

Youth Orientation

503.1 PURPOSE AND SCOPE

This policy provides for the orientation of youths admitted into the San Diego County Probation Department. The purpose of the orientation is to inform youths of the facility routine, rules, youth rights, and services (15 CCR 1353).

503.2 POLICY

The Division Chief should provide an effective method of orienting all incoming youths that includes a handbook for youths. Provision should be made to provide accessible orientation information to all youths, including those with disabilities, limited English proficiency, or limited literacy. Both written and verbal information will be provided.

503.3 ACCESS TO ORIENTATION

The orientation should take place before youths are moved to housing and should be an ongoing process in the housing area so that the information is available to youths throughout their entire time in custody.

503.4 INITIAL ORIENTATION

To assist with the youth's transition into the custody environment, the orientation shall include the following topics, supplemented by a more detailed orientation handbook provided to each youth (15 CCR 1353):

- (a) Facility rules and disciplinary procedures, including regarding contraband and searches.
- (b) Behavior modification program.
- (c) Correspondence, visiting, and telephone rules.
- (d) Availability of personal care items and opportunities for personal hygiene.
- (e) Youth grievance procedure, including all steps and deadlines necessary to exhaust the grievance process, the youth's right to be free of retaliation for reporting a grievance, and the name of the person or position designated to resolve the issue.
- (f) Medical, dental, and mental health and counseling services available.
- (g) Programs and activities.
 1. This should include identification of any services and programs available in a language other than English.
- (h) Classification/housing assignments.
- (i) Court process and access to legal services.
- (j) Access to educational services.
- (k) Availability of reading materials.

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- (l) Use of force/physical restraint.
- (m) Use of restraints and chemical agents.
- (n) Age-appropriate sexual abuse and sexual harassment information, including (28 CFR 115.333):
 1. Zero-tolerance policy.
 2. Prevention and intervention.
 3. Instruction on how youths can avoid being victims of sexual abuse and sexual harassment through self-protection techniques.
 4. Reporting incidents or suspicions of sexual abuse or sexual harassment, including how to report such incidents anonymously.
 5. Treatment and counseling provided for victims of sexual abuse or sexual harassment.
 6. Mailing addresses and telephone numbers, including toll-free hotline numbers where available, of local, state, or national victim advocacy or rape crisis organizations and, for persons detained solely for civil immigration purposes, immigrant services agencies (28 CFR 115.353).
 7. Information regarding confidentiality, monitoring, and mandatory reporting.
 8. Within 10 days of intake, the Department shall provide youths with comprehensive age-appropriate education either in person or through video regarding their rights under 28 CFR 115.333, and regarding the department's policies and procedures for responding to incidents of sexual abuse or sexual harassment (28 CFR 115.333).
- (o) Contacting foreign consuls.
- (p) Immigration legal services.
- (q) Religious services.
- (r) Emergency and evacuation procedures (e.g., fires).
- (s) Voting, including registering to vote.
- (t) An approved list of items that youths are permitted to possess.
- (u) Non-discrimination policy and the right to be free from physical, verbal, or sexual abuse and harassment by other youth and staff.
- (v) Identification of key staff and their roles.
- (w) Room confinement.
- (x) How to request different housing, education, programming, and work assignments.
- (y) How parents/guardians receive information regarding the youth's stay in the facility that at a minimum includes answers to frequently asked questions and provides contact information for the facility and for medical, school, and dental health services.
- (z) A process to request access to Title 15 Minimum Standards for Juvenile Facilities.

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The Department shall take reasonable steps to ensure meaningful access to all aspects of the Department's efforts to prevent, detect, and respond to sexual abuse and sexual harassment to youths who are limited English proficient, including steps to provide interpreters who can interpret effectively, accurately, and impartially, using any necessary specialized vocabulary (28 CFR 115.316).

In the context of sexual abuse allegations, incident response, and investigations, the Department shall not rely on resident interpreters, resident readers, or other types of resident assistants except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the youth's safety, the performance of first response duties under 28 CFR 115.364, or the investigation of the youth's allegations (28 CFR 115.316).

In addition to English, orientation information will be provided in the most commonly used languages for the youth population.

The Division Chief should consider enlisting qualified and proficient assistance to translate the orientation information.

Interpretive services will be provided to youths who do not speak English or any of the other languages in which the orientation information is available.

The Department shall maintain documentation of resident participation in PREA education sessions (28 CFR 115.333). A written and signed acknowledgement of the orientation and receipt of the handbook should be maintained in the youth's permanent file (28 CFR 115.333).

Each youth will be provided with his or her own copy of the PREA Educational Brochure. The officer providing the notification shall document the orientation in the Probation Case Management (PCMS) database.

The Ombudsman shall be responsible for updating and revising the approved script. The Division Chief is responsible for ensuring its availability.

In addition to providing education required by the PREA standards, the Department shall ensure that key information is continuously updated and readily available or visible to youths through posters, resident handbooks, or other written formats (28 CFR 115.333).

503.5 ORIENTATION FOR NON-READERS, VISUALLY IMPAIRED, AND DEAF OR HARD OF HEARING YOUTHS

Youths who cannot read, are visually impaired, or have intellectual, psychiatric, or speech disabilities or limited reading skills shall have materials read to them by a staff member or presented to them using audible recorded media (28 CFR 115.316). Youths who are deaf or are hard of hearing shall be provided with interpretation services (28 CFR 115.316). Reasonable efforts should be made by the staff to assist the youth in understanding the information.

The Department is not required to take actions that it can demonstrate would result in a fundamental alteration of the nature of the service, program, or activity, or in undue financial and

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administrative burdens, as those terms are used in regulations promulgated under title II of the Americans With Disabilities Act, 28 CFR 35.164 (28 CFR 115.316).