

Los Angeles County Probation Department Community Detention Program (CDP) Manual
TABLE OF CONTENTS

GENERAL INFORMATION

001	Table of Contents
002	Mission, Vision and Core Values
003	Community Detention Program (CDP) Organizational Chart
004	What is Probation?
005	CDP Overview
006	CDP Flow Chart

CDP PROCEDURES

100	CDP Process
-----	-------------

DECISION TO DETAIN OR RELEASE

200	The Decision to Detain
-----	------------------------

RELEASE POLICIES AND PROCEDURES

300	Release Policies
-----	------------------

COURT-RELATED ISSUES

400	Non-Detained Favorable or Unfavorable Progress Reports
500	Detained Violation Reports
600	Bench Warrant Request/Probation Officer's Report
700	Citations to Appear

COMPUTER-RELATED ISSUES

800	Probation Case Management System (PCMS)
900	Security Incident Report System

TABLE OF CONTENTS

1000 Electronic Monitoring

PUBLIC RELATIONS

1100 Citizen Complaints

EMERGENCY PROCEDURES

1200 Emergency and Disaster Procedures

1300 Emergency Evacuation

EMPLOYEE ISSUES

1400 Employee Conduct

1500 Assignment Preferences

1600 Staff Dress Code and Grooming Standards

1700 General Duties of All Staff

1800 Staff Grievance Procedures

1900 Identification Badge Procedures

2000 Investigations

2100 Time Cards/eCAPS

MEDICAL ISSUES

2200 Americans with Disabilities Act (Deaf and Hearing-Impaired Minors)
Hearing Assessment Intake Form

2300 Blood-borne Pathogens

2400 Deaths



DONALD H. BLEVINS
Chief Probation Officer

VISION, MISSION, AND CORE VALUES

● VISION

Rebuild lives and provide for healthier and safer communities.

● MISSION

Enhance public safety, ensure victims' rights, and effect positive probationer behavioral change.

● CORE VALUES

We subscribe to the fair and impartial administration of justice and embrace the following values:

Dignity and Respect for our clients, public and employees.

Integrity to do the right things for the right reasons – all of the time.

Leadership to develop an organization that is sustainable and will attain national prominence.

Rehabilitation is founded in a belief that people have the ability to transform into law-abiding individuals.

Contribution of everyone is valued and everyone has the opportunity to perform to their highest potential.

Commitment to providing service excellence to achieve positive outcomes for healthy families and communities.

Collaboration by working with others to maximize efforts and achieve positive results.

Evidence-based practices and policies as a way of assuring that our best efforts are leading to desired outcomes.

COMMUNITY DETENTION PROGRAM ADMINISTRATIVE ORGANIZATIONAL CHART

PAULA HEATH
DIRECTOR
(323) 226-8886

Vacant
SECRETARY
(323) 226-8501

SHIRLEY FRASER
ADMINASST
(323) 226-8886

MARIA CALBO, HEAD CLERK
(323) 226-8551

EDNA STRONG
STAFF ASSISTANT
(323) 226-8501

VIVIAN VASQUEZ, STC
(323) 226-8414

EDITHA PORLAS, STC
(323) 226-8531

Vacant, STC
(323) 226-8503

ANTELOPE VALLEY CDP
Mike Russell
(661) 951-1501

EASTLAKE CDP
MONICA THOMAS-YARBROUGH
(323) 226-8559

SOUTH CENTRAL CDP
SHAREN WINKEY (310)
603-7858

FRED AMOS, DPO II
(323) 226-8579

CYNTHIA ACOSTA, DPO II
(323) 226-8579

EULA COOK, DPO II
(323) 241-5634

ZINA CAMP-LLOYD, DPO II
(661) 951-1544

IRENE DAVILLA, DPO II
(323) 226-8579

BOBBY CURRIE, DPO II
(323) 241-5626

BLANCA GOMEZ, DPO II
(323) 226-8579

KENNETH DELGADILLO, DPO II
(323) 226-8579

RITA DAVIS, DPO II
(323) 241-5624

VICTORIA GROVE, DPO II
(213) 2476803

JOHNNY GARCIA, DPO II
(323) 226-8579

LAWRENCE HICKS, DPO II
(310) 603-7922

ROBERT HINDS, DPO II
(310) 603-4925

ADELA MORALES, DPO II
(562) 491-5802

ARGO HYMAN, DPO II
(323) 241-5628

ANTHONY MATHIS, DPO II
(323) 226-8579

HAVAN NGO, DPO II
(323) 226-8904

PHILIP MIKHAEL, DPO II
(310) 603-7923

MICHAEL MCDAVITT, DPO II
(818) 364-2028

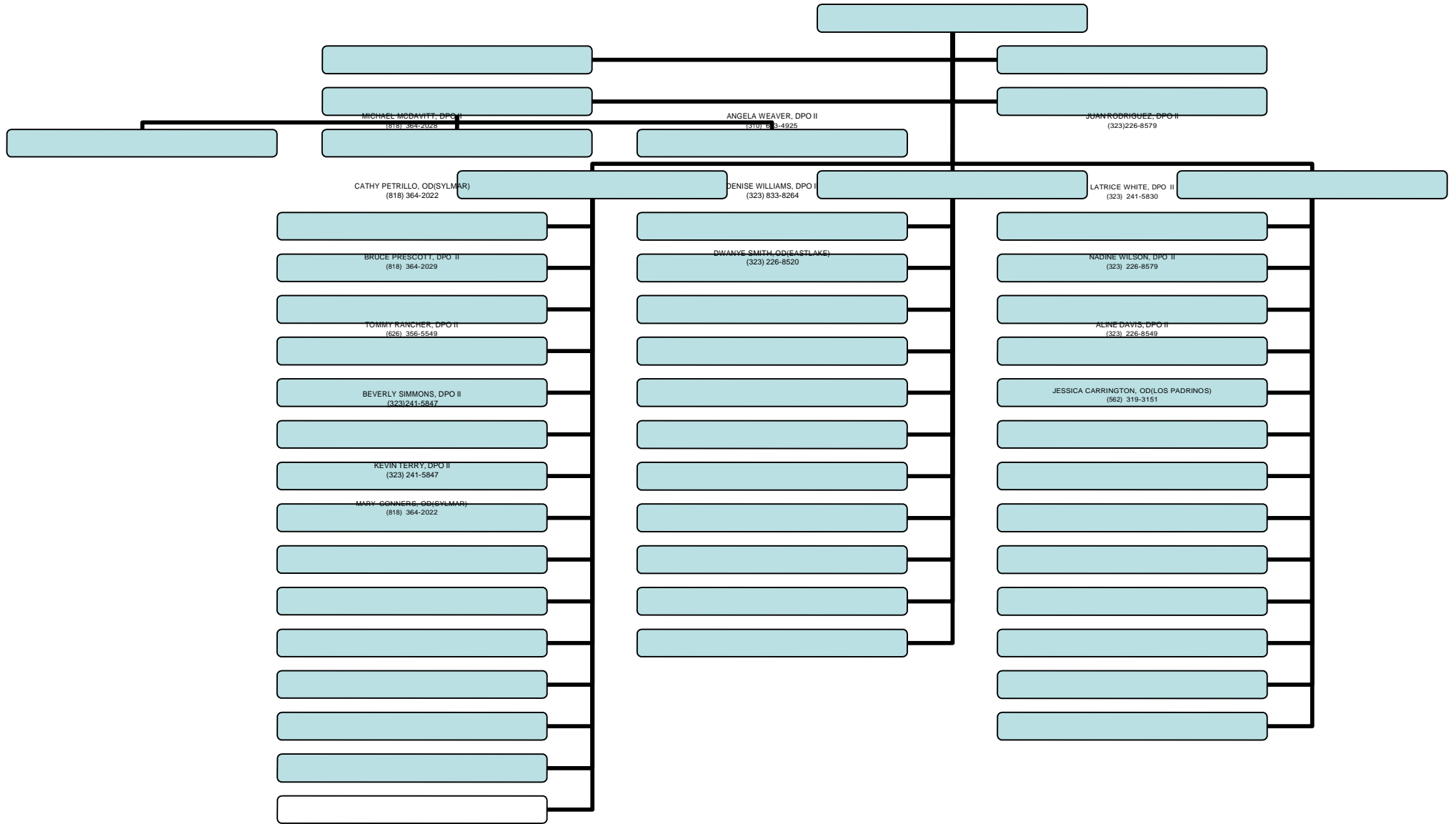
VALERIE PINCHEM, DPO II
(323) 226-8904

REGINALD SHEFFIELD, DPO II
(323) 241-5845

JOSEPH PACILLAS, DPO II
(818) 388-3745

HECTOR SANCHEZ DPO II
(909) 469-4507

MYRON CARR-SMITH, DPO II
(323) 226-8140



WHAT IS PROBATION?

Probation is often referred to as Community Corrections. Probation has been defined as a form of criminal sanction imposed by a court on an offender, in lieu of incarceration, which allows the offender to serve the sentence under supervision in the community. Since it is not feasible either socially or economically to imprison all offenders, probation provides a cost effective alternative in offender management.

The Probation Department assists the court not only by helping to identify suitable candidates for probation, but also by recommending appropriate sanctions to be imposed, including time in custody, fines, restitution and community service.

The Department also helps identify those persons who are poor risks for probation by providing information to the court to justify their removal from the community.

Once probation is ordered, the Probation Officer designs an appropriate supervision plan for each offender, which guides the offender toward accepting the responsibilities of being a law-abiding citizen.

In Los Angeles County, the Probation Department is mandated to operate juvenile halls, which are temporary detention facilities for juveniles from the time of arrest through their court proceedings.

Also, the Department provides Probation Camps for juveniles needing treatment away from their home.

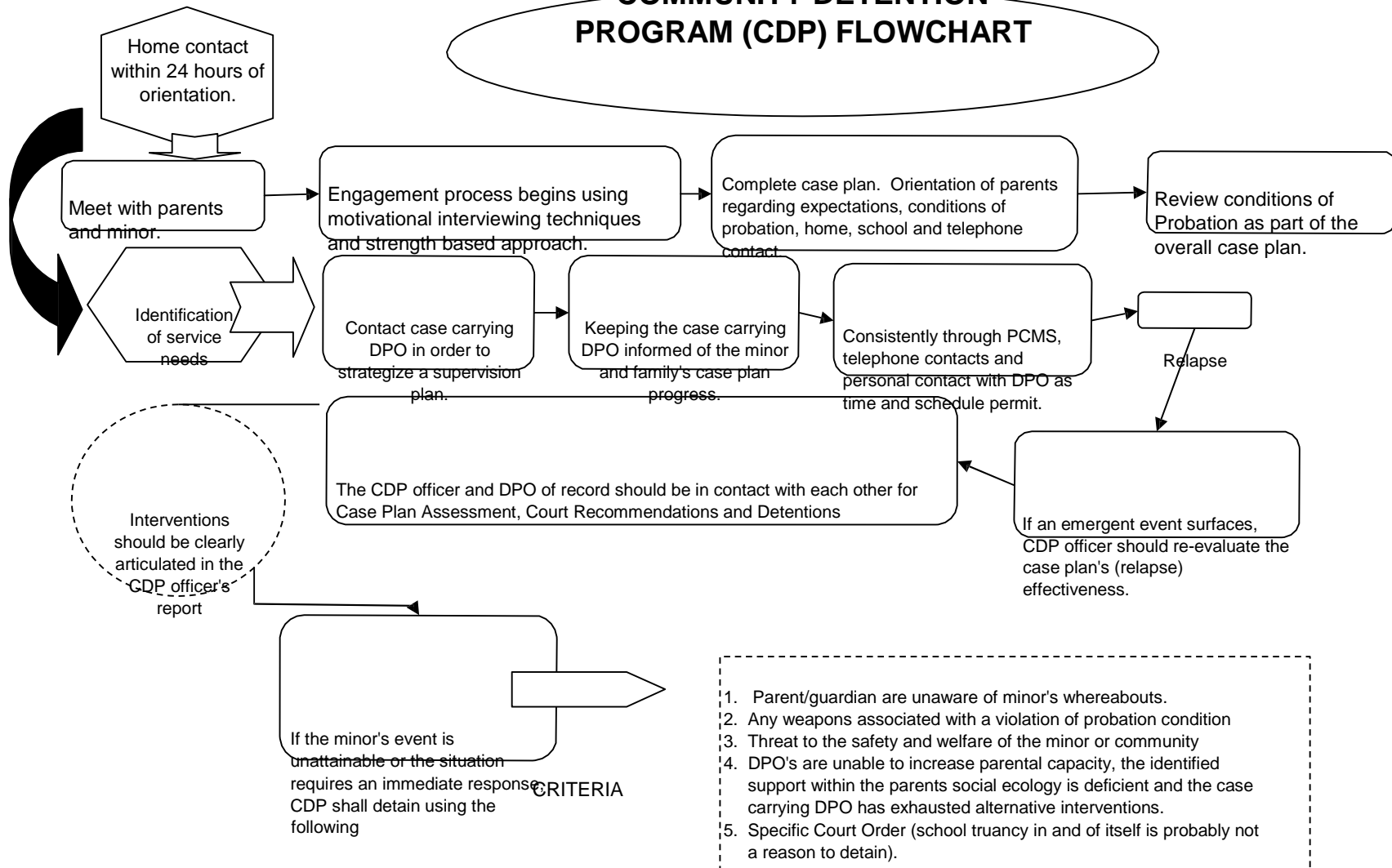
Los Angeles County Probation Department CDP Manual	CDP OVERVIEW
CDP OVERVIEW	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Detention Program

CDP OVERVIEW

Los Angeles County Probation Department's Community Detention Program (CDP) provides intense electronically supported supervision for adjudicated and pre- adjudicated minors as a viable alternative to detention in a juvenile hall setting. As a condition of release participants are required to comply with all court orders, including specific orders and terms of release pursuant to section 628.1 of the Welfare and Institution Code.

Case supervision by Deputy Probation Officers (DPO) is provided to enhance community protection, and to ensure compliance with court orders while helping the minors and their families build tools which will deter re-arrest. Participants are held accountable to following pre-approved schedules of sanctioned activities, with their mobility confined to specific approved locations.

COMMUNITY DETENTION PROGRAM (CDP) FLOWCHART



<p align="center">Los Angeles County Probation Department CDP Manual</p>	<p>SECTION NO. CDP 100</p>
<p align="center">CDP PROCESS</p>	<p>REVISION DATE: <i>June 30, 2013</i> APPROVED BY: Paula Heath, Director COMMUNITY DETENTION PROGRAM</p>

101 GENERAL

Community Detention Program (CDP) DPO's general responsibilities include, but not limited to, the supervision of both adjudicated and pre-adjudicated minors. Among the requirements expected of DPO's are:

1. Face to Face Contact with minor and parent/guardian
2. Home Visits
3. Electronic Surveillance
4. Telephone Contact
5. School Contact
6. Policy Agency Contact
7. Contact with Other Probation Department Officers

It is important to maintain a positive and professional attitude that is pleasant, cordial and direct in dealing with minors, families and the community in general. In dealing with problem situations the CDP-DPO shall avoid rudeness, sarcasm, and condescension, keeping in mind he/she ultimately has the final say when dealing with minors and families. The DPO shall not become involved in argumentative situations.

The CDP DPO shall make every effort to avoid escalating a 'bad situation', and particularly so while in the field. The DPO can excuse him/herself from the situation and later return with a supervisor or law enforcement staff. Other options include presenting the matter in court or handling the situation in a less dangerous manner such as referring another CDP DPO that has a report with the minor. (If time constraints permit)

102 JUVENILE COURT REFERRAL

CDP referrals initiated from all Juvenile Courts, except Sylmar Juvenile court, are to be submitted via fax to the Eastlake CDP office (see Attachment A).

Sylmar Court Officers hand delivers their referrals to the Nidorf (BJNJH) IDC clerical for faxing to Eastlake. Eastlake CDP clerical completes the case initiation process by returning the case to the CDP clerk for case assignment.

CDP PROCESS	CDP 100
--------------------	----------------

The court officer coordinates with the CDP Officer-of-the-Day regarding any extenuating circumstances that might impede this process.

103 CDP OFFICER-OF-THE-DAY

Work Schedule

There is an Officer-of –the-Day (OD) assigned to each of the three detention centers who work in conjunction with the electronic monitoring company installer. Each OD works Monday through Friday from 10:00am to 7:00pm.

CDP Officer-of-the-Day (Weekend and Holidays) (Specific to Eastlake Juvenile Court Office)

Note: This is a rotating assignment among CDP Officers location and schedule are Eastlake Juvenile Court, Room 9 from 8AM to 5PM. The CDP OD duties include, but are not limited to, the following:

- CDP OD assigns Promise to Appear (PROTAP) cases
- Ensures CDP Officers receive case assignments
- Notify the electronic monitoring company to ensure field installation
- Answer and responds to all calls
- Retrieves voicemail messages
- Communicates service needs or concerns to CDP Supervisor
- Assist with a field contact when necessary
- The Officer-of-the-Day will make telephone contact with minors placed on CDP.
- Saturday's OD contacts minors on CDP and minors placed on PROTAP by IDC on Friday
- Sunday's OD contacts minors placed on PROTAP by IDC on Saturday

These subsequent contacts ensure that the home installation has taken place, provide an opportunity to respond to any questions, and reinforce program expectations.

Minor and parent/guardian shall be given an initial orientation, including:

- The court order shall be reviewed
- The home address telephone number is verified
- CDP conditions are reviewed and explained

CDP PROCESS	CDP 100
--------------------	----------------

- CDP Officer assignment and contact numbers are given to minor and parent/guardian

104 SDPO NOTIFICATION AND FOLLOW-UP RESPONSIBILITIES

The CDP Supervisor or designee has 24 hours to verify that the new case has been entered into Web Patrol. The supervisor shall ensure case assignment within 24 hours. If Web Patrol is not updated within 24 hours, the CDP supervisor shall contact the Eastlake CDP clerical staff in order to ensure the process is fully implemented.

COORDINATING SUPERVISION SERVICES WITH THE ELECTRONIC MONITORING COMPANY

On a daily basis, CDP supervisors will monitor the electronic monitoring company's tracking system and follow up on their Pending and Urgent notification. CDP officers notify supervisors of minors who have been electronically connected, as well as tracking those minors in the monitoring system that have yet to be connected. The SDPO shall:

- Dispatch the appropriate DPO of Record or assign a DPO to conduct a next day home visit, thus beginning CDP supervision.
- The assigning SDPO shall e-mail the SDPO of Record, alerting and updating him/her regarding the dispatched DPO.
- After conducting the home visit, the CDP Deputy shall enter case notes into PCMS.

CDP Supervisors/ODs will ensure through the electronic monitoring company that there is always equipment available to connect minors to the electronic system. This inventory issue is the responsibility of the electronic monitoring company, but accountability is both one of coordination and collaboration shared by CDP personnel. Equipment malfunctions shall immediately be reported to the electronic monitoring company.

105 DPO INITIAL ORIENTATION

CDP Officers are required to contact newly assigned minors within 24 hours.

- An entry into PCMS shall be made upon receipt of case assignment.
- Prior to the first home visit, the DPO of Record shall be contacted and made aware of CDP conditions.

CDP PROCESS	CDP 100
--------------------	----------------

- A face to face in home orientation shall be conducted with minor and parent/guardian within the first week of the CDP assignment.
- Within 24 hours of receiving a case during weekdays prior to 5:00 PM and shift's end, the DPO must contact the minor and the DPO of Record (if applicable) to begin the process of developing a supervision strategy.
- Initial orientation must include the minor and at least one parent/guardian. During the meeting, the minor and parent are given formal CDP instructions and expectations.
- The minor and parent are given instructions in maintaining the Home Monitoring Unit (HMU). A battery check shall be conducted to ensure ankle device is attached and operable.
- Obtain verification of minor's school, Community Based Organization (CBO), Job addresses and other court activities. Verification might also include a field visit to the job site and/or a recent paycheck stub. The DPO shall encourage parent involvement in school and appropriate interventions (including tutoring and perhaps an individual educational plan (IEP) in coordination with the DPO of Record and consequences (if appropriate) to minor's unsatisfactory school performance.
- Explain the nature of potential CDP violation procedures. Give the minor and parent a step-by-step process of future court actions including our collaboration with law enforcement agencies. CDP Deputies shall observe the home environment for potential safety concerns including residents, visitors, dogs and the presence of weapons or dangerous items. Tampering with the telephone to prevent such communications may result in a potential violation.
- Explain the daily telephone contact procedures. CDP Deputies shall routinely confer with parents/guardians to collaborate and develop interventions to ensure progress. The minor or DPO shall initiate contacts. Contacts shall include minor's residence, school and assigned Community-Based Organizations (CBOs). Remind the family of the importance of strictly complying with the court orders, CDP instructions and keeping the lines of communication open. If questions arise regarding procedure, immediately contact the CDP Deputy.
- Random weekly in-person contact shall occur at the residence, job site, school, and CBO and/or at the Probation office.
- Visiting minors at school serves as a weekly contact. Many times you may have several minors at one location. Different school districts have different protocols for minors being seen and detained on campus. Know what the schools' policies are prior to contacting minor(s) at school. If detention is warranted,

CDP PROCESS	CDP 100
--------------------	----------------

collaborate with school administrators and school police to determine the most appropriate location in which to detain a minor to ensure security is not compromised.

- While working with school staff and other agencies, remember that juvenile offender information is confidential. If the minor's detention is a result of problems at school, the parents shall be notified by the school

Note: Remember, we want the school to re-instate the minor you just detained when he/she is released from custody.

- Develop and input the minor's schedule into the electronic monitoring company's computer tracking system. All events shall be pre-approved and all events outside of established schedule must be communicated to the CDP DPO 72-hours in advance for approval. If approved, parents may be required to accompany their son/daughter. Exception to the rule shall only be applied when appropriate.

106 DEVELOPMENTALLY DISABLED MINORS

The purpose of this section is to reinforce departmental policy and work expectations regarding minors that have been identified or those suspected of having a developmental disability or any other condition leading to the minor being developmentally disabled. (As defined in United States (U.S.) Code Title 42, Section 15002 or California Welfare Institution Code (WIC Section 4512).

The CDP deputy shall ensure that each minor and parent/guardian is asked the Developmentally Disable questions, i.e., Is/has the minor:

- Regional Center Client
- Mental retardation
- Cerebral Palsy
- Epilepsy
- Autism

107 STRENGTH-BASED FRAMEWORK

- During the initial meeting with the minor and parent, begin using motivational interviewing techniques in order to effectively engage the minor and his/her family around behavior issues including minor's behavior at home, school and in

CDP PROCESS	CDP 100
--------------------	----------------

the community. CDP Deputies shall work cooperatively with the family to identify, support, and establish ground rules of expectations during the course of supervision, as well as review case plan objectives.

- In collaboration with the DPO of Record, identify the parent's strengths and weaknesses. Encourage the parents to be more involved and proactive in monitoring and parenting their children.
- If the minor appears to be resistant at the initial interview, maintain positive ongoing dialogue with him/her to assess the nature of the resistance. Mediate using available resources the minor respects. Find reasonable remedies, compromises and contingencies the minor is willing to committee to.

108 CONTACT WITH DPO OF RECORD

- Contacts with primary DPO of Record must be within 48 hours via telephone and email. If unable to secure contact, the CDP Officer shall notify his/her supervisor.
- Collaborate with the DPO of Record to develop a comprehensive case plan.
- Inform DPO of Record of home assessment, strengths and challenges.
- Verify minor's school, work and counseling schedules.
- With any potential arrest, contacts must be made with DPO of Record at least 48 hours in advance (if possible), as well as notifying the SPDO.
- Upon request, violation reports maybe emailed to DPO of Record.

109 DAILY ACTIVITY REPORT

- Input minors schedule into electronic monitoring company's tracking system.
- The electronic monitoring company's tracking system can provide daily activity report of minor's approved and unapproved activities.
- Adjust the schedule in the tracking system to accommodate approved extra curricular activities.
- Advise parent that attending social events/activities will be approved on a case by case basis.
- If ordered by the court, inform parent and minor that Saturday and evening adult school can be added to the schedule when enrollment is documented.

CDP PROCESS	CDP 100
--------------------	----------------

- Minor may attend counseling services with verification in the form of a letter, telephone call from the agency or authorization from the DPO of Record.
- Out-of-County, Out-of-State and out of Country travel requires court approval.

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 200
THE DECISION TO DETAIN OR RELEASE	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director COMMUNITY DETENTION PROGRAM

201 GENERAL

As a CDP Officer, the decision to detain a minor is one of the most important and challenging jobs.

The CDP Officer is responsible for identifying violations associated with the 'court order that placed the minor on Community Detention Program'. There are eight conditions which could be violated that require the CDP Officer to consider if detention is warranted :(Prob.1397 see attachment).

1. Obey all laws and terms/conditions set forth by the court
2. Submit to unannounced and unscheduled surveillance checks in person and electronically. i.e. (home visits, school, counseling centers or place of employment)
3. Follow all orders of the Probation Officer(s)
4. Be inside residence when not in school, unless otherwise pre-approved by probation officer
5. Attend school regularly and not be absent for any reason except with a valid medical excuse. Immediately notify the probation officer of any changes to the school schedule
6. Have not had contact directly or indirectly with victims, other defendant(s) and any gangs
7. Court Orders_____ Schedule_____.
8. Court Authorizes_____ Schedule_____.

202 PRE-ARREST PROTOCOL

The DPO carefully plans the course of action prior to affecting an arrest. If determined that arresting a probationer is necessary, the DPO shall adhere to the following:

- Confirm case status, including probation conditions and any necessary case information
- Make any necessary collateral contacts to verify violation(s)
- Confer with the SDPO
- Obtain assistance if needed from local law enforcement
- Ascertain probationer's medical and/or mental health status (if possible)

THE DECISION TO DETAIN OR RELEASE	CDP 200
-----------------------------------	---------

Note: The home is the most dangerous place to effect an arrest, but sometimes unavoidable. Officer safety should always be the first consideration.

203 ARREST PROTOCOL

If determined minor has violated their court order the following protocols shall be adhered to:

- Contact your Supervising Deputy Probation Officer and explain your reasons for needing to detain this minor. Get approval for your actions
- Compile information regarding the violations, i.e., printouts from electronic surveillance, school attendance reports, arrests reports, drug test results, statements from parent and school staff
- Discuss the violations with the Probation Officer of record. If DPO of record is not available discuss with their immediate supervisor
- The CDP Deputy is to consider intervention alternatives (if applicable) before making the final decision to detain.
- The CDP Deputy is to articulate the intervention efforts and input the information into Probation Case Management System (PCMS)
- Procure a Los Angeles County cage unit vehicle. Make sure you have enough fuel to get to and from location. When using a Los Angeles County vehicle adhere to Directives and guides pertaining to their use (Directive #1149 see attachment)
- Decide the safest way to effect the arrest. This is critical for both for the officer and minor. Familiarize yourself with the minor's history. This will assist in determining if law enforcement back up is needed. At least 1 deputy must be of the same gender of the arrestee. Detentions occurring at the area office need prior approval from the office Director or designee. Whenever possible, have the parent bring the minor to Juvenile Hall.
- Prior to detaining minors, review appropriate supervision court documents/data systems and notify CDP headquarters clerical staff and parents about the minor's detention. If the CDP Deputy affects an arrest before 12:00 noon, the CDP violation report must be submitted to court before 4:00 PM, the same day in which the arrest takes place. If a minor is arrested after 12:00 noon, the violation report must be submitted to court before 12:00 noon, the next business day
- Conduct a pat-down search prior to placing minor into the vehicle for transporting/transferring to juvenile hall.

THE DECISION TO DETAIN OR RELEASE	CDP 200
-----------------------------------	---------

- Complete the Juvenile Hall entrance form and Unified Arrestee Medical Screening Form prior to detaining the minor. Contact IDC prior to transporting the minor to Juvenile Hall and give estimated arrival time.
- The CDP Officer should enter comprehensive information into PCMS within 24-hours
- The CDP Officer shall notify the DPO of Record and CDP Eastlake Headquarters

Note: On occasion the CDP Officer may encounter a minor who has become homeless and has not violated their court orders. If this occurs, the minor may be detained for their safety and security. In addition, the CDP Officer shall file a report with Department of Children and Family Services (DCFS). You may download the Suspected Child Abuse Report (SCAR) form from Probnet. See Attachment.

Remember in cases of this nature, the least restrictive and appropriate alternative shall be considered. If applicable, recommend to IDC the minor be housed in a Placement Alternative to Detention (PAD) facility.

204 TECHNICAL VIOLATIONS

When addressing technical violations, the CDP Deputy shall consider the following:

- Request weekly progress reports
- Identify areas in which to praise achievement
- Meet with teachers
- Assist in the development of a family support network
- Impose consequences (instead of detention) for non-compliance except in cases where court orders detain on first violation
- Increase family activities
- Identify additional support to monitor minor's whereabouts
- Increase involvement with pro-social peers (relative, faith based and school activities).

Note: Detentions are to represent the last option. Always consider potential life threatening concerns, community safety, and flight risk.

THE DECISION TO DETAIN OR RELEASE	CDP 200
-----------------------------------	---------

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 300
CDP RELEASE PROCEDURES	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Intake and Detention Control

301 TERMINATIONS (COURT ORDERED OR AUTOMATIC)

Court-Ordered Terminations:

- CDP Clerical will call the Court Officer on the day of the minor's court appearance and the day after (if necessary) to obtain the outcome of the hearing
- If CDP Clerical is unable to obtain and record this information, the CDP Probation Officer will be notified by the clerk and required to follow up with the Court Officer or Deputy Probation Officer of Record. Once information has been obtained, the CDP Deputy will forward the information to the Eastlake CDP Clerks

Automatic Terminations:

- 1) CDP Probation Officer shall notify CDP Clerical. Upon court order termination

Note: If a minor with an automatic termination is in violation, he/she must be detained and/or brought before the court at least (1) day prior to the scheduled date for termination. However, if the minor is not a danger to his or herself or to others, not a flight risk, and there is enough time to secure a court date prior to the automatic termination, the DPO shall pursue a non-detained appearance violation matter. The matter could be calendared through communications with the Court Officer and/or Court Clerk, followed by submitting a Set-on request. The minor and caregiver need to be cited to appear at the arranged court date. The CDP Deputy's report, along with the citation, must be submitted prior to the arranged court hearing. The DPO of Record, after being notified by the CDP Deputy of his/her actions may also submit a 777 WIC petition.

302 RECOMMENDATIONS (CONTINUE, TERMINATE, OR DETAIN)

Continuance

- All pre-disposition cases should have a recommendation that the minor continue to remain in the program until the outcome of the current matter

CDP RELEASE PROCEDURES	CDP 300
------------------------	---------

- Post-disposition minors can only receive the recommendation of additional time in the program if a 777 Violation Report has been submitted with that recommendation

Terminations:

- Should be recommended for post-disposition minors after consulting with the DPO of Record and approval from the CDP supervisor

Detentions:

- Should only be recommended for pre-disposition minors that are in violation and the recommendation should read “that the minor remain detained until the outcome of the current matter”
- Post-disposition minors can only receive the recommendation of ‘Detain’
- The CDP Officer shall notify the DPO of Record on the decision to detain for a CDP violation

Note: Approval to ‘Detain’ must be approved by a CDP Supervisor.

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 400
NON-DETAINED FAVORABLE OR UNFAVORABLE PROGRESS REPORTS	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Program Detention

401 NON-DETAINED FAVORABLE OR UNFAVORABLE PROGRESS REPORTS

- Progress reports shall be completed (with a supervisor's signature) and submitted to the court within two business days before the court date. In addition, progress reports are to be faxed to the CDP clerical unit to be placed in the minor's file.
- The progress report shall contain the minor's conduct under supervision, compliance with the CDP Case Plan, Web Patrol printout

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 500
DETAINED VIOLATION REPORTS	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Program Detention

501 DETAINED VIOLATION REPORTS

A violation report shall contain the following:

- An outline of minor's CDP violation and the CDP Probation Officer's intervention efforts
- School reports, parent's letters and electronic monitoring reports outlining minor's violations
- A CDP Case Plan addressing targeted behavior(s) and interventions
- Consult with DPO of Record and parent in order to (if appropriate) identify and coordinate additional interventions in lieu of detention
- Clear case with CDP supervisor
- Notify parents of minor's detention and court date
- Submit violation report to the court and fax a copy to the CDP Clerical Unit to be placed in minor's file
- Web Patrol printout

If the minor is detained before noon, the CDP violation report must be submitted to court by 4pm, the same day.

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 600
BENCH WARRANT REQUEST	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Program Detention

601 BENCH WARRANT REQUEST

- Consult with the DPO of Record
- Submit Bench Warrant Request to court
- Send copy to CDP Clerical
- Prepare a violation report for submission to court if minor's next court date arrives before the bench warrant request is honored
- Follow-up with the Court Officer ensuring the issuance of the Bench Warrant
- Keep case until bench warrant is issued

Note: You may have to re-submit the same report as a second report if so instructed by the Court Officer.

Bench warrants shall be requested as soon as the CDP officer discovers a minor has left his/her home and/or removed the ankle bracelet.

Requesting a bench warrant serves to inform the court that the minor's whereabouts are unknown, in violation of their CDP conditions of probation.

The bench warrant has two parts, 'Probation Officers Report, Request for Bench Warrant' probation form 1177 and 'Notice of Warrant Issued by Juvenile Court' probation form 651(see attachments). Both can be found in juvenile templates on the Probation website (Probnets). The request shall be sent on an 'Ex Parte' basis with the date sent in parenthesis.

The CDP Officer shall ensure a copy of the entire request is received by the clerk at Eastlake Headquarters and the bench warrant is logged. CDP supervision remains on active status during this procedure, until the warrant is issued. In the interim, the CDP Officer is responsible for the follow-up to ensure court action on the bench warrant request.

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 600
PROBATION OFFICER'S REPORT	REVISION DATE: August 22, 2016 APPROVED BY: Paula Heath, Director Community Program Detention

602 PROBATION OFFICER' S REPORT

The Probation Officer's Report for the Community Detention Program (CDP) includes information needed to make a thorough and accurate recommendation on cases submitted to the Court. The CDP DPO is responsible to complete all areas of the report in order for the Bench Officer to make the appropriate court order(s) for each minor

The following details each area of the CDP Probation Officer's report, with specific instruction as to what information needs to be included to complete the Court report. The DPO shall include:

Department: (Minor's court hearing location)

Date: (Date of court hearing)

App/Non-App: (Type of hearing – Appearance or Non-Appearance)

Case Name: (Minor's Last Name, First Name and Middle Name)

AKA: (Other names minor may be known by)

DOB: (Date, month and year minor was born)

Usually Lives With: (With whom the minor resides)

Current Whereabouts: (Minor's physical location, e.g. Home, juvenile hall, placement, camp etc.)

Current Status: (Minor's current legal status, e.g. Probation, etc.)

Area and DPO: (Area Office and Caseload Number of Deputy Probation Officer assigned to minor's case)

DPO Recommendation Code must match DPO recommendation. (DPO shall ensure the recommendation code and the written recommendation in the report match).

Report: Include factual information in the following sections: (DPO Shall ensure all

sections of the Probation Officers report are completed)

Placed on CDP: (DPO shall ensure date minor was placed on CDP).

Caretaker (Released to): (DPO shall include the name of the person the minor was released to)

Next Hearing Date: (DPO shall include minors next court date).

Detained Yes or No: (DPO shall indicate if the minor was detained or released)

Date and Time Detained ____/____ AM or PM: (DPO shall indicate date and time detained)

Violation(s) Yes or No: (DPO shall indicate if minor was violated yes or no)

777 Petition Filed Yes or No: (DPO Shall indicate if a 777 Petition Report was filed)

Summary of Violation(s): (DPO shall give factual information pertaining to the minor's violation example: 'Minor did not attend school on ____ dates; etc.)

Web Patrol: (DPO Shall ensure ALL reports have a WEB Patrol printout attached)

Summary: (DPO shall include all violations that minor may have had)

Conditions of CDP: (DPO shall check off all areas that are applicable)

- ☐ OBEY ALL LAWS
- ☐ SUBMIT TO UNANNOUNCED AND UNSCHEDULED SURVEILLANCE CHECKS, INCLUDING ELECTRONIC SURVEILLANCE, AT HOME, SCHOOL, AND RESIDENCE OR PLACE OF EMPLOYMENT:
- ☐ FOLLOW ALL ORDERS OF THE PROBATION OFFICER AND COURT:
- ☐ BE IN HIS/HER RESIDENCE WHEN NOT IN SCHOOL OR WORK UNLESS OTHERWISE APPROVED BY THE PROBATION OFFICER AND COURT:
- ☐ ATTEND____SCHOOL REGULARLY AND ON TIME NOT BE ABSENT FOR ANY REASON EXCEPT FOR VALID WRITTEN MEDICAL/DENTAL EXCUSE.
- ☐ HAVE NO CONTACT DIRECTLY OR INDIRECTLY WITH VICTIM(S); OTHER DEFENDANT(S); OR ANY GANG MEMBERS;
- ☐ OTHER: _____ (DPO Shall example; "On____ minor was ordered____. Minor was committed for ____ days to juvenile hall" Include commitment days from Disposition Minute Order line #29)

Initial orientation following most recent disposition: Date____ (Date minor was orientated)

CDP Orientation Yes or No: (If minor was orientated)

Academic Progress: (Minor's school information)

School_____ (Name of School where minor is enrolled) Grade____ (Include Grade) not enrolled as of _____ (If minor not enrolled, explain in comment section)

Current school grades/progress report: _____

School report attached Yes or No: (If minor's school report is attached)

Behavior: _____ (Minor's behavior compliance).

Attendance: (Minor's attendance compliance).

Behavior in the Home (Include date, type of contact and location of contact with parent/guardian, if contacted, whether obtained through assistance of an interpreter (name), etc.):

CDP Case Plan (All Reports should have a Case Plan attached):

Overall Progress under Supervision and Conclusions: Do not use this section to only summarize previously stated information. Use this section to arrive at a conclusion regarding the minor's progress under CDP supervision. Provide insight into the minor's behavior (include school, home, community, etc.). Do not editorialize or introduce new information in this section.

Joint Recommendation Decision: Summary should include the Work Location/Caseload Number and name of the DPO of Record, the date/time and results. CDP DPO and DPO of Record should discuss and agree on recommendation reached (Do not have contrary recommendations submitted to Court; include dates/times contacted DPO of Record and result). Should conflict arise regarding the recommendation, refer to the SDPOs to discuss/resolve; should this not occur, SDPOs to refer the matter to their Directors for resolution.

Recommendation: (DPO Shall mark one of the list recommendations)

It is recommended that the minor:

- ☐ Continue on Community Detention Program to _____ In Department ____ for Hearing:
- ☐ Be found in violation and detained in juvenile hall.
- ☐ Be terminated from Community Detention Program and released to:

Respectfully submitted:

Name: Include First and Last Name of DPO:

Date:

Telephone:

Area Office:

Read And Approved:

By: Include First and Last Name of SDPO:

Date:

Telephone:

CDP Court Report Guide

SUPERIOR COURT OF CALIFORNIA

COUNTY OF LOS ANGELES

JUVENILE COURT

DEPT.	DATE	APP./NON-APP.
-------	------	---------------

IN THE MATTER OF:

CASE NAME (LAST, FIRST, MIDDLE) TYPE LAST NAME HERE, TYPE FIRST AND MIDDLE NAMES HERE			
AKA			D.O.B.
USUALLY LIVES WITH		CURRENT WHEREABOUTS	
CURRENT STATUS		AREA	DPO
DPO RECOMMENDATION - CODE MUST MATCH DPO RECOMMENDATION			

DISPOSITION

<input type="checkbox"/>	F.F. & E.
<input type="checkbox"/>	WARRANT
<input type="checkbox"/>	RECALLED
<input type="checkbox"/>	JURISDICTION
<input type="checkbox"/>	TERMINATED

CONTINUANCE (DATE)

SIGNATURE OF COURT OFFICER

COURT NO.:

JAIN:

PDJ NO.:

**SID NO.: INCLUDE NUMBER FROM
INVESTIGATION FACE SHEET,
ARREST REPORT. IF NONE, SO
INDICATE.**

PROBATION OFFICER'S REPORT

Community Detention Program (CDP)

REPORT: Include factual information in the following sections:

PLACED ON CDP: _____

CARETAKER (RELEASED TO): _____

NEXT HEARING DATE: _____

DETAINED: YES ☐ **NO** ☐ **DATE AND TIME DETAINED** ____/____ **A.M.** ☐ **P.M.** ☐

VIOLATION(S): YES ☐ NO ☐

SUMMARY OF VIOLATION(S): (e.g. "Minor did not attend school on _____ dates; etc.)

WEB PATROL: (All reports should have a **WEB PATROL** printout attached)

SUMMARY: See Attached

CONDITIONS OF CDP

☐ OBEY ALL LAWS.

☐ SUBMIT TO UNANNOUNCED AND UNSCHEDULED SURVEILLANCE CHECKS, INCLUDING ELECTRONIC SURVEILLANCE, AT HOME, SCHOOL, RESIDENCE OR PLACE OF EMPLOYMENT.

☐ FOLLOW ALL ORDERS OF THE PROBATION OFFICER AND COURT.

☐ BE IN HIS/HER RESIDENCE WHEN NOT IN SCHOOL OR WORK UNLESS OTHERWISE APPROVED BY THE PROBATION OFFICER AND COURT.

☐ ATTEND _____ SCHOOL REGULARLY AND ON TIME; NOT BE ABSENT FOR ANY REASON EXCEPT FOR VALID WRITTEN MEDICAL/DENTAL EXCUSE.

☐ HAVE NO CONTACT DIRECTLY OR INDIRECTLY WITH VICTIM(S); OTHER DEFENDANT(S); OR ANY GANG MEMBERS.

☐ OTHER: _____

On _____ minor was ordered _____.

Minor was committed for _____ days to juvenile hall. (Include commitment days from Disposition Minute Order line #29)

Initial orientation following most recent disposition: Date _____ CDP Orientation: Yes ☐ No ☐

ACADEMIC PROGRESS:

School _____ (Name of School where Minor is enrolled) Grade: (Include grade) _____

Not enrolled as of _____ (If Minor not enrolled, explain in Comment Section) Current school grades/progress report: _____

School report attached: Yes ☐ No ☐ Behavior: _____ Attendance: _____

SUMMARY

☐ **BEHAVIOR IN THE HOME:**

Comments:

- *Include date, type of contact and location of contact with parent/guardian, if contact obtained through assistance of an interpreter (name), etc.*

SUMMARY

CDP CASE PLAN: Attached: Yes ☐ No ☐

SUMMARY

OVERALL PROGRESS UNDER SUPERVISION AND CONCLUSIONS

Do not use this section to only summarize previously stated information. Use this section to arrive at a

conclusion regarding the minor's progress. Provide the court with some insight into the minors behavior (include school, home, community, etc.). Do not editorialize or introduce new information in this section.

SUMMARY

JOINT RECOMMENDATION DECISION:

Summary should include the Work Location/Caseload Number and name of the DPO of Record, the date/time and results. CDP DPO and DPO of Record should discuss and agree on recommendation reached (Cannot have two contrary recommendations submitted to court or dates/times contacted DPO of Record and result). **Should conflict arise regarding the recommendation, refer to the SDPO to discuss/resolve; should this not occur, SDPOs to refer the matter to their Directors for resolution.**

SUMMARY

RECOMMENDATION:

IT IS RECOMMENDED THAT THE MINOR:

☐ CONTINUE ON COMMUNITY DETENTION PROGRAM TO: _____ IN DEPARTMENT _____ FOR HEARING.

☐ BE FOUND IN VIOLATION AND DETAINED IN JUVENILE HALL.

☐ BE TERMINATED FROM COMMUNITY DETENTION PROGRAM AND RELEASED TO:

RESPECTFULLY SUBMITTED,

CALVIN C. REMINGTON

INTERIM CHIEF PROBATION OFFICER

INCLUDE FIRST AND LAST NAME _____

DPO
TELEPHONE: INCLUDE NUMBER
AREA OFFICE: INCLUDE NAME OF AREA OFFICE

DATE

READ AND APPROVED

BY: INCLUDE FIRST AND LAST NAME _____
SDPO _____
TELEPHONE: INCLUDE NUMBER _____
DATE _____

SUBMITTED: TYPED: BY: : ()

I HAVE READ AND CONSIDERED THE FOREGOING REPORT OF THE PROBATION OFFICER.

JUDGE/COMMISSIONER OF THE SUPERIOR COURT DATE _____

Report must be **reviewed** by the SDPO (including those Acting SDPOs appointed by the Director or Designee) **and** **processed to court through PEDMS**.

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 700
CITATIONS TO APPEAR	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Program Detention

701 CITATIONS TO APPEAR

Only court ordered citations to appear must be signed by parent and minor. A copy of the citation shall be provided to the parent and minor.

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 800
PROBATION CASE MANAGEMENT SYSTEM (PCMS)	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Program Detention

801 PROBATION CASE MANAGEMENT SYSTEM (PCMS)

- Upon receiving a case from Eastlake CDP, the DPO shall enter into PCMS the following information:
CDP “on (date), received case and contacted the minor and parent to schedule and orientation appointment for (date).” CDP Officer/Telephone numbers.
- Each week, the DPO shall enter case notes pertaining to events, outcomes of all in-person, and telephonic contacts.

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 900
SECURITY INCIDENT REPORT SYSTEM	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Detention Program

901 GENERAL

The Computer Services Division has an automated tracking system for security incident reports. All security incident reports submitted since April 1991 have been entered into the system.

Facility/Office managers are to submit copies of each Security Incident Report to the Department's Safety Officer and respective Bureau Chief. The Department's Safety Officer will forward an abbreviated report to the CAO's Office of Security Management.

902 SECURITY INCIDENT REPORTS SHALL BE SUBMITTED AS FOLLOWS:

- Any incident placing a person or property at risk that requires action by law enforcement authorities, County Safety Police or Security guards at a county facility whether they were summoned or not.
- Any incident placing a person at risk involving an On-duty County employee (including lunch periods) while on County property. This classification includes parking facilities or while walking to or from an off-site parking facility to start or end a workday.
- Any incident placing a person at risk involving an On-duty County employee while performing field assignment duties.
- Any incident of a suspicious or unusual nature on County property that places people or property at risk.

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 1000
ELECTRONIC MONITORING	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Program Detention

1001 ELECTRONIC MONTIORING

Activating Electronic Monitoring

Upon receipt of the CDP order, the CDP Eastlake clerk shall forward the information to the installer and the electronic monitoring company to install anklet device within 24 hours.

Electronic Monitoring/Probation Orientation Process

The installer:

- Explains the function of each piece of equipment
- Has parent/guardian sign a Declaration of Responsibility for the equipment
- Applies the transmitter to the ankle and gives minor a home monitoring unit
- Reviews the home installation guidelines
- Ensures the equipment is functional

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 1100
CITIZEN COMPLAINTS	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Detention Program

1101 GENERAL POLICY

It is the policy of Detention Services Bureau to respond to all complaints from citizens in a positive and professional manner. While it is not possible to resolve all complaints or to satisfy all complainers, staff should be courteous and helpful in determining the nature of the complaint and in explaining the procedures necessary to resolve the problem. Particular effort must be made to remain calm and courteous, as it is likely that the complainants will be agitated, even angry, during the presentation of their complaint.

1102 PROCEDURES

Complaints may be made in person, by telephone, or in writing. The first two types are more likely to be received by line staff initially, while the third would probably be addressed to the Supervisor or Director. In any case, the person receiving the complaint will determine the nature of the problem and, if possible, resolve it immediately. Should the problem be complex or beyond the authority of the receiving staff, the complainant should be asked to submit it in writing. This will enable line staff to forward the matter to the appropriate Supervisor or Director without any distortion of the facts. If the complainant refuses to submit the complaint in writing, the receiving staff should attempt to paraphrase the problem in his/her own words. In either case, the complainant's name, telephone number, and address will be requested in order for the Supervisor to call for more information and to, be able to make a response, whether or not the matter is resolved to the complainant's satisfaction. Staff should document receipt of all complaints via a Special Incident Report (SIR). The SIR will be used to capture the essence of the complaint if the complaining party refuses to state their complaint in writing. Whether or not the complaint can be resolved, the staff handling the complaint will inform the complainer of the outcome. In most cases this will be in person or over the telephone. When the complaint is of a nature that may result in litigation, it is referred to a manager to respond to in writing. 3600-1

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 1200
EMERGENCY AND DISASTER PROCEDURES	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Detention Program

1201 GENERAL

To deal with Emergency and Disaster Situations, CDP / Detention Service Bureau established the following procedures and guidelines. All staff are required to be thoroughly familiar with these procedures.

1202 SECURITY OFFICER

The Assistant Superintendent is the Chief Safety and Security Officer in juvenile hall and is in charge during emergency situations. CDP staff will report to their Director or designee.

In case of a major emergency in which additional personnel are needed, the Director in charge is authorized to contact off-duty staff and require them to report for duty.

Under no condition will any staff take it upon themselves to contact a Law Enforcement Agency for assistance without first following the chain of command, starting with the Director or designee.

1203 REPORTING EMERGENCIES

It will be the responsibility of all staff to immediately notify the on duty Supervisor when an emergency occurs by using the telephone system or in person.

In reporting emergencies, staff are to give the appropriate code (Example: Code Blue, Code Red, Code Green, or Code Yellow). The essential facts must be given in a concise and logical manner; such as indicated below:

- As soon as the Supervisor responds, state: "This is an emergency" or "Code Blue;"
- Give the location of trouble; and
- Explain the nature of the emergency in a few words. Example; "Three boys are on the roof of A/B trying to escape."

In extreme circumstances, where it is impossible to stay on the telephone to talk to the Supervisor, leave the telephone off the hook or communicate by any other means at your disposal.

EMERGENCY AND DISASTER PROCEDURES	CDP 1200
-----------------------------------	----------

1204 MEDICAL EMERGENCIES (CODE BLUE)

When a staff encounters a medical emergency, every second of elapsed time to obtain professional assistance becomes critical in saving a life. In addition to court wards, staff are exposed to a variety of persons in the facility, any one of whom may require emergency lifesaving care. This section establishes a uniform procedure to minimize emergency response time.

During the course of any assignment, if any person appears to be in immediate danger of death, or in need of immediate medical attention, the employee will immediately shout the words, "CODE BLUE," as loudly as possible to another staff member. When this term is shouted, it will set in motion the following actions:

- The staff member hearing the warning will also shout the warning to alert other staff;
- The staff member nearest to a telephone will immediately call the Supervisor and MC and state, "Code Blue" (at location);
- The staff member initiating the Code Blue warning will immediately provide whatever first-aid is indicated;
- Other staff members nearest the place of storage of resuscitation equipment and CPR devices will immediately transport them to the site of the incident and assist in the application of first-aid;
- Once control of the situation has been transferred to the Supervisor and MC and any known details transmitted to them, the latter will call for paramedic assistance by telephoning "911." Additionally, Movement and Control staff will arrange for the immediate dispatching of any available on-duty nurse; and
- If a Code Blue situation arises during vehicular transportation of a minor or staff, immediate notification will be given via radio or telephone to the dispatcher.

Emergencies requiring Code Blue actions include, but are not limited to, the following:

- Unconsciousness;
- Suicide attempt;
- Drowning;
- Heart attack;
- Respiratory arrest; or
- Electrical shock.

EMERGENCY AND DISASTER PROCEDURES	CDP 1200
-----------------------------------	----------

1205 ESCAPES (CODE GREEN)

When a staff member observes a minor or minors attempting to escape or escaping from the facility, the staff will immediately notify the Supervisor and Movement and Control (M/C). If the staff member does not have a primary responsibility for supervising a group, the staff will attempt to apprehend the minor or minors.

- The OD will order the escape deployment plan to be implemented immediately.
- The OD will order a thorough search of the grounds if it has not been established that the minor or minors have actually escaped.

On a successful escape, the OD or the Sr. DSO in M/C will take the following actions:

- Identify each escapee by name, AKA, offenses, sex, age, race, height, weight, clothing, identifying marks, parent's home address and telephone.
- Determine the number of escapees, approximate time of escape, and the direction that escapees were headed, if possible;
- Call local law enforcement and give them all above information. Additionally, law enforcement in area of minor's residence is contacted and the law enforcement agency that effected the minor's arrest on which detention is based;
- Contact each minor's parent or guardian by telephone. If unable to contact by telephone, use other means such as night letter, telegram, or notify through DPO or Parole Officer;
- Contact the assigned officer on the Probation or Parole case (leave a message if unable to make contact), record name of person contacted, and send a follow-up written gram;
- Contact Director of Special Enforcement Operations for their assistance in apprehending the minor;
- Notify the Superintendent, MC Director, and the Director of the unit involved; and
- Record the escape in the Shift Condition Report and MC logbook or card file.

The SDSO of the building from which the escape occurred or in the case of the SDSO's absence, the OD is to prepare a detailed report for the concerned Division Director and the Superintendent.

EMERGENCY AND DISASTER PROCEDURES	CDP 1200
-----------------------------------	----------

The Superintendent notifies the Detention Service Bureau Chief as appropriate and submits a written report.

1206 OUTSIDE INTRUDERS (CODE YELLOW)

- To prevent unauthorized persons or intruders from entering the grounds through the front entrance, the OD is to keep the main lobby locked when the key center is not staffed.
- Any unauthorized persons are to be challenged immediately and either escorted to MC or have MC staff report to the scene.
- The OD will investigate to determine who the person is and why he/she is on the grounds.
- If the unauthorized person is causing trouble, the highest-ranking staff member on duty may call local law enforcement for support and assistance.
- Notify MC if it is determined that the intruder is armed and dangerous. Staff will keep a safe distance and the OD will immediately call the police for assistance.

1207 MAJOR DISTURBANCES (CODE RED)

- In event of a riot, staff will immediately notify MC and provide them with the location and number of minors involved in the incident.
- Make every effort to move the minors not involved in the disturbance to a safe distance from the incident (e.g., lock them in individual rooms or lock them in the dayroom).
- Those minors who are most active in the disturbance should be separated from the group by the safest available means and placed in a room or sent to SHU.
- The OD will contact the Superintendent to provide information regarding the situation. If unable to contact the Superintendent and there are no Directors on duty, contact any Director in another Juvenile hall. If not possible, contact the Detention Service Bureau Chief or the Chief Probation Officer, in that order. If still unable to reach anyone, attempt to contact a Bureau Chief from another Bureau.

1208 OUTSIDE LAW ENFORCEMENT

The Superintendent or designee, may, after careful analysis of the situation, seek assistance from the local law enforcement agency. This step is to be taken only after the conclusion has been reached that a situation is beyond the control of an all-out response by Juvenile hall staff.

In the absence of the Superintendent, or designee, a Director or OD is authorized to call for law enforcement assistance.

If law enforcement is called for assistance, the highest-ranking staff member is to meet them at the entrance and explain the nature of the assistance needed. Examples of assistance needed are patrolling outside to protect the community, or to isolate the facility or contain one of its buildings. If asked to actually use physical force, make an arrest or put down a riot, law enforcement and Probation will work cooperatively until order has been restored.

1209 FIRE

All staff will be thoroughly familiar with the fire procedures and equipment of the facility, particularly those of their work area. Fire drills are to be conducted in each unit housing minors at least quarterly. They are to be coordinated by MC and the OD will document the drill, noting any deficiencies or problems, which will be retained in MC. In addition, a semi-annual fire drill is to be held for all support staff.

All buildings are equipped with fire hoses, fire extinguishers, or automatic fire sprinkler systems. All staff are expected to know the location of fire equipment and how to operate it. Additionally, staff assigned to a building are required to examine the fire equipment on a monthly basis to determine operability by checking the following:

- FireExtinguishers
 - ❖ Plastic seal is in place;
 - ❖ Needle on the gauge is in the green zone;
 - ❖ Hose condition (if applicable); and
 - ❖ Ensure the annual maintenance check date has not expired on the extinguisher tag.
- FireHoses(Standpipes)
 - ❖ Hose condition;
 - ❖ Nozzle in place; and
 - ❖ Hose properly hung in rack.

Staff must sign and date the backside of the extinguisher tag after each inspection and note the date of examination on Fire Equipment Operability form. The Operability form is to be retained by the Services Director for a period of two years. Each unit, as well as the other buildings, is equipped with fire hoses, fire extinguisher, or automatic fire sprinkler systems. All staff are expected to know

the location of fire equipment in the units in which they work and how to operate it.

The fire alarm boxes connect into a master fire alarm system that alerts MC when activated giving the coded location of the activated alarm box. The proper operation of the coding device will be checked regularly by MC. In case of any fire, staff will take the following actions:

- Activate the fire alarm system immediately;
- Make telephone contact with MC; and
- If unable to put out the fire, immediately evacuate all minors from the building, evacuating first that portion of the building threatened by smoke or flames. Staff are to exercise sound judgment keeping in mind that the safety and welfare of the minors is of primary concern. The building Sr. DSO is to ensure all minors and staff are out of the building.

The MC - Sr. DSO notifies the OD immediately. The OD determines the location of the fire and its severity, then takes the following action:

- Telephones the Fire Department and gives them a precise location of the fire, and of the exterior gate by which to enter;
- Ensures all minors and staff have been evacuated from all endangered buildings; and
- Dispatches staff to the gate with the appropriate key to allow access by the Fire Department. The OD will also make sure staff at the gate have lanterns after dark.

The building SDSO or, if absent, the OD will write a detailed report covering the fire.

If there are any vehicles blocking any of the emergency gates or fire lanes, law enforcement is to be called.

Fire Suppression Pre-plan: Each superintendent will ensure that a Fire Suppression Pre-Plan for the facility is completed and kept on file for annual review.

This plan will be developed in conjunction with the local fire department and will minimally include:

- A facility plot plan where entrances are clearly marked for fire equipment use;
- A process for annual inspection of fire prevention equipment located at the facility;
- Periodic drills to familiarize staff and minors of evacuation procedures; and

EMERGENCY AND DISASTER PROCEDURES	CDP 1200
-----------------------------------	----------

- The identity of the responsible person, General Services Director who will call for the yearly fire inspection, and review of the Fire Suppression Pre-Plan.

1210 POWER FAILURE

In event of power failure, the emergency power system is to be activated. Each building has a switch that will activate the system if it is not automatically activated.

Minors are to be in their rooms, dormitories, or dayrooms, until the power is restored. If minors are elsewhere at the time of a power failure, such as the IDC interview office, they are to remain in that area until power is restored. An immediate count of the unit will be made.

The OD maintains a supply of lanterns.

1211 BOMB THREATS

Upon receipt of a bomb threat staff will do the following:

- Try to keep the caller on the line;
- Record the caller's exact words;
- Note tone of voice; and
- Listen for background noises.

The following questions should be asked:

- When will the bomb go off?
- What does it look like?
- Where is it?
- What part of the building is it in?
- Why was it put there?
- What is your name?

The staff member receiving the call notifies the Supervisor, OD or the Assistant Superintendent who will, in turn, notify the CDP Director and juvenile hall Superintendent. The Director / Superintendent or highest-ranking officer will then notify law enforcement.

The Supervisor / OD takes steps to have a thorough search made of all areas where the public has access. If a package or foreign parcel is found, it must not be touched or moved.

EMERGENCY AND DISASTER PROCEDURES	CDP 1200
-----------------------------------	----------

Upon arrival, law enforcement will search the facility as they feel necessary. The Superintendent or designee, or the OD, will decide whether or not to evacuate any buildings at any point in this process.

1212 EARTHQUAKE

In event of an earthquake, staff are to do the following:

- Instruct minors to seek cover by getting under tables or door frames in order to avoid falling debris, plaster and glass;
- Maintain a calm atmosphere during and after the quake. Check for gas and water leaks, fires, or loose objects, and render immediate assistance to the injured;
- Avoid using the telephone except for emergency purposes;
- When the earthquake is over, await further instructions before moving. The building must be checked for safety. Minors should put on shoes, if possible. Contact MC to report the condition of your building and to obtain further instructions.

1213 HOSTAGES

In the event that hostages are taken, the primary objective is the safety of all other minors and staff. The next objective is the safety of the hostages.

Time is on the side of the negotiating staff. The passage of time increases the chance hostages will be released without injury. Therefore, staff should attempt to keep open lines of communication with the hostage takers as long as possible. Although staff must use sound judgment based on the particulars of the situation, the following procedures will be utilized:

Isolate all minors involved as much as possible with the goal of containing the incident.

Notify the OD and Superintendent or designee as soon as possible.

Upon instructions from the Superintendent or designee, the OD is to assign a negotiator and also assign responsibility for the administration of routine facility functions during the emergency.

OD is to provide staff as necessary.

NOTE: If necessary, the OD is to assign staff to stay beyond their assigned shift or call additional staff in early. There should be enough people on site to do everything that is needed to resolve the emergency.

EMERGENCY AND DISASTER PROCEDURES	CDP 1200
-----------------------------------	----------

The Detention Service Bureau Chief and Chief Probation Officer are to be notified as soon as possible. Keep the communication lines open with top administration.

The OD or designee will call either the paramedics or emergency ambulance service. The emergency number is 911.

The Superintendent or designee will call the local law enforcement agency as required. Provide a location for law enforcement staff to stand by in readiness, which is out of sight of those involved in the incident. Law enforcement remains on standby until facility head or designee requests assistance.

Probation staff will maintain control of the situation until, in the judgment of the Superintendent or designee, there is no alternative but to seek assistance from law enforcement to ensure the safety of hostages and minors.

Secure as much information on the hostage taker(s) as possible. If the hostage taker(s) is on active Probation, contact the field DPO to secure information from the Deputy and the file.

Contact anyone who knows the hostage taker(s) and may have a favorable impact.

When parents, friends, relatives, or anyone is brought in to talk with the hostage taker(s), make arrangements so they can communicate only by telephone. This will prevent the possibility that others would be taken hostage or would join in holding hostages.

No information is to be given to the press unless first cleared with the Chief Probation Officer or designee.

1214 INDIVIDUAL EMPLOYEE EMERGENCY RESPONSE INSTRUCTIONS

On Duty

A. At Work Location

1. Personnel with pre-established emergency response assignments are to respond in accordance with those assignments.
2. Personnel with no pre-established emergency response assignments are to stay at work, unless it is determined to be unsafe to do so, and wait for special instructions from their supervisor or the building emergency coordinator.
3. Personnel are not to leave their work location without signing out with the person in charge. This is important so that employees are not reported as missing.

EMERGENCY AND DISASTER PROCEDURES	CDP 1200
-----------------------------------	----------

B. Not At Work Location

1. Personnel with pre-established emergency response assignments are to respond in accordance with those assignments. Those with mobile radios are to listen to their radios for special instructions from their dispatcher or Supervisor. Also, listen to any A.M. radio for Emergency Broadcast System messages.
2. Personnel with no pre-established emergency assignment should listen to the radio for Emergency Broadcast System messages, and report as follows:

First - Assigned Work Location

Second - Regional Assembly Area (see below)

Third - Nearest Probation Facility

C. Regional Assembly Areas

- Central / East Region:
Central Juvenile Hall
1605 Eastlake Avenue
Los Angeles, CA 90033
- North Region:
Barry J. Nidorf Juvenile Hall
16350 Filbert Street
Sylmar, CA 91342
Challenger Memorial Youth Center
5300 West Avenue I
Lancaster, CA 93536
- South / West Region:
Los Padrinis Juvenile Hall
7285 Quill Drive
Downey, CA 90242

At Home Or Off Duty

- A. Personnel who have good reason to believe a disaster has occurred, but have not been notified to report for work, should turn on their radio to the Emergency Broadcast System for information and instructions.
- B. Personnel who have been designated as essential to emergency operations are to use their own initiative to report to work.

EMERGENCY AND DISASTER PROCEDURES	CDP 1200
-----------------------------------	----------

- C. Personnel without emergency assignments should listen to the Emergency Broadcast System for special announcements. If none are forthcoming, employees are to report to their regular assignment at the regular time.
- D. Telephone communication may be severely impaired and its use should be restricted to emergency calls only.
- E. Personnel are not expected to report to work until their critical personal and family emergency responsibilities have been met.

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 1300
EMERGENCY EVACUATION	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Detention Program

1301 GENERAL

In the event of a major emergency such as a fire or bomb threat, it may be necessary to evacuate one or all of the buildings. It is essential that those in charge of the movement remain calm and ensure that all occupants have been removed from the buildings.

Staff will alert the minors and instruct them to leave through doors that provide a safe exit. Staff will assemble minors in the nearest safe field before making a count to ensure that everyone has been evacuated. The minors should then be moved to a specifically designated evacuation area.

1302 OPERATION F.L.E.E. (FIRST LEAVE EMERGENCY EVACUATION)

In the case of a catastrophic event, such as an earthquake or toxic spill, requiring the evacuation of an entire facility, the juvenile hall Superintendent will order the implementation of Operation F.L.E.E., resulting in the dispatch of all transportation vehicles garaged at juvenile hall. On-duty staff will begin an immediate evacuation of the facility, rather than awaiting response from Transportation, MTA, or backup Transportation Services. An Operation F.L.E.E. locker, containing keys to all vehicles garaged at the facility, is located in either the OD's office or the Administration office.

Evacuation will be to the other juvenile halls and Challenger with the evacuation sites communicated to Transportation and Headquarters. A command post will be set up at the direction of the senior manager on duty to ensure proper allocation of minors to the receiving facilities, an accurate accounting of all minors, and proper notifications. Their Behavior and Medical records will accompany minors on any evacuation.

CDP staff may be temporarily reassigned and utilized where needed in times of emergencies.

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 1400
EMPLOYEE CONDUCT	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Detention Program

1401 GENERAL

All employees are expected to conform to the policies and procedures of the Department and Bureau as well as the instructions of their superiors. Failure to do so may result in disciplinary action, up to and including, dismissal.

1402 PERSONAL RELATIONS

Employees are expected to work cooperatively and harmoniously with other staff. Physical confrontations, vulgar language, profanity, sarcasm, or ridicule constitute a violation of this policy.

In dealing with minors, staff must understand that control is an indispensable factor in maintaining acceptable behavior and in fostering habits of good conduct. Staff must set an example of courtesy and consideration in their contacts with minors as well as with fellow staff members. Care must be taken to avoid scolding or directing personalized criticism that may embarrass or antagonize a minor. When it is necessary to reprimand minors for misconduct, it should be done without personal involvement on the part of staff. Staff will not use sarcasm, ridicule, profanity, or threats. Praise and encouragement, on the other hand, may actually promote desired behavior.

1403 GROOMING AND DRESS

Local685

As stipulated in the Dress Code agreed to between the Department and Local 685, staff is required to be neat, clean and well groomed. Their attire must conform to considerations of safety, professionalism, and modesty. Logos or messages on clothing that could cause offense to individuals or groups are not allowed.

Items of clothing or accessories that are not permitted include, but are not limited to, the following:

- Shoes that do not cover the entire foot;
- Shoes with heels over 2" in height
- Tank tops;

EMPLOYEE CONDUCT	CDP 1400
------------------	----------

- Spandex clothing;
- Shorts;
- Culottes;
- Bandanas;
- Unauthorized and unsanctioned caps; or
- Jewelry that can be pulled loose

Local660

As stipulated in the Dress Code agreed to between the Department and Local 660, while on duty and in the conduct of County business, employees shall be appropriately attired for their assigned worksite, specific tasks, and contact with the Courts and public generally.

1404 USE OF POSSESSION OF ALCOHOL AND/OR ILLEGAL DRUGS

Use or possession of alcoholic beverages and/or illegal drugs on County property is strictly prohibited. Staff reporting to work under the influence of either will be subject to disciplinary action.

1405 HORSEPLAY

Staff shall not engage in horseplay with the minors or with other employees.

1406 CORPORAL PUNISHMENT

Corporal punishment is defined as any use of force intended only to inflict pain or suffering on a minor. Staff is forbidden to strike, push, shove, paddle, kick, or choke any minor or in any other way abuse or inflict corporal or psychological punishment upon any minor detained in juvenile hall. Staff is forbidden to be verbally abusive toward a minor.

1407 CHANGE OF ADDRESS

Staff shall notify his/her Supervisor and submit an Employee Information Update Statement (EIUS) any time his/her address or telephone number changes. Staff must provide a means by which his/her supervisor can contact him/her in the event of an emergency.

EMPLOYEE CONDUCT	CDP 1400
------------------	----------

1408 SMOKING POLICY

All Probation work locations are designated as smoke free facilities. In addition, smoke free access to buildings shall be maintained by disallowing smoking within 20 feet of any entrance to a Probation facility unless the design of the entrance is such that secondary smoke would not impact employees or the general public entering or leaving the facility.

1409 PROPERTY DAMAGE

Employees are to promptly submit a written report of any damage to County or personal property resulting from the execution of their official duties.

Willful or negligent abuse, mutilation, or destruction of County property will be grounds for disciplinary action.

1410 EQUIPMENT

Employees are accountable for equipment issued to them by the Department and are required to properly maintain it when necessary. Loss or damage to any departmentally issued equipment is to be reported immediately.

1411 COUNTY VEHICLES

Only employees who meet the following criteria may drive a County vehicle: the employee must possess a valid driver's license appropriate to the vehicle; the employee must have no departmental restrictions; the employee must have specific authorization from the Supervisor. The use of such vehicles is restricted to County business. Employee shall obey all traffic laws and operate vehicles in a safe and responsible manner.

Prior to operating the vehicle, employees are to conduct a proper safety check of the vehicle. Safety deficiencies shall be reported immediately to the Supervisor.

1412 POST POSITION COVERAGE

Staff is not allowed to leave his/her post assignment unless properly relieved or given specific authorization by the supervisor. Staff is not allowed to engage in any activities that interfere with the proper execution of his/her duties.

1413 CONFLICT OF INTEREST

Employees will not engage in any paid employment outside of the Department when such employment is in conflict with their position within the Department or conflicts with their assigned hours of work.

EMPLOYEE CONDUCT	CDP 1400
------------------	----------

1414 CONFIDENTIALITY OF JUVENILE RECORDS

In accordance with WIC 827, all employees are instructed as to the confidentiality of juvenile records as listed under Criminal Offenders Records Information (CORI). Employees will safeguard the confidentiality of such records, releasing information only to authorized agencies and then only with the prior approval of the Director or designee.

1415 PROBATION BADGES OR IDENTIFICATION CARDS

Use of badges and identification cards is strictly limited to official duties. Identification card shall be worn and be visible at all times while staff is on duty. Unauthorized use of the badge or identification card by the employee is prohibited.

Loss of identification card or badge is to be promptly reported to the immediate supervisor via the DPO Badge Declaration Form.

1416 CLIENT - EMPLOYEE RELATIONSHIPS

Staff is prohibited from communication with minors after they are released. Staff is prohibited from knowingly entering or engaging in a business or social relationship with minors on Probation or Parole, or with their relatives.

Staff shall not give their home address or telephone number to any minor.

All correspondence from released minors addressed to individual staff members will be turned over, unopened, to the unit supervisor.

Chance contacts with formerly detained minors within the community will be reported to the unit supervisor in writing.

Staff is not allowed to accept any gift of material value from Probation Department clients, relatives of clients, or any person connected with a case. Offers of such gifts are to be immediately reported to the supervisor.

1417 PUBLIC INFORMATION

Normally, only the Director or the designee will issue statements to the media. In the event that staff is asked to make a statement, they must indicate that they are not speaking for the Department, but are only expressing their personal opinion. This is to ensure that the Department's position is clearly stated and that the information given out is accurate. All efforts will be taken to safeguard minors from harmful publicity.

EMPLOYEE CONDUCT	CDP 1400
------------------	----------

1418 SUBPOENAS

All work-related subpoenas shall be routed through the supervisor's office so that a log can be maintained before going to the employee. In the event that a staff receives a subpoena directly, it is his or her responsibility to provide a copy to his or her immediate supervisor.

1419 OUTSIDE EMPLOYMENT

Staff is required to report any outside employment, including overtime outside of the institution, to his or her immediate supervisor. Outside employment is limited to no more than 24 hours in any workweek.

1420 PUBLIC CONTACT

Employees will maintain a courteous, respectful, and civil demeanor when dealing with the public, who may sometimes request information. In the event staff is unable to provide the requested information, staff shall refer the party to the appropriate agency or person who can provide assistance.

1421 MANDATORY NOTIFICATIONS

Staff is required to notify his or her Supervisors of any matter that is likely to impact the Bureau or the Department. In turn, Supervisors and Managers are required to notify the Bureau Chief via a Preliminary Incident Notification Form.

The following list provides examples of incidents requiring mandatory notification; however, it is not all-inclusive:

- Injuries to staff or minors requiring hospitalization;
- Calls to paramedics or other emergency personnel;
- Suicides or serious attempts;
- Riot situations;
- Escapes or serious attempts;
- Visits by Probation Commission, Board members, or other dignitaries;
- Bomb threats or other serious threats to the facility;
- Major mechanical break-downs impacting the operation of the facility;
- Child abuse allegations;
- Citizen or parental complaints that could negatively affect the image of the Department;
- Deaths;

EMPLOYEE CONDUCT	CDP 1400
------------------	----------

- Matters for which the supervisor or Department may be held accountable;
- Matters which are, or are likely to become, controversial;
- Matters that require either guidance by the supervisor or that will require coordination with another operation; and
- Matters that involve a deviation from policy or procedure.

1422 ARRESTS

An employee who is arrested, cited, or otherwise ordered to appear before any court for other than a minor traffic violation will immediately contact the Supervisor. As soon as possible following this contact, the employee shall provide a written statement, including the facts of the incident. However, the employee need not provide any information that may jeopardize him/her in any future criminal proceedings stemming from the incident.

Within 24 hours of receipt of the initial information, the SDPO will inform the director via the Employee Arrest Data Sheet, and a copy forwarded to the bureau chief.

1423 DISCRIMINATION / HARASSMENT

Employee shall not be treated differently because of race, sex, age, disability, political beliefs, organizational affiliation, marital status, sexual orientation, or medical condition, where that difference in treatment adversely affects the employee's employment or conditions of employment. Such behavior constitutes disparate treatment.

Harassment is a form of discrimination wherein the behavior directed against an employee is repeated or severe, and is based on the same protected categories as listed above. Harassment affects a term or condition of employment or creates a hostile or offensive work environment.

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 1500
ASSIGNMENT PREFERENCES	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Detention Program

1501 GENERAL

Assignments within CDP are made exclusively by Probation Department management. When an employee prefers one assignment over another, the employee may submit a Preference Assignment Request. However, it is clearly understood that the final decision rests with management. Further, management has no responsibility to consult any preference request list nor is it bound by any lists at the time it makes an assignment decision.

1502 ELIGIBILITY FOR REASSIGNMENT

To be considered for reassignment, an employee must meet the following criteria:

- Have on file, in the Payroll Office, an Assignment Preference Form. This form is provided by management, completed and signed by the employee. All Assignment Preference Forms on file are automatically canceled after one year from the date filed;
- Be a permanent employee not on probation status, and rated Competent or above on the last performance evaluation;
- Have served at least one year in the current assignment; and
- Be able to serve at least one year in the new assignment.

NOTE: Supervisors or managers may unilaterally waive any or all of the eligibility requirements with sufficient justification.

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 1600
STAFF DRESS CODE AND GROOMING STANDARDS	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Detention Program

1601 INTRODUCTION

It shall be the policy of the Probation Department that staff will dress and groom themselves in a manner that is professionally acceptable and meets appropriate business standards. Dress and grooming play a significant role in the image we project for the Department, the respect we have for the duties we are entrusted with performing, and the professionalism we convey to our coworkers, partner agencies, and clients.

All staff are required to be neat, clean, well groomed, and must conform to considerations of safety, professionalism and modesty. Visible piercings (eyebrows, tongue, lip, etc.) shall not be permitted during work hours except a maximum of two earrings per ear. Earrings or other jewelry should be of modest size. Juvenile Hall and camp staff shall not wear large dangling earrings due to potential safety concerns. Visible body tattoos must be covered during work hours except tattoos on hands and above the neckline which practicality dictates cannot be covered. Facial hair will not be permitted for new hire Peace Officers until they have completed their probationary period. All facial hair shall be neatly groomed.

1602 DRESS CODE FOR LINE STAFF ASSIGNMENTS

At all times, non-supervisory staff assigned to field offices or community programs, schools, partner agencies; all staff attending training; and staff conducting business at Probation Headquarters, shall dress in a manner appropriate for interfacing with the public, colleagues and clients. The appropriate standard of attire for field staff is defined as business casual and shall consist of the following properly fitted attire:

- Slacks (Dockers-type or other business casual slacks)
- Dress shirts, collared polo-type shirts (does not include Hawaiian-style shirts)
- Dress or casual shoes in good repair (does not include athletic footwear)
- Females: dresses, blouses, sweaters, slacks, dress sandals
- Socks, stockings or hosiery (as appropriate)
- Appropriate outerwear commensurate with weather conditions

STAFF DRESS CODE AND GROOMING STANDARDS	CDP 1600
--	----------

1603 COURT ATTENDANCE

Employees required to appear in court are expected to dress in business attire consistent with the formal atmosphere of the judicial environment.

Male business attire includes a dress shirt and tie accompanied by slacks, and either a suit coat, sport coat, or blazer; and dress shoes. A turtleneck, mock-T, or open collared shirt accompanied by a coat is not business attire.

Female business attire typically includes a business suit or a dress, or an ensemble skirt, dress pants or slacks, accompanied by a dressy top, blouse or dressy sweater and dress shoes.

Business casual attire is not appropriate for court appearance. Field staff should be cognizant of the possibility of being called before the court and should have an appropriate change of business clothing readily available. Institutional staff may appear in court in uniforms if they are on-duty and unexpectedly summoned to appear before the court. In all other instances, staff should dress appropriately for a scheduled court appearance.

1604 DRESS CODE FOR SUPERVISORS AND MANAGERS

The attire of Supervisors and Managers (Directors, etc.) affects the public's impression of our Department, and should exemplify a professional standard for subordinate staff. It is imperative that supervisors and managers represent a professional image to the Department's customers, clients and fellow employees.

Consistent with Department policy that employees project a positive and professional image, business attire is required work apparel Monday through Friday for all managers and supervisors. Business casual attire may be worn for offsite training unless the training is sponsored by external agencies that delineate some other specific attire appropriate for the training program.

1605 PROHIBITED CLOTHING

Business casual attire does not include denim of any color, revealing clothing of any type, military/fatigue-type clothing, clothing commonly attributed to gang culture, spandex pants, sweat pants, sweat shirts, sweat suits, track suits, t-shirts, oversized shirts, sagging or baggy pants, exposed undergarments, shorts athletic shoes (except as specified in Directive 1113), or baseball-type hats (except those issued by the Department), flip-flops, casual sandals, revealing midriffs or necklines, sports team jerseys, or clothing printed with graphics. Clothing graphics and artwork, such as silk-screening, designer labels, or embroidery, shall be restricted to Probation Department approved logos, or small (no bigger than $\frac{3}{4}$ " letter height) unobtrusive clothing designer labels.

Note: See Directive 1113 - "Staff Dress Code and Grooming Standard" for more details.

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 1700
GENERAL DUTIES OF ALL STAFF	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Detention Program

1701 GENERAL

In addition to the specific duties dictated by their assignments, all staff is responsible for a number of general duties. During their initial orientation and training program, staff is advised that these duties include, but are not limited, to the following:

- Maintaining order;
- Creating and maintaining a safe and secure setting;
- Protecting the community by preventing escapes;
- Contacting any person in the facility who does not have a visible, proper identification;
- Ensuring the proper locking of all doors;
- Reporting any breaches of security immediately to the OD;
- Protecting minors from physical, sexual, or verbal abuse;
- Protecting minors from self-injury or suicide;
- Protecting minors from fires and other disasters;
- Taking appropriate action in case a minor becomes ill or injured;
- Tending to the routine, basic needs of minors;
- Protecting County property from damage or destruction;
- Complying with all policies of confidentiality related to minors' records;
- Completing all mandatory reports and records;
- Treating the public with courtesy at all time;
- Treating fellow employees with courtesy and consideration;
- Providing immediate notification to the supervisor upon being served with a notice to appear before any judicial or legislative body;
- Avoiding use of profanity and verbal abuse;
- Maintaining proper hygiene and sanitation in the facility; and
- Wearing authorized identification, visible at all times, while in the facility and/or CDP Administration Office.

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 1800
STAFF GRIEVANCE PROCEDURES	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Detention Program

1801 LOCAL 685 - GRIEVANCE PROCEDURES (ARTICLE 19)

A grievance is any dispute concerning the interpretation or application of the Memorandum of Understanding or rules or regulations governing personnel practices or working conditions that the employee and his supervisor have not been able to resolve.

Section 1 - Responsibilities and Restrictions

- Management of the department has the responsibility to:
 1. Inform an employee of any limitation of the department's authority to fully resolve the grievance; and
 2. Supply the employee with the necessary information to process the grievance to the proper agency or authority.
- The immediate supervisor will, upon the request of an employee, discuss the employee's complaint with him/her.

Section 2 - Responsibilities

- AFSCME agrees to encourage employee to discuss any complaint with the immediate supervisor prior to filing a grievance.
- The immediate supervisor will, upon the request of an employee, discuss the employee's complaint with him/her at a mutually satisfactory time.
- Further, AFSCME agrees to encourage an employee who files a formal written grievance to state clearly and concisely the specific action(s) being grieved, the article(s) violated and the specific remedy requested.

Section 3 - Waivers and Time Limits

- Failure by Management to reply to the employee's grievance within the time limits specified automatically grants to the employee the right to process the grievance to the next level.
- Any level of review, or any time limits established in this procedure, may be waived or extended by mutual agreement confirmed in writing.
- If an employee fails to appeal from one level to the next level within the time limits established in this grievance procedure, the grievance shall be

STAFF GRIEVANCE PROCEDURES	CDP 1800
----------------------------	----------

considered settled on the basis of the last decision and the grievance shall not be subject to further appeal or reconsideration.

- By mutual agreement, the grievance may revert to a prior level for reconsideration.

Section 4 - Employee Rights to Representation

The employee may select a person to represent him/her in scheduled grievance meetings at Levels 1 and above. However, if a fellow employee is selected, that person must be from the same work location.

- If the employee selects the Union to represent him/her at Level 1, the local steward will be his/her representative; at Levels 2 and above. The representatives will be any two of the following: The Union President, the Vice-President from the functional area, the Union Chief Steward, the grievant's local steward, the Union's Business Representative or it's Staff Attorney.
- In the event an employee does not wish to be represented by the Union in processing a grievance involving the interpretation or application of this Memorandum of Understanding, a representative of the Union shall have the right to be present as an observer at any formal meeting with the employee at Levels 1 or 2.
- An employee involved in the processing of his/her grievances may do so without loss of compensation provided that he/she accomplished all phases of preparation and presentation in a reasonable and expeditious manner.
- Only County employees in this Unit or authorized representatives as specified in Article 27, Work Access, may be selected by an employee to represent him/her in formal grievance meetings.
- A County employee selected as a representative in a grievance is required to obtain the permission of his immediate supervisor to absent him/herself from his/her duties to attend a grievance meeting and must apprise his/her supervisor where he/she can be reached and his/her approximate time of return to his/her regular work location.
- A County employee selected as a representative in a grievance shall not receive compensation from Los Angeles County for any time spent investigating or processing the grievance unless the employee's name is supplied to Management as required in Article 22.

Section 5 - Employee Grievance Procedures

- Informal Complaint

STAFF GRIEVANCE PROCEDURES	CDP 1800
----------------------------	----------

1. Within five (5) business days from the occurrence of the matter on which the complaint is based or within five (5) business days from his/her knowledge of such occurrence, an employee may discuss his/her complaint in a meeting with their immediate supervisor.
2. Within five (5) business days from the day of the discussion with the employee, the immediate supervisor shall verbally reply to the employee's complaint.

- Formal Complaint

Level 1 - Office or Institution Head

1. Within five (5) business days of the receipt of the answer from the immediate supervisor, if the informal step is followed; or within five (5) business days from the occurrence of the matter on which a complaint is based; or within five (5) business days from his knowledge of such an occurrence, an employee shall file a formal written grievance. Three (3) copies of the departmental grievance form shall be completed by the employee stating the nature of the grievance and the remedy he/she requests.

The employee shall submit two (2) copies to his/her office or institution head and retain the third copy.

2. Within five (5) business days, the office or institution head shall give his decision in writing to the employee on the original copy of the grievance.

Level 2 - Chief Probation Officer

1. Within five (5) business days from his/her receipt of the decision at Level 1, the employee may appeal to the Chief Probation Officer, using the original copy of the grievance form.
 2. Within ten (10) business days from the receipt of the employee's grievance, the Department Head or his/her designated representative who has not been involved in the grievance in prior levels, shall make a thorough review of the grievance, meet with the parties involved and give a written decision to the employee.
 3. If the Department Head or his/her designated representative fails to give a decision within the specified time limit, the Union shall have the option of referring a grievance alleging a violation of the negotiated agreement between the parties to arbitration.
- For employees of the Department of Children Services, the Formal Complaint procedure of Section 5, Paragraph 2 of this Article shall be as follows:

Level 1 - Section Head

STAFF GRIEVANCE PROCEDURES	CDP 1800
----------------------------	----------

Level 2 - Office or Institution Head

Level 3 - Department Head or his designated representative

- Exception to Standard Grievance Procedure

Notwithstanding the foregoing, Management and the Union agree that grievances involving disciplinary suspensions will be immediately processed to Level 2 of the grievance procedure.

Section 6 - Arbitration

- Within thirty (30) days from the receipt of the written decision of the Department Head or his designated representative, the Union may request that the grievance be submitted to arbitration as provided for hereinafter.
- Only those grievances that directly concern or involve the interpretation or application of the specific terms and provisions of this Memorandum of Understanding may be submitted to arbitration hereunder. In no event shall such arbitration extend to:
 1. The interpretation, application, merits or legality of any state or local law or ordinance, including specifically all ordinances adopted by County Board of Supervisors; unless the arbitrator, in his/her discretion, finds it necessary to interpret or apply such State or local law in order to resolve the grievance which has been submitted to the arbitrator.
 2. The interpretation, application, merits or legality of any or all of the County of Los Angeles Civil Service Rules nor matters under the jurisdiction of the Civil Service Commission for which said Commission has established procedure or processes by which employees or employee organizations may appeal to, or request review by, said Civil Service Commission, including, but not limited to, discharges, reductions, and discrimination.
 3. Competent or better performance evaluations that meet the guidelines set forth at the Employee Relations Commission meeting on December 19, 1986.
 4. The interpretation, application, merits or legality of the rules or regulations of the department head, the Chief Administrative Office, Human Resources or any other department, agency, or commission, unless the arbitrator, in his/her discretion, finds it necessary to interpret or apply such rules or regulations in order to resolve the grievance which has been submitted to the arbitrator.
- The Union may desire to request a grievance be submitted to arbitration. That grievance will meet the requirements of Paragraph 2 hereof. Within the time requirements set forth above, the Union shall send a written request for

STAFF GRIEVANCE PROCEDURES	CDP 1800
----------------------------	----------

arbitration to the Employee Relations Division of the Chief Administrative Office, which request shall:

1. Set forth the specific issue or issues still unresolved through the grievance procedure and which are to be submitted to arbitration;
 2. The parties shall select an arbitrator by mutual agreement and recommend to the Employee Relations Commission that the individual be appointed for the purpose of conducting the arbitration proceeding. In the event the parties cannot agree on a choice within thirty (30) working days from the date of receipt of the request for arbitration, the parties shall request that the Employee Relations Commission provide them with a panel of five (5) arbitrators. Upon receipt of the Employee Relations Commission panel, the
 3. parties shall alternately strike one name each from the panel and the last name left will be appointed as the arbitrator in the case by the Employee Relations Commission.
 4. Arbitration procedures conducted under the authority of this Article shall be held at an appropriate location in the County Hall of Administration except when another location is mutually agreed upon by the parties to the case.
- Arbitration of grievances hereunder will be limited to the formal grievances as originally filed by the employee to the extent that said grievance has not been satisfactorily resolved. Arbitration hereunder shall be conducted in accordance with applicable rules and procedures adopted or specified by County's Employee Relations Commission, unless the parties hereto mutually agree to other rules or procedures for the conduct of such arbitration. The fees and expenses of the arbitrator shall be shared equally by the parties involved, it being understood and agreed that all other expenses including, but not limited to, fees for witnesses, transcripts, and similar costs incurred by the parties during such arbitration, will be the responsibility of the individual party involved.
 - Prior to a hearing by an arbitrator, a representative of the County and the Union shall meet and prepare a submission statement setting forth the issue(s) to be determined which shall be submitted to the arbitrator. In the event the County and the Union cannot jointly agree on a submission statement, in which at the hearing, each party shall present to the arbitrator its own submission statement in which case the arbitrator shall determine the issue(s) to be resolved.
 - The decision-of an arbitrator resulting from any arbitration of grievances hereunder shall not add to, subtract from, or otherwise modify the terms and conditions of this Memorandum of Understanding.

STAFF GRIEVANCE PROCEDURES	CDP 1800
----------------------------	----------

- The decision of the arbitrator shall be binding upon the Union. To the extent the decision and award of the arbitrator does not require legislative action by the Board of Supervisors, such decision and award shall be binding upon the County. If, within 60 days of receiving notice of a decision and award requiring legislative action by the Board of Supervisors, such legislative action is not taken, the arbitrator's decision and award shall have no force or effect whatsoever. The Union may then resort to a court of competent jurisdiction to pursue whatever other legal remedies are available to it under the provisions of this Memorandum of Understanding.
- A written decision of an arbitrator resulting from the arbitration of a grievance under the following articles shall be entirely advisory in nature and shall not be binding upon any of the parties:
 - ❖ Recognition
 - ❖ Purpose
 - ❖ Implementation
 - ❖ Term
 - ❖ Renegotiating
 - ❖ Non-Discrimination
 - ❖ Safety
 - ❖ Payroll Deduction and Dues
 - ❖ Leave of Absence for Union Business
 - ❖ Authorized Agents
 - ❖ Provisions of Law

1802 LOCAL 721 - GRIEVANCE PROCEDURES (ARTICLE 9)

Section 1 - Purpose

The purpose of the grievance procedure is to provide a just and equitable method for the resolution of grievances without discrimination, coercion, restraint, or reprisal against any employee or employees who may submit or be involved in a grievance.

Section 2 - Definitions

1. Wherever used the term "employee" means either employee or employees as appropriate.
2. "Grievance" means a complaint by an employee concerning the interpretation or application of the provisions of this Memorandum of Understanding or of rules and regulations governing personnel practices or working conditions, which complaint has not been resolved satisfactorily in an informal manner between an employee and his/her immediate supervisor.

STAFF GRIEVANCE PROCEDURES	CDP 1800
----------------------------	----------

3. "Business Days" means calendar days exclusive of Saturdays, Sundays, and legal holidays as designated by the Board of Supervisors. For employees in camps and juvenile facilities, "Business Days" means calendar days exclusive of regular-days off and/or shifts off.

Section 3 - Responsibilities

1. LACEA, Local 721, SEIU, agrees to encourage an employee to discuss his/her complaint with his/her immediate supervisor. The immediate supervisor will, upon request of an employee, discuss the employee's complaint with him/her at a mutually satisfactory time.
2. Departmental management has the responsibility to:
 - A. Inform an employee of any limitation of the department's authority to fully resolve the grievance; and
 - B. Supply the employee with the necessary information to process his/her grievance to the proper agency or authority.
3. The Union agrees to encourage an employee, who files a formal written grievance, to state clearly and concisely the specific action(s) being grieved, the Article(s) violated and the specific remedy requested. If the grievance is returned to the employee, Management will state in writing the reasons for the return. If the grievance was filed timely, new time limits will be established in accordance with Section 7, Level 1 of this grievance procedure.

Section 4 - Waivers and Time Limits

1. Failure by Management to reply to the employee's grievance within the time limits specified automatically grants to the employee the right to process the grievance to the next level.
2. Any level of review, or any time limits established in this procedure, may be waived or extended by mutual agreement confirmed in writing.
3. If an employee fails to appeal from one level to the next level within the time limits established in this grievance procedure, the grievance shall be considered settled on the basis of the last decision and the grievance shall not be subject to further appeal or reconsideration.
4. By mutual agreement, the grievance may revert to a prior level for reconsideration.

Section 5 - Employee Rights and Restrictions

1. The employee has the right to the assistance of a Union representative in the preparation of his/her written grievance, and to represent the employee in formal grievance meetings.

STAFF GRIEVANCE PROCEDURES	CDP 1800
----------------------------	----------

2. The grievant may be required by either party to be present in meetings with Management for purposes of discussing the grievance.
3. A County employee selected as a representative in a grievance is required to obtain the permission of his/her immediate supervisor to absent himself/herself from his/her duties to attend a grievance meeting. The employee representative shall give his/her supervisor reasonable advance notice to ensure that his/her absence will not unduly interfere with Departmental operations.
4. An employee may present his/her grievance to Management on County time. In scheduling the time, place and duration of any grievance meeting, both the employee and Management will give due consideration to the duties each has in the essential operations of the department. No employee shall lose his/her rights because of Management imposed limitations in scheduling meetings.

Section 6 - The Parties' Rights and Restrictions

1. Only a person selected by the employee and made known to Management prior to a scheduled formal grievance meeting shall have the right to represent or advocate as an employee's representative.
2. If the employee elects to be represented in a formal grievance meeting, the department may designate a Management representative to be present at such meeting.
3. Management shall notify LACEA, Local 721, SEW of any grievance involving the terms and conditions of this Memorandum of Understanding.
4. The LACEA, Local 721, SEIU representative has the exclusive right to represent employees at any formal grievance meeting concerning a grievance that directly involves the interpretation or application of the specific terms and provisions of the Memorandum of Understanding.
5. If the LACEA, Local 721, SEW representative elects to attend any formal grievance meeting, he/she must inform departmental management prior to such meeting. The department may also designate a Management representative to be present at such meeting.
6. Only County employees who have direct, first-hand knowledge of the event giving rise to the grievance may be called on as witnesses by the grievant. Such witness may attend formal grievance hearings on paid County time.

Section 7 - Procedures

Level 1 - Supervisor

- A. Within ten (10) business days from the occurrence of the matter on which a complaint is based, or within ten (10) business days from his/her

STAFF GRIEVANCE PROCEDURES	CDP 1800
----------------------------	----------

knowledge of such occurrence, an employee who has discussed his/her complaint in a meeting with his/her immediate supervisor and has not had his/her complaint resolved, may file a formal written grievance with his/her supervisor.

- B. Three copies of the departmental grievance form shall be completed by the employee stating the nature of the grievance and the remedy he/she requests. The employee shall submit two copies to his/her immediate supervisor and retain the third copy.
- C. Within ten (10) business days the immediate supervisor shall give his/her decision in writing to the employee on the original copy of the grievance and the reasons therefore.

Level 2 - Chief Probation Officer

- A. Within ten (10) business days from his/her receipt of the decision at Level 1, the employee may appeal to the Chief Probation Officer, using the original copy of the grievance form.
- B. Within ten (10) business days from the receipt of the employee's grievance, the Chief Probation Officer or his/her designated representative who has not been involved in the grievance in prior levels shall make a thorough review of the grievance, and present a written decision and the reasons therefore to the employee and the Union representative; however a grievance involving discharge of an employee will be heard by the Chief Probation Officer at a meeting to be held within ten (10) business days after receipt of the grievance by the Chief Probation Officer.
- C. If the Chief Probation Officer or his/her designated representative fails to give a decision within the specified time limit, the Union shall have the option of referring a grievance alleging a violation of the negotiated agreement between the parties to arbitration.

Section 8 - Arbitration

- 1. Within thirty (30) business days from the receipt of the written decision of the department head, or his/her designated representative, LACEA, Local 721, SEIU may request that the grievance be submitted to arbitration as provided for hereinafter.
- 2. Only those grievances which directly concern or involve the interpretation or application of the specific terms and provisions of this Memorandum of Understanding, may be submitted to arbitration hereunder. In no event shall such arbitration extend to:
 - A. The interpretation, application, merits or legality of any state or local law or ordinance, including specifically all ordinances adopted by County's Board of Supervisors; unless the arbitrator, in his/her discretion, finds it

STAFF GRIEVANCE PROCEDURES	CDP 1800
----------------------------	----------

necessary to interpret or apply such state or local law in order to resolve the grievance which has been submitted to the arbitrator.

- B. The interpretation, application, merits, or legality of any or all of the County of Los Angeles Civil Service Rules, nor matters under the jurisdiction of the Civil Service Commission for which said Commission has established procedures or processes by which employees or employee organizations may appeal to, or request review by, said Civil Service Commission, including, but not limited to, discharges, reductions, and discrimination; nor
 - C. The interpretation, application, merits or legality of the rules or regulations of the department head, the Chief Administrative Office, or any other County Department, agency, or commission, unless the arbitrator, in his/her discretion, finds it necessary to interpret or apply such rules or regulations in order to resolve the grievance which has been submitted to the arbitrator.
 - D. Grievances on competent or better performance evaluations which do not meet the guidelines set forth at the Employee Relations Commission meeting of December 19, 1986. Management shall notify the Union within fifteen (15) business days prior to hearing if it intends to argue arbitrability. Both parties reserve the right to challenge a Commission decision in other forums.
3. In the event LACEA, Local 721, SEIU desires to request that a grievance, which meets the requirement of Paragraph 2 hereof, be submitted to arbitration, it shall, within the time requirements set forth above, send a written request to County's Employee Relations Commission, with a copy thereof simultaneously transmitted to County's Chief Administrative Officer and to the County Department Head or Officer affected.

The written request shall set forth the specific issue or issues still unresolved through the grievance procedure and which are to be submitted to arbitration.

- 4. The parties shall select a mutually acceptable arbitrator and request the Employee Relations Commission to appoint the arbitrator pursuant to their applicable rules and regulations. If the parties cannot agree on an arbitrator, they shall notify the Employee Relations Commission and request that they provide the parties with a list of five names from which the parties will attempt to mutually select an arbitrator. If the parties cannot mutually agree upon an arbitrator from the lists of arbitrators provided by the Employee Relations Commission, they will select an arbitrator through an alternate striking of names from that list. The party to strike the first name will be determined by chance.

STAFF GRIEVANCE PROCEDURES	CDP 1800
----------------------------	----------

5. Arbitration of a grievance hereunder shall be limited to the formal grievance as originally filed by the employee to the extent that said grievance has not been satisfactorily resolved. Arbitration hereunder shall be conducted in accordance with applicable rules and procedures adopted or specified by County's Employee Relations Commission, unless the parties hereto mutually agree to other rules or procedures for the conduct of such arbitration. The fees and expenses of the arbitrator shall be shared equally by the parties involved, it being understood and agreed that all other expenses including, but not limited to, fees for witnesses, transcripts, and similar costs incurred by the parties during such arbitration, will be the responsibility of the individual party involved.
6. Prior to a hearing by an arbitrator, a representative of the County and the Union shall meet and prepare a submission statement setting forth the issue(s) to be determined which shall be submitted to the arbitrator. In the event the County and the Union cannot jointly agree on a submission statement, then at the hearing, each party shall present to the arbitrator its own submission statement, in which case the arbitrator shall determine the issue(s) to be resolved.
7. The decision of an arbitrator resulting from any arbitration of grievances hereunder shall not add to, subtract from, or otherwise modify the terms and conditions of this Memorandum of Understanding.
8. The decision of the arbitrator shall be binding upon the Union. To the extent the decision and award of the arbitrator does not require legislative action by the Board of Supervisors, such decision and award shall be binding upon the County. If, within sixty (60) days of receiving notice of a decision and award requiring legislative action by the Board of Supervisors, such legislative action is not taken; the arbitrator's decision and award shall have no force or effect whatsoever. The Union may then resort to a court of competent jurisdiction to pursue whatever other legal remedies are available to it under the provisions of this Memorandum of Understanding.
9. A written decision of an arbitrator resulting from the arbitration of a grievance under the following Articles shall be entirely advisory in nature and shall not be binding upon any of the parties:
 - ❖ Purpose
 - ❖ Recognition
 - ❖ Non-Discrimination
 - ❖ Implementation
 - ❖ Term
 - ❖ Renegotiation
 - ❖ Safety and Health

STAFF GRIEVANCE PROCEDURES	CDP 1800
----------------------------	----------

- ◆ Payroll Deductions and Dues
- ◆ Authorized Agents
- ◆ Provisions of Law
- ◆ Workplace Retraining
- ◆ New Employee Orientation

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 1900
IDENTIFICATION BADGE PROCEDURES	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Detention Program

1901 GENERAL

All persons entering juvenile hall, probation offices, and court buildings are required to wear proper identification: either an identification badge or a visitor's badge. Visible identification is to be worn at all times. The identification is to be worn on the chest area with the picture showing.

1902 GUIDELINES

Staff shall observe the following:

- Probation employees will have their identification badges properly secured before they will be issued keys;
- Those employees without Probation identification will be issued a temporary identification;
- A record of temporary identification issued, including staff's name, date, identifications number, time of issuance and return, will be maintained;
- Visitors who are agency representatives or volunteers must also display appropriate identification or obtain a visitor's pass. A record of issuance will be maintained;
- All other visitors must register and obtain temporary identification, except parents visiting on Sundays during normal visiting hours;
- No one is to be admitted onto facility grounds unless he/she is wearing the required identification;
- General Relief Workers without identification are to be directed to the lobby until called for by representative of the General Services Director; and
- The loss of an identification badge is to be immediately reported to the staff's supervisor.

NOTE: To ensure the return of temporary identification, a driver's license or other appropriate items, such as pictured identification, will be required.

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 2000
INVESTIGATIONS	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Detention Program

2001 GENERAL

It is the responsibility of the bureau to investigate all allegations of misconduct on the part of its employees, either directly or through referral to Internal Affairs, other offices within the Probation Department, or a police agency. The purpose of all investigations is to determine whether the allegation is founded or unfounded, and to take appropriate action. In all such matters, the Bureau Chief will be consulted.

2002 TYPES OF INVESTIGATIONS

Investigations differ as to scope, process and consequences.

- Policy and Procedure Violations - In this instance, investigations may range from allegations of suspected child abuse, use of excessive force, or other violations of Probation Department Policies and Procedures.
- Employee Conduct - Generally, these are investigations into a lapse in the performance of an employee. The investigation is performed at the level of Supervisor or higher.
- Discrimination or Harassment - Allegations of this nature are referred to the Harassment Investigator at Probation Headquarters for investigation after the complaint is received and employee(s) are formally notified of the investigation. The Harassment Investigator will be consulted prior to transferring the case to Headquarters.
- Law Violations - Examples of conduct initiating such investigations are arrests, sexual misconduct, and drug use. When Supervisors or Managers become aware of criminal conduct or arrests, such matters are reported to the director, bureau chief, and Internal Affairs. From then on, all matters related to the criminal conduct are monitored by Internal Affairs. At the conclusion of the criminal process, an Administrative Investigation may be conducted by Internal Affairs.

2003 RIGHTS AND RESPONSIBILITIES

Employees under investigation are accorded all rights and privileges as established by the Public Safety Officers Procedural Rights Act, the Weingarten Rights, and applicable Memorandum of Understanding.

INVESTIGATIONS	CDP 2000
----------------	----------

Employees are presumed innocent until proven guilty. They are not denied pay or accrual of any benefits. However, they may be reassigned or placed on Administrative Leave while the investigation is conducted.

During the course of the investigative process, the employee, at the discretion of administration, may remain on the job, be administratively reassigned, or in the case of a post arraignment felony charge, be placed on leave without pay pending the outcome of the criminal process (Civil Service Rule 18.01).

Prior to any interview, the nature of the investigation will be clearly stated. The employee who is the subject of an investigation will be notified in writing relative to the allegations and that an investigation has been initiated.

Whenever an investigation focuses on matters that are likely to result in disciplinary action, the employee identified as the subject of the investigation has the right to a representative of his/her choice who is not involved in the investigation (during the course of any interviews). The employee is expected to obtain representation within a reasonable length of time. If the employee fails to obtain timely representation, then the investigator will give written notice of the date and time of the mandatory interview.

NOTE: Failure to respond to questions or to submit to an interview shall be regarded as insubordination.

The representative may consult with the employee prior to interview. The representative may ask that a question be clarified and can, upon the end of questioning, provide additional information. However, the representative does not have the right to bargain over the purpose of the interview, nor may the representative tell the employee not to answer questions or to give false answers.

The employee will be required to provide a written statement for the investigation.

The investigator will inform the employee that while the investigation is ongoing, the employee is not to discuss this matter with anyone other than his or her representative, immediate supervisor, or other personnel as directed by Probation management.

Employees under investigation will not contact alleged victims or witnesses to discuss the matter in any way.

In all instances, the employee will be advised in writing of the completion and outcome of the investigation by the investigator.

2004 WITNESS STATEMENTS

Any employee (witness) called upon to provide a written statement or to answer questions during an interview relevant to the investigation shall comply or face charges of insubordination. A statement to the effect that the employee has no

INVESTIGATIONS	CDP 2000
----------------	----------

statement is not acceptable. The subject(s) or witness(es) may be asked to augment incomplete statements by providing additional information or by responding to specific questions.

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 2100
TIMECARDS (eCAPS)	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Detention Program

2101 GENERAL

Staff are required to input their time accurately into eCAPS at <http://ess.lacounty.gov/webapp/ESSPSRV021/ESS> in order to claim the number of hours worked, hours of overtime earned, and to report the number of hours of absence during a given pay period. Your timesheet should be entered into eCAPS before the 15th and 30th of each pay period.

Supervisors will review the timesheets against records for any errors prior to approving them. Any discrepancies necessitating changes in the number of hours claimed are rejected and returned to the employee to correct. Supervisors will also ensure that the proper codes, funding organizations, pay locations and item numbers are indicated for overtime.

The workweek begins on Sunday and ends on the following Saturday.

2102 PROCEDURES

Timesheets for compensation are input into eCAPS according to the following procedures:

- Enter your User Name (i.e. 'e123456' using a small e and employee number)
- Enter your password
- Click on Login
- Click on "My Info"
- The system will automatically display the current period timesheet with hours populated according to the employee's work schedule.
- If there is no variance (i.e. vacation, sick time, and family leave) to be recorded, click on "Header", Check the box for your electronic signature. Click on "Validate" and then "Submit".
- If there is a variance (i.e. vacation, sick time, and family leave) that needs to be recorded, click on "Insert New Line", enter the event code (variance) and hours accordingly, click on "Header". Check the box for your electronic signature. Click on "Validate" and then "Submit".

TIME CARDS (eCAPS)	CDP 2100
--------------------	----------

2103 OVERTIME

The “Overtime Hours” column is used by permanent staff to record hours worked in excess of forty hours within a given week.

As-Needed staff may not claim overtime until they exceed forty hours of work in a given work week no matter how many hours are worked on a given day.

2104 SUPERVISORY RESPONSIBILITY

Supervisors must ensure that all timesheets entered into eCAPS accurately reflect either the time worked or the time off in order to approve by accessing <http://hrm.lacounty.gov/webapp/ESSPSRV021/Advantage>.

2105 PROCEDURES

Timesheets are approved or rejected according to the following procedures:

- Click on the “Approval Management” link.
- Click on “TIMWKLST” link.
- To view all submitted timesheets, select an approval worklist (general bucket) from the worklist drop down menu.
- Enter “NA” for Payroll Number field.
- Enter the beginning pay period in the Pay Period Start Date (i.e. 8/1/2010, using 4 digits for the year).
- Press Enter on your keyboard or click on the “Browse” link.
- Check mark on or multiple timesheet(s).
- Click on “Take Task” link.
- Select your name (your bucket) from the worklist drop down menu.
- Click on the Document ID link.
- Review the timesheet for errors. If no errors, click on Approve.
- Review the timesheet for errors. If there are errors, click on Reject. Click on the “Insert” link to add rejection comments. Enter Subject and Comment for rejection. Click on the “Save” link. Note: Please inform employee. Click on the “TIMWKLST” link to return.

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 2200
AMERICANS WITH DISABILITIES ACT (Deaf and Hearing-Impaired Minors)	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Detention Program

2201 GENERAL

The Americans With Disabilities Act, the State of California Unruh Civil Rights Act, and the Los Angeles County Policy of Nondiscrimination on the Basis of Disability call for the Probation Department to provide persons with disabilities equal opportunity and access to services, programs, and activities. In meeting with the Greater Los Angeles Counsel on Deafness Inc. (GLAD) on November 15, 2000, the Los Angeles County Probation Department entered into a Consent Decree with the following provisions that are germane to IDC.

2202 PROCEDURES FOR INTAKE AND DETENTION OF DEAF AND HEARING-IMPAIRED MINORS

The following procedures shall be adhered to by IDC staff upon the arrival of a Deaf or Hearing Impaired Minor or of a minor suspected of possessing such a disability.

- Complete the Hearing Assessment Intake Form EXHIBIT B (attached) and FAX to the Ombudsman at (562) 940-0709. The original form is to be given to Movement and Control staff for entrance into the minor's behavior chart.
- Document that the minor is deaf or hearing impaired on the Entrance Record (which is forwarded to Juvenile Hall).
- Contact Movement Control and verbally inform them of the minor's disability and document that contact on the Entrance Record.
- Arrange for the services of a Qualified Interpreter with a Specialty in Legal Terminology to ensure effective communication with the minor during the intake interview. The intake interview may not proceed without the assistance of a qualified interpreter, unless emergency or legal mandates require otherwise.
- Record information regarding the minor's deafness or hearing impairment on the Detention Report (which goes to the courts).
- Record on the Juvenile Hall Entrance Record when the service of an interpreter is requested and used during the interview and when a Telecommunication Device for the Deaf (TDD) is requested and used in contacting the minor's parent or guardian.

AMERICANS WITH DISABILITIES ACT (Deaf and Hearing-Impaired Minors)	CDP 2200
---	----------

- Arrange for the sign language interpreter to remain with the detained minor until the minor is assigned a living unit.
- At any time during the process, deaf and hearing-impaired minors shall have access to a TDD and/or a sign interpreter.
- The County shall not rely on family members, friends, or any other individuals who are not Qualified Interpreters to interpret for deaf or hearing-impaired minors except where requested by the minor in visiting situations or in emergency situations.
- The Ombudsman is responsible for tracking services for the deaf and hearing-impaired minors.
- The Ombudsman also has a TDD and is able to send and receive communications from the deaf and hearing-impaired. The number is (877) 511-0118. Questions regarding the interpreter service may be directed to the Ombudsman at (562) 940-2842 or faxed to (562) 940-0749.
- Los Padrinos Juvenile Hall is designated to house all deaf and hearing impaired minors assigned to a juvenile hall.

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 2300
BLOOD-BORNE PATHOGENS	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Detention Program

2301 GENERAL

The bureau has established safeguards and procedures to protect both staff and minors who come in contact with blood-borne pathogens (including HIV and Hepatitis B) as well as other communicable diseases. These procedures are meant not only to protect minors and staff from exposure, but also to delineate the appropriate actions to take when exposure has occurred.

2302 DECONTAMINATION KIT

To protect both minors and staff from possible infection, each building will be provided with a decontamination kit to be used to clean up any blood or other body fluids.

The decontamination kit will contain hydrogen peroxide, rubber/latex gloves, gauze cloth, plastic bags for disposal of cleanup materials, and a CPR airway device with backflow. The kit is to be stored in a specified location in the unit. Additionally, post positions, the Chapel, gymnasium, and Movement and Control will be provided with decontamination kits for use by staff.

2303 IMMEDIATE ACTION UPON EXPOSURE

The following cleanup procedures are to be followed whenever there is an incident in which blood or other body fluids are exposed:

- All skin surfaces contacted by blood/body fluids are to be immediately cleaned with soap and water;
- Eyes are to be flushed repeatedly with water if they are affected;
- If the mouth is affected, it is rinsed copiously with plain water, any available mouthwash or hydrogen peroxide;
- All contaminated clothing - even personal clothing worn by staff - is removed and placed in a red plastic bag, labeled "Infectious Waste." Staff will be provided with clean clothing to wear. The contaminated clothing is then placed in the "Infectious Waste" containers for disposal. The bags are obtained from the infirmary and the containers are centrally located within the institution;
- To prevent exposure when cleaning up blood/body fluids, staff shall wear protective rubber/latex gloves and use hydrogen peroxide. Cleanup materials

BLOOD-BORNE PATHOGENS	CDP 2300
-----------------------	----------

contaminated with blood/body fluids are disposed of in the same fashion as contaminated clothing;

- Following the cleanup, staff are to disinfect themselves with hydrogen peroxide, and wash their hands thoroughly with soap and water;
- All incidents involving the possibility of blood/body fluid contamination will be reported immediately to the OD; and
- Staff will immediately notify the SDSO of the incident, reporting the names of the persons involved.

SIRs by all staff will be completed, including the following information:

- Names of the persons involved in the incident;
- Names of all witnesses; and
- Request by the staff for the Chief Medical Officer (CMO) to test the minor.

Staff will complete an Industrial Accident Report as well as State Department of Health Services Form (DHS) 8459. The SIR, the Industrial Accident Form, and DHS 8459 are to be submitted to the SDSO as soon as possible. DHS 8459 may be obtained from the Medical Services Department).

Additionally, copies of the DHS 8459 and the SIR are to be submitted to the CMO no later than two days after the incident. An exception can be made if staff requested a petition and if it was rejected by the DPO or dismissed by the court. The CMO should be contacted to determine if the request would be accepted.

2304 EMPLOYEE TESTING AND COUNSELING

It is highly recommended that any employee who may have been exposed to blood/body fluids be tested and that they seek medical advice for Hepatitis B and HIV as soon as possible after the incident. In the case of HIV, the test will establish a baseline for further testing, which should be completed on the sixth week, and the third, sixth and twelfth month following the incident.

In the event that an employee experiences an occupational exposure and requests to be tested, both pre and post test counseling is available through the Los Angeles County Health Department and/or the individual's private physician. It is highly recommended that the employee seek such counseling as soon as possible.

2305 LAWS GOVERNING TESTING OF MINOR

Laws specifically prohibit involuntary HIV testing. In the event that staff wish a minor to be tested, and the minor refuses, it may be necessary to either petition the court or to request the CMO of the facility to test the minor.

BLOOD-BORNE PATHOGENS	CDP 2300
-----------------------	----------

Authority for petitioning the court for involuntary testing resides in Health and Safety Code 199.7, which states that if there is interference with a Peace Officer acting in the line of duty by the accused and body fluids are exchanged, the Peace Officer has the right to petition the court for an order to have the accused person's blood tested for the AIDS virus and other communicable diseases.

Authority for requesting an HIV test through the CMO resides in PC 7510.

In either event, no one may disclose the results of an HIV antibody test except physicians, authorized in writing by the person tested and those specifically authorized by law to transmit such results.

Anyone who deliberately discloses the identity or health status of the person who was tested for HIV antibodies or other communicable diseases, beyond the disclosures required by specific laws, is guilty of a misdemeanor, punishable by imprisonment in County Jail for up to six months, a fine of up to \$10,000, or both.

2306 VOLUNTARY TESTING

In the event of suspected exposure, staff will complete the Report of Possible Communicable Disease Exposure form, and the minor will be asked to sign the Consent for the HIV Antibody Test Form. Minors age 12 and over can sign the consent form. Parents or guardians need to sign for all minors under the age of 12.

2307 INVOLUNTARY TESTING THROUGH THE JUVENILE COURT

If a minor refuses to consent to testing, staff can petition the Juvenile Court requesting that the minor be tested for HIV antibodies. Requests to court are submitted via the Application for Juvenile Court Petition, WIC 653. Staff will complete the Juvenile Investigation Report (JIR) section. The narrative portion must include the following:

- A description of the incident which resulted in the obstruction of a Peace Officer in the performance of his duties;
- A description of the contact made with the minor which could have resulted in an exchange of body fluids such as biting, scratching, or being spat upon; and
- Identification of the body fluid that may have been exchanged such as blood, saliva, semen, or other bodily fluids.

The SDPO will review the JIR, the Witness List, and then will submit an original and three copies of the JIR packet to the Deputy District Attorney (DDA) serving the facility. A copy of the JIR packet will be forwarded to the IDC Director and superintendent and is to be maintained in a confidential file. The SDPO will track

BLOOD-BORNE PATHOGENS	CDP 2300
-----------------------	----------

the petition and inform the employee if a decision is made not to file the petition or to deny the request for testing.

2308 INVOLUNTARY TESTING BY CHIEF MEDICAL OFFICER (CMO)

Should the DDA refuse to file the petition request for testing or should the court reject the request, staff may request that the CMO conduct a test.

The incident is reported to the CMO via a completed DHS 8459, a request for testing, and a copy of the SIR within two days of the incident.

Pursuant to PC 7514, the minor is to receive pre- and post -counseling regarding HIV at a location determined by the CMO.

The CMO will review the request and make a determination within five calendar days of the receipt of the reports, as to whether or not to initiate the testing pursuant to PC 7511.

2309 REQUEST BY MINOR TO HAVE ANOTHER MINOR TESTED

A minor in a juvenile hall may request HIV testing of another minor if it is alleged that body fluids were exchanged.

A minor 15 year or older may file the request through a staff member or a staff member on his own volition may file a request on behalf of the minor if he believes that the criteria of PC 7512(a) have been met.

When a request is filed on behalf of the minor, the SDSO/SDPO will notify the parents or guardian of the minor to be tested to request permission for the test to be completed.

If the parent or guardian cannot be located, the Superintendent will approve or disapprove the request for the test and submit it to the CMO.

If the minor's parents or guardian refuses permission, the Superintendent may request the court to rule on whether the test will be given.

The Juvenile Court will make a ruling within five days of the case being brought before the court.

2310 APPEAL PROCESS

Either the person requesting the test, the minor to be tested, or that minor's parents or guardians may appeal the decision of the CMO. The appeal must be filed within three working days of receipt of the decision or the decision is final.

The appeal panel consists of three members. The hearing is closed to all except the CMO, the employee, the minor, and his parents or guardian.

BLOOD-BORNE PATHOGENS	CDP 2300
-----------------------	----------

A unanimous vote of the entire panel is necessary to require the subject of the hearing to be tested.

The panel will render a written decision within ten days of receipt of filing.

The decision of the panel may, in turn, be appealed to the Superior Court pursuant to PC 7516.5.

2310 DISSEMINATION OF TEST RESULTS

The CMO will inform the Superintendent of the test results.

The Superintendent or his designee will, in turn, inform the person tested, the person requesting the test, and the parent or guardian of the minor tested of the results.

The CMO or designee will generate a list of minors within the facility who test positive for HIV antibodies or other communicable diseases. However, the nature of the minor's disease will not appear on the Communicable Disease List.

The List will be given to the Superintendent to be maintained in a confidential file.

It will be the Superintendent's or designee's responsibility to inform those persons who have a "right to know" of the names of the minors appearing on the Communicable Disease List; and to identify, upon request, the disease that a minor is suffering from if the person making the request has come into contact with any of the minor's body fluids.

NOTE: According to the Penal Code, "right to know" describes all employees of the facility, Transportation Deputies, medical and contract personnel, and volunteers providing services at the facility.

Los Angeles County Probation Department CDP Manual	SECTION NO. CDP 2400
DEATHS	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Community Detention Program

2401 GENERAL

The Probation Department will take appropriate action to fulfill mandated reporting requirements when a death occurs at a Detention Service Bureau facility.

2402 DEATH OF MINOR

Once the death of a minor has been determined by medical staff or paramedics, the parents or legal guardians shall be notified in person by the Director or designee whenever possible. Telephone or written notification is permissible only in situations where the parents or guardian are not in the local area. Immediate notification will also be made to the Juvenile Court by telephone and by Detention Observation Report. In addition, the Director or designee is responsible for doing the following:

- Securing and preserving the area and body until police arrive;
- Informing the police, Assistant Superintendent, Superintendent, Bureau Chief, Chief Deputy of Operations, Chief Probation Officer, and DPO of record so that requisite notification can be given to the court;
- Ensuring that all staff witnessing or involved in circumstances surrounding the death or discovery of the body remain on duty until coordination with the police indicates they may be released;
- Coordinating with the Chaplain so that next of kin notification occurs; and
- Convening a Death Review Team to investigate and submit a written report of its findings, within ten days of the death, to the Corrections Standards Authority.

2403 DEATH OF PROBATION EMPLOYEE OR NON-PROBATION EMPLOYEE

These procedures are applicable once a death of an employee or non-employee has been determined by medical personnel or paramedics. When the death is confirmed, the Director or designee will take the following actions:

- Immediately notify the police so they can prepare the mandated death report. The police will notify the Coroner to claim the body when appropriate;
- Preserve the site of death and the body until police arrive;

DEATHS	CDP 2400
--------	----------

- Coordinate with police and chaplain relative to notification of next of kin. In this instance, more than likely the police will be the notifying agent. Relative to personal property and a vehicle, secure these items after consultation with the police until they can be properly turned over to the next of kin or appropriate authority;
- If the decedent worked for another agency, coordinate with police relative to the notification of this agency; and
- If the decedent is a Probation employee, refer the next of kin to the Personnel Department in Downey for information concerning benefits.

2404 DEATH REVIEW TEAM

Normally, this team, overseen by the Director, consists of the Health Administrator, attending physician, the Assistant Director, Division Director, Unit Supervisor, and other parties appointed as necessary.

When a minor dies, this team is responsible for submitting a report to the Attorney General in accordance with Government Code Section 12525. A second copy will be sent, within ten days of the death, to the Bureau of Corrections and Standards. An additional copy of this report is forwarded to the Bureau Chief, Chief Probation Officer, and one is retained at the facility/office.

In instances where the death involves an employee or non-employee, the team will convene, investigate, and submit a report to the Bureau Chief and Chief Probation Officer within ten days. A copy is retained at the facility/office.

2405 CONTENTS OF REPORTS PREPARED BY DEATH REVIEW TEAM

- The report of death for a minor will contain the following information:
- Name;
- Date of birth;
- Sex;
- Race;
- Date and time of admission to juvenile hall;
- Reason for admission;
- Physical description and condition on admission;
- Copy of autopsy report, if any, or facts relating to death, including but not necessarily limited to, the following:
- Date and time of death;

DEATHS	CDP 2400
--------	----------

- Cause of death;
- Any incidents related to death;
- Name of physician in attendance;
- Name of juvenile hall; and
- Name and title of employee making report.

A copy of the police report will be obtained if possible and all other available data about the decedent so that an investigation report can be prepared by the Death Review Team.

The report of death for an employee or non-employee will contain the following information:

- Name;
- Date of birth;
- Sex;
- Race;
- Date and time of death;
- Cause of death;
- Any incident or circumstances related to death;
- Name of attending physician;
- Time and date next of kin notified and by whom;
- Name of persons preparing report; and
- Name of police agency preparing the report.

Additionally, the report will include both the autopsy report and police report.