

## Facility Inspections

### 107.1 PURPOSE AND SCOPE

Facility inspections are the collections of data designed to assist administrators, managers, and supervisors in the management of facilities by establishing a systematic inspection and review of their operation. This policy provides guidelines for conducting the annual facility inspections (15 CCR 1324; 15 CCR 1326).

### 107.2 POLICY

This department will use a formal inspection process of its facilities to ensure that practices and operations comply with statutes, regulations, policies and procedures, and best practice standards. Inspections will be used to help identify the need for new or revised policies and procedures, administrative needs, funding requirements, evaluation of service providers, and changes in laws and regulations.

### 107.3 RESPONSIBILITIES

The Division Chief is responsible for collecting performance indicators and other relevant data necessary for an annual inspection of each facility. The Division Chief will ensure that annual inspections are conducted as outlined below.

Annual inspections may be used in preparation for inspections by outside entities, such as a government inspection authority, a professional organization, or an accreditation body. In this case, the self-inspection will serve as a pre-inspection review that will prepare the facilities for the outside or third-party evaluator.

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

| Frequency                                     | Outside Agency Inspections                         | Facility Coordinator       |
|---|--|----------------------------|
| Biennial or Annual<br>(depending on facility) | Board of State and Community Corrections<br>(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 |
| Biennial or Annual<br>(depending on facility) | Fire   | Division Chief or designee |
| Annual  | Building Safety                                    | Division Chief or designee |
| Annual  | San Diego County Office 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 |

|           |                             |                                     |
|-----------|-----------------------------|-------------------------------------|
| Triennial | Prison Rape Elimination Act | PREA Compliance Manager or designee |
|-----------|-----------------------------|-------------------------------------|

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

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

### 107.3.1 STATE REQUIREMENTS

Annually, the Division Chief shall obtain a documented inspection and evaluation from (15 CCR 1313):

- (a) The county building inspector or a person designated by the Board of Supervisors to approve building safety.
- (b) The fire authority having jurisdiction, including a fire clearance as required by the Health and Safety Code § 13146.1 (a) and (b) (see the Fire Safety Policy).
- (c) The local health officer's inspection in accordance with Health and Safety Code § 101045.
- (d) The county superintendent of schools on the adequacy of educational services and facilities as required in 15 CCR 1370.
- (e) The juvenile court as required by Welfare and Institutions Code § 209.

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- (f) The Juvenile Justice Commission as required in Welfare and Institutions Code § 229 or the Probation Commission as required by Welfare and Institutions Code § 240.

### 107.3.2 NONCOMPLIANCE REPORTING

#### State

The Division Chief shall report as requested by the Board of State and Community Corrections the reasons for the noncompliance with the minimum standards or the corrective measures taken within the time prescribed in the notice of noncompliance as described in Welfare and Institutions Code § 209.

### 107.4 INSPECTION AREAS

The annual inspection should include the following areas in the assessment process:

- (a) **Pre-assessment briefing** - The pre-assessment briefing should begin with a meeting of the Division Chief, key program staff, and service providers. The individual conducting the assessment will need to advise key personnel what areas the individual will be inspecting so the appropriate materials can be brought up to date and provided to the assessment team.
- (b) **Policy review** - A review of all facility policies and procedures should be conducted to ensure that those policies are up to date and accurately reflect the requirements and activities related to the facility operation.
- (c) **Record review** - A review of the records that support facility activities, medical records, food services, and the facility's financial records should be conducted to ensure that contractual benchmarks are being met and any discrepancies are documented and reported as part of the assessment report in an effort to mitigate harm from improper access to or release of records.
- (d) **Benchmark review** - A review of the Department-stated goals and objectives should be discussed with the Division Chief, program managers, and other key providers of programs. This will provide the opportunity to identify any areas that require correction or additional resources or that reflect a successful performance that should be acknowledged and possibly replicated.
- (e) **On-site inspections** - The assessment team should inspect the facility to verify that activities in the facility align with goals and objectives and comply with policies and procedures. Any discrepancies, as well as exceptional efforts on the part of management and members, should be reported as a part of the facility assessment. An inspection checklist should be used to guide the inspection process and to ensure consistency. It is important that the facility assessments be viewed as a credible measurement instrument because many issues identified in the assessment may require significant funding.
- (f) **Develop an action plan** - After the fact-finding described in the previous sections has been accomplished, notes, records, and recommendations should be analyzed and an action plan developed to initiate any needed correction. Documenting successful practices is important to determine if they can be replicated in other areas.

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- (g) **Reporting** - The results of the inspection should be compiled into a report and should include recommendations and action plans necessary to ensure continuous improvement in the operation and management of the facility system. The completed report and any analysis and documentation required to justify costs, policy revisions, or any other administrative requirements should be submitted to the Chief.
- (h) **Monitor progress** - The Division Chief should ensure that approved recommendations are being instituted by the responsible program providers.

### **107.5 FOCAL POINTS FOR INSPECTIONS**

Inspections of facilities used for detaining youths pending adjudication, held during trial, and held upon a lawful court commitment should include inspection of the policies, procedures, and performance by management and members to ensure compliance and timely updates. Inspections should include but are not limited to the following inspection points:

- Member training
- Number of personnel
- Policy and procedures manual
- Fire suppression pre-planning
- Incident reports
- Critical incidents (e.g., major injuries, deaths)
- Documented suicide attempts
- In-custody deaths
  
- Prison Rape Elimination Act (28 CFR 115.5)
- Classification plan
- Admissions
- Communicable disease prevention plan
- Youths with mental disorders
- Developmentally disabled youths
- Use of force and restraint devices
- Contraband control
- Perimeter security (15 CCR 1326)
- Searches
- Access to telephones
- Access to courts and counsel
- Youth visiting

# San Diego County Probation Department

## Juvenile Detention Manual

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- Youth mail
- Religious access
- Health care services
- Intake medical screening
- Pest control
- Suicide prevention program
- First-aid kit
- Meals, frequency of serving
- Minimum diet
- Food services plan
- Food serving and supervision
- Facility sanitation, safety, and maintenance
- Tools, key, and lock control (15 CCR 1326)
- Use of safety and camera rooms and medical isolation areas
- Plan for youth discipline, including rules and disciplinary penalties, forms of discipline, limitations on discipline, and disciplinary records
- Standard bedding and linen use
- Mattresses
- Programming (e.g., education, vocational)
- Clothing and laundry