

OBSERVATION REPORTS

AUTHORITY:	Administrative Directive		
RESCINDS:	Procedure Manual Item 3-2-309, dated 12/11/20		
FORMS:	Unit Face Sheet		(F0512-2024)
	Unit Face Sheet, Continued		(F0512-2025)
	Institutional Casework Report	(Facility Document)	
	Special Incident Report		(F057-7018)
PURPOSE:	To standardize methods of reporting behavioral observations.		

I. GENERAL INFORMATION

- A. **Facility** staff are to carefully observe youth in detention and provide information to Deputy Probation Officers (DPOs) and related agencies concerning the youth's personality characteristics and behavior.
- B. To perform this function, staff are required to make observation reports on all youth in custody.
 - 1. These reports become part of each youth's permanent record and must not be edited.
 - 2. They must reflect an objective report of the youth's behavior while in custody.
 - 3. This places the responsibility for producing fair and accurate reports directly on the staff.
 - 4. Do not make irresponsible or malicious comments reflecting emotional responses or frustrations in working with a youth.
 - 5. As these reports may be used in determining the disposition of a youth, it is important that they reflect the youth's behavior in an objective way.

II. PROCEDURE

- A. Unit Face Sheet/Intake and Release Center (IRC) Assessment Report
 - 1. The IRC staff initiates Unit Face Sheets when each youth enters Juvenile Hall.
 - 2. Describe fully all pertinent information of a behavioral or specific medical nature.
 - 3. Give the source and date of information in the section provided.

4. Show any special status such as “**High Risk**,” “**Suicide Risk**” or “**Assaultive Behavior**” in red on the Unit Face Sheet.
5. Any gang information should be entered on the Unit Face Sheet.
6. Intake staff makes brief comments on the Unit Face Sheet regarding attitude, behavior adjustment or special status upon intake.
7. Staff should make another behavior observation before release or transfer from IRC and should always sign and date any comments made in a youth’s folder.
8. Keep current Unit Face Sheets on the top right side of the first section of the youth’s folder.
9. When a youth is transferred to a living unit, the Deputy Juvenile Correctional Officer (DJCO) will ensure that a “Unit Face Sheet, Continued” is filed on the left side of the third section.
10. The youth’s assigned DJCO will make a minimum of one written observation in an Electronic Contact Report (ECR) note in ICMS **bi-weekly** per youth on **their** caseload.
 - a. These observations should include the youth’s progress/adjustment in the unit, relationship with staff and peers, emotional tone, work and school performance, current charges, parental relationship and status of court procedures.
 - b. Additional comments may be made in the youth’s folder at any time by any staff.
11. The pink “Institutional Casework Log Sheet” displays the due date requirements for the various Casework Reports.

B. Casework Reports

1. Initial **Case Plans** – should be completed **fourteen days** after the youth’s entry into Juvenile Hall. It should outline casework issues to be worked on and a plan of action to achieve the objectives of the case plan.
2. The Case Review – **shall be** completed by the casework counselor every 30 days after the **Initial Case Plan** due date, to track the progress of the youth in achieving the goals and objectives set forth in the **Initial Case Plan**.
 - a. A Case Review is completed every 30 days until the youth is released. The review should include **specific** examples that give an overall view of the youth’s behavior while in **custody**.
 - b. The last Case Review before the youth’s release date should focus on **a transition plan**. The Case Review **and transition plan** should include **their** probation officer, school personnel and the youth’s parents.

3. The Exit Summary – **shall be** completed when the youth is released from custody and includes a “Post-Release Service Plan” to continue with issues that need to be dealt with by the youth after **they are** released in order to further the continuity of care for the youth.
4. Supervising Juvenile Correctional Officer (SJCO) will review and sign each casework report before the report is copied and sent to the youth’s probation officer. A copy may be forwarded to the youth’s parents. The original is filed in the third section of the youth’s folder.

C. Special Incident Reports (SIRs)

1. Complete all pertinent areas of page one of the SIR, including the Due Process checklist.
2. Complete the narrative sections (pages 2, 3, etc.) by describing the observed behavior and circumstances surrounding the incident as factually as possible.
3. Complete the Recommended Action section, sign at the bottom, and forward it to a supervisor for approval and signature.
4. The original is filed in the youth’s **facility** folder and copies are routed to the appropriate parties.

D. **Suicide Observation Status** (1:1) notes

1. Staff performing the 1:1 observation must sign in ICMS as well as on the **Youth’s Daily Welfare Log form**. (The 1:1 log must have date, youth’s name and J/DL # at the top of each page).
2. Notes should be documented on the **Youth’s Daily Welfare Log form** not to exceed 15 minutes. Example of a note might be, "youth appears to be sleeping" or "youth participating in school."
3. Staff must document when a youth drinks water, eats a meal or takes medication. This provides information on how the youth is adjusting while on level III and shows they are cooperating with the unit program. These notes can also be used to provide current and past history of the youth while on level III. If a youth on Level III declines an activity or refuses medication, a Level III log note must be entered into the 1:1 notes. Example of a note might be, "youth refused to take meds" or "youth refused meal".
4. DJCOs assigned to supervise youth on 1:1 shall write a Behavior Summary at the end of their shift documenting progress of the youth while on 1:1. The summary should also include if the youth ate their meals or declined. The summary should also include if the youth has taken medication if they are on medication. The summary should be read by all staff assuming the duty of supervising the youth who is on Level III. If the youth is reduced to level II, it should be noted which supervisor reduced the youth and at what time the reduction took place.

5. SJCOs will review the notes and initial once these notes have been reviewed. The **night** DJCO will place **Youth's Daily Welfare Log form** notes in the back of the youth's file along with SIRs and Clinical Evaluation and Guidance Unit (CEGU) documentation.

REFERENCES:

Procedures:	3-1-005	Deputy Juvenile Correctional Officer Duties
	3-1-007	Auxiliary Staff Responsibilities-Youth Guidance Center
	3-10-003	Deterrence of Unacceptable Behavior
Policies:	A-1	Policy, Procedures and the Law
	A-5	Communications Within the Probation Department
	B-2	Inter – and Intra-Agency Confidentiality
	C-16	Employee Conduct-On Duty

V. Brown

APPROVED BY: