

## JUVENILE FACILITY ASSESSMENT

- AUTHORITY:** Administrative Directive  
 California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Section 1352  
 Welfare and Institutions Code, Section 210, 707(b), 880, 881, and 885  
 California Penal Code (PC) 667.5 and 1192.7  
 California Rules of Court, Rule 5.752 (Initial hearing; detention hearings; time limit on custody; setting jurisdiction hearing); Rule 5.758 (Requirements for detention; prima facie case); Rule 5.760 (Detention hearing; report; grounds; determinations; findings; order; factors to consider for detention; restraining orders); Rule 5.785 (General conduct of hearing); Rule 5.790 (Orders of the court); Rule 5.795 (Required determinations)
- RESCINDS:** Procedure Manual Item 3-5-005 08/18/23
- FORMS:** None
- PURPOSE:** Establish a procedure for assessing youth, transferring youth, and removing youth from camp facilities to Juvenile Hall. All youth receiving local custody commitments are assessed to the facility or program that best suits their court orders, risk factors, and individual needs.

### I. GENERAL INFORMATION – ASSESSMENT

- A. The DD or designee shall develop and implement written policies and procedures on classification of youth for the purpose of determining housing placement in the facility. Such procedures shall:
1. Provide for the safety of the youth, other youth, facility staff, and the public by placing youth in the appropriate, least restrictive housing and program setting. Housing assignment shall consider the need for single, **or** double, assignment or location within the **unit**.
  2. Consider facility populations and physical design of the facility;
  3. Provide that a youth shall be classified upon admittance to the facility; classification factors shall include, but not limited to: age, maturity, sophistication, emotional stability, program needs, public safety considerations, medical/mental health considerations, gender and gender identity of the youth;
  4. Provide for periodic classification reviews, including provisions that consider the level of supervision and the youth's behavior while in custody.
  5. Provide that facility staff shall not separate the youth from the general population or assign youth to a single occupancy room based solely on the youth's actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identity,

gender expression, mental or physical disability, or HIV status. This section does not prohibit staff from placing youth in a single occupancy room at the youth's specific request or in accordance with Title 15 regulations regarding separation.

6. Facility staff shall not consider lesbian, gay, bisexual, transgender, questioning or intersex identification or status as an indicator of likelihood of being sexually abusive.
7. The Custody Intake Juvenile Assessment Deputy Probation Officer (DPO) oversees the Juvenile Facility Assessment function and is responsible for the following:
  - a. Assess youth for specific facilities (i.e., Juvenile Hall, Youth Guidance Center, and Youth Leadership Academy) and the programs at each (i.e., Abuse, Substance Abuse, Education, and Recognition Treatment (ASERT)/Sobriety Through Education and Prevention (STEP), Sex Offender, Progressive Rehabilitation in a Diverse Environment (PRIDE), etc.).
  - b. Review facility releases for youth approved for Institutional Population Management (IPM) program.

## II. PROCEDURE FOR ASSESSMENT

- A. Youth's DL files are collected at the [REDACTED]. These files represent the youth that were in court that day or the previous day and received custody commitments.
  1. The Assessment/Population Control clerk logs the files into the [REDACTED] and delivers them to the Assessment DPO.
  2. Once assessed, files are returned by the [REDACTED].
- B. The Juvenile Assessment DPO reviews the youth's DL file for information about the present law violation(s) and prior law violations. **Any note made by the court on the youth's disposition sheet or minute order, will be entered in the Booking Entry Master Notes [REDACTED] by the Juvenile Assessment DPO.**
  1. In [REDACTED] select the facility that best suits the youth's needs.
  2. If eligible, select the program that best suits the youth, for example, ASERT/STEP, Sex Offender, PRIDE, etc. **A court-ordered program or camp will be selected if noted on the disposition sheet or minute order.**
  3. In the notes and flags sections [REDACTED] **the assigned DPO will input and update** the current law violation and any potential officer safety issues. For example:

- a. Weapons in the home.
- b. Mental health issues.
- c. Family issues/other family members on probation/parole.
- d. Dogs.
- e. GPS anklet cuts/absconds.
- f. Learning Disability and whether the youth has an active IEP or 504 Plan.

C. The Assessment DPO reviews files and assesses for IPM.

1. In [REDACTED] DPO confirms the camp selection and IPM eligibility.
2. In the notes section, the following should be addressed:
  - a. Current petition charges.
  - b. Specific court orders.
  - c. Behavioral issues/mental health issues.
  - d. Gang Information.
  - e. Escape History.

D. The Population Control/Assessment Clerk logs the file out of [REDACTED]

### III. PROCEDURE FOR TRANSFERS TO CAMP FACILITIES

- A. The Population Control Clerk will review the population daily by 9:30 AM and update [REDACTED] with medical holds, ARs, etc.
- B. Transporting staff will deliver institutional files, all paperwork, and medical treatment sheets to the unit.
- C. Camp staff responsibilities.
  1. Cash and valuables in the brown property envelopes are to be placed in the facility safe.
  2. Enter the youth in the unit [REDACTED] Log in red and adjust the unit population.
  3. Conduct a thorough search of the youth and their property. Place the Juvenile Hall clothing in a plastic bag and deliver it to the Laundry Room for return to Juvenile Hall.

4. Assign the youth a room and enter **them** on the Unit Roster, job list, status board, and any other rosters used in the unit program. Ensure that any special statuses such as RA, "assaultive," gang affiliation are correctly recorded in [REDACTED].
5. Provide the youth with the following items:
  - a. New clothing.
  - b. Shower shoes.
  - c. Comb or brush, if requested or needed.
  - d. Bedding (blankets, sheets, pillow, and pillowcase).
  - e. Toothbrush, if requested or needed.
  - f. Toothpaste, if requested or needed.
6. Upon arrival, youth shall be offered food and the opportunity to shower.
7. Complete and initial the remaining items on the Intake Check List.
8. Re-indoctrinate all youth by reading them the following documents:
  - a. Rules of Conduct for **Youths**.
  - b. **Youth's** Rights and Grievance Procedure.
  - c. Rights at Disciplinary Hearing.
9. Make sure that all youth fully understand the contents of the documents. If the form originated at Juvenile Hall, staff would stamp the original form on the backside. The staff and youth will then sign and acknowledge that **they** fully understand the document's contents. Give the youth a copy of the newly signed forms.
10. In addition, staff will review department policies and procedures regarding the youth's rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents as per PMI 1-4-123 [Prevention, Detection, Reporting and Response to Incidents of Sexual Abuse, Harassment and Misconduct in Juvenile Facilities (PREA)].
11. **Have youth** watch the PREA video.
12. **Have youth watch the Administering Naloxone video.**
13. Drug test **youth** within 24 hours of arrival (UA or swab).
14. Allow the youth to notify their parents or legal guardian of their arrival, inform them of the location and telephone number, summarize the visiting rules and hours, and provide them with any other pertinent and non-confidential information they may request and log that you have done so. If

staff cannot contact the parents, pass this task on to the next shift via a log entry.

15. Upon admittance, the youth shall have access to two free phone calls within one hour by the provisions outlined in Welfare and Institution Code Section 627.
16. Youth are advised of the length of stay and given their program release date, if applicable.
17. Youth are medically screened by Health Care just before transfer. All medical information regarding needs or physical limitations is noted electronically and discussed with medical staff.
18. Youth are assigned a Health Care Agency (HCA) therapist and are screened for mental and developmental disabilities. Youths are screened for suicide risk at intake and before facility transfer to determine suitability. The CEGU clinician at each facility manages ongoing treatment and evaluation.
19. Youth complete an educational assessment that is reviewed by Department of Education staff. Any noted developmental disabilities are referred to the DOE Special Education Instructor for further evaluation and referral to the Regional Center as needed.
20. In [REDACTED] or the institutional case file, staff will review the Adolescent Childhood Experiences (ACE) questionnaire. This is completed by the youth and kept in the institutional file.

D. Night Deputy Probation Correctional Officer (DPCO) Responsibilities

1. Ensure that all paperwork and procedures relevant to the intake process have been properly completed, signed, and dated.
2. Notify the parents or legal guardian of the youth's arrival by sending a "Night Letter." The letter should inform them of the facility location and telephone number, summarize the visiting rules and hours, and provide them with any other pertinent and non-confidential information. Log that you have done so.
3. File all the appropriate paperwork in the institutional file. These may include but are not limited to the paperwork noted above, as well as an Off-grounds Record, relevant log notations, counselor forms, and any program-specific forms.
4. Enroll the youth in school.

IV. TRANSFER OF YOUTH BETWEEN OPEN FACILITIES

- A. A youth committed to an open facility may be transferred to one of the other open facilities if the treatment team recommends that such a transfer can serve the need of the youth.

- B. The recommendation for transfer will be discussed and considered in a case **conference** that includes all treatment team members.
- C. Criteria for such a transfer would be:
  - 1. The youth's age, maturity, and sophistication level are more appropriate for another facility.
  - 2. Such a transfer would enhance the vocational or academic opportunities for the youth.
  - 3. The youth's specific counseling and psychological needs would be better met by such a transfer.
  - 4. The need to separate **co-defendants** exists.

V. **TRANSFERRING A YOUTH TO A DIFFERENT UNIT WHEN HOUSED AT JUVENILE HALL**

- A. **Upon entry into the intake units at JH, all youth are to submit a urine sample which will be sent to Abbott Labs for drug testing. This should occur on the 1<sup>st</sup> day of entry and [REDACTED] notation must be made. This will create a baseline for any future drug testing.**
- B. **Whenever a youth is transferred to another unit in JH, the receiving unit must have the youth submit to a urine drug test with random drug testing thereafter.**
- C. **If a youth does not submit a urine sample, document this in [REDACTED] and the next shift (exception being the graveyard shift) will be responsible to obtain the urine sample.**

V. **GENERAL INFORMATION FOR REMOVING A YOUTH TO JUVENILE HALL/OTHER CAMP**

- A. A Courtesy Hold is the temporary housing of a youth at Juvenile Hall. Situations that warrant a courtesy hold may include:
  - 1. The youth cannot return to the **facility** of commitment after a furlough because of transportation problems and reports to Juvenile Hall instead.
  - 2. The youth is delivered to Juvenile Hall for court.
  - 3. The youth is delivered to Juvenile Hall for medical reasons.
  - 4. The youth is delivered to Juvenile Hall pending release from custody (commitment completed).
- B. A Medical Hold may be placed by medical personnel when the youth needs ongoing medical treatment or observation that can only be provided at Juvenile Hall.

The youth develops an injury, illness, or other medical/physical limitation, which adversely affects his/her reasonable participation in day-to-day activities of the facility or requires medical care that is not available at the outlying facility.

- C. A Psych Hold may be placed by Clinical Evaluation and Guidance Unit (CEGU) personnel when the youth needs ongoing mental health treatment or observation that can only be provided at Juvenile Hall.
- D. Before removing a youth via an Administrative Removal (AR), every effort by facility staff should be made, and all resources, such as CEGU consultation, should be exhausted to retain the youth. The AR option will be used only as a last resort.
- E. An AR is not to be designated for a set period of time.
- F. The following criteria are necessary to initiate the AR process; however, this process will only be initiated if documentation shows that alternative handling has been tried and failed or considered and rejected.
  - 1. Security

The youth has made repeated threats of escape or has attempted to escape from the facility.
  - 2. Safety

The youth's safety and/or the safety of others would be threatened if the youth remained at the facility. These elements may include:

    - a. Rival gang members have threatened the youth.
    - b. Because of **their** immaturity, **they become more susceptible to** manipulation.
    - c. The youth has made threats of violence to another committed youth or staff.
    - d. The youth is a previous victim of another youth housed at the same facility.
    - e. The youth encourages others to engage in assaultive behavior.
    - f. The youth is actively acting out violently and is not responding to de-escalation efforts.
  - 3. Emotional/Behavioral

The youth attempts self-injury, threatens suicide, or presents a danger to themselves and needs a secure setting, increased supervision, and CEGU services available at Juvenile Hall only.

## VI. PROCEDURE FOR REMOVING A YOUTH

- A. Deputy **Probation** Correctional Officers (**DPCOs**) assigned to the outlying facility will:
1. Contact the Juvenile Hall administration or, during non-business hours, the Juvenile Hall Duty Officer to advise of the need to house the youth temporarily.
  2. Transport the youth as directed by supervisory personnel.
  3. Book the in-custody youth into Juvenile Hall through the regular booking process.
  4. Verbally advise Juvenile Hall **DPCOs** regarding any pertinent information.
  5. Juvenile Hall Booking staff will accept the youth into the Juvenile Hall population and reflect the status as a Courtesy Hold (CH), Medical Hold (MH), Psych Hold (PH), etc.

**REFERENCES:**

Procedures:	3-1-004	Duty Officer -Youth Guidance Center
	3-1-005	Deputy <b>Probation</b> Correctional Officer Duties
	3-5-004	Youths' Rights/Orientation
	3-5-015	Residents' Grievance Procedure
	3-6-002	Handcuffs/Transportation Belts/Shackles
	3-8-002	Program Description-Youth Leadership Academy
	3-8-003	Program Description- Youth Guidance Center
	3-9-001	Youth's Mail
	3-9-006	Youth's Personal Property
	3-10-003	Deterrence of Unacceptable Behavior
	3-11-001	Youth's Facility Folders
	3-11-002	Integrated Case Management System (ICMS) Automated and Manual Logbook
	3-12-003	Referral of Youth to Mental Health
Policy:	D-4	Handcuffs
	D-6	Transportation of Probationers and Custody
	F-7	Personal Property of Minors in Juvenile Institutions

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**APPROVED BY:**