

## **Unified Facility Policy: Governance, Operations, and Youth Care Standards**

- AUTHORITY:** Board of State and Community Corrections Title 15 § 1324; Welfare and Institutions Code § 209, 210, & 885.
- RESCINDS:** New
- FORMS:**
- PURPOSE:** To establish and implement the organizational structure, operational expectations, ethical standards, and care requirements for juvenile facilities, including Juvenile Hall, Youth leadership Academy, and Youth Guidance Center. It ensures compliance with legal mandates, promotes youth safety and wellbeing, and supports a rehabilitative, trauma-informed, and culturally responsive environment.

### **I. GENERAL INFORMATION**

- A. All facility administrators shall develop, publish, and implement a manual of written policies and procedures that address, at a minimum, all regulations that are applicable to the facility. The manual shall be made available to all employees, reviewed by all employees, and shall be administratively reviewed at a minimum of every two years, and updated, as necessary. All records relating to the standards and requirements set forth in Title 15 shall be accessible to the Board of State and Community Corrections (BSCC) upon request.

### **II. Organizational Structure and Communication**

The facility shall maintain a clearly defined organizational structure that supports effective operations, accountability, and communication.

1. A current Table of Organization shall identify all positions, reporting relationships, and lines of authority.
2. Channels of communication shall be established to ensure timely and accurate information flows among staff, supervisors, administrators, and external partners.
3. Job classifications shall include written descriptions outlining duties, qualifications, authority, and performance expectations.

### **III. Role of the Probation Department and Relationship with Partners.**

The probation department is responsible for the oversight, administration, and coordination of all juvenile facility operations and youth programs.

Policies shall define:

1. The purpose of programs, including rehabilitation, education, safety, and positive youth development.

2. The facility's relationship with the juvenile court, including reporting requirements and communication protocols.
3. Collaboration with the Juvenile Justice Commission or Probation Committee to support oversight and program quality.
4. Coordination with probation staff, school personnel, mental/behavioral health providers, medical staff, and community agencies to ensure integrated service delivery.

IV. Responsibilities of all staff.

All staff are responsible for:

1. Upholding facility policies, procedures, and legal requirements.
2. Ensuring the safety, dignity, and wellbeing of youth.
3. Maintaining professional conduct, confidentiality, and ethical behavior.
4. Reporting incidents, concerns, or violations promptly through established channels.
5. Supporting a rehabilitative, trauma-informed, culturally responsive environment.
6. Supervisors shall ensure staff compliance and provide ongoing guidance and evaluation.

V. New Staff Orientation and Training.

The facility shall provide a structured initial orientation and training program for all new staff.

VI. Orientation for Support, Contract, and Partner Personnel.

All support staff, contract employees, school personnel, mental/behavioral health and medical staff, program providers, and volunteers shall receive a facility orientation that at the minimum addresses safety and security, PREA and anti-discrimination policies prior to beginning work in the facilities.

Orientation shall include:

1. Safety and security procedures relevant to their role.
2. Prison Rape Elimination Act (PREA).
3. Antidiscrimination and harassment policies.
4. Youth interaction guidelines and professional boundaries.
5. Reporting requirements for incidents, concerns, or suspected abuse.

6. Documentation of orientation completion shall be maintained.

VII. Record Keeping, Statistics, and Communication Systems.

The facility shall maintain accurate and secure systems for record-keeping, data collection, and communication to ensure:

1. Efficient facility operations, including staffing, scheduling, and program management.
2. Legal and proper care of youth, including documentation of services, incidents, and progress.
3. Maintenance of individual youth records, including medical, educational, behavioral, and legal information.
4. Timely provision of information to the juvenile court and other authorized entities.
5. Controlled release of youth information, consistent with confidentiality laws and court orders.
6. Records shall be stored securely and retained according to legal requirements.

VIII. Ethical Responsibilities.

All staff shall adhere to the highest ethical standards, including:

1. Acting with integrity, professionalism, and impartiality.
2. Avoiding conflicts of interest and misuse of authority.
3. Treating all youth, families, and colleagues with respect and fairness.
4. Maintaining confidentiality and safeguarding sensitive information.
5. Violations of ethical standards shall result in corrective action or disciplinary measures.

IX. Trauma-Informed Approaches.

The facility shall implement trauma-informed practices that:

1. Recognize the prevalence and impact of trauma among youth.
2. Promote physical and emotional safety.
3. Support empowerment, choice, and collaboration.
4. Reduce practices that may re-traumatize youth.
5. Staff shall receive training in trauma-informed care and apply these principles in daily interactions.

X. Culturally Responsive Approaches.

The facility shall ensure culturally responsive practices that:

1. Respect and affirm the cultural identities of all youth.
2. Address cultural needs in programming, communication, and service delivery.
3. Provide staff training on cultural awareness, implicit bias, and equitable treatment.
4. Cultural responsiveness shall be integrated into all aspects of facility operations.

XI. Gender Responsive Approaches.

The facility shall implement gender responsive practices that:

1. Recognize the unique needs and experiences of youth across gender identities.
2. Ensure safety, dignity, and respect for all youth.
3. Provide equitable access to programs, services, and opportunities.
4. Consider gender identity and expression in housing, programming, and supervision decisions.
5. Staff shall receive training on gender responsive care.

XII. Non-Discrimination Policy.

1. The facility shall maintain a strict non-discrimination policy ensuring that all youth have fair and equal access to services, placement, care, treatment, and benefits.
2. No youth shall be subjected to discrimination or harassment based on actual or perceived: race, ethnic group identification, ancestry, national origin, immigration status, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status, including restrictive housing or classification decisions based solely on any of the above-mentioned categories.

XIII. Storage and Maintenance of Security Devices and Weapons.

Where applicable, the facility shall maintain written procedures governing:

1. Secure storage of chemical agents, security devices, weapons, and ammunition.
2. Inventory control, maintenance, and inspection requirements.
3. Authorized access and use protocols.
4. Documentation of issuance, return, and any deployment.
5. Unauthorized possession or misuse is strictly prohibited.

**XIV. Medi-Cal Eligibility and Enrollment.**

The facility shall establish procedures to:

1. Collect Medi-Cal eligibility information for all youth.
2. Assist eligible youth with enrollment or re-enrollment.
3. Coordinate with county and state agencies to ensure continuity of benefits.
4. Document all efforts and maintain required records.
5. Enrollment activities shall begin as early as possible during a youth's stay.

**XV. Prevention of Sexual Abuse, Assault, and Harassment.**

The facility shall maintain a zero-tolerance policy for sexual abuse, sexual assault, and sexual harassment.

The policy shall include:

1. Measures to prevent such conduct through training, supervision, and environmental safety.
2. Procedures to detect misconduct, including confidential reporting options.
3. Protocols to respond promptly and effectively, ensuring youth safety and access to medical and mental health care.
4. Protections against retaliation for reporting.
5. Reporting mechanisms for youth, staff, and third parties, including anonymous reporting.
6. Requirements for documentation, investigation, and corrective action.
7. All allegations shall be taken seriously and addressed in accordance with law and facility procedures.

**REFERENCES:**

Procedures:	1-4-123	Prevention, Detection, Reporting and Response to Incidents of Sexual Misconduct
	3-1-001	Facility Management
	3-1-002	Assistant Division Director Duties- Facilities
	3-1-003	Supervising Juvenile Correctional Officer (SJCO) Duties
	3-1-004	Duty Officer- Youth Guidance Center
	3-1-005	Deputy Juvenile Correctional Officer Duties
	3-1-006	Duties of the Center One Supervision Coverage Position-Youth Guidance Center

3-1-007	Auxiliary Staff Responsibilities- Youth Guidance Center
3-1-008	Control/Active Counselor Responsibilities
3-1-009	Clerical Supervisors' Duties
3-1-010	Chief Cook Duties
3-1-023	Youth Supervision Staff Orientation and Training
3-2-005	Control of Weapons, Ammunition and Explosives in Facility and Section
3-4-001	Juvenile Justice Commission
3-4-002	Professional Standards—Facilities
3-4-003	Non-Discrimination and Zero Tolerance Guidelines
3-4-007	Administration and Operation of School Education Programs Within Facilities
3-4-008	Responsibility of the Orange County Probation Department to Collaborative Partners
3-5-016	Processing Medi-Cal Pre-Release Applications for Youth in Juvenile Facilities
3-6-003	Oleoresin Capsicum (OC) Spray facilities
3-11-001	Youth's Facility Folders
3-11-002	Integrated Case Management System (ICMS) Automated and Manual Logbook
3-15-005	Sexual Abuse Investigations

Policies:

A-1	Policy, Procedure and the Law
A-2	Upholding Departmental Philosophy and Principles
A-5	Communications Within the Probation Department
A-7	Employees as Departmental Representatives
B-2	Inter- and Intra-Agency Confidentiality
B-3	Case File Management and Security
C-8	Work Priorities
C-21	Prevention of Sexual Harassment

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**APPROVED BY:**