restraints for more than 15 minutes, an assessment will be made to determine if a 5150 evaluation is needed. Additional supporting material should be obtained from the medical and/or mental health staff whenever possible.
8. Employees observing improper restraint should immediately attempt to correct the situation and report the occurrence to the Division Director and/or a Deputy Probation Officer III.
9. Special Incident Reports shall be prepared and maintained on all physical contacts and incidents involving physical restraints as to persons present, time, date, reason, means, duration, and condition of the minor while in restraints. All staff who observe or have first hand knowledge of an incident will prepare an I.R. All I.R.s must be completed before leaving the shift. The incident should also be noted in the unit log..
10. As soon as practical, a medical check shall be done on minors who have been physically restrained.
11. Deputy Probation Officer III's are responsible for training and reviewing their staffs' knowledge and performance of restraint techniques. The Assistant Division Director shall assign each full-

time staff person to a yearly class on restraints. On-call staff should also be trained annually, if possible.

12. The burden of justifying the use of physical restraint is on the employee involved and is subject to administrative review. If physical control fails to fall within the parameters outlined above and a physical assault has been committed by a staff member on a minor, criminal charges will be filed against the employee involved pursuant to the following Penal Code Sections:
 - a) Section 273d of the California Penal Code states, "Any person who unlawfully inflicts upon any child any cruel or unusual punishment or injury resulting in a traumatic condition is guilty of a felony and upon conviction thereof shall be punished by imprisonment in the State Prison for 2, 4, or 6 years or in the County Jail for not more than one year."
 - b) Section 240 of the California Penal Code states, "An assault is an unlawful attempt coupled with the ability to commit a violent injury on the person of another."
 - c) Section 241(a) of the California Penal Code states, "An assault is punishable by fine not exceeding \$1,000.00 or by imprisonment in County Jail not exceeding six months or both such fine and imprisonment."
 - d) Section 242 of the California Penal Code states, "A battery is any willful and unlawful use of force or violence upon the person of another."
 - e) Section 243(a) of the California Penal Code states, "A battery is punishable by fine not exceeding \$2,000.00 or by imprisonment in County Jail not exceeding six months or by both such fine and imprisonment."
 - f) Section 673 of the California Penal Code states. "It shall be unlawful to use in the reformatories, institutions, jails, state hospitals, or any other state, county, or city institution, any cruel, corporal, or unusual punishment or to inflict any treatment or allow lack of care whatever which would injure or impair the health of a prisoner, inmate, or person confined is hereby prohibited. Any person who violates the provisions of this section or aides, abets, or in any

way contributes to the violation of this section shall be guilty of a misdemeanor.”

THE ABOVE MENTIONED GUIDELINES AND LAWS SHOULD NOT BE MISINTERPRETED BY STAFF TO MEAN THAT PHYSICAL RESTRAINT IS NOT USED IN THIS FACILITY. THERE ARE TIMES WHEN IT IS CLEARLY NECESSARY, PURSUANT TO THE GUIDELINES OUTLINED HEREIN.

E. Review of Policy/Summarization

1. Staff may use physical force to restrain a minor who becomes violent, displays signs of imminent violence, to prevent injury, escape, or suicide. In restraint and control situations, staff may utilize only those control and restraining techniques and devices, which are approved and provided by the department. When restraint is used, staff shall utilize only the minimum force necessary to effect control of the situation. The application and use of restraints must be done in a safe and proper method. Restraint equipment may include soft and/or hard restraints which must be used in accordance with the guidelines provided. Staff must be physically in the presence of any minor while the minor is in restraint equipment. There will be a supervisory and/or administrative review.

F. Procedures for Use of Handcuffs and Soft Restraints

1. Handcuffs and Hard Leg Restraints
 - a. An inventory list of each set of handcuffs and leg restraints assigned to the Juvenile Hall will be kept at the D.P.O. III counter in the restraint drawer. Additionally, they will be inventoried weekly at designated times by an assigned staff member. If there is a discrepancy in the count, it will be reported to the Division Director.
 - b. Should handcuffs or leg restraints be checked out to anyone not a Juvenile Hall staff member, this fact will be noted in the D.P.O. III log book, indicating the number of the set of handcuffs and who checked them out. The estimated time of return of the handcuffs should be indicated also. On-duty staff must note when the handcuffs/leg restraints are returned.
 - c. Each unit must have one set of handcuffs available for ready use at the control counter.

- d. When handcuffs are returned to storage they are to be left in such a position as to be available for use immediately.
- e. Knowledge of the use of handcuffs and leg restraints is important to staff. Hard restraints can become dangerous weapons, even when upon the wrists of a juvenile. Furthermore, they do not prevent escape. A staff member is most vulnerable to attack when in the process of putting on or taking off the handcuffs.
 - 1) To reduce the danger, the minor should be required to hold his or her arms extended behind his or her back, palms turned out, when the handcuffs are placed in position. Handcuff keyholes should be pointed in the direction least accessible to the juvenile. To prevent slipping, the safety double lock must be utilized. This is accomplished by inserting the key prong into the safety opening in the cuffs. The key must be securely attached to the staff set of keys.
 - 2) When transporting a minor, staff are to utilize a transportation belt. The belt is to be placed around the minor's waist. The handcuff ring or loop is to be in front of the juvenile. The belt/chain should be fastened securely enough so that the juvenile cannot slide it from side to side. Once the belt or chain is on the minor, the handcuffs are slipped through the ring on the belt. The minor's palm should be turned inward for application. Again, it is important to utilize the double safety lock.
 - 3) When applying leg restraints, have the minor kneel on a chair or bench facing away from you. Apply the restraints while the minor is kneeling and then assist the minor off the bench/chair.
 - 4) The process of restraint removal can be particularly dangerous since handcuffs and leg restraints must be taken off singly and it is possible for the minor to use the loose cuff as a weapon. To prevent this, the removed cuff should always be firmly grasped by staff until both cuffs are completely off. The belt or chain should also be removed by staff only, as it could be used as a weapon by the minor.

- 5) Leg restraints are to be removed in the same manner as they were applied, i.e. by having the minor kneel on a chair or bench.
 - 6) Staff are **NEVER** to allow minors access to restraint equipment. When minors are transported more than singly, staff must take particular care to plan this out and review the situation prior to leaving with the Supervisor/Officer on duty. Numbers of minors, classification levels, transportation vehicles available, and destination must all be taken into account. When in doubt, ask.
- f. Factors that must be considered when undertaking a restraint procedure:
- 1) As many staff as possible must be on hand to lessen the chance of harm to the minor or staff. At least one staff member of the same sex should be present if at all possible and assist fully in the procedures.
 - 2) At times, it may be advisable to take other minors to their rooms before restraining an out-of-control ward. Having the other minors out-of-sight may help to calm the ward and defuse the situation without restraint.
 - 3) Explain to the minor what you are doing and why, even though you think he or she understands.
 - 4) Always be sure that circulation is not impaired or restricted.
 - 5) If the minor's skin becomes irritated, remove restraints one at a time and pad with a soft material.
 - 6) Remember that a restrained minor is totally dependent on staff for all of his or her needs. You are responsible for fluids, toileting, etc. Fluids are to be offered every half hour and toilet facilities (in the form of a bed pan) every hour.
 - 7) Never give a restrained minor a pillow. It could be cause suffocation. Remove all objects from the room to prevent accidental injury.

- 8) All minors will receive medical/mental health evaluations ASAP but no less than two hours from the time of restraint, with an on-going evaluation at least every three hours thereafter.
- 9) Staff should be aware of any known medical conditions that would contraindicate certain restraint devices and/or techniques.

19.3 Policy Regarding a Minor Injured While In Custody

If a minor is injured as the result of a staff restraint, fight, self inflicted injury or accident, please do the following:

1. Complete an assessment of the need for emergency medical treatment.
 - A. Refer to the nurse if on duty.
 - B. If the injury occurs after nursing hours, determine if the minor can be treated with basic first aid or if he/she needs to be transported to the emergency room. Take whatever action you believe is necessary at this point. If in doubt, call the jail nurse.
 - C. Contact either the Juvenile Hall Division Director or Assistant Division Director if a minor is taken to the hospital or if the injuries warrant an immediate discussion.
 - D. Make sure that information regarding medical treatment is clearly documented
2. Every staff person who witnessed or participated in the incident should complete an Incident Report. List all witnesses to the incident, including detainees. The Institutional Supervisor has the responsibility of gathering the incident reports into one packet.
3. Take pictures of any area that the minor or staff reports as injured, as soon as safely possible, and attach to the packet.
4. The minor's parents and Probation Officer (leave voice mail after business hours) should both be contacted and informed of the incident by the Institutional Supervisor. (Take into account the time of day, this may be something that the next I.S. covers.)
5. If the Division Director or Assistant Division Director were not notified at home, leave a voice mail message for them and, as always, leave the incident reports in both of their mailboxes.
6. All of these steps must be completed within 24 hours of the incident.

The next working day, either the DD or ADD will review the Incident Reports and photographs. They will staff the case with the medical unit and interview the staff and minor(s) affected. The juvenile hall manager collecting this information will then complete a Juvenile Hall Critical Incident Investigation Report for review by the Chief Probation Officer and/or the Juvenile Court Judge.

Members of the Juvenile Justice Commission can be called to assist in the investigation at the discretion of the DD or ADD.

19.4 **SANTA CRUZ COUNTY SHERIFF USE OF FORCE POLICY**

Refer to "Emergency & Disturbances" section of Manual

20.15 BEHAVIOR MODIFICATION SYSTEM/POINTS EARNED SYSTEM/JUVENILE HALL STORE

The Behavior Modification System is based on the recognition of positive behavior while establishing clear expectations, firm limits and relevant consequences. The purpose is to use rewards and consequences as educational tools, not as "punishment". Consequences for the violation of limits must be enforced in a timely and fair manner that takes into account the cognitive abilities of the minor and the severity and nature of the behavior.

Minors have the opportunity to excel by adhering to the guidelines outlined in the Orientation-Rule Manual. Each minor receives a copy of this manual at intake. The Orientation-Rule Manual and Evaluation Scale are also posted in each unit for reference. It is staff's responsibility to make certain that minors know and understand the expectations in this manual, and sign off for this on the Behavior Log Intake form. The Evaluation Scale is then used to evaluate a minor's behavior based on the expectations stated in the Orientation-Rule Manual.

The system provides the opportunity for each minor to take responsibility and make amends for behavioral transgressions by taking an action. Minors have an obligation to address the harm done by responding actively. Taking responsibility requires having the ability to respond. Staff will aid minors with responses that are creatively suited to that particular situation and the abilities of the individual(s) involved, to best enhance a lesson learned.

The quiet time following each evaluation period should be utilized for discussion of group tone, strategizing about problematic individuals, planning the next period and taking care of personal needs. When assigning points, it is crucial to balance the observations of several staff into a single score. A single act does not represent the balance of an entire period. The abilities and limitations of each individual should be considered when doing evaluations as each minor's "personal best" differs widely.

It is important to remember that the responsibility is placed on the minor to earn their evaluations. Staff are not "taking points" but are simply evaluating the behavior exhibited by the minor. It is the responsibility of staff to not only catch the "wrong" behaviors, but also catch and acknowledge the appropriate and desired positive behaviors. The phrases and terminology used by staff must reflect this philosophy. Staff may not alter the scores in another period or adjust earned scores in order to limit the evening program population.

Minors who participate in K.P. or other work details may earn up to 2 points. The awarding of between 1 and 2 points is based on teamwork (working cooperatively), attention to detail, enthusiasm, and the ability to stay on task with

a minimum of supervision. Candidates for work details should be discussed with other staff members on shift. These earned points are considered in addition to the regularly assigned evaluation scores and once earned may not be taken away.

The "meals-in" consequence may only be used for security reasons or due to transgressions that occur in the dining hall. "Meals in" is a consequence; there will not be an additional lowering of the score for that evaluative period because of their confinement to their room during the meal. Evaluations for the specific period the infraction occurred will be lowered according to the degree listed in the Evaluation Scale. Additional consequences may be added such as a time out, afternoon in, or writing assignments that are tailored to the incident. Minors have the opportunity and responsibility to earn points every period regardless of their program or restrictions.

Staff may create a list of common infractions and standardize consequences to increase consistency between staff and shifts. Never the less, creatively designing a consequence that provides a lesson suited to each individual's developmental level is considered the optimum mode of intervention. Strategies for dealing with any situation should be accomplished through communication with those on shift in conjunction with the D.P.O. III and Senior on Duty.

Communication is the key to the success of this system.

Communication among staff will insure fairness, consistency and a minimum of manipulation while guiding the minors toward sustaining a positive living environment within this institution.

PERFORMANCE EVALUATION SCALE

The following criteria and point scale is used to evaluate the overall behavior exhibited by minors during each of the four daily evaluation periods.

EXCELLENCE = 9 – 10 points per period

- 1) Strives toward "personal best" in maturity and self-control.
- 2) Behaves in a respectful and trustworthy manner at all times.
- 3) Sincerely interested and actively involved in program activities.
- 4) Practices teamwork by encouraging and supporting others.

OVERALL GOOD = 7 – 8 points. (8 Points is the median score)

- 1) Follows staff directions in a cooperative way.
- 2) Consistently gets along with others.
- 3) Needs little direction to stay on task and take initiative.
- 4) Begins to consider the needs and interests of others.

IMPROVEMENT NEEDED = 5 – 6 points per period

- 1) Manipulates or ignores staff directions.
- 2) Engages in name-calling, profanity, or disrespect to others.
- 3) Shows disinterest and lack of participation
- 4) Maintains an attitude of little caring towards self or others.

OWN WORST ENEMY = 0 – 4 points per period

- 1) Requires constant supervision and directed from staff.
- 2) Refuses to follow staff directions.
- 3) Acts in a hostile or violent manner toward others.
- 4) Willfully violates institutional policy or rules.

Notes: The Juvenile Hall is a GANG FREE ZONE. Any gang related incidents come under this category and may warrant additional consequence.

DAILY AVERAGES + BONUS EARNINGS

35 – 40 Daily point total = 9:30 PM bedtime.

27 – 34 Daily point total = 9:00 PM bedtime.

19 – 26 Daily point total = 8:30 PM bedtime.

0 – 18 Daily point total = No evening recreation time.

DAILY EVALUATION PERIODS

PERIOD #1: Evening recreation through room clean-up.

Evaluation time: After bedtime

PERIOD #2: Showers, breakfast, and morning school.

Evaluation time: While the other unit is dining.

PERIOD #3: Lunch, afternoon school and in room quiet time.

Evaluation time: A and B Unit: 2:45 – 3:15 PM

PERIOD #4: Afternoon recreation and dinner.

Evaluation time: While the other unit is dining.

TICKETS FOR THE STORE

A. Discussion

1. Minors earn tickets by displaying exceptional behavior. They may also earn tickets by participating in activities/programs. Examples of the programs are as follows:
 - a) Yoga
 - b) Acupuncture
 - c) Substance Abuse Treatment
 - d) Contests
 - e) Other program deemed appropriate by Senior Group Supervisor.

2. Tickets are used to purchase items from the "store." Store items include:
 - a) Soda
 - b) Popcorn
 - c) Candy Items

(Each item is priced individually)

3. Each week, the tickets are counted and each minor may purchase items.

4. Minors may store their purchases in their boxes, however all items **must** be consumed by the end of the day of purchase.

20.16 ASSESSMENT AND PLAN

- A. Any minor who has been detained in Juvenile Hall for 10 days shall have an individual Assessment Plan/Case Plan completed and included in his/her file. The Assessment is a statement of the minor's problems, including identification of substance abuse history, educational, vocational, counseling and family reunification needs. The plan shall be written with documented objectives and time frames for the resolution of problems identified in the assessment. The plan will include a description of program resources needed and individuals responsible to carry out the plan. There shall be periodic reviews and a transition plan for release.

- B. The Assessment Plan will be prepared by the Probation Aide and given to the Senior Group Supervisor for implementation. The purpose of this Case Plan is to help the youth receive services while in Juvenile Hall so he or she has a better chance of succeeding in home/School/employment after returning to the community. When the minor is released, the Senior Group Supervisor will return the packet to the Probation Aide.

9.2 SEARCHES

Discussion

There are two broad categories of searches in the Juvenile Hall: (A) Searches of the facility, and (B) searches of the minors.

A. Facility Searches

Any area of the facility which is inhabited by persons in custody, or which persons in custody or the public have access to, is subject to search at any time. Routine and random searches are to be conducted for damage and loss as well as for contraband or to discover the whereabouts of an individual. A search of the entire complex takes place at any time there is a bomb threat.

1. Complete Unit Searches

A complete Unit search is not a regular procedure. A breach of security or safety would prompt this procedure. A Supervisor must approve the interruption of programming to accomplish this type of search and an Incident Report must be written.

Procedure

- a) Secure all detainees in their rooms. Conduct the search as quickly as possible. It is not necessary to go into the reasons or details about the search with the minors.
- b) Plan your search in an orderly manner so that areas are not covered repeatedly by accident, while others are left unsearched.
- c) Always start from the front of the unit and move toward the rear.
- d) Search rooms in teams of two staff.
- e) Do not search any detainee unless a search of the entire unit fails to reveal the contraband. See B. below, "Search of Detainees."

2. Routine Checks and Searches

- a) Whenever the units have a group movement, the staff shall conduct a security sweep of the unit. Check all doors to insure that they are locked. Do a count of minors and verify with the count on the board. Counts are to be radioed to the D.P.O. III at all group movements.

- b) Staff will check mail for contraband (see section on Mail)
- c) Staff will conduct periodic room searches.
- d) Staff will check all doors in the units at the beginning and ending of every shift to insure that they are locked.
- e) Each shift will check and account for all risk items.

B. Search of Detainees

Searches of detainees are performed to ensure the safety and security of all detainees and staff and to maintain an institutional environment as free as possible from any item not specifically permitted in the institution (i.e. contraband). A search of a detainee will never be conducted for purposes of harassment or as a discipline or punishment or in a group setting. Group Supervisors will wear gloves while conducting searches.

1. Definitions

- Intake Search: Includes newly booked youth, returns from downtown court, outside medical appointments and any minor who leaves the detention facility, for whatever reason, and is not under the direct supervision of probation staff.
- Clothed Search: The inspection by sight and touch of the youth's hair, mouth, ears, clothed body and outer clothing (including coats, hats, wigs, pockets, socks and footwear)
- Pat-down search: A cursory search of a detainee while the detainee is clothed. The search requires the movement of the searcher's hands over the entire body, pressing the clothing in attempt to detect any concealed weapons or contraband.
- Body Cavity: The stomach or rectal cavity of all persons and the vagina of a female.
- Visual Body Cavity Search: The visual inspection of the openings of the minor's body cavities.
- Physical Body Cavity Search: The physical intrusion into a body cavity for the purpose of discovering any object concealed in a body cavity. *Never authorized without a judicial search warrant.*
- Strip Search: A search which requires a minor to remove or arrange some or all of his/her clothing so as to permit a visual inspection of the underclothing, breasts, buttocks or genitalia of that minor. *Requires documented, specific, reasonable suspicion and prior written authorization of the supervising officer on duty.*
- Reasonable Suspicion: The belief, based on specific and articulable facts, that a person is concealing a weapon or contraband, and that a strip search will result in the discovery of the weapon or contraband.
- Contraband: Any item not issued or allowed into the Juvenile Hall by law or institutional rules. Contraband, as it applies to this policy,

pertains to smuggled weapons, drugs or other items or substances which pose a threat to the safety and security of the Juvenile Hall.

2. General Information

- a) No person arrested and held in custody shall be subject to a strip search, unless a peace officer has determined and documented that there is reasonable suspicion.
- b) A thorough pat down search and metal detection will precede the strip search.
- c) No strip search may be conducted without the prior written authorization of the Deputy Probation Officer III or the administrator on duty. The authorization shall include the specific facts and circumstances upon which the reasonable suspicion determination was made by the Supervisor.
- d) Strip searches will be done on an individual basis (one minor at a time), with only persons involved in the search being present.
- e) Persons conducting a strip search or visual body cavity search shall not touch the breasts, buttocks or genitals of the person being searched.
- f) All persons conducting or otherwise present during a strip search shall be of the same sex as the person being searched, except for physicians or licensed medical personnel.
- g) All strip and visual searches shall be conducted in an area of privacy so that no person without authorization to participate can observe the search. Persons are considered to be participating in the search if their official duties, relative to search procedure, require them to be present at the time the search is conducted.
- h) Any person who knowingly and willfully authorizes or conducts a strip, visual or physical body cavity search in violation of this section is guilty of a misdemeanor (Section 4030 P.C.)

C. Elements of the Search Procedure

1. A minor who has been taken into custody is subject to pat-down searches, metal detector searches, and thorough clothing searches.

2. If there is a reasonable suspicion that such person is concealing a weapon or contraband, then a strip search, with prior written supervisory approval, may be conducted. See Search Authorization Form at conclusion of this section.
3. All body searches, including "pat-downs" should be conducted by staff of the same sex as the minor being searched, except under emergency circumstances in which security of staff and or detainees is at risk.
4. Under no circumstances are institutional staff to conduct physical searches of the body cavities of any minor. If such searches are considered necessary, they are to be conducted by medical staff.
5. All minors should be searched every time they enter the institution from the community or after visiting with outside persons within the institution.
6. A search of a visitor's vehicle, package, purse, pockets and other belongings, while on the premises, as well as a "pat-down" of a visitor's outer clothing is permissible. Notice of that policy should be posted for visitor's information.

D. Pat Search Procedures:

1. Have the minor remove footwear, hats, jewelry, belts, wigs and outer garments, down to one layer of clothing over the undergarments.
2. Using the metal detector, systematically pass the wand over the minor's body.
3. Have minor remove any hair accessories and run both hands through their hair and shake their head.
4. Instruct the minor to remove all items from his/her pockets and turn them inside out.
5. The searching staff member will position him or herself behind the minor and instruct him/her to face the counter and place hands on the countertop, with feet spread.
6. Using both gloved hands, staff will run hands over the minor's clothed body to feel for hidden items.

E. Strip Search Procedures

1. Before a strip search may be conducted, a Search Authorization Form must be completed and signed by a supervisor or manager.
2. The strip search is to be conducted in an area out-of-sight of the public and/or other minors.
3. The staff conducting the strip search are to have the minor empty his/her pockets, remove his/her shoes, take them by the toes and knock them together. Have the minor remove his/her socks, turn them inside out, and drop them. Have him/her remove his/her pants, turn the pockets inside out, turn the pants inside out, take by the cuffs, snap them several times and drop them. Have him/her remove his/her underwear (including bra for females), and visually observe for contraband.
4. Check the minor's palms, ears, and mouth.
5. Once you are assured the minor does not have any contraband, have him/her dress.

SEARCH AUTHORIZATION FORM

Minor's Name: _____ Gender _____ File # _____

Date: _____ Time: _____ Charges: _____

Search Location: _____

If Requested by Arresting Officer, Officer's Name _____

Rationale for the Visual / Strip Search:

(Statement of facts by Arresting Officer/Probation Officer supporting visual/strip search. Explain briefly here and elaborate below)

Search Conducted By: _____ Male ___ Female ___

Authorizing Supervisor: Name: _____ Date/Time: _____
(Supervisor Approval is required for the search per 4030)

Authorizing Supervisor Signature:

Results of Search – Items Found and Where:

[To document reasonable suspicion, staff must write rationale / finding – not just check a box. Multiple of the elements above may be necessary to support reasonable suspicion; any one alone is unlikely to be sufficient.]

1. Nature of charge(s) _____
2. Probable cause statement or circumstances of unusual conduct _____
3. Appearance of the minor, e.g., signs of intoxication, needle marks or indications of drug addiction, noticeable injuries, signs of abuse _____
4. Furtive movement indicating minor might be concealing contraband _____
5. Other unusual conduct, excessive nervousness _____
6. Evasive or contradictory answers to questions _____
7. Information provided on intake as to suicide attempts, prior abuse, substance abuse history _____
8. Discovery of incriminating matter in less intrusive searches _____
9. Informant's tip _____
10. Past conduct in the facility, e.g., assaultive, contraband, self-mutilation, suicidal efforts/ideation _____
 Prior history: criminal, medical and/or mental health _____

13.1 POLICY AND PROCEDURES
DETAINEE'S RIGHTS

A. Discussion

1. All individuals detained in Juvenile Hall have basic rights and may not be deprived of these rights as a means of behavior control and/or discipline. A copy of these rights is to be permanently posted in each living unit.

B. Guidelines

1. Basic Rights
 - a. A place to sleep. This includes a clean and usable bed or mattress, pillow, blankets, sheets, etc.
 - b. Full meals and a balanced diet and scheduled snacks.
 - c. Full complement of clean clothes.
 - d. Attorney and parental visits.
 - e. Items necessary for personal hygiene. This includes soap, toothpaste, toothbrush, comb, etc.
 - f. Minimum exercise (i.e., an opportunity to exercise large muscles for at least one hour daily).
 - g. Visits/telephone contacts with attorneys.
 - h. Receive and send unlimited letters each week.
 - i. The opportunity for a daily hot shower and access to toilet and water as needed.
 - j. The opportunity to attend religious services and/or religious counseling of his/her choice.
 - k. Clean and sanitary living conditions.
 - l. Medical care and mental health assistance.
 - m. Access to reading materials.

- n. Advisement of the rules of the institution/living unit, the consequences for violation and access to a procedure which provides for a fair hearing and resolution of complaints pertaining to his or her care in juvenile institutions (e.g. Grievance Procedure, and/or Disciplinary Due Process).

2. Additional Program Elements

- a. All disciplinary action is determined and administered by staff and never delegated to minors.
- b. No corporal punishment or cruel, degrading punishment, either physical or psychological.
- c. A school program approved by the State.
- d. Counseling and casework services.
- e. Possession of newspapers, books, magazines, letters, personal papers and photographs permitted in the amount and manner as determined by the Division Director.

C. Procedures

- 1. Juvenile Hall staff are responsible for:
 - a. Advising all detainees of their rights and of program elements listed above upon their entry into a living unit.
 - b. Posting a list of Minor's Rights, Rules of Conduct and Grievance Procedure in each living unit, accessible to all detainees.
 - c. Ensuring that no minor is deprived of his/her basic rights as a means of discipline.

13.2 CORRESPONDENCE/MAIL

A. Discussion

1. Detainees in Juvenile Hall are encouraged to maintain ties with their families and with the community by sending and receiving mail. Detainees also have the right to exchange confidential information with their legal representative, public officials, clergy, judiciary, and government agencies. All correspondence shall be considered privileged if it does not compromise the safety and security of the institution or the public.
2. All letters must be sent and received through the U.S. Postal Service. No letters will be given or received by any other means.
3. Minimum standards for Juvenile Halls, Title 15 Section 1375 states:

"Those minors who are without funds shall be permitted at least two postage-free letters each week to permit correspondence with family members and friends but without limitation on the number of postage-free letters to his or her attorney and to the court."

B. Guidelines

1. Incoming mail will be opened by Unit staff in the presence of the minor, checked for contraband, and delivered to the recipient. Minors are not permitted to keep envelopes, stamps, or any attached or mailed-in stickers. Outgoing mail will be placed on the Juvenile Hall secretary's desk for postage and mailing.
2. If any contraband is found in incoming mail, the contraband is to be confiscated, placed in the locked personals cabinet, clearly labeled, and accompanied by an incident report. The letters may then be given to the minor.
3. Mail being read for security reasons, which has any questionable information in it, is to be given directly to the Juvenile Hall Division Director or Assistant Division Director. If staff does read a letter due to one or more of the following conditions, (outgoing or incoming), an I.R. must be written indicating under what circumstances the letter was opened and read. Mail shall not be read or withheld unless there is reasonable suspicion that one or more of the following conditions exist:
 - a. It advocates the direct furtherance of a specific criminal act.

- b. It advocates or encourages specific acts of violence or physical harm to a person or persons.
 - c. It advocates or plans for escape.
 - d. It promotes gang activities.
 - e. It contains contraband.
4. All outgoing mail is to be placed in an unsealed envelope by the minor. Staff is to check each piece of mail from the facility for any references to escape, descriptions of facility security, or threats against staff. Staff should use a pencil to mark their initials in the area where the stamp is to be placed so that all will know the letter has been checked.
5. Opened mail which is located in the minor's room or personal's is not to be read unless there are overt indications of items in #3, above.
6. Mail can be sent to and from other group homes or institutions as long as it complies with #3 a-e above.

13.3 LEGAL SERVICES ACCESS

- A. Minors have the right to an attorney. If they don't have one, the court will appoint one for them at their first Court Hearing. While a minor is detained, he/she has the right to contact the attorney at any reasonable time. The minor will tell the Group Supervisor that they want to speak to their attorney, and the Group Supervisor will dial the number on the Unit phone and hand the phone to the minor. During face to face meetings, if the minor or his attorney need a confidential area in which to speak, the attorney will visit the minor in one of the interview rooms in the intake area. Visits between minors and their attorneys are allowed at any reasonable time of the day or evening.

13.4 COMMUNICATION IN OWN LANGUAGE

A. Discussion

1. Restricting the use of any language, except code, other than English must be justified by demonstrable concerns for maintaining institutional order, safety and security.

B. Guidelines

1. Detainees shall be permitted to communicate in a language other than English. If staff determine that the use of a language other than English threatens institutional/unit order, safety, or security, the right to communicate in that language may be denied. In the event that such a prohibition is made, an Incident Report regarding the denial must be written and forwarded to the duty supervisor for review and final disposition by the Division Director.

15.1 VISITING

A. Family Visiting: Philosophy

1. Group Supervisors supervising the visiting program operate in a dual capacity, supervising visitors as well as detainees. The supervision of visitors begins with their arrival at the Control Center. How visitors are received can be quite significant for the general well being of the institution. The influence of relatives and family in many cases is an important factors in treatment.
2. A well-planned and efficient visiting program is essential to the maintenance of high morale and good discipline among the detainee population. It also fosters good public relations and gives some indication of the detainees' families that care, treatment and return of the detainee to the community are concerns of all employees in the Juvenile Hall.

B. Policy on Persons Allowed Entry to the Juvenile Hall

1. Persons not allowed into Juvenile Hall are as follows:
 - a. Any person required to register under Section 290 of the Penal Code.
 - b. Any person having convictions for weapons offenses or extremely violent behavior.
 - c. Any person with a felony conviction who is currently on probation or parole.
 - d. Any person with a felony conviction within the past three years.
 - e. An exception to the rule may be made by the Assistant Division Director.
 - f. An exception to this rule may be made by the probation officer when authorizing individual visits for minors detained at the Juvenile Hall. This exception must be communicated to the Institutional Deputy Probation Officer III.
 - g. Any other exceptions to this rule must be approved by the Juvenile Hall Division Director or the Chief Probation Officer and communicated to the Deputy Probation Officer III.

h. Guidelines

- 1) All visitors to our facility, including attorneys, counselors, maintenance workers, interns, commissioners, sales people, etc., are required to identify themselves and to sign in on the visitors' log and/or other appropriate logs. Each visitor needs to wear a visitor badge and is never to be left unsupervised in the facility (except maintenance workers). If you do not recognize the person, you may ask for identification. Probation officers, school staff and Health Services Agency staff assigned to the Juvenile Hall will not need to sign the log unless they are issued keys, in which case they must sign the key log.
- 2) Parents, guardians or persons standing in loco parentis, may visit minors on dates and times specified by the visiting regulations in this manual. Special visits requested by the Court or by the probation officer, are to occur at reasonable times, subject to limitations necessary to maintain order and security. Opportunity for visitation shall be a minimum of one visit, per week, totaling one hour. Family visits are to be supervised.

C. Security

1. All regular visitation will occur in the dining room.
2. A parent may buy their child one soda from the Juvenile Hall vending machine during the visit. Staff must remove the metal tab from the soda can.
3. All rules of security are to be enforced during visiting time. Juvenile Hall staff, alone, are responsible for the care and custody of minors legally detained. Control and supervision must never be relinquished to visitors.
4. The DPO III and the Group Supervisor assigned to visiting are responsible for briefing all visitors regarding their personal conduct. Parents who have obviously been drinking, who are quarrelsome, or for any other reason appear likely to be a disturbing factor during the visiting period should be advised to come back at a later date.

5. The orderly movement of visitors from one area to another is the Shift Supervisor's responsibility. Staff members supervising the visiting period should never leave the visiting area unless relieved by a co-worker.
6. Any inappropriate action or behavior on the part of either child or visitor should be discreetly but decisively handled. Staff should conduct themselves in such a manner that visitors have no doubt about our intention to maintain a visiting program beneficial to all concerned.
7. Visiting for "Room Confinement" residents may need to occur in the interview rooms (locked) or in the holding cell in the Intake/Control area, depending on the minor and the reason for "R.C." status. If there is no holding cell available, the youth occupying the holding cell will need to be moved temporarily to the second, occupied holding cell, or be moved to Room 41 or Room 42 until visiting is over.
8. All residents will be pat searched following visiting.
9. Programming in the units during visiting will be limited to sit-down, non-risk activities, such as movies, television or card games.

D. Appearance and Behavior of Detainees

1. The dress and general appearance of the detainee during visiting is important.
2. Highest standards of behavior are expected. Loud, boisterous and offensive conversation or actions should not be permitted. A quiet and orderly atmosphere will permit the maximum benefit to be gained from visiting.

E. Relationship with Visitors

1. Courtesy, tact and the development of a pleasant attitude during visiting are essential. Staff should be available to answer questions that visitors may have about Juvenile Hall or its program. Some questions or requests may need to be referred to the Shift Supervisor for clarification.
2. Every effort should be made to be prompt in beginning the visiting program. In the event there is a delay, the Shift Supervisor should be notified and the delay explained to the visitors. Supervisors must

make every effort to ensure that all detainees receive the amount of time authorized for their visits. Visiting privileges, like any other privilege in the institution, must be uniformly administered.

F. Initial Visit

1. Parents or legal guardians may be allowed an initial visit within the first twenty-four (24) hours following an admission, if the visit does not interfere with the safe operation of the facility and we are able to accommodate the parent/guardian. This visit will take place in one of the intake rooms, in private. The Shift Supervisor must at all times remain in the immediate area to ensure security, to answer questions or otherwise be of assistance. Thirty (30) minutes is usually the amount of time allotted for such visits. If the visit appears upsetting to either child or parents or guardians, the Shift Supervisor should intervene and, if necessary, terminate the visit. Every effort should be made to have a Mental Health Clinician meet with the minor and/or family if either is upset.

G. Check-In Procedure

1. All visitors will wait in the lobby until escorted to the visiting area. At this time each visitor signs the "Guest Register". Visitors are received at the Control Center by the DPO III. They are to leave purses or briefcases in the car and their keys or other personal items at the D.P.O. III counter. Before a visitor enters the facility, the D.P.O. III will scan him/her with the metal detection wand.

H. Reporting of Problems During Visiting

1. In the event that a problem arises during visiting (such as passing of contraband, hostility between minor and visitor, etc.), the information must be documented through the generation of an Incident Report.

I. Who May Visit

1. During regular weekly visits, only the parents or guardians are allowed to visit. If the parent or guardian is unavailable for visiting, the probation officer may approve other family members to visit, such as grandparents or adult aunts or uncles. Probation officers should only be approving visitors in place of, not in addition to parents. If the latter occurs, the D.P.O. III should remind the probation officer about the Juvenile Hall policy.

2. Authorized attorneys and members of the clergy may visit at their convenience and in accordance with the safety and security of the institution.
3. All staff from Santa Cruz County Children's Mental Health may visit their clients without pre-authorization from the probation officer. They may visit clients at any time that does not compromise safety and security.
4. Counselors or therapists who have an ongoing relationship with a minor may visit with the approval of the probation officer and, as above, at a time convenient to the running of the institution.

J. Number of Visitors

1. Minors will be allowed a maximum of two (2) visitors at any one time, and a maximum of four (4) visitors during anyone visiting period.

K. Special Visits

1. Special visits occur for a variety of reasons. When a minor is going to out-of-county placement, the probation officer will make arrangements for the parents to have a last visit for a total of no more than six (6) members of the immediate family. Family is not allowed to bring food or drinks to any visit. The visit is to be arranged by the probation officer, at a time convenient to the operation of the Juvenile Hall. The time of the visit and exact names of the visitors are to pre-approved by the Deputy Probation Officer III. The visit is to take place in the interview rooms of the intake area. Other special visits may occur at the discretion of the probation officer, or by a court order. A Senior Group Supervisor or Deputy Probation Officer III may arrange a special visit for a minor who is having an especially difficult time.
2. Sometimes the court orders infant children to have special visits with their parents who are detained. In those cases, another adult should be present with the minor and his/her child during the visit.
3. If parents are unable to visit during regular visiting time, due to illness, work, etc., special arrangements may be made in advance by calling the Juvenile Hall Deputy Probation Officer III.

L. Conduct of Visitors

1. All visitors are subject to search before entering Juvenile Hall. Any visitor who is under the influence of drugs or alcohol or who is refusing to follow rules set forth will be denied entry to the Juvenile Hall. If the visitor refuses to leave or threatens staff, the Sheriff's Office should be contacted and requested to escort the visitor off the Probation Department grounds.

M. Interviews with Minors/Room Availability

1. Throughout the day, a variety of authorized people will have access to interviewing the minors. Santa Cruz Juvenile Hall has two interview rooms and two holding cells. At times, the number of people wanting to interview minors exceeds the space available to do so. The Deputy Probation Officer III will have to use judgment on how to schedule the space; however, preference should be given to probation officers doing intake and to the psychiatrist, who is only here for a few hours a week. Other people will have to wait for a room. Some of the visitors may be authorized to go to the units to interview the minors.

N. Attorney Visits

1. Attorneys visiting their clients should conduct the visit in the intake area or it may be necessary for them to interview clients on the unit. All attorneys are required to sign the parent-visiting log before seeing their clients. The D.P.O. III must check the sign-in log before calling up the resident. The attorney has the right to consult with the client in private. The D.P.O. III must make certain that the attorney is the minor's attorney of record or his/her investigator.

O. Police Officer Interviews

1. Refer to section entitled "Detainee Rights" in this manual for policy regarding police officer interviews of minor detainees.

P. Other Interviews

1. Any person possessing a court order to interview a minor may do so during regular interview hours or during times arranged by the probation officer or Deputy Probation Officer III.

15.2 VISITING REGULATIONS

Santa Cruz County Juvenile Hall

Physical Address: 3650 Graham Hill Rd. Felton, CA 95018

Mailing Address: P.O. Box 1812 Santa Cruz, CA 95061

Phone: (831) 454-3812 Toll free from Watsonville: (831) 763-8160

Guest Register: You will be expected to sign the Juvenile Hall "Guest Register" each time you visit. Purses and such items will not be allowed in the facility.

Who May Visit: Parents or legal guardians. Grandparents, Aunts, Uncles or Adult Siblings may visit only if there is no parent or is available. The person(s) who may visit when no parent is available must be approved by the child's Probation Officer. All Authorized attorneys and clergymen may visit at other times, but must call and clear date and time with shift Supervisor.

Number of Visitors: Children will be allowed a maximum of two (2) visitors at any one time.

Special Visits: Prior to a child's departure to institutional placement, arrangements may be made for all the immediate family to visit at one time.

If, because of work, illness, etc., you cannot visit at regular visiting times, special visiting arrangements may be made in advance by calling your child's Probation Officer.

Visiting:

The day your child has visiting depends upon where he is housed in Juvenile Hall.

<u>If he is in A-Unit, visiting is:</u>	Wednesdays	7:30 p.m. to 8:30 p.m.
	Sundays	1:45 p.m. to 2:45 p.m.
	Thanksgiving and Christmas	3:00 p.m. to 4:00 p.m.
<u>If he is in B-Unit, visiting is:</u>	Tuesdays	7:30 p.m. to 8:30 p.m.
	Saturdays	1:45 p.m. to 2:45 p.m.
	Thanksgiving and Christmas	3:00 p.m. to 4:00 p.m.

For security purposes staff may assign a child's visitor's to visit on a certain day.

Supervision Of Visits: All regular visits will be supervised by members of the Juvenile Hall staff. Children in Juvenile Hall are in legal custody and the staff member's presence is intended to insure that custody. They are also present to answer your questions or explain the Juvenile Hall program.

If you have questions regarding visiting procedures, please feel free to discuss them with our staff.

Telephone Calls: Your child is permitted two phone calls upon arrival at the Juvenile Hall; one to a parent and one to their attorney. Subsequent calls may only be authorized by your child's Probation Officer.

Smoking: Smoking either by the parents or the child, in Juvenile Hall, is strictly prohibited. Public law prohibits the passing to any child any kind of smoking material, such as cigarettes, matches, etc. Visiting privileges will be suspended indefinitely if it is determined that you passed smoking materials or other contraband to any child.

Visitor's Conduct: Any person who is to any degree intoxicated or who has obviously been drinking will not be admitted. If your conduct or the conduct of your child becomes a disturbing factor to others who are visiting, your visit will immediately be terminated.

Physical Needs: Physical needs of your child are met by the Juvenile Hall. He or she will be furnished a complete set of clothing, which is routinely changed and laundered. Combs, toothbrushes, toothpaste, shaving supplies, shampoo, etc. are all supplied.

No food or drinks of any kind may be brought into the Juvenile Hall.

The children need no money while in the Hall, and we discourage your bringing in expensive items such as musical instruments, jewelry, etc. We will not assume liability for such items and, if lost or damaged, will not be responsible for their replacement.

Written Material: Visitors are not permitted to give their child any kind of written material unless it has first been cleared by the shift supervisor. No notes or letters of any kind may be brought into the Hall or taken out. Visitors may bring books and magazines, but these must first be cleared; pornographic materials will not be allowed.

Medical Consents: The Juvenile Hall physician's assistant makes routine visits twice weekly. Your child will receive a medical examination during one of these weekly visits. This procedure is followed to protect all parties concerned from exposure to contagious or communicable diseases. We ask that you sign a medical consent form authorizing physical examination and/or treatment if treatment should be required.

Your child may be interviewed by a member of the Mental Health Unit of the Probation Department. Your authorization for this interview is included in the Medical consent you are asked to sign.

You will be notified immediately if your child becomes serious ill or requires hospitalization.

Babies and Small Children: You are encouraged to leave babies and small children at home. They will not be allowed in the visiting area. They should never be left unattended in a car or in the Probation Center lobby. If it is necessary to bring children, arrangements for their supervision while you visit must be arranged by you.

Concerns: If you have any concerns or issues surrounding your minor's involvement in the Juvenile Justice System, please contact:

Juvenile Justice issues: Juvenile Hall Division Director at (831) 454-3852

Juvenile Supervision, Investigation or Intake: Juvenile Division Director at (831) 454-3886, or

If your concerns are not dealt with to your satisfaction, please call the Chief Probation Officer at (831) 454-3800.

If you have further concerns, please write to the Juvenile Justice Commission at P.O. Box 1812, CA 95061.

Please be aware of the following: Section 207.5 of the Welfare & Institutions Code makes it a misdemeanor to misrepresent oneself to secure admission to the premises or grounds of a juvenile hall, home, ranch or camp, or to gain access to any minor detained therein.

Also, Section 871.5 of the Welfare & Institutions Code makes it a misdemeanor (or a felony) to bring or send controlled substances, alcoholic beverages, firearms, weapons or explosives into any county juvenile hall, home, ranch, camp or forestry camp.

14.1 RELIGIOUS PROGRAM

A. Discussion

1. Each minor shall have access to religious services and/or religious counseling of his faith, if at all possible, at least once each week in the Juvenile Hall. Attendance shall be voluntary and not required. The minor shall be allowed to participate in normal program activities should he or she elect not to participate in religious program.

B. Guidelines

1. A number of religious programs are provided in the Juvenile Hall. Weekly groups with Protestant minister or his representative, Gideon Bible groups, Bethany Bible groups, and Catholic priests are usually available. Other religious services or representatives may be approved on request. If a ward has a religious diet that he/she must follow, it will be sent to the Division Director for approval (refer to the section entitled "Food" in this manual.)
2. Services and/or religious counseling shall be arranged by the Senior Group Supervisors. Normally mass and confessions and church services will be held in one of the classrooms. Other religious counseling may take place in the units at a private table.
3. Minors may keep a Bible in their rooms or religious literature in their personal property in the living unit.
4. Religious literature representing Satan or witchcraft, or that, which discusses blood or animal sacrifices is considered dangerous to institutional control an/or security and is prohibited.
5. Freedom of religion can never mean freedom to interfere with the peaceful rights of others, nor can it mean the freedom to disregard the rules and regulations of the institution.

C. Religious Programs/Restrictions

1. The D.P.O. III/Senior G.S. may limit the number attending services for security purposes. Minors who are on disciplinary status, either program restriction or room confinement status, may not be eliminated from religious services. Those minors are not allowed to attend group services, but will be able to attend one-on-one sessions in the unit at safe times, if the religious representative is available. Each situation will be assessed as to the individual's

threat to security and order and his/her ability to maintain behavioral control during services. The D.P.O. III/Senior G.S. will approve any minor's exclusion from participation in religious services. The minor's exclusion and the reasons for exclusion will be noted in the minor's unit log.

2. Guide for Leaders of Religious Programs and Church Services

The following suggestions are made to facilitate religious program while considering the needs and pressures of minors living in a detention setting:

- a. The leader of the group should discuss the type of program to be presented with the living unit staff prior to starting the program. This allows our staff to brief leaders on such things as group tone (behavior), and potential problem areas concerning specific individuals.
- b. Persons responsible for the program should be made aware of the potential security risks involving the use of certain props, e.g., ropes, pieces of metal, etc.
- c. Avoid "open" altar calls and group challenges for decisions. If the leader would like to counsel in private with detainees, an area will be provided that allows maximum privacy while maintaining security and observation.
- d. "Testimonial" services should be avoided, as should typical preaching services.
- e. The staff on duty in the living units are responsible for any situation that may arise which requires discipline. The volunteers' cooperation with staff in case of such an event is requested. California law requires certain types of disciplinary handling, short of physical contact or corporal punishment. Our staff will maintain control of the minors and do everything possible to make the volunteers' visits enjoyable for them and the minors.
- f. All reading material to be given to detainees should be cleared through the Deputy Probation Officer III on duty. After approval, religious tracts or similar reading materials may be distributed to the detainees or left in the living units for future use.

- g. Avoid holding hands with the wards as, many wards are very sensitive to or threatened by touch.
- h. One-on one religious counseling alone can present problems. This should be done only with permission of the G.S. and only with actual visual contact by the G.S.