

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Administration and Organization <u>SECTION:</u> 1 <u>AUTHORITY:</u> Title 15; Section13-201, Title 24; Sections 209, 229, 600- 827, 850-873 and 900-914; Sections 13146.1 and 101045, Health and Safety
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1.0 Administration and Organization

OVERVIEW

This section sets forth the San Diego County Probation Department’s authority to operate Institutional Services (IS), the department's organization, objectives, mission statement and goals.

This table sets forth the subjects covered in this manual section:

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<p>San Diego County Probation Department Institutional Services Policies</p>	<p><u>SUBJECT:</u> Institutional Authority, General Instructions and Application of Standards</p> <p><u>SECTION:</u> 1.1</p> <p><u>AUTHORITY:</u> Title 15; Section 13-201, Title 24; Sections 13146.1 and 101045, Health and Safety; Sections 209, 229, 600, 827, 850-873, and 900-914, Welfare&Institutions</p>
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1.1 Institutional Authority, General Instructions and Application of Standards

1.1.1 PURPOSE

The purpose of this section is to establish the San Diego County Probation Department’s legal authority to operate the Institutions and general instructions for Institution operations.

1.1.2 INSTITUTIONAL AUTHORITY

1.1.2.1 LEGAL AUTHORITY

Legal authority for establishing and maintaining the San Diego County Juvenile Detention Facilities (SDCJDF) is provided by Welfare and Institutions Code section 850 as a place for the detention/commitment of youth within the jurisdiction of the Juvenile Court. Regulations and standards for construction and operation of juvenile institutions are also established by:

- Welfare and Institutions Code Sections 600-827, 850-873, and 900-914;
- California Code of Regulations, Minimum Standards for Juvenile Facilities, Title 15 and Title 24.

1.1.3 GENERAL INSTRUCTIONS

1.1.3.1 SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Policy Manual is for any reason held to be unconstitutionally applied, contrary to statute, exceeding the authority of the Board of State and Community Corrections (BSCC) or the San Diego County Probation Department, or otherwise inoperative, such decision shall not affect the validity of the remaining portion of the manual.

1.1.3.2 OTHER STANDARDS AND REQUIREMENTS

Any standards and requirements of the County of San Diego and the San Diego County Probation Department may be adopted and incorporated into this Policy Manual regarding Institutional Services and its employees, as long as those standards and requirements meet or exceed and do not conflict with the standards set forth in Title 15 and Title 24 of the California Code of Regulations. This manual shall not be construed as authority to violate any federal, state or local law, fire safety standard, building standard, or any other applicable statutes.

1.1.3.3 DEFINITIONS

Definitions regarding the policy and procedures contained in this Manual shall conform to the definitions contained in Section 1302 of Title 15 and Section 13-201(a) of Title 24 of the California Code of Regulations.

1.1.3.4 PILOT PROJECTS

The Board of State and Community Corrections (BSCC) must approve any new project/program and any modification/addition to the facilities, upon proper application by the County of San Diego.

1.1.3.5 ALTERNATE MEANS OF COMPLIANCE

Applications for alternative means of compliance shall be submitted to the Board of State and Community Corrections (BSCC) in the manner and format described in Section 1304 of Title 15 and Section 13-201(c)(8) of Title 24 of the California Code of Regulations.

1.1.4 APPLICATION OF STANDARDS

The standards set forth in this manual are specific to each individual juvenile facility and are not applicable to youth in jails (adult facilities), youth in temporary custody in law enforcement facilities or youth in court holding facilities.

1.1.4.1 EMERGENCY SUSPENSION OF STANDARDS OR REQUIREMENTS

In the event of an emergency (e.g. civil disorder, natural disaster, etc.) that threatens the safety of the facility, youth, staff members or the public, the Chief Probation Officer, Assistant Chief Probation Officer, Deputy Chief Probation Officer of Institutional Services or any Facility Division Chief may temporarily suspend any standard or requirement ordinarily in effect at the juvenile facilities. Only those standards that are directly affected by the emergency may be suspended. The Division Chief or his/her designee shall notify the BSCC in writing, in the event that such a suspension lasts longer than three days. The approval of the County Representative of the Board of State and Community Corrections is required for any suspension of standards in excess of 15 days.

1.1.4.2 REQUIRED COUNTY AND STATE INSPECTIONS AND EVALUATIONS

Juvenile facilities, by law, are subject to various inspections of its operations. The Division Chief or his/her designee shall be responsible for arranging a documented inspection and evaluation from the following:

Board of State and Community Corrections (BSCC)
County Building Inspector (building safety)
San Diego Fire Department (fire clearance)
County Health Administrator
San Diego County Office of Education
Juvenile Court, Presiding Judge
Juvenile Justice Commission
San Diego County Grand Jury
Title 15, Medical, Nutritional, Environmental

1.1.4.3 FREQUENCY OF INSPECTIONS

The following table specifies the frequency of these inspections at each facility:

Frequency	Outside Agency Inspections	Facility Coordinator
Bi-Annual or Annual (depending on facility)	Board of State and Community Corrections (BSCC)	Division Chief
Annual	Juvenile Justice Commission/Juvenile Court	Division Chief
Annual	Health/Sanitation	Division Chief or designee
Annual	Medical/Environmental/Nutrition	Division Chief or designee
Bi-Annual or Annual (depending on facility)	Fire	Division Chief or designee
Annual	Building Safety	Division Chief or designee
Annual	San Diego County Officer of Education	School Principal
Annual	San Diego County Grand Jury	Division Chief
Annual	Juvenile, Presiding Judge	Division Chief or designee
Annual	Title 15 Medical, Nutritional, Environmental	Division Chief or designee

1.1.4.4 JUVENILE CRIMINAL HISTORY INFORMATION

The Division Chief or his/her designee shall provide staff members of the BSCC with juvenile criminal history information that is necessary for facility inspections. Such information shall remain confidential, except that published reports may contain the information in a form that does not identify any individual.

1.1.4.5 RESPONSIBILITIES

The following table sets forth the inspection responsibilities of various individuals:

Scheduling Inspections	Division Chief or his/her designee
Review Inspection Results	Division Chief or his/her designee
Corrective Actions and Documentation	Division Chief or his/her designee
Cataloguing Reports, Tracking Corrections, File Storage and Availability	Division Chief's Administrative Assistant or designee

1.1.4.6 APPEALS

The County of San Diego may appeal the application and enforcement of standards and regulations governing juvenile facilities by following the procedure described in Section 1314 of Title 15 of the California Code of Regulations. The basis for the appeal shall be alleged misapplication, capricious enforcement of regulations or substantial differences of opinion concerning the application of regulations or procedures.

<p>San Diego County</p> <p>Probation Department</p> <p>Institutional Services</p> <p>Policies</p>	<p><u>SUBJECT:</u> Organization and Relationships</p> <p><u>SECTION:</u> 1.2</p> <p><u>AUTHORITY:</u> Title 15</p>
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1.2 Organization and Relationships

1.2.1 PURPOSE

The purpose of this section is to define the organization of the San Diego County Juvenile Detention Facilities, their relationship within the San Diego County Probation Department, their relationship to local juvenile justice agencies and their relationship to agencies that are involved in Institution programs.

1.2.2 DEPARTMENT ORGANIZATION

This chart shows the Probation Department’s organizational structure: **Under construction**

1.2.3 RELATIONSHIPS WITH OTHER ORGANIZATIONS

1.2.3.1 OVERVIEW

Institutional Services (IS) operates in professional cooperation with other organizations to provide the best possible environment and programs for youth. The below-listed organizations provide oversight and/or services to assist in the effective and efficient operation of the facility.

1.2.3.2 JUVENILE COURT

The San Diego County Juvenile Court is responsible for all legal processes involved in the adjudication and disposition of youth in the Facilities and for communicating appropriate orders to Institutional Services officers.

1.2.3.3 JUVENILE JUSTICE COMMISSION

The Juvenile Justice Commission (JJC) inspects the facility annually, oversees programs available in the facilities and makes recommendations for changes.

1.2.3.4 OFFICE OF EDUCATION

The San Diego County Office of Education (SDCOE) provides a comprehensive education program for youth, including educational assessments, special education services when indicated and referrals to outside resources.

1.2.3.5 JUVENILE FORENSICS (STAT TEAM)

The Stabilization Treatment Assessment Transition (STAT) Team (employed by County Behavioral Health Services) provides mental health services for youth, including intake screening, crisis intervention, suicide risk assessment, management of acute psychiatric episodes, diagnosis and medication for psychiatric disorders, stabilization and prevention of psychiatric deterioration and referral to inpatient facilities and other outside resources.

1.2.3.6 CALIFORNIA FORENSIC MEDICAL GROUP (CFMG)

The California Forensic Medical Group (CFMG) provides contract physical health services for youth, including physical examinations, assessment and treatment of medical conditions, preventative physical health services and referrals to specialists and outside physical health services as needed.

1.2.3.7 SHERIFF FOOD SERVICES DIVISION

The San Diego County Sheriff's Department Food Services Division provides meals that comply with the dietary standards for youth listed in Title 15 Section 1461.

1.2.3.8 COMMUNITY BASED ORGANIZATIONS

A variety of Community Based Organizations (CBOs) provide services such as substance abuse counseling, religious services, health education and similar programs designed to meet the needs of the youth.

<p>San Diego County Probation Department Institutional Services Policies</p>	<p><u>SUBJECT:</u> Department Mission, Goals and Code of Ethics</p> <p><u>SECTION:</u> 1.3</p> <p><u>AUTHORITY:</u> Title 15</p>
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1.3 Department Mission, Goals and Code of Ethics

1.3.1 PURPOSE

The purpose of this section is to outline the mission, goals and Code of Ethics of the San Diego County Probation Department.

1.3.2 DEPARTMENT DESCRIPTION

The Probation Department provides detention for youth in Juvenile Halls, custody for juvenile youth in minimum-security facilities, as well as investigation and supervision services for juvenile and adult offenders as ordered by the San Diego Superior Court. The Department is committed to the use of Evidence Based Practices (EBP) and ensures the eight principles of EBP are adhered to throughout policy, procedure and program development and review as well as utilization of Motivational Interviewing (MI) and Integrated Behavioral Intervention Strategies (IBIS). The Department has also developed a wide variety of community outreach prevention programs to strengthen and engage families and youth, suppress gang activity, and address alcohol and drug abusers as it contributes to criminal activity. These programs, created in collaboration with courts, law enforcement, health agencies, schools, social service agencies, and other community-based organizations are located throughout San Diego County and provide the youth with opportunities for long term change.

1.3.3 VISION STATEMENT

Enhancing the quality of life for San Diego County residents by creating safer communities.

1.3.4 DEPARTMENT MISSION STATEMENT

Protect community safety, reduce crime and assist victims through offender accountability and rehabilitation.

1.3.5 GUIDING PRINCIPLES

Public safety is our priority
 Maintain fiscal stability
 Promote a culture that values diversity, fairness and equity
 Conduct business with transparency and accountability
 Act with integrity
 Continually challenge ourselves to enhance our knowledge and expertise
 Seek and maintain community support for the Department and its service providers

1.3.6 ETHICAL PRINCIPLES

Ethical behavior is defined as: “behavior conforming to accepted principles of right and wrong that govern the conduct of a profession.” Ethical behavior by institutional staff is essential in fostering good relationships with the community. The San Diego County Probation Department’s “Code of Ethics” sets forth the ethical principles for all employees to use in carrying out their day-to-day duties. The Code of Ethics states: “In upholding the public trust and in the pursuit of the Department Mission, I accept the responsibility to consistently demonstrate the highest degree of honesty, integrity, and good moral character”.

I will conduct myself according to the following ethical principles:

- Act without prejudice and respect the rights of all persons
- Uphold the law with dignity
- Be objective in the performance of my duties
- Cooperate with fellow workers, other agencies, and the public
- Protect, as appropriate, confidences entrusted to me in my official capacity
- Improve my professional standards by continuously enhancing my knowledge and expertise

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Facility Purpose, Mission, Goals, Principles and Management Objectives <u>SECTION:</u> 1.4 <u>AUTHORITY:</u> Title 15
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1.4 Facility Purpose, Mission, Goals, Principles and Management Objectives

1.4.1 PURPOSE OF SECTION

The purpose of this section is to define the mission, goals and principles of operation, which will govern the daily activities of all Institutional Services (IS) employees.

1.4.2 PURPOSE OF FACILITY

There are four juvenile detention facilities that serve San Diego County. The primary function is to provide a safe environment for youth temporarily detained pending Court hearings for charged offenses or violations of probation, awaiting placement in a private treatment facility, the Department of Juvenile Justice, or are serving their Court ordered commitment for specified periods of time.

1.4.2.1 KEARNY MESA JUVENILE DETENTION FACILITY

The Kearny Mesa Juvenile Detention Facility (KMJDF) is one of two Juvenile Halls. It is a secure facility in which the primary function is to provide a safe and secure environment for youth up to the age of 21 while pending Court hearings for charged offenses or violations of probation. Youth may also be detained at KMJDF while awaiting placement in private treatment facility, other County facility, Camp Barrett, and Girls Rehabilitation Facility or the Department of Juvenile Justice. The Juvenile Court may also order youth to serve commitments in KMJDF for specified periods of time as punishment for their offense. KMJDF offers a full school program, visiting for parents/legal guardian, interdenominational religious services and other rehabilitation programs and services designed to assist at-risk youth. Medical and Psychological staff are also available to meet the physical and psychological needs of the young person in custody.

1.4.2.2 EAST MESA JUVENILE DETENTION FACILITY

The East Mesa Juvenile Detention Facility (EMJDF) is one of two Juvenile Halls. It is as a secure facility in which the primary function is to provide a safe and secure environment for youth up to the age of 21 while pending Court hearings for charged offenses or violations of probation. Youth may also be detained at EMJDF while awaiting placement in private treatment facility, other County facility such as Camp Barrett, or the California Department of Juvenile Justice. The Juvenile Court may also order wards to serve commitments in EMJDF for specified periods of time under the Youthful Offender Program or as a permanent camp resident due to medical or mental health issues that preclude a youth from going to an open setting. EMJDF offers a full school program, visiting for parents/legal guardian, interdenominational religious services and other rehabilitation programs and services designed to assist at-risk youth. Medical and Psychological staff are also available to meet the physical and psychological needs of the young person in custody.

1.4.2.4 CAMP BARRETT

Camp Barrett operates in the rural East County community of Alpine, housing a maximum bed capacity of 135 youth.

The three living dorms at Camp Barrett house 45 youth each. The camp manages four different commitment programs; The Breaking Cycles (BC) 56 Day Behavior Modification Program, The 28 Day Drug Court (DC) Rehabilitation program, The BC/DC Phoenix House 84 Day Program and the Barrett 365 Day Program.

The Breaking Cycles and Drug Court programs house youth 13 to 18 years of age, who have been committed by the Juvenile Court, to address delinquent behaviors and issues which led to court intervention. Youths are afforded the opportunity to address their substance abuse issues through a partnership with Phoenix House, a nationally acclaimed provider that operates a modified therapeutic community model. Youths receive educational and programming services to address their individual needs.

The Barrett 365 Day program houses youths ages 16.5 to 18 years of age that have significant criminogenic factors that require long term intervention and treatment. The program provides an option to the Juvenile Court for placement of seriously delinquent males. These youth may have prior program failures and may be repeat offenders. A process of behavior modification is achieved through acceptance of responsibility, consequences for negative behavior and recognizing achievements through the Steps to Success program. The Steps to Success Program is designed to assist the youth in identifying their strengths and needs. The program is also designed to aid in developing new coping skills and take responsibility for their actions. They will discover their need and motivate themselves to change, then successfully make those changes and be successful and work towards short and long term goals.

1.4.2.5 GIRLS REHABILITATION FACILITY

The Girls Rehabilitation Facility (GRF) is one of three juvenile camps. It is a medium security, rehabilitative, facility that houses girls ranging in age from 13 to 18 years. GRF's primary objectives are the education and rehabilitation of youth to redirect delinquent behavior. GRF provides evidence based rehabilitative programs that include an accredited school program, recreational activities and a variety of work and vocational opportunities to assist the youth in becoming productive members of society. Major emphasis is placed upon individual, group and family counseling through which staff encourages youth to modify behavioral patterns and attitudes. Youth may also be committed to GRF by the Juvenile Court to serve short term commitments. GRF offers visiting for parents/legal guardian, interdenominational religious services and other rehabilitation programs and services designed to assist delinquent, at-risk youth. Medical and Psychological staff are also available to meet the physical and psychological needs of the young person in custody.

1.4.3 FACILITY GOALS OVERVIEW

The below-listed goals and principles structure the philosophical management of Institutional Services. All officers must be familiar with, and be guided by these principles when performing their daily assignments to ensure all goals are attained.

1.4.3.1 FACILITY GOALS

- Provide health, safety and welfare services to youth under the jurisdiction of the facility
- Promote Evidence Based Programs designed to develop and strengthen family life and pro- social behavior
- Utilize SCM and IBIS during the interactions with youth in order to promote positive behavior change.
- Utilize the best professional skills, knowledge of supervision and treatment modalities
- Promote educational opportunities (academic, vocational, physical, etc.)
- Provide youth with an opportunity for cultural, recreational and religious enrichment
- Provide medical, psychological and counseling services to youth
- Provide a well-balanced nutritional diet
- Ensure that services are individualized to meet the needs of youth and their families

1.4.4 FACILITY PRINCIPLES

- It is necessary to temporarily detain certain youth, who participate in delinquent and criminal activity, for their own safety and welfare, for the protection of victims, and for the protection of the community.
- All youth in a San Diego County Juvenile Detention Facility must be afforded the opportunity to exercise their constitutional rights, and at all times be treated with dignity and respect.
- All institutional officers must acknowledge and act to preserve human dignity, a person's right to privacy, provide protection under the law, and assurances that there is no need to fear for personal safety.
- Encourage and teach the importance of the family unit, promote family interactions and communication via mail, telephone calls and family visitation programs.
- Perform all custodial duties professionally and with a focus on youth accountability and rehabilitation.
- Provide a safe environment free from sexual harassment.

1.4.5 MANAGEMENT OBJECTIVES

- Setting a professional example through exemplary conduct and demeanor
- Establishing and maintaining effective leadership in carrying out service goals and objectives
- Providing continual training to all officers to ensure quality performance
- Formulates objectives and priorities and implements plans consistent with the long-term interests of all facilities
- Encourage strong teamwork and collaboration between facility staff and community based organizations.

1.4.5.1 RESPONSIBILITIES

Probation Department administrators and supervisory personnel have a direct responsibility for initiating and maintaining effective coordination and leadership in accomplishing the goals and objectives of the facility and individual units. Individual leadership and team effort are critical to effective functioning of the Department and IS.

<p>San Diego County Probation Department Institutional Services Policies</p>	<p><u>SUBJECT:</u> Institution Policy and Facility Procedures Manual</p> <p><u>SECTION:</u> 1.5</p> <p><u>AUTHORITY:</u> Title 15</p>
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1.5 Institution Policy and Facility Procedures Manuals

1.5.1 PURPOSE

The purpose of this manual is to establish policies for Institutional Services (IS) in conformance with the standards set forth in Title 15 and Title 24 of the California Code of Regulations and in conformance to laws pertaining to juvenile offenders.

Procedures, are published in conjunction with the IS policy manual. The IS policy manual establishes an organized compilation of the policies that guide each facility. This manual is not designed to stand alone, but as a supplement to the standards, and policies set forth in other documents that deal with Juvenile Court Law, the County of San Diego and the San Diego County Probation Department. The policies set forth in this Manual apply to officers assigned to IS. The manual will not address every possible event that may occur, but will provide a guideline for consistency and uniformity in daily facility operations.

1.5.1.1 REVIEW AND UPDATE

Each facility manual, as well as the IS policy manual shall be administratively reviewed on an annual basis and will be updated as necessary.

1.5.2 REVISING/UPDATING THE FACILITY PROCEDURE AND IS POLICY MANUAL RESPONSIBILITY

Each facility Division Chief will designate an individual to update the facility manual. The IS Deputy Chief Probation Officer shall designate a supervisor (or other responsible person) to update the IS policy manual. All IS Policy Manual updates and recommended changes shall be submitted to the manual update supervisor for consideration.

1.5.2.1 FACILITY PROCEDURE MANUALS UPDATE PROCEDURE

The following shows the steps for revising the IS policy manual:

Submit revision in writing to the Manual Update Supervisor or designee.

Facility Supervisor or designee writes the proposed revision in manual format, and submits it to the Division Chief for review.

Division Chief forwards the manual revision to the Deputy Chief Probation Officer for review.

Deputy Chief forwards manual revision to the Associations for review.

Deputy Chief or designee forwards manual revision to the Administrative Secretary or designee for action.

The Administrative Secretary dates the revision if approved, keeps a copy in a file of all changes in chronological order by the date of the revision, and types the change into the appropriate manual section. The Board of State and Community Corrections (BSCC) shall have access to all approved changes.

The Administrative Secretary notifies the Institutional staff via e-mail that a policy update has been made.

Changes shall be placed in the IS Policy Manual on the IS SharePoint Site. LMS will have the policy and procedures

updates and staff will be notified. . Employee sign offs will be recorded in the LMS database. The facility Division Chief or designee will review the complete manual on an annual basis.

1.5.2.2 IS POLICY MANUAL UPDATE PROCEDURE

The following shows the steps for revising the IS policy manual:

1. Submit revision in writing to the Manual Update Supervisor or designee.
2. IS Supervisor writes the proposed revision in manual format, and submits it to the Division Chief for review.
3. Division Chief forwards the manual revision to the Deputy Chief Probation Officer for review.
4. Deputy Chief directs all Division Chiefs to make appropriate changes to appropriate manual section as appropriate.
5. Deputy Chief forwards manual revision to the Assistant Chief Probation Officer for review.
6. Assistant Chief Probation Officer forwards the manual revision to County Counsel, if needed, for review.
7. Assistant Chief Probation Officer forwards the manual revision to Associations for review.
8. Deputy Chief or designee forwards the manual revision to the Administrative Secretary or designee for action.
9. The Administrative Secretary dates the revision if approved, keeps a copy in a file of all changes in chronological order by the date of the revision, and types the change into the appropriate manual section. The Board of State and Community Corrections (BSCC) shall have access to all approved changes.
10. The Administrative Secretary notifies all Institutional staff via e-mail that a policy update has been made.
11. Changes shall be placed in the IS Policy Manual on the IS Share Point site. LMS will have the policy and procedures updates and staff will be notified. The Unit/Dorm Supervisor shall assure that all officers have signed off on the policy revision within 30 days.
12. The assigned IS SPO will review the complete manual on an annual basis.

1.5.3 ACCESS TO MANUALS

The IS Policy Manual shall be accessible to all IS employees. Employees can view a copy of the Manual on SharePoint.

1.5.4 RESPONSIBILITIES FOR MANUAL MAINTENANCE

1.5.4.1 IS MANUAL UPDATES

Upon receipt of approved manual revisions, the IS Administrative Secretary shall send to each facility a note of update. Each facility shall be responsible for distributing the updates to the facility staff.

1.5.4.2 IS MANUAL REVISIONS

The IS Administrative Secretary will use a tracking form to keep a record of each IS manual revision. The tracking form shall include the date of the revision, the section/pages revised, and the date the revision was sent out to facilities.

1.5.4.3 MANUAL INSPECTIONS

Facility manuals and the IS manual shall be inspected on an annual basis to make sure they are updated and accurate. The IS Manual Update Supervisor shall certify the IS manual as complete. Each facility Division Chief shall certify the facility manual is complete. The person inspecting the manual and the date of the inspection shall be entered on an inspection form in the front of the manual.

The IS Admin Secretary shall send, on an annual basis, a copy of the IS Manual Inspection and Revision Tracking Form to the IS Deputy Chief Probation Officer, Division Chief and IS Supervisor to certify that all changes have been entered, and the manual is complete.