

PROBATION DEPARTMENT DIRECTIVE

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SUBJECT: SECURE YOUTH TREATMENT FACILITY (SYTF) MANUAL

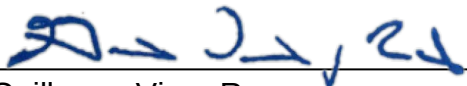
The following sections of the SYTF manual have been revised and approved for distribution. Staff assigned to support the SYTF are instructed to review the attached policy and procedures manual. The following revised/new policies are to be incorporated into the SYTF manual.

1. Movement Control (Section 300)
 - 304-Visiting (Revised)
2. Daily Unit Operations (Section 500)
 - 516- Use of Cardiopulmonary Resuscitation (CPR) Equipment and First Aid (Revised)
3. Group Supervision (Section 600)
 - 607- Modified Program
 - 608-Transition Periods (Revised)
 - 613-Self Separation (Revised)
 - 620- Showers (Revised)
 - 629-Safety Checks (Revised)
4. Searches (Section 700)
 - 715- Searching Youth's Room (Revised)
 - 716- Searches of The Facility (Revised)
5. Physical Interventions (Section 1000)
 - 1004- Prevention and De-Escalation (Revised)
 - 1005- Physical Interventions (Revised)
6. Specialized Living Units (Section 1300)
 - 1301- Separation (Revised)
 - 1302- Cool Down Status (Revised)
 - 1303- Exclusions to Room Confinement (New)

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- 1304- Room Confinement (Revised)
7. Management Services (Section 2100)
- 2108- Food Handling Guidelines (Revised)

The policies will be located on the Prob-Net (Probation Manuals- [POLICIES, PROCEDURES AND MANUALS \(sharepoint.com\)](#) –SYTF manual. Questions or concerns regarding this Directive shall be directed to the SYTF Director at (818) 455-3896



Guillermo Viera Rosa,
Chief Probation Officer

04/04/2024

Date

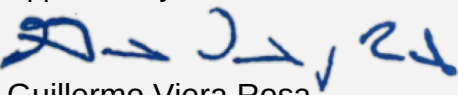
LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: SECURE YOUTH TREATMENT FACILITY (SYTF) MOVEMENT CONTROL	Section Number: SYTF-300
	Effective Date: April 4, 2024
	Approved By:  Guillermo Viera Rosa, Chief Probation Officer

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LOS ANGELES COUNTY PROBATION DEPARTMENT

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301 INTRODUCTION

Movement Control (MC) is the operations center of the facility. This section addressed the duties and responsibilities of staff assigned to this area.

302 GENERAL DUTIES OF THE MOVEMENT CONTROL OFFICE

Officer of the Day (OD): An MC supervisor is on duty at all times (24 hours a day, 7 days a week). The MC supervisor handles with all operational problems, urgent or routine, when other supervisors and administrative staff are not on duty.

Staffing: The MC OD is responsible for providing facility staffing as follows:

- To ensure that staffing is in compliance.
- When previously scheduled staff call out absent or fail to appear for their shift, the OD is responsible for keeping accurate records of all calls, finding replacement staff, and deploying them appropriately.
- The OD is responsible for instituting a system to ensure that at least one of the staff assigned to a unit is the same gender as the youth within that unit.

Security: Security staff members from MC are assigned to each shift. They are responsible for the following:

- Supervising specified areas of the facility to prevent and apprehend youth attempting to escape.
- Assisting unit staff in providing safe and secure movement of youth within the facility.
- Providing backup unit supervision as required.

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- Conducting regular security inspections both inside and outside the facility perimeters

Emergencies: MC is responsible for the coordination of staff and resources in major institutional emergencies, including natural disasters.

Court Movements: MD shall coordinate the timely movement of youth attending court and provide supervision of these youth as appropriate. MC staff shall work in conjunction with medical personnel to identify court youth requiring medication and ensure the medication is administered as prescribed. They are also responsible for locating suitable youth for line-ups, and they may conduct line-ups at the direction of the courts or police agencies.

Movement of Youth Outside the Facility: MC staff shall coordinate the movement of youth outside the facility to other facilities, such as another facility or a hospital.

The movement coordinator at each juvenile facility shall ensure that youth who require special handling pursuant to existing policies and procedures are clearly identified on transmittals provided by the transportation deputies so that appropriate seating and supervision can be initiated. In addition, the movement coordinator shall provide notices to the transportation dispatcher in advance whenever it is known that a youth scheduled for transportation fits the criteria for special handling consideration.

Upon arrival at each destination, for youth who meet the above criteria, the transportation deputy shall advise the appropriate staff at the receiving facility of the arrival of youth requiring special handling consideration so that the proper housing and supervision can be initiated for the youth.

School, Medical, and Mental Health Movements: Youth who have been identified as medical, mental health, school, or court holds shall not be transferred between facilities unless approved by the superintendent or designee. Youth shall only be transferred between facilities for court appointments, medical appointments, or housing needs.

If a youth is approved for transfer by the superintendent/Director or the authorized designee, the movement coordinator shall notify the agency that previously requested the hold and indicate the reason for the transfer.

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Coordination of Arrangements for Overflow Youth: MC shall take a count of the facility population each evening and assign excess youth to available bed space. MC shall coordinate the movement of these youth.

Graveyard Shift (10 PM to 6 AM): All staff working the graveyard shift are under the direct supervision of MC. Staff are responsible for providing alert supervision, care, and control of all youth in the facility.

Visiting: MC shall coordinate all visits in the facility.

Admission and Release of Youth: MC Staff shall process all youth coming into and leaving the facility.

303 FIELD POST COVERAGE

Field post coverage is a vital part of the overall facility security program. Movement Control is responsible for arranging this coverage.

Field Staff Responsibilities

Field posts normally operate between 6 AM and 10 PM unless the OD changes the operating hours. No one other than the OD can instruct that a field post be closed down. When assigned to a field post, staff shall:

- Receive field post assignments and any special instructions from the Senior Detention Services Officer (Sr. DSO) in MC.
- Check out a walkie-talkie (when appropriate), sign the Walkie-Talkie Log maintained in MC, and report immediately to the assigned field post. Staff shall seek clarification immediately if they have any questions.
- Remain at their assigned post unless specifically authorized by the Sr. DSO or the OD to leave. If an emergency occurs that requires an immediate response (such as an imminent threat to the security of the facility or to the safety of youth/staff), the staff member shall contact the MC Sr. DSO as soon as possible.
- Notify MC prior to taking an authorized break and upon returning from said break. It is the responsibility of the staff member taking the break, not the relieving staff member, to make such notifications. Staff shall not exceed the time allotted for breaks.
- Refrain from engaging in any activity that would reduce alertness or the

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proper supervision of the area. Staff are not permitted to use cellular phones or personal computers, eat, read, watch TV, listen to radios or other music players, engage in lengthy conversations, or smoke while on post.

- Alert the OD of any group supervision problems during movements, activities on the recreation fields, or any suspicious activity.
- Report any security hazards, including workmen and equipment in close proximity to walls or buildings, and take appropriate follow-up action.
- Remain at the assigned post at shift change until properly relieved. The field post areas are to be left neat and secure at each shift change.
- Return the walkie-talkie to the MC at the end of the shift and sign the Walkie-Talkie Log. If the relieving staff keeps and accepts responsibility for the walkie-talkie, this is to be indicated in the log.
- Check the identification of delivery people and ask what and to whom supplies or equipment are being delivered.
- Alert MC and the Management Services Office of any workman reporting for duty with heavy equipment or vehicles that shall be driven or parked inside the facility. Staff shall not allow entry until clearance is obtained from MC.

NOTE: Field posts are not to be cluttered with sheets, blankets, towels, tables, extra chairs, or any other objects or materials that could be stacked or otherwise used to compromise perimeter security. Field staff members finding these items present at a field post are to immediately notify MC to request the removal of these items. Only one chair is allowed per field post.

304 VISITING

The Department encourages visitation with youth detained in juvenile facilities. Visitation is an essential component of the rehabilitation process and affords the parties the opportunity to communicate privately and confidentially and, where mandated by law, within the context of a protected relationship.

Visitation shall be a minimum of two (2) hours per week. Staff shall conduct visits only in areas where their view of the visiting parties is unobstructed. Staff shall visually supervise the visit at all times. Conversations between youth and visitors shall not be monitored unless there is a clearly defined safety and security need. Under California law, communications between attorneys and clients, doctors and

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patients, psychotherapists and clients, clergypersons and youth, counselors, and sexual assault victims are privileged. Additionally, with respect to married youth, confidential marital communications are also privileged. Protected communications shall not be subject to auditory monitoring under any circumstances.

(Meets standards set forth in Title 15, Section 1374)

Upon youth's arrival at the juvenile facility, the youth will be asked to provide information regarding relatives such as their mother, father, legal guardian, and grandparents. Only those approved to visit are allowed into the facility. Visiting schedules in the juvenile facilities will provide ample opportunities for the family to visit with their youth.

The youth's minister, priest, rabbi, or authorized chaplain may visit the youth on weekdays with coordination from the appropriate religious coordinator.

The following visiting requirements shall be adhered to during approved visiting hours. These strict rules and regulations are required for safety and security. Safety and Security Specialists (SSS) shall assist with monitoring the visiting process and ensuring department policies are followed.

- All visits shall occur at reasonable times, subject only to the limitations necessary to maintain order, safety, and security.
- All visitors and items entering the secure facility are subject to search. The department may utilize vapor tracer units and/or narcotic detection canines to search for controlled substances.
- Family members may not bring personal items into the facilities for youth.
- If, at any time during a visit, it is determined that the safety and security of the visiting parties or staff are compromised, the OD or the authorized designee will order that the visit be immediately terminated.

Visiting Hours and Instructions

- MC staff shall be posted at the entrance of the facility.
- The MC DSO shall have the Kardex or other appropriate information on every youth in the facility, including names of authorized visitors and the youth's current building assignment.

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- Authorized visitors are given a Visiting Pass.
- Visits shall be held in the unit dayroom or other appropriate place.
- Building staff shall note the arrival times of visitors in the Visitors Logbook to track and curtail visits due to overcrowding or other safety and/or security concerns.
- Facility visiting hours shall not be changed unless ordered by the court, the Superintendent/Director, or the authorized designee.
- Visitors suspected of being under the influence of drugs and/or alcohol shall be denied entrance into the facility.
- Visits may be curtailed or postponed based on the safety and security needs of the facility. This decision shall only be made by a Probation Director.
- Youth shall not be confined to their rooms solely because they do not have a visit.

General Visitation Rules

All staff are accountable for ensuring that all visitors and youth will be required to observe the following general rules during visitation:

- Visitors must bring their current government-issued photo identification to gain entry into any juvenile facility. Acceptable forms of photo identification include a valid driver's license, valid state identification card, Department of Justice identification, passport, military identification card, an identification card issued by the Department of Immigration and Naturalization Service, identification issued by any government agency or country of origin and Certificado de Matricula Consular identification cards (honored for only 60 days from the date of issuance). The facility OD or Director can approve questionable identification cards. Photocopied, non-picture, altered, laminated, or expired identification cards will not be accepted.
- Visitors may only bring their identification and two keys on a key ring with no attachments into the facility. Keys must remain in the visitors' pockets or on their laps during visits and may not be placed on the table or in a youth's hands.
- Youth shall be allowed to receive visits by parents, guardians, or persons standing in loco parentis and grandparents. Youth are entitled to receive visits from their children (Baby Bonding) just as they are entitled to receive visits

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from their parents.

- Baby bonding visits can be scheduled outside of regular visitation hours and do not require the facility administrator's special approval.
- Youth may be allowed "special visits" with other family members, such as adult siblings and supportive adults, with the approval of a facility administrator or as ordered by the court. These visits shall be in conjunction with the youth's case plan and in the best interest of the youth.

(Meets standards set forth in Title 15, Section 1374)

- Family therapy and professional visits will be accommodated as a "special visit" and coordinated through a facility administrator.
- Provisions for "special visits," in addition to the two-hour minimum and/or outside of the regular visiting hours, shall be accommodated as necessary and at the discretion of the facility administrator or designee. Facilities may provide visitation opportunities outside of regular visiting hours to accommodate "special visits".

(Meets standards set forth in Title 15, Section 1374)

- Visitors with disabilities who have wheelchairs, crutches, walkers, or other medically necessary equipment shall be escorted to an appropriate location for visiting.
- Visitors with medical devices/implants shall be required to present a letter signed by their physician detailing the specific type of device and its location on the visitor.
- Visitors with extensive tattooing that cannot be covered with clothing (i.e., tattoos on the face or neck) shall be escorted to an appropriate location for visiting.
- Medication that is not a life-or-death necessity is not allowed. Visitors will be escorted to the facility entrance if medication needs to be taken. Nitroglycerin tablets and inhalers will be allowed. Youth are not to handle or use visitors' medication.
- No provisions are to be made for childcare; children may not be left unattended.
- Visitors are not allowed to walk around during the visit. If a visitor leaves the visiting area, their visit may be terminated.
- Visitation shall not be denied solely based on the visitor's criminal

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history. A facility administrator shall determine in each case whether the visitor's criminal history represents a risk to the safety of youth or staff in the facility. Any denial of visitation or limitation on visitations shall be communicated to the youth, the person(s) denied, and to all facility administrators.

- Although not a replacement for in-person visiting, a facility administrator may approve access to technology as an alternative when circumstances warrant.

(Meets standards set forth in Title 15, Section 1374)

- All visitors must be appropriately dressed, and shoes must be worn at all times. Clothing considered inappropriate includes white t-shirts as outerwear, strapless tops, spaghetti strap tops, transparent (i.e., see-through) outfits, tank tops, short skirts or short dresses (higher than mid-thigh), shorts, halter tops, tight-fitting clothing, low-cut tops, or clothing exposing mid-section of the stomach, clothing bearing inappropriate messages and/or insignias, bandanas, sunglasses, hats, broaches, stickpins, open-toed shoes, or shoes with heels higher than two inches.
- Food, drinks, pens, pencils, books, magazines, markers, playing cards, markers, paperclips, staples, scissors, rulers, tweezers, pointers, laser pointers, money, wallets, backpacks or fanny packs, purses, cellular phones or pagers, cameras, electronic devices, pocket knives or box cutters, cigarettes or pipes, lighters or matches, alcoholic beverages, chewing gum, unauthorized and/or illegal drugs, mouthwash, toothpaste or toothbrushes, glass or metal containers, firearms or any item built for the purpose of propelling an object, ammunition, OC spray, handcuffs, handcuff keys or any object that can be used as a weapon.
- Orthopedic shoes for youth shall only be accepted if a current "medical green slip" or court order is presented with the shoes. These types of shoes are to be left at the facility entrance for verification. Verification shall not take place until after the visit is concluded. Parents, legal guardians, or grandparents are not allowed to take such shoes into the facility. Once verification is made, the shoes will be sent to the youth's housing unit or dorm. If the shoes are unauthorized, the shoes shall be placed in the youth's personal property. A signed and dated receipt shall be issued to the parents at the time the orthopedic shoes are received, acknowledging that the County shall not take responsibility for lost shoes.

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Staff shall be professional during visiting hours and treat visitors with respect and dignity. Staff shall be courteous and compassionate to the visitors while still being assertive without criticism or judgment.

Possession of Alcohol, Drugs, and Weapons in Los Angeles County Juvenile Facilities

It is against the law to knowingly send, assist, or bring into any Los Angeles juvenile facility paraphernalia, controlled substances, drugs/non-controlled substances, alcohol, prescription medication not prescribed for their specific use, firearms, or other weaponry, objects modified for use as weapons, or explosives of any kind. It is also the policy of the Probation Department to forbid any person who is or is reasonably believed to be under the influence of any substance.

Failure on the part of any visitor or support staff to observe these restrictions shall represent a violation of Probation Department policy, as well as statutory law pursuant to Penal Code (PC) Section 4573 (Controlled substances; bringing into prison, camp, jail, etc.), PC 4573.5 (Alcoholic beverages or drugs other than controlled substances; bringing into prison, camp, jail, etc.) or PC4574 (Firearms, deadly weapons or explosives; bringing into prison, camp, jail, etc.).

All individuals entering a juvenile facility found or believed to be in violation of these statutes shall be subject to arrest and criminal prosecution.

Procedures for Found Contraband

If a visitor is found in violation of these regulations, staff shall immediately contact the Officer of the Day (OD). The visit shall be immediately terminated. Law enforcement should be contacted, and the violators should be handcuffed and held in a secured area until officers arrive. Any and all physical evidence shall be properly collected and stored per policy. Once local law enforcement arrives, the OD will provide them with all relevant information and evidence. The Officer of the Day or Supervisor will reach out to the Superintendent or Director to reference the Law Enforcement's Memorandum of Understanding (MOU) or Memorandum of Agreement with procedures for handling the arrest of a visitor.

All actions taken during the process, including the identification of the violation, the steps taken, and any evidence collected, shall be thoroughly documented by the reporting staff with a Special Incident Report (SIR) to the OD. The OD shall also notify the Superintendent/Director about the incident for internal investigation and reporting purposes. After the arrest, the institution should cooperate with the

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ongoing legal process and investigations as needed.

Denial Or Termination Of Visiting Privileges

Visitation shall be denied or terminated by a supervisor if the visitor poses a danger to the security of the facility or there is other good cause, including but not limited to:

- The visitor appears to be under the influence of drugs and/or alcohol.
- The visitor refuses to submit to being searched.
- The visitor or youth violates facility rules or posted visiting rules.
- The visitor fails to supervise and maintain control of any minors accompanying the visitor into the facility.
- The visitor attempts to enter this facility with contraband.
 - In addition to being denied a visit, the visitor (will be detained pending criminal investigation) shall face criminal charges.
- The staff determines that the visitor's criminal history poses a safety risk.
 - A visitor shall not be denied visitation based solely on having a criminal history. The staff member shall determine on a case-by-case basis whether the visitor's criminal history poses a safety risk to youth or staff members in the juvenile institution (15 CCR 1374).

Any visitation that is denied or limited on the reasonable grounds that the visit may endanger the security of the facility shall have the actions and reasons documented. If visitation is denied or limited, the visitor, the youth, and the Superintendent/Director or the authorized designee shall be notified as soon as reasonably possible (15 CCR 1374). A copy of the documentation will be placed in the youth's file, and another copy will be forwarded to the Superintendent/Director or the authorized designee.

Family Resource Center

Parents, legal guardians, and grandparents are to be encouraged to visit the Family Resource Center located at each facility. The goal of the Family Resource Center is to connect youth who are being released from the SYTF with the resources that will assist them in successfully transitioning back into their communities.

MOVEMENT CONTROL**305 SUPPORTIVE ADULT VISITS**

“Supportive Adults” are identified by the youth and can be extended relatives, neighbors, teachers, coaches, clergy, and other positive individuals in the youth’s life. Visits by supportive adults provide social, moral, and/or emotional support, which assists in reinforcing and sustaining the psychological well-being of youth. It is encouraged by the department as these visits foster positive social interaction and establish a nurturing environment of trust and support.

A “Supportive Adult” will be contacted by request of the youth, and if they approve of the relationship with the youth, they will have to submit to a background check prior to receiving visitation authorization. All other standard visiting rules and procedures apply to supportive adult visits.

306 VIRTUAL COMMUNICATION**Virtual Calls and Teleconferences**

It is the department’s policy to facilitate virtual calls in order to enhance the family reunification process.

Reconnecting youth with their families in ways that enhance and increase protective factors is a critical cross-bureau task and an overarching goal for the department.

The process of reconnecting youth with their families is accomplished through a variety of case management supports and services that include monitored virtual calls and teleconferencing. Structured, monitored, and goal-directed virtual contact is one of the ways in which case management activities can facilitate positive communication between youth and their families in the reunification process.

Youth who have children of their own shall be allowed virtual calls to their children (unless there is a protective order) to maintain meaningful contact as part of the overall case plan. In addition, youth shall be allowed virtual contact with the child’s caregiver, those individuals involved in the upbringing and care of their children.

Workstations are installed at each facility with the program ready for use for virtual court and virtual calls with families.

307 LINE-UP PROCESS

MOVEMENT CONTROL**Court-Ordered Line-Ups**

Before conducting line-ups, staff members must have in their possession a court order detailing the description of the youth, including height, weight, age, ethnic origin, hair color, hair style, eye color, and distinguishing marks.

Minimum Notice

Requesting agencies should give a minimum of twenty-four (24) hour notice to the respective facility.

Duties of Staff

Staff responsible for supervising the court holding tanks shall conduct line-ups. However, the OD may assign this function to other staff. In carrying out this assignment, staff shall accomplish the following:

- Upon receipt of the court order describing the physical characteristics of the detained youth, staff shall choose seven youth resembling the physical traits and move them to the line-up area by the designated time. (It may be necessary to obtain youth from other facilities to meet the physical trait requirements.)
- At the time youth are selected, they are to be informed that they will participate in a line-up. If they refuse, other youth are chosen based upon characteristics set forth in the court order.
- All youth shall be dressed in similar clothes.

Line-Up Photographs

During the orientation and prior to the line-up procedure, photos may be taken of the line-up by attorneys and law enforcement, using their own equipment.

The Probation Department Line-Up form is prepared by staff organizing and conducting the line-up. It contains each youth's name and physical characteristics. A copy of this form is provided to the District Attorney and the law enforcement agency investigator before the line-up commences. Once the line-up terminates, these forms are collected by the staff and are placed in the line-up file.

The Admonition form is provided by staff and is used by the District Attorney or investigating officer to instruct witnesses about the line-up procedure. Witnesses use this form to indicate which youth were allegedly involved in the offense. This form is also retained in the line-up file.

MOVEMENT CONTROL**Conducting Line-Ups**

The responsibility of the staff begins when all sides participating in the lineup are present. This may include defense and prosecuting attorneys, law enforcement, and witnesses. Staff carry out this function as follows:

- A minimum of five youth shall be placed in the line-up, in addition to the charged youth, for a total of six.
- Staff shall allow the attorneys and investigating officers an opportunity to review the line-up before witnesses see if the line-up, as constituted, is acceptable.
- Before the line-up commences, staff shall ensure that witnesses have copies of the Line-Up and Admonition forms.
- While in the line-up room, staff shall assign each youth a number.
- Staff shall instruct each youth to move to the viewing window and face front, face right side, face back, face left, and face front by quarter turns.
- The line-up is conducted in silence, and when finished, the witness moves away from the viewing window and indicates their findings on the Admonition form.
- The staff member repeats this procedure until each witness views all line-up candidates.

308 JUVENILE COLLECTION OF DNA SAMPLES

Every youth adjudicated is required to submit a DNA sample and palm print impressions for the DNA and forensic identification database and databank pursuant to Penal Code (PC) Section 296, et seq. Youth are required by the statute to provide the specimens, samples, and print impressions within ten (10) calendar days of the court order or notification by the Probation Officer. The Department is responsible for collecting these samples within five (5) calendar days of the court order and for notifying the court of the youth's compliance or failure to comply.

Note - the Juvenile Court routinely issues orders for compliance and may order the collection of a DNA sample at any time, as long as the youth is on Probation.

However, submission of the DNA sample and palm print is mandatory even when the Courts do not include this requirement in their court (minute) orders.

MOVEMENT CONTROL**General Process for Collection of DNA Samples**

SYTF DNA Coordinators:

- Receives the Detaining Order from the OD with instructions to collect the DNA sample (for detained youth).
- Obtain a DNA sample from the youth based on qualifying offenses.
- Take non-detained youth to the DNA collection location on an individual basis.
- Follow the "DNA Process using Live Scan For All Program" and, in applicable instances, the "DNA Process Using Manual Method" as indicated in below.
- Complete the "Probation Department use (DNA Collection Site)" portion of the court order and distribute copies to the DPO of Record. The original shall be kept by the DNA Coordinator in the DNA file.

DNA Process Using "Live Scan For All" Program

SYTF DNA Coordinators:

- Check for CII Number (No.) in CCHRS, JAI and/or PCMS. Retrieve youth's information through the "Live Scan for All" program by entering the CII No.
- Scan the youth's thumbs and fingers on the fingerprint scanner, which verifies the youth's information and determines if DNA has previously been collected.
- Once it is determined that the DNA sample is required, utilize a Buccal DNA Collector and swab the inside of the youth's cheeks (ensure that the filter side of the Buccal DNA Collector is towards the inside of the youth's cheek and that a bulge is produced on the cheek of the youth when collecting the DNA Repeat this process seven times). When DNA is collected, use the scanning gun attached to "Live Scan for All" and scan the barcode on the Buccal DNA Collector. This correlates the DNA collection with the specific youth within the "Live Scan for All" system.
- Seal the swab in the designated DNA envelope for mailing. Enter the youth's required information in the "Live Scan for All" program, including the youth's charge, date of birth, the reason for collection, and the

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youth's first/last name. Once information is entered and the "submit" button is pressed, information regarding the DNA collection is transmitted to CCHRS and DOTS.

- Enter the information in the PCMS DNA Information Screen (this includes the Arrest Date, court-ordered box, Date Ordered, Sample Type, Date DNA Sample Taken, Date Sample Mailed, and Sample Mailed by).
- Mail the DNA sample to the Department of Justice (DOJ).

DNA Process Using Manual Method

SYTF DNA Coordinators:

- Check CCHRS/DOTS by SID or CII No. to verify whether a previous sample has been obtained. Proceed with taking a sample only if no previous one is recorded in CCHRS/DOTS.
- If a sample is needed, explain the collection process to the youth. Notify the Officer of the Day (OD) immediately when the youth refuses to provide DNA (see below for the process to address refusal to provide a DNA sample).
- Complete the "DOJ Specimen Information Card", including placing the youth's right thumbprint on the front and back of the card. Instruct the youth to sign the back of the card.
- Complete the label on a Buccal DNA Collector. Remove the plastic cap from the DNA Collector.
- Provide the Buccal DNA Collector to the youth, who administers the swab to himself/herself under direct supervision.
- Instruct the youth to press the collection paper portion of the Buccal DNA Collector against the inside of their cheek and drag it firmly toward the lips and out of the mouth. Instruct the youth to repeat this action seven (7) times, verifying that the youth's cheek bulges outward during the collection process. Retrieve the Buccal DSN Collector from the youth and slide the protective covering carefully, covering the collection paper.
- Place the Buccal DNA Collector in the unsealed Transport Pouch and deposit it into the unsealed collection kit envelope with the completed DOJ Specimen Information Card.
- Enter the appropriate Identifying Information Card into the collection kit

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envelope and seal the envelope.

- Enter the information in the PCMS DNA Information Screen and ensure that the appropriate tabs are selected, the accurate information is entered, and the "save" button is clicked after each new DNA entrance in PCMS.
- Update DOTS Specimen Information Card. Under Collecting Agency Name, enter the PROBATION.
- Mail the DNA sample to the Department of Justice (DOJ).

NOTE: The DNA Coordinator shall use a new set of latex gloves for EACH youth swabbed in order to prevent cross-contamination of the DNA samples.

- Place DNA packets in the original box in which they were delivered, and when the box is full, mail them to the Department of Justice (DOJ) at the following address:

State of California
Department of Justice DNA
Data Bank Program
1001 W. Cutting Blvd., Suite 110
Richmond, CA. 94804-2028

Process for Youth Who Refuse to Provide DNA Samples

In the event a youth refuses to provide a required DNA sample, the DNA Coordinator notifies the OD. The OD:

- Attempt to obtain compliance by fully explaining to the youth the requirements of PC 296.1(a) by reading the following admonishment:
"It is a violation of Penal Code Section 298.1 if you refuse to provide a DNA sample, fingerprints, and palm prints per Penal Code Section 296(a). You may be arrested and booked for this new crime. Refusal to provide these samples may result in increased detention time. In addition, pursuant to Penal Code Section 298.1, reasonable force may be employed to collect DNA samples and print impressions from individuals who refuse to voluntarily provide those samples or impressions."
- Ask the youth if they will provide the required DNA sample.
- If the youth continues to refuse, the DOR Coordinator shall be notified

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to complete a Detention Observation Report (DOR), and forward it to the youth's assigned Juvenile Court and DPO of Record noting the youth's refusal. SYTF staff shall not forcibly obtain a DNA sample unless ordered by the court.

309 RELEASE PROCEDURES

The SYTF has established the following policy and work performance expectations of staff in order to ensure that all applicable youth to be released have an appropriate discharge plan upon release.

Procedures**Officer of the Day (OD):**

- Identifies youth (on a daily basis) who are pending release from and are on psychotropic medications for the current day by checking the Psychotropic Medication Authorization (PMA) database.
- Provide a list of the identified youth pending release to the Discharge Coordinator

(Meets standards set forth in Title 15, Section 1351 (a))

- Provide the Discharge Coordinator with the court release orders and signed (by parent/guardian) request for the release of educational, medical, and mental health information forms: LACOE Request for Educational Documents, JCHS Authorization for Use and Disclosure of Protected Health Information, and DMH Authorization for Request or Use/Disclosure of Protected Health Information (PHI) brought to SYTF facility by Transportation or the Court Holding Tank staff. Forward the request for the release of educational, medical, and mental health information forms to the Discharge Coordinator for youth transported home by staff (due to parent/guardian inability to pick up their child); the facility transporting staff are responsible for obtaining the signed request for release forms from the parent/guardian.

Court Officer:

- Review the daily court list provided by the Court Holding Tank staff, which identifies youth taking psychotropic medication.
- Request that the Court order youth on psychotropic medication or any

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other type of medication to be returned to the SYTF facility for appropriate discharge planning and release.

- Obtain signature(s) from the parent/guardian on the request for release of educational, medical, and mental health information forms for those youth released directly from the Court.
- Provide the parent/guardian the Release of Information letter for those youth being released from court forthwith.
- Provide the Court Holding Tank staff with the Court order to detain/release those youth to be released from SYTF. If warranted, the Court Officer shall contact (telephonically) the Court Holding Tank staff at the conclusion of the youth's hearing to ensure the timely delivery of release information.

Court Holding Tank Staff

- Review the daily court list and identify those youth taking psychotropic medication by checking the PMA database.
- Provide a list of youth taking psychotropic medication to the Court Officer (highlight the youth's information on the court list).
- Notify the Discharge Coordinator of youth released from court or those who are pending release as soon as notification is made by the Court Officer.
- Forward the release documentation and signed Request for Release of Educational, Medical, and Mental Health Document forms to the OD in Movement Control as soon as the youth is returned to the facility.

Discharge Coordinator:

- Obtains copies of the daily court list and the daily psychotropic medication list from the Movement Coordinator.
- Identifies youth taking psychotropic medication and confirms/reconciles with data contained in the PMA database.
- Provides the DMH Liaison with a reconciled court list (highlights the youth's information on the court list) of youth taking psychotropic medications within three (3) business days of the youth's scheduled court hearing; this will allow the Psychiatrist to review the youth's file prior to the court date in anticipation of possible release.
- Verifies releases either by court order or utilizing the daily release list

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provided by the OD.

- Notifies (telephonically) the parent(s)/guardian(s), Medical Records, the DMH liaison, and the Education liaison of all youth released from court or pending a release home based on information received by the Court Holding Tank staff. Additionally, contact the Movement Control Release Detention Services Officer (DSO) on duty.

(Meets standards set forth in Title 15, Section 1351 (c-f))

- Verifies youth taking medication within two (2) hours of notification to Medical Records and the DMH liaison; have the release medication(s) (release medications will be limited to those medications clinically indicated such as Insulin and rescue inhalers for asthma) or prescription ready for youth pending the parent/guardian arrival to juvenile facilities. Contact the Nurse in charge or the Nurse Manager when medication or prescription is not ready; verify if the JCHS and DMH (if applicable) discharge summaries and the LACOE unofficial transcript are completed.
- Notify the Movement Control Release DSO of youth who are taking medication and pending release home; inform the Movement Control Release DSO that the youth will need either release medication or a prescription prior to release.
- Contact the parent/guardian the following business day to verify if the prescription was filled for those youth who received a prescription at the time of release; if the prescription was not filled, notify the Chart Clearance Nurse and the DMH liaison.
- Notifies the Chart Clearance Nurse and the DMH liaison regarding youth who required but did not receive medication or a prescription upon release in order for JCHS and DMH follow-up care to be provided with parent/guardian.
- Provide copies of the Request for Release of Educational, Medical, and Mental Health Documents forms to the appropriate department for processing.
- Completes the Court notification process:
 - Reconciles the Release Log with the Discharge forms for youth that are released home.
 - Prepares the Discharge Checklist report to the Court within eight (8) business days for those youth released home. If additional

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clarifying information is needed to complete the report, contact the parent/guardian and obtain the necessary information.

- Faxes or emails the Discharge Checklist to the Court Tracker with a copy to the IDC Head Clerk, who shall make four (4) copies and provide them to the Court Officer.
- Emails a copy of the Discharge Checklist to the youth's assigned Area Office/Program Director. The Area Office/Program Director shall ensure the DPO of record and the Supervising DPO receive a copy.
- Complete the Release Home Discharge Checklist Tracking Log. The log should include the youth's name, PDJ Number, Date of Birth, Release Date, Date Report Due in Court, Date Report Sent to Court, Court Department, and any comments/notes regarding the case.

JCHS/Mental Health Staff

- JCHS Chart Clearance Nurse
 - Receive the medical chart from the Medical Records staff in order to review and prepare the JCHS Medical Discharge Summary.
 - Review the youth's medical chart to determine if the youth is taking any medications; if yes, review the case with a physician for possible prescription from the medical doctor in preparation for the youth's release.
- DMH Liaison
 - Coordinate the completion of the DMH Juvenile Justice Discharge Information form, when applicable.
 - Review youth's mental health chart to determine if the youth is taking any medications; if yes, review the case with a physician for possible prescription from the psychiatrist on duty in preparation for the youth's release.

The Chart Clearance Nurse or DMH Liaison provides the parent/guardian with an information letter from the DMH or DMH After-Care (Discharge) *Medication Instructions form*, listing pharmacies they may use to fill the prescription at no cost. The Chart Clearance Nurse or DMH Liaison shall place appropriate medical release documents in the discharge box located in Movement Control prior to the

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youth's release. For youth needing medication upon release, the Chart Clearance Nurse provides the appropriate medical release documents to the parent/guardian. If the discharge summary is not provided to the parent/guardian at the time of release, the Chart Clearance Nurse or DMH Liaison shall contact the parent/guardian telephonically within one (1) business day to inform of any medical issues or medical appointments that need immediate attention. In addition, Medical Records and the DMH Liaison shall mail the appropriate medical release documents to the parent/guardian within five (5) business days of the youth's release, contingent upon receipt of a signed medical release document.

Medical Doctor/Psychiatrist

- Determine whether medications should be provided to the youth upon release; write a new prescription to be provided to parent/guardian by medical personnel at release. If a physician is not physically available at the facility of release, the lead physician for the facility or the physician on-call or at another facility shall be consulted by the nurse.

NOTE: The issuance of medication or prescription is based on the evaluation of the youth's medical record and approval by a treating JCHS or DMH physician.

Los Angeles Office of Education (LACOE) Education Liaison

- Prepares an unofficial transcript to be placed in the discharge box in Movement Control prior to the youth's release from SYTF.
- Prepares a discharge packet, which includes education information pertaining to the youth on psychotropic medication upon receipt of the Request for Educational Documents Form. The packet shall include any Individualized Education Programs (IEPs), assessments, grades, attendance, and any other education information LACOE deems necessary for the parent/guardian.
- Mails the education discharge packet to the youth's parent/guardian within five (5) business days of the youth's release from SYTF.

Family Resource Center (FRC) Staff

- Meets with each parent/guardian of youth pending a release from SYTF and provides the parent/guardian with information that will assist them

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with their child in the community, including but not limited to medical and behavioral health, education, probation supervision, and community-based services.

- Complete the Family Resource Center (FRC) Discharge Assessment tool. If the parent/guardian refuse services, the FRC staff shall indicate this information on the form. The parent/guardian and the FRC sign the FRC Assessment tool.
- Contact the parent/guardian for those youth released after FRC hours or for youth released from court forthwith.
- Places a copy of the FRC Discharge Assessment tool in the discharge box in Movement Control and keeps a copy on file in the FRC office.

Movement Control Release DSO

- Notify the Movement Control Release DSO on the following shift for youth who have yet to be picked up by parent/guardian. Will contact the parent(s)/guardian(s) if necessary.
- Contact the property room when the parent/guardian arrives to pick up the youth. Ensures that each youth is dressed in their personal clothing and returns all other personal property to the youth.

(Meets standards set forth in Title 15, Section 1351 (b))

- Check the discharge box for any discharge documents to be provided to the parent/guardian.
- Contact the Chart Clearance Nurse, the DMH Liaison, and the Education Liaison to alert them of the parent/guardian's arrival and that any medical or mental health (if applicable) release information, medications, prescriptions, discharge summaries, and unofficial transcripts are needed by Movement Control for distribution to parent/guardian if no discharge documents are available. The parent/guardian shall not wait longer than two (2) hours for medications, prescriptions, discharge summaries, and unofficial transcripts unless notified by the appropriate agency to hold the parent/guardian. In the event that the wait time exceeds two (2) hours, the Movement Control Release DSO shall call the appropriate agency for follow-up.
- Complete the Discharge Form. Request that the parent/guardian sign the Discharge Form and provide the parent/guardian with a copy.

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(Meets standards set forth in Title 15, Section 1355 (b)(4))

- Provide a copy of the Discharge Form to the Discharge Coordinator. Place the original Discharge Form in the youth's behavior chart.
- Request the parent/guardian complete the Request for Release of Education Documents form.
- Complete the JCHS Authorization for Use and Disclosure of Protected Health Information when the parent/guardian did not receive a discharge summary from the Chart Clearance Nurse have the youth, parent/guardian, or other authorized consenting parties. A separate release shall be completed by the youth and the parent/guardian or consenting party for each release.
- Request the youth to complete the DMH Authorization for Request or Use/Disclosure of Protected Health Information (PHI) form when the parent/guardian did not receive a discharge summary from the DMH Liaison (if applicable).
- Provide the Discharge Coordinator with the original release of medical, mental health, and education information forms and the FRC Discharge Assessment tool and place a copy in the youth's behavior chart.
- Release the youth from the secured release area to the custody of the parent/guardian named on the release instrument once documentation is signed by the parent/guardian.

Clerical Staff

- Upon receipt of the signed release order, clerical staff to update the youth's status in the computer and generate a Notice of Youth's Transfer/Release letter to the youth's parent(s) or guardian(s) of record, advising them of the date and time of the release or transfer.

(Meets standards set forth in Title 15, Sections 1351)

310 YOUTH FURLOUGHS

Youth furloughs, more commonly known as Out/In, is defined as an authorized absence from an assigned facility for a specific purpose and for a limited period of time.

A court order and/or amending order provided by the court are required

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documentation to implement a furlough or Out/In.

Once orders have been received Movement Coordinator/Designee shall notify the Superintendent, Assistant Superintendent, Director on Duty, and Officer of the Day of the received order so that proper arrangements can be made.

On the day of the court-ordered Furlough/Out/In, the Out/In Information form in *PCMS* must be completed prior to youth release. All necessary information will be noted on the court order. Completed *PCMS* Out/In Information form and court order and/or amending order must be explained and signed by parent/guardian/transporting agency. Copy of Out/In form is given to parent/guardian/transporting agency. Movement Control Staff must also make a copy of the parent/guardian/transporting agency valid form of Identification and obtain all contact information, which must be attached to the packet. A copy of the packet is posted in Movement Control for staff to be aware of Furlough/Out/In. A copy of the packet is also submitted to the Assistant Superintendent.

Upon return of youth to the facility, and before return to the assigned/re-assigned unit, staff will adhere to *Searches of Youth on Movement Outside of the Facility* and complete the Out/In Information form in *PCMS*. (see the Searches of Youth on Movement Outside of the Facility Policy)

Once completed, the youth can be returned to the previously assigned unit or re-assigned to the new unit. (see the Classification and Assignment of Youth Policy)

If youth is not returned per court ordered required time, Furlough/Out/In packet is forwarded to Officer of the Day, who is responsible for attempting make contact. If no contact is made, *Preliminary Incident Notification (PIN) Forms* must be implemented. (see the Preliminary Incident Notification (PIN) Policy).

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Subject: SECURE YOUTH TREATMENT FACILITY (SYTF) DAILY UNIT OPERATIONS	Section Number: SYTF-500
	Effective Date: April 4, 2024
	Approved By:  Guillermo Viera Rosa, Chief Probation Officer

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LOS ANGELES COUNTY PROBATION DEPARTMENT

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501 INTRODUCTION

This section addresses various matters involved in the daily operation of the SYTF.

502 SCHEDULE

Staff shall ensure that daily schedules are adhered to. The following outlines schedules for weekdays, Saturdays (and holidays), and Sundays.

Weekday Schedule (Monday through Friday)

5:00 AM Unless approved by the OD, youth are to be awakened no earlier than 5 AM in preparation for early court and appointments. *Note: For those youth needing medications, youth must be seen by JCHS prior to movements.

6:00 AM Conduct shift turnover by conducting a physical check of the youth population, reviewing the daily log book, exchanging information, and checking Inventory Control. Verify locations of youth outside of the unit (i.e., Medical and court movements). Review and sign the Mental Health Log. Verify the presence and functionality of safety equipment (i.e., Flashlight, cut-down tool, security cameras, etc.). Relieve the 10 PM - 6 AM shift. Review Behavior Records on new and existing youth. Review Developmental Stage System (DSS) activity and unit calendars.

6:15 AM Awaken youth, conduct a roll call of youth in unit, structure, conduct wash-up and restroom calls, and prepare for breakfast.

7:00 AM Eat breakfast, complete after-meal cleanup, clean the dayroom, provide the opportunity to brush teeth, clean sleeping quarters, hallways, storage areas, common areas, and restrooms. Conduct

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nurses' clinic calls, send out youth for AM court and inspect rooms for cleanliness.

- 8:15 AM School movement
- 8:30 AM School check-in completed, transport youth to the Doctor's Clinic, Mental Health, or the dentist.
- 9:00 AM Return to the unit, complete unit cleanup, clean outside areas, conduct security checks, chart Behavior Record/Case Notes, order supplies, inventory laundry and other items as required, complete Work Orders and see youth in the HOPE Center.
- 11:50 AM Pick up youth from school, call the roll and count youth, return to the unit, structure, search youth for contraband, and wash up for lunch.
- 12:00 PM Lunch and nurses clinic calls. Youth shall be provided the opportunity to brush their teeth after lunch.
- 12:45 PM Prior to school movement, check rooms for orderliness, check youth for school, for PM court, clinic, and other appointments.
- 1:00 PM School check-in. Return to the unit and complete Daily Log entries, Shift Condition Reports, and Incident Reports.
- 2:00 PM Conduct staff turnover, document unit population, conduct a physical check, conduct a roll call of all youth in the unit, exchange information, post-Safety Check Sheet, review Daily Log (Staff working a 16-hour shift must do this again), and complete Activity Log for the shift. Verify locations of youth outside of the unit (i.e., Medical and court movements). Review and sign the Mental Health Log. Verify the presence and functionality of safety equipment (i.e., Flashlight, cut-down tool, security cameras, etc.). AM Shift then relieved. See youth in the HOPE Center, check Inventory Control, review Behavior Records on new and problem youth, inventory laundry received, prepare for outdoor exercise, and conduct security checks. Review Developmental Stage System (DSS) Activity and unit calendars.
- 3:00 PM Pick up youth from school, call roll, count youth, return to the unit,

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	structure, check youth for contraband, conduct restroom and water calls.
3:00 PM	Programming, Recreation, and/or Exercise (indoor exercise into 5:00 PM inclement weather must receive OD approval).
5:00 PM	Conduct restroom and water calls and proceed with dinner.
5:30 PM	Post meal cleanup, restroom calls, and Nurse's Clinic. Provide youth an opportunity to brush their teeth.
6:00 PM	Programming, Recreation, and/or Exercise (indoor exercise in inclement weather must receive OD approval).
7:00 PM	Free Time/Scheduled group programming.
8:00 PM	Shower routine as per procedure, clothing exchange, cleanup of utility rooms, shower stalls, and other storage areas. Showers should be completed prior to 9:00 PM.
9:00 PM	Lights out, all doors locked, no TV or radio, check rooms.
9:30 PM	Complete paperwork, logbooks, SIRs, new bed chart, and behavior charts.
10:00 PM	Conduct shift change by making physical checks, document population and location of any sleepers, review Bed Chart(s), clothing exchange information, review Daily Log, and complete Activity Log. Verify locations of youth outside of the unit (i.e., Medical and court movements). Review and sign the Mental Health Log. Verify the presence and functionality of safety equipment (i.e., Flashlight, cut-down tool, security cameras, etc.). Relieve the 2 PM - 10 PM shift.

Saturday or Holiday Schedule

6:00 AM	Conduct shift turnover by documenting unit population, conducting physical check, reviewing the Daily Log, exchanging information, check Inventory Control, and. Verify locations of youth outside of the unit (i.e., Medical and court movements). Review and sign the Mental
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Health Log. Verify the presence and functionality of safety equipment (i.e., Flashlight, cut-down tool, security cameras, etc.). Relieve the 10 PM - 6 AM shift. Review Behavior Records on new and problem youth. Review Developmental Stage System (DSS) Activity and Unit Calendars.

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| 7:00 AM | Awaken youth, structure, conduct wash-up, restroom calls, and prepare for breakfast. |
| 8:00 AM | Eat breakfast. |
| 8:30 AM | Clean the dayroom, clean sleeping quarters, hallways, storage areas and restrooms. Conduct clinic calls, bedding/linen exchange, inspect rooms for cleanliness, and conduct security checks. |
| 9:30 AM | Programming, Recreation, and/or Exercise (indoor exercise in inclement weather must receive OD approval). |
| 11:30 AM | Return to the unit, conduct clinic calls, restroom and water calls, and prepare for lunch. |
| 12:00 PM | Lunch. |
| 12:30 PM | Post meal cleanup, restroom, and water calls. Provide youth opportunity to brush their teeth. Clean restrooms, empty trash, clean office, and prepare for Saturday visiting. |
| 1:00 PM | Visiting. The third staff person in the visiting area. Ensure Medi-Cal Administrative Activities (MAA) are available to visiting parents and youth. |
| 1:30 PM | Prepare for shift change, complete Daily Log entries, Shift Condition Reports, SIRs, HOPE Center transfers, and charting. |
| 2:00 PM | Conduct staff turnover. Complete physical/population check and review Daily Log. Verify locations of youth outside of the unit (i.e., Medical and court movements). Review and sign the Mental Health Log. Verify the presence and functionality of safety equipment (i.e., Flashlight, cut-down tool, security cameras, etc.). Complete Activity Log for the shift. Relieve the 6 AM- 2 PM shift, see youth in the HOPE |

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Center, review Behavior Records on new and problem youth, document bedding/linen exchange, restroom, and water calls, conduct security checks, and check Inventory Control. Review Developmental Stage System (DSS) Activity and unit calendars.

- 4:00 PM Visiting completed: Visiting area searched, conduct head and water calls, roll call and count, structure.
- 4:15 PM Programming, Recreation, and Exercise (indoor exercise in 5:15 PM inclement weather must receive OD approval).
- 5:15 PM Return to unit. Conduct restroom and water calls and proceed with dinner.
- 5:45 PM Post meal cleanup, provide the opportunity for youth to brush their teeth, restroom calls, Nurse's Clinic.
- 6:00 PM Programming, Recreation, and/or Exercise (indoor exercise in 7:00 PM inclement weather must receive OD approval).
- 7:00 PM Return to unit. Conduct restroom and water calls and begin Free Time.
- 7:30 PM Distribute evening snack during Free Time.
- 8:00 PM Shower routine as per procedure, clothing exchange, cleanup of the utility room, shower stalls, and other storage areas. Showers should be completed prior to 9:00 PM.
- 9:00 PM Lights out, all doors locked, no TV or radio, check rooms.
- 9:30 PM Complete paperwork, logbooks, SIRs, new bed chart, and behavior charting.
- 10:00 PM Conduct shift change by making a physical check, document population and location of any sleepers, review bed chart(s), exchange information with 10 PM to 6 AM shift, review Daily Log, and complete Activity Log. Verify locations of youth outside of the unit (i.e., Medical and court movements). Review and sign the Mental Health Log. Verify the presence and functionality of safety equipment

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(i.e., Flashlight, cut-down tool, security cameras, etc.). Relieve the 2 PM -10 PM shift.

Sunday Schedule

- 6:00 AM Conduct shift turnover by documenting population, checking Inventory Control, conducting a physical check, reviewing the Daily Log, and exchanging information. Verify locations of youth outside of the unit (i.e., Medical and court movements). Review and sign the Mental Health Log. Verify the presence and functionality of safety equipment (i.e., Flashlight, cut-down tool, security cameras, etc.). Relieve the 10 PM- 6 AM shift. Review Behavior Records on new and problem youth. Post new Inventory Control Sheet. Review Developmental Stage System (DSS) Activity and unit calendars.
- 6:15 AM Awaken youth, conduct a roll call of youth in unit, structure, conduct wash-up and restroom calls, and prepare for breakfast. Pick-up sleepers.
- 7:00 AM Eat breakfast, complete after-meal cleanup, provide youth opportunity to brush their teeth, clean dayroom, clean sleeping quarters, hallways, storage areas, and restrooms, conduct clinic calls, inspect rooms for cleanliness, determine which youth shall be attending religious services.
- 7:55 AM Move to first church service. Catholic youth attend mass; Protestant youth attend Sunday school in the dayroom.
- 9:00 AM Move to the second church service. Catholic youth return to the building and have Bible study in the dayroom. Protestant youth attend services. Conduct security checks.
- 11:00 AM Return to unit. Population counts by name, conduct restroom and water calls, prepare, organize, and structure youth. Conduct Programming, Recreation, and/or Exercise (indoor exercise in inclement weather must receive OD approval).
- 12:00 PM Return to unit. Check youth for contraband and wash up for lunch. Complete lunch, provide youth opportunity to brush teeth, nurse call, post meal cleanup, conduct restroom and water calls, prepare for

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Sunday visiting.

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| 1:00 PM | Visiting. The third staff person in the visiting area. Ensure Medi-Cal Administrative Activities (MAA) are available to visiting parents and youth. |
| 2:00 PM | Conduct staff turnover. Complete physical and population check, check Inventory Control, review Daily Log, and complete Activity Log for the shift. AM shift then relieved. Review Behavior Records of new and problem youth. |
| 4:00 PM | Visiting completed: Visiting area searched, conduct head and water calls, roll call and count, structure. |
| 4:15 PM | Programming, Recreation, and Exercise (indoor exercise during inclement weather, with OD approval). |
| 5:15 PM | Return to unit. Conduct restroom and water calls and proceed with dinner. |
| 5:45 PM | Post meal cleanup, provide youth opportunity to brush teeth, restroom calls and Nurse's Clinic. |
| 6:00 PM | Programming, Recreation, and Exercise (indoor exercise in inclement weather, with OD approval) |
| 7:00 PM | Free Time |
| 8:00 PM | Shower routine as per procedure, clothing exchange, cleanup of the utility room, shower stalls, and other storage areas. Showers should be completed by 9:00 PM |
| 9:00 PM | Lights out, all doors locked, no TV or radio, check rooms. |
| 9:30 PM | Record on Safety Check Sheet (check rooms at more frequent intervals when necessary), complete paperwork, log books, SIR's, new bed chart, and behavior charting. |
| 10:00 PM | Conduct shift change by making a physical check, document population and location of any sleepers, review bed chart(s), |

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exchange information with 10 PM to 6 AM. shift Sheet, review Daily Log, and complete Activity Log.

Note: Safety checks shall be documented at a minimum of every 15 minutes, at random or varied intervals between the hours of 6 AM and 10 PM whenever one or more youth are in their rooms. Scheduled times subject to change based on incidents and DSS events/activity calendars.

503 SCHOOL

The Juvenile Courts and Community Schools, operated by the Los Angeles County Superintendent of Schools, are an integral part of the daily program in SYTF. The program complies with the State Education Code, County Board of Education policies, and procedures of the Secure Youth Treatment Facilities. Youth shall be provided with a rigorous, quality educational program that responds to the different learning styles and abilities of students and prepares them for high school graduation, career entry, and post-secondary education.

In response to the request by the facility administrator, the Superintendent of Schools must certify that the facility school programs comply with Section 1370, Minimum Standards for Local Juvenile Facilities.

All detained youth who have not graduated, including those with a General Education Development (GED) certificate, are required to attend school on a daily basis. The course of study shall comply with the State Education Code and include, but not be limited to, courses required for high school graduation. Only the school administration can confirm a youth's graduation status. Information and preparation for the High School Equivalency Test as approved by the California Department of Education shall be made available to eligible youth. To facilitate cooperation between schools and Probation, an ongoing liaison shall be instituted.

(Meets standards set forth in Title 15, 1370 Section (b)(1)(2))

The facility administrator, in conjunction with school staff must ensure that operational procedures of the facility shall not interfere with the time afforded for the instructional day. Absences, time out of class, or educational instruction, both excused and unexcused, shall be documented.

(Meets standards set forth in Title 15, Section 1370 (b)(6))

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In collaboration with the schools, a plan has been implemented to accommodate youth requiring special services. Youth scheduled to take the GED or needing an IEP evaluation, testing, and services may remain at the site providing and/or administering the services. To ensure continuity of services, the on-site school shall provide a list to the Movement Coordinator of all youth taking the GED or needing IEP services. Movement Control staff shall code the youth in PDS as SEPCJ/SEPBJ (School Education Plan). Once services have been completed, the code shall be removed from PDS and the hold removed.

Procedures

Probation and school staff shall cooperate and perform according to the following:

- School movements shall be planned so all eligible youth are in classrooms by the beginning of the school day.
- Unless other arrangements are agreed to, teachers shall be at the classroom door to receive all students.
- Teachers shall check in each student, and a corrected attendance list shall be given to the school clerk by Probation staff.
- School staff shall be culturally responsive and utilize trauma-informed approaches when providing instruction.
- School staff shall collaborate with the facility administrator to use technology to facilitate learning and ensure safe technology practices.
- All youth shall be treated equally, and learning shall be free from discriminatory action. Staff shall refer to transgender, intersex, and gender non-conforming youth by their preferred name and gender.

(Meets standards set forth in Title 15, Section 1370 (a)(b))

- School staff shall be advised of administrative decisions made by Probation that may affect the educational programming of students. This includes any matter or significant data regarding youth that affects the security of the facility. School staff shall communicate similar information to Probation staff.

(Meets standards set forth in Title 15, Section 1370 (c)(2))

- School staff shall be responsible for notifying Probation of any youth requiring medical attention.
- School staff shall be responsible for taking appropriate disciplinary action within the school setting.

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- If a youth is removed from class for disciplinary purposes, a school referral must be prepared by the teacher and submitted to the school office. A copy of the referral must be forwarded to the youth's living unit and the Superintendent's office no later than the end of the school/work day.
- When the school cannot take effective disciplinary action, the matter shall be referred to the building staff, who shall assume responsibility for further disciplinary action.
- MC shall be in charge if school personnel request their assistance in controlling specific behavior. Appropriate staff shall complete all necessary reports.
- Probation staff shall not remove youth from school during group movements and recesses without checking with the teacher responsible and obtaining acknowledgment and release.
- Education shall be provided to all youth regardless of classification, housing, security status, disciplinary or separation status, including room confinement, except when providing education poses an immediate threat to the safety of self or others. Education includes but is not limited to, related services as provided in a youth's Section 504 Plan or Individualized Education Program.

(Meets standards set forth in Title 15, Section 1370 (b)(7))

Definitions

Individual Education Program (IEP): a written statement for each individual with exceptional needs that is developed, reviewed, and revised in a meeting in accordance with Education Code Section 56345 and applicable federal laws and regulations.

Non-school day: a day when school is not in operation. It also applies when an individual youth is not enrolled in school and is not required to be in attendance.

Homework

It is the intent of the Los Angeles County Probation Department, in cooperation with the Los Angeles County Office of Education (LACOE), to ensure youth receive a full complement of educational services. Therefore, in addition to the three hundred (300) minutes of in-school instruction offered during the school day, all

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youth will be exposed to homework studies.

LACOE shall provide appropriate grade-level areas of study during the time set aside in the unit to complete homework. Unit Probation staff shall ensure youth have sufficient time to complete this work and that they are provided with supplies (pencils, paper, etc.) necessary for the assigned tasks. Probation staff shall monitor the use of all materials and ensure that they are returned to the school the following day. Although tracking is the responsibility of LACOE, Probation shall assist in any way possible.

In addition to the regularly scheduled homework sessions and in concert with the intent to improve the educational skills of detained youth, Probation staff will encourage youth to make use of the unit libraries and check out books and other appropriate reading materials.

Pencils

Youth may use pencils for the purpose of homework, letter writing, or drawing when directly supervised by staff. Staff may issue a pencil to a youth upon the youth's request if the following procedures are met:

- A notation is made on the unit population board next to the youth's name, indicating that a pencil has been issued. The notation is removed only after the pencil has been returned.
- Pencils are used in a common area, e.g., a dayroom, where staff can supervise their use.
- When returned, staff must check to ensure that the pencils are intact and that there are no markings on walls or fixtures in the areas where the youth were using the pencils.
- If authorized by a Sr. DSO to use a pencil in youth's room, the same procedures for common room use must apply.
- Pens are not permitted.

504 HOUSEKEEPING

Housekeeping is essential for any detention setting to ensure that adequate health, hygiene, and cleanliness standards are maintained at all times. Operational continuity and the maintenance of a clean living and work environment depend on consistent standards and a commitment by all staff to adherence to those

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standards.

Although staff must be committed to maintaining housekeeping standards, they are not required to physically engage in the cleaning of a unit. Youth residing in our SYTF facilities usually complete all housekeeping tasks. The staff's role is to supervise and direct youth in the execution of housekeeping tasks and, on occasion, demonstrate how a task is to be completed. Staff are required to log the housekeeping activity(s) and times conducted in the Sr. DSO Unit Log Book and DSO Unit Log Book.

Clothing and Bedding Services

Clothing: Upon admission, all youth are issued a complete set of clean clothing and shoes.

Unless work, climatic conditions, or illness necessitates more frequent exchange, outer clothing, except footwear, shall be exchanged twice a week. Bras, underwear, socks, and T-shirts shall be issued daily. Female youth shall be provided with cloth or disposable underwear. Youth shall receive underwear belonging to them back at the exchange.

Should staff observe a youth's clothes are not suitable for wear, such as excessive dirt or holes/tears, that piece of clothing shall be immediately exchanged.

Clothing exchange shall be documented in the Sr. DSO and DSO Log Books, indicating the date and time the exchange occurred.

Note: Youth do not have the option of refusing to exchange clothing.

Bedding: Upon admission, all youth are provided clean, laundered, suitable bedding and linens in good repair that include but are not limited to one mattress, one pillow, and pillowcase, two sheets, one towel, and one blanket (or more, upon request). Sheets and pillowcases are exchanged weekly. Blankets are exchanged once a month. Towels are exchanged daily. Bedding may be exchanged sooner if requested.

All youth are provided with a fire-retardant mattress and pillow. The mattress shall conform to the size of the bed and be enclosed in an easily cleaned non-absorbent ticking. The mattress shall be certified by the manufacturer as meeting all requirements of the State Fire Marshal and Bureau of Home Furnishings test

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standard. Consideration shall be given to mattress type for pregnant youth or youth with other medical-related needs.

Bedding exchange shall be documented in the Sr. DSO and DSO Log Books, indicating the date and time the exchange occurred.

Control of Vermin in Youth's Personal Clothing

To prevent infestations of lice, mites, vermin, and ectoparasites from entering the facility on the youth's clothing, staff shall enclose clothing in a sealed and tagged plastic bag to be stored with youth's personal property according to routine property storage procedures. Infested clothing shall be cleaned or stored in a closed container to eradicate or stop the spread of the vermin.

(Meets standards set forth in Title 15, Sections 1482-1484, 1500-1502)

Housekeeping Schedule

Housekeeping is a mandatory function that must be completed throughout the day on each shift, excluding the 10:00 PM to 6:00 AM shift. Prior to exiting the building for any movement, the staff are to ensure the unit is clean and orderly.

Prior to the end of each shift, all of the following areas shall be in a clean and orderly condition according to the standards set forth in this manual:

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- Living unit areas
- Hallways
- T-area
- Living quarters (rooms and dorms)
- Unit office
- Unit office restroom
- Personals closet/ storage area
- Dayroom
- Dining area
- Pantries/Kitchens
- Utility room
- Laundry room
- Breezeway
- Showers
- Restrooms
- Staff restrooms
- Stairwells
- Elevators
- Storage rooms
- Drinking fountains
- Closets
- Areas between screens/ windows
- Outside perimeter of the building
- Non-Living Unit Areas
- Movement Control
- Receiving Unit
- Boys and Girls Admissions
- Court Custody Area

Youth Participation

If the facility decides to utilize youth for any type of work program, the facility shall comply with the following:

Youth chosen to conduct housekeeping tasks must be physically and mentally capable of completing the tasks. The youth chosen should be fair and consistent. Such a selection should be based upon the predetermined housekeeping schedule posted in the living unit but is ultimately determined by the building supervisor. Assignments shall not be imposed as a disciplinary measure.

Safety Precautions

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When conducting any activity, safety and security must be of primary concern. Housekeeping activities are no exception. Staff must directly supervise youth conducting housekeeping chores at all times. Staff shall maintain direct visual supervision of all youth engaged in housekeeping activities.

For safety and security purposes, youth with special handling codes, as indicated below, are not to be assigned to conduct housekeeping tasks:

- Enhanced Supervision status – no housekeeping
- Suicide (S) coded status – no use of cleaning chemicals
- Escape (E) code status – no cleaning assignment outside the building

Additionally, precautions must be taken to avoid injuries to both staff and youth during the completion of housekeeping tasks. Prior to conducting housekeeping tasks or work projects, youth must be provided with gloves and other protective gear and the appropriate cleaning equipment. Youth are not to handle cleaning solutions or other chemicals. Instead, staff shall add a measured amount of cleaning solution to buckets and/or spray bottles. Under no circumstances are youth to operate electric or gas-powered tools and equipment. Further, staff shall not operate any electric or gas-powered tools and equipment without the approval of the building supervisor and division Director.

(Meets standards set forth in Title 15, Section 1373)

Quality Assurance

Upon completing all housekeeping tasks, staff shall check each area for cleanliness and maintenance problems. Thereafter, the Sr. DSO shall inspect each area to ensure all areas meet acceptable standards of cleanliness. If an area does not meet acceptable standards, the Sr. DSO shall instruct the staff to make the necessary corrections (corrections shall be made by youth). The area in question shall then be re-inspected by the Sr. DSO. This process shall continue until the area meets acceptable standards of cleanliness.

Housekeeping Functions

Housekeeping involves many functions that are not otherwise considered to maintain unit cleanliness. They serve to enhance the visual orderliness of the building and ensure the building infrastructure is maintained properly. These functions must be inspected daily by the Sr. DSO on each shift to identify and

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correct unsanitary or unsafe conditions in a timely manner. They include the following:

- Proper storage of chemicals: All chemicals must be stored according to the chemical use and storage procedures and must not be accessible to youth. The use of chemicals shall be done according to the product label and Safety Data Sheet, which may include the use of Personal Protection Equipment (PPE).

(Meets standards set forth in Title 15, Section 1510)

- Completion of work orders: The staff and/or Sr. DSO shall submit a work order through the Probation Facilities Management System (PFMS) for any maintenance problems that may exist. A copy of the email confirming the work order shall be filed in a binder in the unit office.
- Ensure youth grievance forms, grievance instructions, service request forms, and Ombudsman placards are posted in English and Spanish.
- Ensure emergency supplies and equipment are present and in working condition:
 - Fire extinguisher
 - First aid kit
 - Flashlight
 - Rescue breathing device
 - Cut down tool
 - Handcuffs and physical restraints
- Ensure the presence of all necessary log books,
 - Sr. DSO log
 - DSO Log
 - Restroom Log
 - Telephone Log
 - HOPE Center Transfer Log
 - Special Incident Report Log
 - Visitation Log
 - SYTF Mechanical/Soft Restraint Log
 - Work Order Log

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- Medi-Cal Administrative Activities (MAA) Encounter Log

505 HOUSEKEEPING: BASIC CLEANING PROCEDURES FOR ALL AREAS**Standard**

The standard of cleanliness that shall be met in all building areas is outlined below.

- The walls, ceilings, floors, doors, doorjamb, windows, screen windows, and vents of all unit areas shall be free of:
 - Removable stains
 - Debris
 - Mucous
 - Bodily fluids or matter
 - Dirt
 - Dust
 - Cobwebs
 - Graffiti
- Floors: shall be swept, mopped, and visibly clean.
- Ceilings/Walls: shall be visibly clean.
- Lights: shall be covered and not exposed.
- Ceiling and wall vents: shall be unobstructed and free of dirt and debris.
- Windows: interior and exterior windows shall be clean, clear, and streak free.
- Window screens: shall be clean and free of dirt, dust, peeling paint or other debris.
- Window ledges, gaps, and sills: shall be clean and free of dirt, dust, peeling paint or other debris.
- Waste containers/Trash: shall be emptied whenever more than two-thirds full. All waste containers shall be lined with a plastic trash bag.
- Restroom areas: all areas of the restroom shall be visibly clean and fresh smelling, including all areas around urinals, toilets, and sinks.
- Storage areas: shall be visibly clean and orderly. All items located in

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these areas shall be neat and organized. Old, worn-out, dirty, and/or inappropriate items shall be removed.

- Personals closet: shall be visibly clean and orderly. All items stored in these areas shall be neat, clean, and organized. Unclaimed and/or inappropriate items shall be removed.
- Utility room: shall be visibly clean and orderly. All items stored in this area shall be neat and organized. Dirty equipment and tools shall be cleaned. Old, worn out, and/or inappropriate items shall be removed and disposed of properly.
- Laundry room: shall be visibly clean and orderly. All laundry items shall be unused, clean, neat, and organized. Dirty equipment and tools shall be cleaned. Old, worn-out, and/or inappropriate items shall be removed.
- Damaged and/or unused furniture shall be removed from all areas.
- Drinking fountains: shall be visibly clean.
- Building exterior and grounds shall be visibly clean and free of debris.
- Elevators: shall be visibly clean and free of debris.
- Stairwells: shall be visibly clean and free of debris.
- Pantries and equipment therein shall be visibly clean and free of debris.
- Mops and mop buckets shall be made of plastic. Metal mops and mop buckets shall be replaced with plastic models. Metal apparatus will be transferred to a non-custodial Probation facility.

506 HOUSEKEEPING: MAINTENANCE PROCEDURES

Staff shall conduct routine inspections of its facilities and take immediate action to correct deficiencies discovered to ensure wash basins, showers, floor and ceiling tiles, lighting fixtures, doors, and intercoms are clear of obstructions and operable, and mirrors are in a condition that can be used by youth to contribute to their hygiene, and intercoms are clear of obstructions and operable.

Inspections

Services Directors, or the authorized designee, must conduct random monthly inspections of each living unit's toilets and wash basins, the lighting located near mirrors, floor and ceiling tiles, lighting fixtures, and mirrors to determine if the conditions of these items are acceptable for usage by youth. Their findings shall

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be listed in the monthly Physical Plant Maintenance Log. When discrepancies are noted, work orders shall be submitted.

Water temperatures will be tested during these inspections. The Services Director shall be notified immediately if a discrepancy in water temperature is discovered so they can initiate an emergency Work Order.

Staff shall conduct a daily inspection of their living units, note their findings in the *Shift Condition Report*, and if repairs are needed, submit a work order through Probation Facilities Management System (PFMS). The email confirmation of the Work Order request shall be filed in a binder in the unit office. The living unit SDSO shall review the email confirmations weekly and contact the PFMS support group (probpfms-support@probation.lacounty.gov) to follow up on outstanding work orders.

Unit supervisors shall conduct weekly inspections of their living unit to ensure that line staff has submitted a work order for each discrepancy related to wash basins, showers, floors and ceiling tiles, lighting doors, mirrors, intercoms, and unit cameras. If the supervisor finds any unreported discrepancies, they shall ensure that work orders are submitted through PFMS.

Staff shall write a *Special Incident Report* for every act of vandalism or destruction of the County of Los Angeles property, including but not limited to washing basins, showers, floor and ceiling tiles, lighting fixtures, doors, and mirrors in the living unit.

Each month, Services Directors shall prepare a vandalism report that lists the number of repairs, including the cost associated with the repairs completed as a result of vandalism. A copy of this report will be given to the Management Services Bureau Chief and the facility Superintendent.

The results of the various annual facility maintenance inspections shall be kept in the Services Director's office, along with Corrective Action progress reports.

Work Order Process

Probation Facilities Management System (PFMS) is a central, cloud-based system that creates, manages, and reports on the facility's maintenance and non-maintenance requests.

Staff shall log in to PFMS through Probnets to submit a work order request. Detailed

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processes for submitting a work order are outlined in the PFMS User Guide located on Probnnet.

The system sends automatic notifications via email to the requester at the following stages:

- Request has been Received.
- Request has been Returned (if applicable).
- Request has been Approved (Once approved, the requester and/or contact person listed will be contacted by the designated team to coordinate job completion.)
- Request has been Completed.

After submitting a request, the form will be visible under the “My Pending Requests” section of the requester’s PFMS Home page. The requestor may reference the form for status checks at any time.

507 HOUSEKEEPING: PERSONAL HYGIENE SUPPLIES

Staff shall ensure that each youth receives adequate personal hygiene supplies, including a toothbrush, toothpaste, soap, comb, shaving implements, deodorant, lotion, shampoo, and post-shower conditioning hair products. Each female youth shall be provided with sanitary napkins, panty liners and tampons as requested.

Youth shall not be required to share any personal care items such as toothbrushes, toothpaste, soap, and/or combs. Liquid soap provided through a common dispenser is permitted and shall be available.

Youth shall not share disposable razors. Double-edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among youth, shall be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Chapter 9, Title 16, California Code of Regulations.

(Meets standards set forth in Title 15, Section 1485)

Once a week on the scheduled delivery date, warehouse staff to deliver personal hygiene products to the units where youth are housed. The number of products delivered will be determined by the unit's "par" (supply) level.

Stock Levels

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The Probation Department's Director of Facilities Operation shall ensure there are enough personal hygiene products/supplies stored in the Probation warehouse system to maintain the established par levels for each facility living unit.

The Director of Facilities Operation or the authorized designee shall monitor warehouse stock levels of all youth hygiene products (also known as "Critical Supplies") and conduct a weekly audit of the Critical Supply Inventory Report to prevent products from falling below their respective par levels. A copy of the monthly Critical Supply inventory shall be provided to each facility's Management Services Bureau Director for their records. Copies shall also be provided to the Management Services Bureau Chief.

The Director of Facilities Operations, or the authorized designee, shall conduct random audits of the "Critical Supply Ordering and Delivery" process. The audit shall consist of reviewing requisitions or orders for products, comparing the number of products listed on the order form to the respective living unit's population records for the day in question, and determining if the appropriate number of products were delivered. Their findings shall be noted in the Critical Supply Audit Log that is located at each facility's warehouse.

The AM shift Senior DSOs shall monitor their unit's personal hygiene supply inventory. They shall determine if the warehouse has delivered the appropriate number of products to the living unit by comparing the number of products delivered to the unit's par level and contact the warehouse staff to report any excess or surplus of product found in the unit so the warehouse can make the proper adjustment to the unit's next delivery of supplies. The Unit supervisor shall monitor this process.

Special Requests

A Special Request is a requisition for a number of products or supplies that exceeds the established par level. When this occurs, staff shall complete the warehouse supply requisition form and send the appropriate copy to the facility warehouse during the designated ordering period. The order for supplies must be accurate and based on the population needs of the requesting living unit.

Supervisors shall monitor their unit's special requests for supplies. They shall, as necessary, determine if the requests are justified accurate and whether they were sent to the warehouse by the designated submission deadline. Copies of the requests shall be filed in the living unit.

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Once a month, the Director of Facilities Operations or the authorized designee shall prepare a Critical Supply Inventory Report and provide a copy to each juvenile facility's Management Services Bureau Director for review and filing.

Supply Deliveries

The Director of Facilities Operations or the authorized designee shall ensure all critical supply product orders are delivered on a pre-designated day each week. Delivery receipts shall be kept in a Product Delivery file maintained in the respective warehouse.

If there is a discrepancy regarding the shortages, the AM Shift Sr. DSO shall inform the Management Services Bureau Director's office. The Management Services Bureau Director shall contact the Director of Facilities Operations and resolve the issue.

508 HOUSEKEEPING: AUTHORIZED CLEANING PRODUCTS

The purpose of these guidelines is to reduce, if not eliminate, injury and or illness related to workplace accidents involving the use of cleaning and sanitation chemicals in facilities where the Probation Department is the proprietor.

To prevent exposing Probation staff, youth, and visitors from the avoidable unacceptable risk factors associated with "aggressive" cleaning chemicals, only environmental and human-friendly non-acid (including citric acid) cleaning products (soaps, multi-purpose degreasers, disinfectants, waxes, air fresheners, etc.) shall be stored and used inside facilities where the Probation Department is the proprietor.

The Department's Procurement Section shall only order authorized cleaning products.

Probation staff, volunteers, visitors, or anyone entering a probation facility are prohibited from transporting and or using unauthorized cleaning products in the facility.

"Aggressive" acid-based cleaning products are chemicals or solutions that contain ingredients or compounds such as chlorine, hydrochloric acid, phosphoric acid, phosphates, or any known caustic, toxin, or corrosive agent.

DAILY UNIT OPERATIONS**509 SHAVING AND HAIRCUT PROCEDURES**

All youth shall be allowed to properly groom themselves as long as safety and security measures are maintained. Although shaving is not compulsory for youth, it is considered part of a grooming function. All youth shall have equal opportunity to shave face and body hair.

Shaving Procedures

The following procedures shall be adhered to in order to minimize the risk inherent in providing razors to youth:

- Youth shall have access to a razor daily unless their appearance must be maintained for reasons of identification in court.
- Only disposable razors shall be used for shaving.
- The razors shall be kept in the Sr. DSO's office or designated location.
- Razors shall be used only once before disposal. A sealed box shall be kept in a locked designated location for this purpose.
- The DSO collecting the razor shall be responsible for returning it safely to the used razor box.
- Shaving may be done as conditions permit, but no later than 9 PM.
- Only one youth at a time shall be permitted to shave. The shower room shall be used with no other youth permitted to enter.
- Razors shall be available for all youth, regardless of gender identity, using the same procedures as above.
- Staff must maintain direct visual supervision of youth who are shaving.
- The Superintendent or the authorized designee may suspend shaving procedures if the youth are considered a danger to themselves or others.

(Meets standards set forth in Title 15, Section 1487)

Haircut Procedures

Staff members, as well as licensed barbers and cosmetologists, may give haircuts to the youth. No youth shall be allowed to cut the hair of another youth. The same regulations that apply to barbers in the community shall apply to staff providing hair care services in SYTF. Equipment shall be cleaned and disinfected after each

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haircut or procedure by a method approved by the State Board of Barbering and Cosmetology.

The following procedures shall be followed when providing haircuts to the youth:

- Youth shall receive hair care services monthly.
- Youth shall receive no less than a minimum universal number 1 (#1) clipper guard as a haircut.
- All equipment shared among the youth must be disinfected according to health and safety regulations before each individual use. Concerns about transmitting HIV and hepatitis are germane for hair care equipment capable of drawing blood.
- All disinfectant solutions shall be stored in secure areas unavailable to the youth and must be registered by the Environmental Protection Agency (EPA) and possess bactericidal, fungicidal, and veridical capabilities.
- All non-electrical instruments and equipment shall be disinfected in the following manner:
 - Remove all visible debris.
 - Clean with soap or detergent and water.
 - Completely dry tools with a new, clean paper towel.
 - Then totally immerse in an EPA-registered disinfectant with demonstrated bactericidal, fungicidal, and virucidal activity used according to the manufacturer's instructions.
 - Protective gloves or use tongs when removing tools from the disinfectant.
 - The disinfectant solution must remain covered at all times and be changed according to the manufacturer's instructions or when visibly cloudy or dirty.
 - All tools used in any manner shall be placed in a container labeled "Dirty", "Soiled", or "Contaminated".
 - All disinfected tools shall be stored in a clean, covered place which is labeled "Clean" or "Disinfected".
 - Disinfected tools shall not be placed in a container, pouch, or holder which cannot be disinfected.

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- Shears shall be disinfected according to the following sequential procedures:
 - Remove all visible debris.
 - Clean with soap or detergent and water.
 - Spray or wipe the shear with an EPA-registered disinfectant with demonstrated bactericidal, fungicidal, and virucidal activity used according to the manufacturer's instructions.
 - Disinfected shears shall not be placed in a container, pouch, or holder which cannot be disinfected.
- Electrical instruments shall be disinfected in the following manner:
 - First, removing all visible debris; and
 - Disinfect with an EPA-registered disinfectant spray or wipe with demonstrated bactericidal, fungicidal, and virucidal activity used according to the manufacturer's instructions.
 - All disinfected electrical tools shall be stored in a clean place.
 - All soiled electrical tools used on a youth, or soiled in any manner, shall be placed in a container labeled "Soiled," "Dirty," or "Contaminated" (excluding hot styling tools)

(Meets standards set forth in Title 15, Section 1488)

510 MAIL

The Probation Department is committed to maintaining the security and confidentiality of mail within the juvenile facilities. All youth have a right to send and receive mail. Mail shall not be read or withheld unless there is reasonable suspicion that the facility may be in danger or a safety and security concern. Withholding of mail or suspension of postal service due to such inspections shall not exceed a period of twenty-four (24) hours (except on legal holidays and weekends). If mail is withheld, the youth shall be notified. Youth may correspond confidentially with state and federal courts, any member of the State Bar or holder of public office, and the Board of State and Community Corrections. However, authorized facility staff may open and inspect such mail only to search for contraband in the presence of the youth. All other incoming and outgoing mail may be read by staff only when there is reasonable cause to believe facility safety and security, public safety, or youth safety is jeopardized.

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Fundamental to the right to send mail is the opportunity to write letters to promote communication between youth and their families and interested parties. Scheduled letter-writing periods shall be incorporated into each unit's weekly activity schedule to ensure letter-writing opportunities are made available to all youth. These periods must include access to paper, envelopes, pencils, and ample time to construct a letter.. All letter-writing periods shall be documented in the Unit Log Book(s).

(Meets standards set forth in Title 15, Section 1375)

Orientation

At the time of orientation, staff shall advise each youth that they may receive mail and write to parents, relatives, friends, the Courts, attorneys, and the Board of State and Community Corrections, with the following exceptions:

- Court order or the youth's field DPO expressly forbids contact with a particular person.
- Persons in detention or a correctional facility. Written communication between relatives in detention or correctional facilities shall require the field DPO's authorization.

Ingoing/Outgoing Mail

The following procedures are to be followed in processing mail:

- There are no limitations on the volume of mail that youth may send or receive. The Department shall provide postage.
- All incoming U.S. mail shall be delivered to the mailroom. The mail clerk shall place youth mail in the appropriate housing unit mailbox.
- Staff on the 2:00 PM- 10:00 PM shift shall pick up mail when coming on duty. The mail shall be distributed the same day the building staff receives it unless an inspection of the contents is required for contraband or security reasons.
- Unacceptable incoming mail shall be returned to sender.
- Youth mail shall be sealed and given to the building staff for mailing. Building staff shall check all outgoing mail to determine its destination.

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All forbidden mail shall be considered contraband and shall be confiscated.

- The 2:00 PM–10:00 PM staff shall deliver all outgoing mail to the mailroom when going off duty.
- The mailroom clerk shall place the mail in the County Messenger mailbag for postage, metering, and mailing.

(Meets standards set forth in Title 15, Section 1375)

Possible Contraband in Mail

Contraband shall be handled according to the established procedures below:

- If there is reason to believe that incoming or outgoing mail contains contraband, it shall be turned over to the Sr. DSO, who shall open the letter in the presence of the youth.
- If contraband is discovered, the envelope and its contents shall be given to the supervisor or OD, who shall forward it to the division Director with a full report of the incident.

511 USE OF TELEPHONE

It is the policy of the Probation Department to facilitate telephone calls to all youth to enhance the reunification process. The process of reconnecting youth with their families is accomplished through a variety of case management supports and services that include monitored telephone calls. These monitored calls are an essential case management activity that helps each youth, and their families achieve an optimal level of reconnection that affirms a youth's membership in his or her family.

Structured, monitored and goal-directed telephonic contact is one of the ways our case management activities can facilitate positive communication between the youth and their families with the goal of reconnecting them and ultimately reunifying them with their families.

Safety and security concerns require that staff adhere to all rules and regulations outlined in this section.

Calls to other facilities, victims, witnesses, or anyone specifically restricted by proper authority are prohibited. The Sr. DSO is responsible to restricting such calls

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and authorize calls to be made according to the following procedures:

- Youth shall have access to at least one (1) free telephone call per week except for a limited duration while safety and security are a concern.
- Youth may be allowed to complete calls on both the AM and PM shifts. Calls shall be allowed during periods that do not interfere with established programs or with essential health, safety, and security procedures.
- All calls, except those to or from the attorney of record, shall be monitored by the staff, who shall be in close proximity to the youth making a telephone call.
- No youth shall be granted any type of phone call prior to any movements outside of facilities.

Youth shall also continue to have access but shall be discouraged from the use of collect call telephones, following the above procedures.

All telephone calls shall be documented in the telephone log and the Behavior File Record of Supervision (ROS). Documentation shall include the following information:

- Youth's name.
- Name and number of person to be called.
- Date and time call was attempted and completed.
- Name of staff issuing and monitoring the phone call.

Court-Ordered Telephone Calls

Staff shall adhere to the following procedures when processing court-ordered telephone calls:

- Court-ordered telephone calls shall be completed on the date ordered by the court.
- The Officer of the Day (OD) or the authorized designee is responsible for notifying staff that the court has authorized a telephone call for the youth.
- A log shall be maintained in MC noting the existence of the order, the name of the youth, the name and number of the person to be called,

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who made the notification to the building, and who in the building received the notification.

- Building staff shall record the completion of the call in the Behavior File ROS and in the Building Telephone Log; in addition to the information normally recorded in the log, staff shall also indicate the name of the person receiving notification of the court-ordered call and the date and time of the completion or attempt.
- If, for some reason, the call cannot be completed within forty-eight (48) hours of the judicial order, the building Supervising Detention Service Officer (SDSO) or the authorized designee shall notify the court and request further direction.

Telephone Translation Services

It is the policy of the Department to facilitate communication with all youth while maintaining the safety and security of the facility. In the event that a youth requires an interpreter, and the staff is unable to interpret, the staff shall follow the procedures for obtaining translation services.

(Meets standards set forth in Title 15, Section 1376)

512 ACCESS TO LEGAL SERVICES

Staff shall ensure the right of youth to have access to the courts and legal services. Such access shall include:

- Access, upon request by the youth, to licensed attorneys and their authorized representatives.
- Confidential consultation with attorneys
- Unlimited postage-free, legal correspondence and cost-free telephone access as appropriate.

(Meets standards set forth in Title 15, Section 1377)

Staff shall provide assistance whenever youth request to contact their attorney or the Court by County telephone or by mail. Youth must provide identifying information about the Court and/or attorney before such assistance can be rendered. The address and telephone numbers of the Court and the Public Defender are readily available from IDC.

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Staff shall adhere to the following procedures when receiving or placing a phone call to the youth's attorney(s) of record:

- Verify that the call is to or from the attorney by checking the youth's Kardex file/PCMS/PEMRS in Movement and Control.
- Allow the youth to speak in confidence with their attorney cost-free. Staff shall position themselves so they can observe the youth, but they shall remain at a distance where the youth may hold their conversation in private.
- Staff shall inform the attorney to make future contact with their clients in person or by mail. In addition, staff shall inform the attorney that visitation is available Monday through Friday, 9:00 AM to 11:30 AM and 1:00 PM to 4:00 PM.
- Staff shall record the phone call in the youth's behavior file and in the Unit Phone Log.

(Meets standards set forth in Title 15, Section 1377)

513 SWIMMING POOL USE

The Program Services Office schedules the seasonal use of the swimming pool. Staff shall encourage youth to swim or to learn to swim if they are non-swimmers.

Program Services Responsibilities

The Program Services Coordinator:

- Schedule one building at a time to use the pool.
- Issue the monthly Exercise Schedule to the facility so that the chlorine content can be checked by General Services and the buildings are advised as to when the pool can be used.
- Schedule a Certified Lifeguard to correspond to the swimming schedule.

Staff Responsibilities

Staff always have the primary responsibility for the conduct and supervision of the youth and shall ensure that the following is accomplished:

- Swimwear is obtained from the laundry in preparation for swimming.

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- Assistance is provided to the Lifeguard in emergency situations.
- Alternate activities are planned for those who do not wish to participate in swimming.
- Only those youth on full activity status shall be allowed to swim.
- No youth shall enter the pool area (inside the fence) unless the assigned Lifeguard is present.

Lifeguard Responsibilities

The Lifeguard shall adhere to the following procedures:

- Check presence and readiness for use of lifesaving equipment prior to swim activity.
 - Aluminum rescue pole (shall be at least 15 feet long).
 - Life ring attached to the line that is at least 30 feet long.
 - Pool log shall be checked to ensure pool is cleared for use.
 - Pool phone is to be operational.
- Youth shall not be allowed to swim if placed on a no-swimming activity by health services.
- Specifically instruct non-swimmers to remain in the shallow part of the pool that is three (3) feet deep. The lifeguard shall conduct a swimming test to determine the swimming ability of each youth. Only those youth who can swim the length of the pool shall be allowed in the deep end of the pool.
- The lifeguard and any other staff present shall ensure compliance with pool rules and regulations. Youth are to remain seated when not in the pool. At no time shall a swimmer be allowed to:
 - Run or jump around the pool.
 - Engage in breath-holding contests.
 - Dive from the deck.
 - Spit in or around the pool.
 - Chew gum or eat around the pool.
 - Bring anything into the pool.
 - Horseplay, dunk other swimmers, or be allowed to push or throw

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anyone in the pool.

- Complete the Swimming Pool Use Form (See Attachment “A”) indicating those youth who are participating in swimming. The form shall be completed and submitted to the Officer of the Day (OD) at the end of the swimming pool session.
- The OD shall sign and date the form and submit the form to the Assistant Superintendent. The form shall also be included in the OD packet.

514 HANDLING CONTRABAND

Contraband consists of items whose possession may constitute a law violation. It is the policy of the Probation Department to confiscate all contraband to keep it as evidence, destroy it, or remove it from circulation within the facility.

Contraband Constituting a Law Violation

Possession of this type of contraband is a crime in the community. Typical examples are weapons (guns, shivs), drugs, and drug paraphernalia (needles, pencil pipes). Although small quantities of drugs may not be enough to warrant a legal filing, the confiscated items shall be stored for later disposal. Larger quantities, sufficient for filing of additional charges, shall be kept in accordance with chain of evidence protocols.

Procedures include the following:

- An SIR documenting what was found, where it was found, on whom it was found, the youth's name and other identifying information, and the name of the person who found it is prepared in each case.
- Whenever possible, only the staff finding the contraband should handle it to limit the number of staff called as witnesses in later proceedings.
- The contraband shall be placed in a sealed envelope with a Contraband Inventory Summary form filled out and attached. The flap is sealed with tape with the name of the staff-written underneath the tape.
- The contraband and SIR are given to the OD for disposition, which must include notification to the Superintendent.
- If the amount or type of contraband merits additional charges, local law enforcement shall be called by the Superintendent, or the authorized designee and the contraband is formally transferred by obtaining a

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written receipt from the law enforcement agency. Staff shall cooperate in helping the law enforcement compile their report.

- If the contraband does not merit additional charges, the OD shall take the sealed envelope to the Superintendent for secure storage or subsequent disposal.

Contraband Constituting a Facility Violation

All contraband in the youth's possession violates the rules of the facility. Examples include but are not limited to, money, matches, tattooing devices, and handcuff keys.

Procedures for disposal vary with the type of contraband. Money, for example, shall be placed in the youth's property to be returned upon release. Other contraband shall be given to the OD for disposal. An *SIR* shall be written as above, but there is no need to retain the contraband as evidence or to complete the *Contraband Inventory Summary*.

515 SECURITY PROCEDURES

It is the responsibility of staff to maintain a safe and secure environment for the youth and staff through compliance with specific procedures. The Superintendent or the authorized designee shall annually review, evaluate, and document all internal and external security measures of the facility, including but not limited to key control, equipment, and staff training.

(Meets standards set forth in Title 15, Section 1326)

Youth Count

A youth count shall be conducted at the start of each shift. The count is done jointly and is the responsibility of both the incoming and outgoing staff. The results of the physical count are recorded in the unit Log Book and in the *Shift Condition Report*. Youth counts shall also be conducted at the start and end of each activity and each movement. Any discrepancy from the correct count shall be reported to MC immediately. The board DSO shall be responsible for maintaining an ongoing record accounting for the location of each youth assigned to the building during the shift. The Sr. DSO shall be responsible for verifying that all youth are accounted for at all times.

Building Security Checks

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The board DSO and GSN (10-6 Shift) shall conduct a thorough security check of the unit at least once each shift with close attention given to doors, locking mechanisms, screens, bolts, light fixtures, beds, mattresses, vents, etc. If there is a physical security problem requiring immediate maintenance, Management Services shall be called, and a Work Order submitted. MC shall be notified on the weekends, after hours and holidays, when a service request is urgent.

An Inventory Control Log is to be posted in the utility room and is to be initialed daily by the board DSO and GSN (10-6 Shift) at the beginning of each shift and by the Sr. DSO at the end of each shift. The presence of the fire extinguisher, cut-down tool, CPR device, first aid kit, biohazard decontamination kit, handcuffs, flashlights, and metal detection devices are to be confirmed and noted on the log.

Staff shall ensure that doors are locked at the appropriate times. Utility closets, linen rooms, staff offices, and recreation rooms are always to be locked. Staff shall directly supervise youth in these areas.

Group Security

Staff shall be responsible for preventing escapes. Roll Call, accompanied by an actual youth count, is to be made before and after each activity or movement. Staff shall position themselves in a location where they can see all youth. On the playing field, youth are to be kept in easy-to-control areas and structured as to their boundaries. Youth are to remain seated if not directly participating in an activity.

516 USE OF CARDIOPULMONARY RESUSCITATION (CPR) EQUIPMENT AND FIRST AID

Youth Supervision staff and health care staff shall be trained on how to respond appropriately to emergencies requiring first aid and the use of Automated External Defibrillators (AED). The first aid and AED certification shall be renewed every two (2) years. Staff shall notify their SDPO or training coordinator to arrange for re-certification. Any trained staff who becomes aware of a youth in need of first aid or emergency care shall immediately provide such care or arrange for the youth to receive care.

Facility shall have first-aid kits readily available to staff in the housing and admission areas and any other locations approved by the Medical Director. The Medical Director shall approve the contents, number, location, and procedure of periodic inspections of the first-aid kits.

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Facility Shall have AEDs available to staff in the housing and admission areas and any other location approved by the Medical Director. The Superintendent shall ensure that AEDs are maintained properly per manufacturer standards.

(Meets standards set forth in Title 15, Section 1412)

517 SAFETY EQUIPMENT

The Sr. DSO shall ensure the following:

- The fire extinguisher, cut-down tool, rescue breathing device, handcuffs, first aid kit, flashlights, leather restraints (if applicable), emergency alarms, OC canisters, and biohazard kit are operable and properly secured.
- The fire extinguisher is available in the unit, charged, and currently dated.
- The cut-down tool is present in fire hose/extinguisher cases, and all staff in the unit that shifts are aware of its location.
- The handcuffs (or other restraining devices, such as leather restraints, helmets, flex-cuffs, four-man chains, and leg cuffs, as applicable to the unit) are immediately available and in good working order.
- The rescue breathing device is immediately available and in good working order.
- The flashlight is immediately available and in good working order.
- The first aid kits are immediately available and fully stocked. If the first aid kit is in need of restocking, the Supervising Nurse is to be contacted by the Sr. DSO for assistance.
- The bio-hazard kits are immediately available and fully stocked. If the Bio-Hazard kit is in need of restocking, the General Services Director is to be contacted.
- The emergency alarm(s) (panic buttons/knock-off telephones) system is/are in good working order. At the beginning of each shift, the Sr. DSO shall be responsible for testing and ensuring the good working order of the unit's emergency alarm system (i.e., panic buttons and/or knock-off telephone). In instances where the device is not operating properly, the OD shall be contacted, and an Emergency Work Order submitted

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immediately.

- The OC canisters of staff are in their possession and properly secured. Staff shall shake the canister monthly to maintain effectiveness.
- The panic alarms are tested by Mental Health staff upon coming on duty in the morning and at the afternoon shift change.
- Cameras and/or video monitoring equipment are operable (Only in equipped buildings).

518 TEMPORARY SUSPENSION OF RIGHTS

Nothing contained herein shall be construed to deny the power of any Facility Manager to temporarily suspend any standard or requirement herein prescribed in the event of any emergency that threatens the safety of a local juvenile facility, youth, staff member, or the public. Only such regulations directly affected by the emergency may be suspended.

The Chief Probation Officer or the authorized designee shall authorize only those regulations directly affected by the emergency to be suspended. When a suspension occurs for longer than three (3) days, the Chief Probation Officer or the authorized designee shall notify the Board of State and Community Corrections in writing. In no event shall a suspension continue for more than fifteen (15) days without the approval of the chairperson of the board for a time specified by the chairperson.

Any emergency suspension of rights or privileges must be approved by the Building Supervisor/OD or the authorized designee. Approval shall be documented in an SIR, and administratively reviewed.

(Meets standards set forth in Title 15, Section 1311)

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: SECURE YOUTH TREATMENT FACILITY (SYTF) GROUP SUPERVISION	Section Number: SYTF-600
	Effective Date: April 4, 2024
	Approved By:  Guillermo Viera Rosa, Chief Probation Officer

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LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: SECURE YOUTH TREATMENT FACILITY (SYTF) GROUP SUPERVISION	Section Number: SYTF-600
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601 INTRODUCTION

Effective group supervision provides a safe and secure environment for the youth and staff by maintaining order and security, prevents the youth from harming themselves or others, and assist the youth in their adjustment to the facility.

For successful group supervision, staff shall use the following Behavior Management Program (BMP) interventions and techniques to develop effective group control.

602 SETTING LIMITS

Limits must be set and explained to the entire group during each structuring period. Additionally, all staff should be aware of group expectations and understand how to maintain and enforce limits.

603 STRUCTURING THE GROUP

BMP-based structuring is a fundamental technique used to enhance staff's ability to control a group's behavior during an activity. Structuring involves:

- Getting the group's undivided attention.
- Introduce a given activity and the role they can play to ensure successful outcomes.
- Setting guidelines for and reinforcing positive behaviors during the event.
- Discuss the consequences or sanctions which shall be imposed when youth exhibit poor behavior or fail to follow reasonable instructions.

604 ANTICIPATING PROBLEMS

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Often, there are early indicators of trouble, such as specific instances of agitation, horseplay, or arguments. Additional indicators may include a sudden change in the tone of the group or an unusual grouping of youth in one area. Prompt staff action can diffuse potential problems. Merely moving into the area, calling youth from the area, or letting them know staff are observing the situation may be enough. Some form of follow-up should occur to determine what has transpired.

605 OBSERVING THE GROUP

Staff shall incorporate the following techniques into their supervision practices when observing the group:

- The group shall not be left unobserved at any time.
- Staff shall be aware of each other's location at all times. They shall not leave their assigned supervision area without the specific authorization of the Sr. DSO/Shift Leader.
- Staff shall not abandon their assigned post positions within or outside the facility or leave the facility without the specific authorization of the OD. Staff engaging in this activity shall be subject to disciplinary action up to and including discharge.
- Staff shall position themselves so the activity can be observed. The Board DSO is responsible for the primary supervision of the assigned unit. The Sr. DSO and the third DSO shall provide additional supervision.
- Supervision methods should not be predictable. Staff shall position themselves at various locations during an activity to provide appropriate supervision. Verbal, non-verbal, and para-verbal supervision techniques should be implemented to ensure proper group supervision.

606 GROUP CONTROL

Certain techniques have been proven to enhance staff's ability to control a group. Listed below are a few of these practices, which staff must incorporate into their daily routines:

- Staff must continually measure the tone of the group.
- Staff shall directly enlist the youth's interests in supporting the program and promoting the group's cooperation.
- If a group cannot follow instructions or handle an activity, staff may find

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it necessary to restructure the group to unit rules and expectations.

- Evaluate and comment on both the positive and negative aspects of behavior within the group. This will give the youth perspective and encouragement.
- During outdoor activities, youth shall participate in the activity or be seated in their group. Youth with medical restrictions shall be allowed to participate at the level indicated by medical staff.
- During an activity, the group may become disruptive. Staff shall regroup the youth, gain their attention, and redefine the limits of the activity while pointing out the behavior that was not acceptable.
- Staff shall be required to stand while conducting supervision activities.

607 MODIFIED PROGRAM

Modified program (room confinement) shall be enforced in any unit within the facility specified by facility management. (See the Room Confinement policy).

608 TRANSITION PERIODS

Staff shall only place youth in their rooms when necessary for required institutional operations such as shift exchange, transitional periods, and post-incident containment. Once the activities are completed, the youth are to return to the regular scheduled unit programming. Placing youth in their rooms due to the cancellation or lack of programming or education services is prohibited.

Other transition periods include youth changing their clothes for outdoor exercise if they choose to. Youth must be given a reasonable amount of time to change clothes and exit their room. Upon the conclusion of outdoor exercise, youth shall change back into their daily clothing and immediately exit their room for programming.

Staff shall use good judgment and ensure that youth are not kept in their rooms beyond what is reasonable for the activity. If a youth requests to go to their room, they shall complete a Self-Separation form. The youth shall document why they wish to go to their room and sign the form.

If a youth requires room confinement due to their behavior posing an imminent risk to the safety or security of any youth or staff, room confinement protocols shall be

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followed. (See the Room Confinement Policy)

Youth are not to be placed in a locked room in any unit for the purposes of punishment, coercion, convenience, or retaliation by staff.

All transition periods that require brief periods of confinement shall be documented at the end of each shift in the Senior DSO and DSO's Red Logbook.

Shift Exchange

Staff shall only use the amount of time necessary to accomplish shift exchange activities but no more than thirty (30) minutes at the end of the AM shift and the beginning of the PM shift. Once completed, the youth must be returned to the program.

Showers

Youth shall not be placed in a room prior to 8:00 PM for the purposes of shower preparation. Staff shall schedule shower times based on the dynamics of the unit, such as the population, number of showers, number of "keep-aways," etc. Showers can begin earlier than 8:00 PM only if this results in youth coming out for additional programming afterward but not for the purpose of going to bed earlier. Bedtime shall be no earlier than 9:00 PM.

To ensure the safety of youth who require nighttime medications that cause drowsiness, medical staff will provide a list of youth who necessitate earlier showers. Once youth have showered and taken their medications, they are to return to programming.

Post Incident

In some cases, involved or uninvolved youth may be placed in their rooms to gain control of an out-of-control incident and ensure unit safety. (See the Exclusions to Room Confinement Policy)

609 REDUCTION OF YOUTH-ON-YOUTH VIOLENCE (YOYV)

In compliance with its mandate to provide a safe and secure environment for the youth, it is the policy of the Probation Department to maintain uniform safety and security measures, provide appropriate behavior management and supervision

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strategies to keep youth safe and reduce the opportunity for youth to engage in incidents of youth–on-youth violence or assaults upon staff or civilians.

Each facility shall implement violence reduction strategies, which may include but are not limited to the following:

- Maintaining an effective behavior management program at the facility.
- Closely monitoring incidents involving Youth-On-Youth Violence and assaults and making appropriate adjustments to unit programming and/or staffing to address increased levels of violence within the unit/facility.
- Filing Detention Observation Reports, 777 WIC Petitions, 602 petitions, and/or Notifications of Potential Violations to the court.
- Referring youth who engage in multiple incidents of YOYV to Individualized Behavior Management Planning or Multidisciplinary Teams for specialized classification and programming assessment.
- Referring youth engaging in YOYV to Mental Health for assessment.
- Conducting a post-incident interactive YOYV Avoidance Contract process with the involved youth.

Procedure

Youth's behavior may sometimes be aggressive and/or harmful to themselves or others. These behaviors may result in crisis situations of varying degrees. Staff should be continuously alert and proactive in situations in which the potential for conflict exists. Proper positioning of staff and attentive group supervision assist in anticipating potentially volatile situations resulting from escalating behavior and aid in early detection, intervention, and conflict resolution. This proactive approach to group supervision by staff can help avoid incidents of Youth-on-Youth Violence or assaults and/or having to resort to physical or chemical intervention to maintain control.

Staff shall always be prepared for the emergence of negative behavior(s). When such behavior(s) occur, an intervention assessment shall be initiated, consisting of the following:

- Assess the behavior being presented.
- Assess the youth involved with the observed behavior.

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- Assess the immediate environment in which the behavior is occurring.
- Assess the staff's ability to handle the emerging behavior(s).
- Assess the issues (if any) that may result in the need for physical and/or chemical intervention.
- Develop and implement an intervention plan.
- Identify resources and/or interventions that may be needed to resolve the issue(s) as time and circumstance permit.

It is the expectation of the Probation Department that when resolving Youth-On-Youth-Violence situations, only the least restrictive measure(s) necessary to provide for the safety of youth and/or others to resolve the crisis situation and restore order within the custodial setting shall be utilized by staff. These measures may include intervening in a youth's negative behavior utilizing non-threatening, "non-verbal," "para-verbal," or "verbal" intervention techniques, which serve to reinforce the expected and desirable behavior, thus affording the youth an opportunity to "self-correct" and adopt behavior that is within acceptable limits whenever possible. The utilization of Safe Crisis Management Techniques to manage crisis situations shall be employed only as a last resort.

All staff members who are involved in, witness to, and/or on duty in the unit or other location at the time that a Youth-on-Youth Violence or assault incident occurs during the shift shall assist in the de-escalation of the incident. Staff involved in or that witnesses the incident shall complete a Special Incident Report or Physical Intervention Report (if Safe Crisis Management (SCM) Physical or Chemical Intervention was utilized) immediately following the incident but no later than the end of the 8-hour shift (6:00 AM to 2:00 PM; 2:00 PM to 10:00 PM; or 10:00 PM to 6:00 AM) in which the incident occurred or as otherwise directed by the Duty Supervisor. Staff shall be sensitive to the fact that there exists a degree of urgency in completing the PIR as soon as possible.

Any youth involved in an incident of Youth-on-Youth Violence or assault shall be referred to medical staff for assessment within thirty (30) minutes following containment of the incident. It is expected that medical staff shall assess the youth immediately upon presentation. The medical staff shall document the findings of their examination on the SIR or PIR as appropriate, citing their observations and any treatment offered, along with the date and time of the youth's examination.

In situations where there is no nurse on duty, upon containment of the incident, the

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youth shall be referred to the Duty Supervisor for assessment of any injuries. The Duty Supervisor shall ascertain from the youth whether the youth has sustained any injury. If the youth does not appear to have sustained a serious injury, the Duty Supervisor shall log the incident into the Duty Supervisor's Logbook and ensure that the youth is referred to the nurse as soon as practicable upon the nurse's return to the facility. Upon the youth being presented, medical staff shall document the findings of their examination on the SIR or PIR, citing their observations and any treatment proffered, along with the date and time of the youth's examination.

Post-Incident Supervisory Assessment Protocols

Supervisors are required to conduct and formally document post-incident assessments of all Youth-on-Youth Violence and assault incidents and shall:

- Assess the safety of youth involved in the incident.
- Ensure that the youth(s) were assessed by medical staff.
- Determine if SCM Physical or Chemical Intervention was utilized to bring the incident to a conclusion in situations where only SIRs have been written.
- Conduct an interactive process with the youth involved in the incident and have the youth participate in a Youth-On-Youth Violence Avoidance Contract, wherein they explain to the supervisor how the incident occurred and was brought to a conclusion and also agree to participate in efforts to avoid future YOYV and/or assaultive behaviors or be sanctioned.

Upon the Division Director receiving notification that an incident of YOYV or an assault has occurred, the Director shall, no later than the next business day following the incident's occurrence, obtain the assistance of a SDSO and:

- Locate the youth involved in the incident.
- Ensure the youth were assessed by medical staff.
- Determine if SCM physical or chemical intervention was used to bring the incident to a conclusion in situations where only SIRs were written.
- Conduct an interactive YOYV Avoidance Contract process with the youth.
- Interview involved youth. If it is determined that SCM physical or chemical intervention was used, conduct and document a Child Safety

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Assessment (CSA), obtain completed questionnaires from each youth involved as outlined in the Supervisory SCM Review Process, and instruct all staff to complete PIRs.

610 PROHIBITED METHODS OF DISCIPLINE

Discipline shall be imposed at the least restrictive level, which promotes the desired behavior, and shall not include corporal punishment, group punishment, or physical or psychological degradation. Deprivation of the following is not permitted:

- Bed and bedding.
- Daily shower, access to drinking fountain, toilet and personal hygiene items, and clean clothing.
- Full nutrition.
- Contact with parent or attorney.
- Exercise.
- Medical services and counseling.
- Religious services.
- Clean and sanitary living conditions.
- The right to send and receive mail.
- Education.
- Rehabilitative programming.

(Meets standards set forth in Title 15, Section 1390)

611 RESTRUCTURING

Group movements or work activities done by youth in a careless manner may need to be repeated. Additional instruction or reinforcement of expectations may be required.

612 REMOVAL FROM THE ACTIVITY

It may become necessary to remove a youth temporarily from an activity for disciplinary reasons. Staff should show flexibility with a youth who has little or no

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self-control and needs the opportunity to learn how to participate. The group's capacity for tolerance of the youth at any specific time must be considered when deciding whether to keep the individual in the group.

A dysregulated youth who is unable to maintain self-control in the group and who, despite structuring and cautions, continues to agitate may also have to be removed from the group.

In situations involving fights, serious arguments, racial or gang-related incidents, or challenges to staff, the youth is to be removed from the area and the presence of the group as quickly as possible. If possible, do not attempt to restrain a youth without assistance.

613 SELF-SEPARATION

If a youth voluntarily removes themselves from participation in a program to stay in their room for any period of time, a Self-Separation form shall be utilized.

Youth shall indicate why they are requesting to go to their room (e.g., need time alone, time to calm down, tired, or any other reason) and sign the form. Safety checks shall be conducted utilizing the electronic safety check system that consists of direct visual observation of the youth at random or varied intervals that do not exceed fifteen (15) minutes between observations. Staff shall document any conversations and observations to encourage the youth to rejoin the program on the self-separation form. The safety check must continue until the youth returns to the program. Staff shall submit a Mental Health referral form for youth requesting to self-separate.

Once the youth rejoins the program, the staff shall notate in the unit logbooks and PCMS what time the youth joined. If the youth requests to go to their room again during the same day, another self-separation form must be utilized following the above protocols.

For the Enhanced Supervision Level 2 or Level 3 youth, the Enhanced Supervision Observation form shall be utilized. Staff shall indicate on the Enhanced Supervision Observation form the youth's request to self-separate and summarize the observed behavior. All attempts made by staff to reintegrate the youth into regular programming shall be documented on both the Enhanced Supervision Observation Form and in PCMS.

GROUP SUPERVISION**614 CALLING FOR ASSISTANCE**

If staff feels the group is becoming uncontrollable and various techniques for regaining control are proving ineffective, the unit Supervisor shall be called to assist. If the SDSO is not available, the OD shall be called to assist.

615 GROUP MOVEMENTS

Prior to any movement, a roll call and youth count must be taken, and the group/unit must be structured as to how the movement is to be completed.

Escorting Small Groups: Groups of four or fewer shall be moved in a single column. The staff member controlling the group shall walk to the rear and to one side of the group.

Escorting Single Unit Groups: These groups shall be arranged in two adjacent columns for movements. The staff in charge shall walk to the rear and to one side of the group. The other staff member shall walk in the front and on the opposite side of the group.

Escorting Multiple Groups: When moving two units housed in a single building, the individual units shall be arranged in two adjacent columns. The staff member in charge shall walk to the rear and to one side of the group. The other staff member shall walk toward the front and on the opposite side of the group. If there are four staff assigned, the Sr. DSO shall walk in a position to see both groups and each DSO.

616 CROSS-GENDER MOVEMENT OF YOUTH

This policy is intended to memorialize departmental practices and enhance youth and officer safety as it applies to current policies regarding cross-gender supervision and is in alignment with local, state, and/or federal legislation, such as the Prison Rape Elimination Act (PREA) (2003).

It shall be the policy of the Department that the Officer of the Day (OD) shall oversee the movement of youth throughout the facility. The juvenile facilities shall ensure that every effort is made during the movement of youth to be completed by an officer of the same gender as the youth. In the event that officers of the same gender as the youth are not available, an officer of the opposite gender may be

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assigned with prior approval from the OD or the authorized designee.

This only applies when the physical presence of cross-gender supervision personnel is walking with youth from one location to another.

- Reason for the movement
- Starting and ending point of the movement
- Gender of the youth and officer available for the movement

Transgender youth shall be afforded the opportunity to be escorted by an officer of the gender in which they feel comfortable. The OD or the authorized designee shall indicate the gender of the officer the transgender youth requested in the comments section on the Cross-Gender Intra-Facility Movement form (Prob. 1688).

Officers escorting youth shall maintain contact with the OD or the authorized designee and provide notification upon completion of movement. These notifications shall begin and end at each location and/or upon the exchange of youth from one officer to another. All movements shall be documented on the Cross-Gender Intra-Facility Movement form (Prob. 1688). At the end of each shift, the OD or the authorized designee shall sign the forms and include them in the OD report.

Officers shall immediately notify the OD or the authorized designee of any incidents that occurred during the movement and shall document any incident pursuant to current departmental policies regarding Special Incident or Physical Incident Report.

617 MOVEMENT SUPERVISION RESPONSIBILITIES

Youth are structured to keep their hands away from other youth, not flash gang signs and leave personal items in the building.

The backup DSO is responsible for unlocking doors and gates to permit the entrance or exit of groups. The staff trailing the group is responsible for locking the door or gate after the group passes.

In multiple group movements, the separate units should maintain a distance of 10 to 15 feet from each other.

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If four staff are assigned to the building, the third staff shall walk toward the front of the first group, the two Board DSOs shall be toward the rear of their respective units, and the Sr. DSO shall walk in a position to see both groups and each DSO.

If five staff are assigned to the building, the fifth staff shall be located toward the front of the second group, and the Sr. DSO shall be at the rear of the second group on the opposite side of the Board DSO.

618 MOVEMENT OF YOUTH FROM THEIR ASSIGNED ROOMS AND STAFF POSITIONING IN DAYROOMS AND CORRIDORS/HALLWAYS DURING MOVEMENT ACTIVITIES

To provide a safe and secure environment for Officers and youth in our care, the following protocols and procedures shall be followed.

Officers shall ensure that the following occurs prior to instructing youth to report to their assigned room:

- Prior to any movement, the Officer assigned to handle the board shall instruct the youth on exactly what shall occur during the upcoming movement. During this instructional session, any questions the youth may have shall be answered.
- During the instructional session, which may occur in the dayroom, office, hallway, or recreation area, the youth shall remain seated or standing together and in such a manner that they are able to hear the instructions of the Officer. Once the youth have been instructed on how the movement to the rooms is expected to occur, the process of sending the youth to the assigned rooms may begin.
- Each youth shall be instructed to stand once their name and room number are called. (The youth shall not proceed toward their assigned room until instructed to do so). Youth shall be sent from the chairs or dining tables to their rooms "on quiet," one room at a time.
- The Officer assigned to back up the Board Officer shall position themselves down the hallway/corridor nearest the unlocked room of the youth that shall be sent down first. This Officer shall remain in communication with the Board Officer and other Officers during the movement activity. The backup officer shall notify the Board Officer once the youth is secured before another youth is sent down the

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hallway/corridor by the Board Officer. Safety dictates that the Officer in the hallway shall not enter a room occupied by a youth without a backup Officer present in the hallway. An Officer shall remain posted within proximity to the emergency phone/alarm at all times.

- During the movement of youth from their location to the assigned rooms, the balance of the group shall remain on quiet and seated if in the dayroom or standing in line as instructed. Youth shall be sent to their assigned room by name and room number in consecutive order. The Board Officer shall send one youth at a time to the assigned room as coordinated with the backup officer. There shall be a safe interval between each youth sent down the hallway. The youth assigned to the furthest room shall be instructed to proceed as instructed to their room first. The youth shall be followed by the youth with the room next furthest and continue until all the youth have been sent to their assigned rooms. The movement shall end with the youth in the nearest room going into their assigned room and the door locked by the Officer stationed in the hallway/corridor.
- Upon receiving a youth in the hallway, the Officer assigned to cover the hallway/corridor shall ensure each youth proceeds down the hallway/corridor, as per the instructions given, and enters into the assigned room. The Officer in the hallway shall also ensure that the door is closed as each youth enters their room, and that the door is locked.
- During this movement, the Board Officer shall be in a position that allows for the group to be supervised, allows for easy communication and line of sight with the backup Officer, and allows for proximity to emergency phone/alarm. The backup Officer shall stand at the point of the hallway where the youth is being placed in the room. The third Officer, if available, shall be positioned in an area so that this Officer can observe the youth coming out of the dayroom and walking down to the backup Officer and their assigned room. If an additional Officer is available, that additional Officer shall also be positioned in the hallway/corridor.
- In podular-designed buildings where the bedrooms are located along the perimeter walls of the dayroom, the Board Officer shall stand in front of the group in the dayroom. The backup Officer shall be positioned nearest the room of the youth currently being sent to their room. The third Officer, if available, shall be positioned behind the group where the Officer may watch the youth get up from their seat and walk toward the room and

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back up the Officer.

This process shall be reversed when youth are being brought from their rooms or out of their rooms. The youth nearest the front of the hallway or in rooms with the lowest numbers shall be brought up from their rooms first. The backup Officer shall open one room at a time, securing the room once the youth is out and allowing a safe period of time before the next door is opened. The Board Officer shall be positioned adjacent to the tables or chairs, wherever the group is being directed, and stand at the front of the group. If a third Officer is available, the Officer shall be positioned at the rear of the group so that the third Officer may watch each youth as they exit the assigned room and walk toward the main group in the dayroom.

POSITIONING OF OFFICERS**Senior Detention Services Officer**

During any movement or activity, the Senior DSO shall be responsible for oversight and strategic placement of all Officers during the activity or movement. In adjoined units, the movement of large groups of youth to and from assigned rooms shall be staggered so that the movement of youth is occurring only on one side at a time. During the movement of large groups of youth to and from assigned rooms, the Senior DSO shall be positioned outside of the Control Center and in the dayroom of the side being moved.

Board Officer

The juvenile facility Officer assigned to the unit board is responsible for knowing, at all times, the whereabouts of every youth assigned to the unit. In an effort to effectively accomplish this, the Board Officer shall always be with the main group, maintain an accurate pop-board, and remain positioned in front of the group at all times. The Board Officer shall make every effort to always maintain a clear line of sight between them and the backup Officer. During the movement of youth to and from the assigned rooms, the Board Officer shall be positioned in the dayroom or wherever the main group of youth is located.

Back-up Officer

The backup Officer shall make every effort to maintain a clear line of sight between them and the Board Officer and support compliance with all instructions given to

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the group. During the movement of youth to and from the assigned rooms in linear-designed buildings, the backup Officer shall position in the hallway/corridor nearest the door to be unlocked and opened. In all instances, only one door shall be unlocked at a time. During the movement of youth to and from the assigned rooms in podular-designed buildings where the rooms are along the perimeter of the dayroom, the backup Officer shall be positioned nearest the room to be unlocked.

Additional Officers

When there are additional Officers assigned in the building other than the Board Officer and backup Officer, the Senior DSO or SDPO has the discretion to assign the Officers to assist in the supervision of the movement or assign them to other assignments. Generally, during the movement of youth to and from their assigned rooms, additional Officers should be positioned as follows:

When there is One (1) additional Officer: In podular-designed buildings, the third Officer shall be positioned in the dayroom at the back of the main group. In linear-designed buildings, the third Officer shall be positioned in the T-area just outside of the dayroom so that the Officer may provide a visual link to the line of sight of the Board Officer and backup Officers.

When there are Two (2) additional Officers: In podular-designed buildings, the fourth Officer shall be positioned in the dayroom along the side of the main group in clear view of another Officer. In linear-designed buildings, the fourth Officer shall be positioned in the hallway and provide backup to the Officer unlocking and locking doors.

619 MOVEMENT OF YOUTH TO SCHOOL**Preparation**

Prior to each school movement, staff in charge of each group shall ensure youth are clean, dressed appropriately, and possess no contraband. Staff shall ensure youth have had an opportunity to get a drink of water and use the restroom prior to going to school. Staff shall structure the group regarding appropriate behavior in school.

School Enrollment

All youth are required to attend school daily unless graduated. Youth shall be

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afforded the opportunity for post-secondary education college courses. Los Angeles County of Education (LACOE) will enroll youth immediately but no later than twenty-four (24) hours of admission. Educational staff shall conduct an assessment in the facility's receiving unit to determine youth's general academic functioning levels to enable placement in core curriculum classes.

(Meets standards set forth in Title 15, Section 1370 (e)(2))

Arrival at School

Upon arriving at school, the officer shall escort the youth, by name, to their assigned rooms and teachers. Time for school check-in and pick-up are generally as follows:

Morning check-in	8:30 AM
Morning pick-up	11:50 AM
Afternoon check-in	1:20 PM
Afternoon pick-up	3:00 PM

No youth shall be allowed to stop at the school office or any other room along the way.

Pick-up from School

At the close of the morning and afternoon school sessions, staff shall pick up youth, by name, from school staff and assume supervision duties. Staff shall verify, by name and youth count, that each youth enrolled in school has been picked up prior to return to the living units.

620 SHOWERS

Youths shall be permitted to shower/bath upon assignment to a housing unit and on a daily basis thereafter (15 CCR 1486). Shower areas shall provide privacy for youths without mitigating a youth supervision staff's ability to supervise youths (24 CCR 1230.2.4).

Staff shall observe the following procedures:

- Paired units are to stagger shower times to permit optimum

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supervision and utilization of staff; both units/sides shall not shower at the same time.

- All unit doors, with the exception of the staff office, must be locked. Paired units are to stagger shower times to permit optimum supervision and utilization of staff. If the staffing pattern is sufficient, youth who have concluded their showers and grooming may be supervised in the dayroom.
- Each youth shall shower daily unless there is a medical restriction against showering.
- Shower periods shall be directly supervised and conducted in an orderly fashion.
- Staff shall be in such a position as to view the shower room, hallway, and dayroom at all times.
- Staff shall not supervise youth of the opposite sex who are showering.
- Youth shall wear towels upon leaving their room and are to hang them up in the bathroom prior to entering the shower.
- Youth shall be structured regarding laundry exchange and showering process. They shall be sent into the shower room in numbers equal to the available shower stalls, with a maximum of four youth showering and four waiting to shower.
- Upon exiting the shower, youth shall wear the towel until they are back in their assigned room/assigned bed areas.
- After drying off, youth shall dress in a location removed from the shower room.
- At the completion of showers, all soiled laundry, including towels, shall be bundled, tagged, and placed in the designated pick-up area.
- The shower room floor shall be mopped dry, shower stalls wiped down, and face bowls cleaned.

Accommodations for youth who may have special needs when using showers, toilets, and dressing/undressing shall be addressed prior to housing assignment and documented. Probation shall work with youth, JCHS, and DMH to ensure that all accommodations are appropriate and can be implemented immediately upon assignment to any living unit. During the shower period, safety checks shall be made at the prescribed intervals.

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(Meets standards set forth in Title 15, Section 1413(d))

621 PROGRAMS

SYTF provides the opportunity for programs, recreation, and exercise a minimum of three hours a day during the week and five hours a day each Saturday, Sunday, or other non-school days, of which one hour shall be an outdoor activity, weather permitting. (See Section 623-Recreation and Exercise)

All youth shall be provided with the opportunity for at least one hour of daily programs with the intent of minimizing the amount of time youth are in their rooms. Programming includes but is not limited to trauma-focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate or pro-social interventions and activities designed to reduce recidivism.

Programs shall be based on the youth's identified needs from their Individual Rehabilitation Plan (IRP) follow completion of the risk and needs assessment. Such programs may be provided under the direction of the DMH and LACOE, which can be administered by county partners such as community-based organizations, faith-based organizations, or probation staff. A schedule of activities is posted in each unit. Programs may include but are not limited to:

- Cognitive Behavior Interventions.
- Management of Stress and Trauma.
- Anger Management.
- Conflict Resolution.
- Juvenile Justice System.
- Trauma-related interventions.
- Victim Awareness.
- Self-Improvement.
- Parenting Skills and support.
- Tolerance and Diversity.
- Healing Informed Approaches.
- Interventions by Credible Messengers.
- Gender Specific Programming.

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- Art, creative writing, or self-expression.
- CPR and First Aid training.
- Restorative Justice or Civic Engagement.
- Career and leadership opportunities.
- Other topics suitable to the youth population.

There will be a written annual review of each program by the responsible agency to ensure the content offered is current, consistent, and relevant to the population.

A youth's participation in programs may be suspended only upon a written finding by the administrator/manager or the authorized designee that a youth represents a threat to the safety and security of the facility.

If the Superintendent or the authorized designee denies any youth or group of youth the programs, exercise, or recreation time period, documentation should exist that verifies that the denial is based on good cause in relation to a safety or security need.

The facility administrator or the authorized designee may suspend, for a period not to exceed twenty-four (24) hours, access to programs. The administrator or designee shall document the reasons why the suspension of programs occurred.

622 RECREATION AND EXERCISE

SYTF shall provide the opportunity for programs, recreation, and exercise a minimum of three hours a day during the week and five hours a day each Saturday, Sunday, or other non-school days, of which one hour shall be an outdoor activity, weather permitting. All youth shall be provided with the opportunity for at least one hour of daily exercise and recreational activities with the intent of minimizing the amount of time youth are in their rooms.

Recreation shall be scheduled for all youth in the daily program and includes activities such as leisure reading, letter writing, and entertainment. A schedule of activities is posted in each living unit. Activities shall be supervised and include orientation and may include coaching of youth.

Youth shall also be provided with the opportunity for at least one hour of large muscle activity a day. The purpose of the exercise program is to build strength, endurance, and flexibility. Suspension of exercises requires written documentation

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from Health Services or Mental Health indicating the youth's health and well-being preclude participation in such activities.

(Meets standards set forth in Title 15, Section 1371 (b)(c))

Staff shall adhere to these procedures:

- During inclement weather, gyms or other available facilities shall be used to provide large muscle-type activity.
- Co-ed functions shall be a regular part of the recreation program where facilities and appropriate conditions exist. Well-structured and supervised co-ed activities are valuable for developing social skills and serve a useful function for motivation and behavior control.
- Activities must be properly supervised and thoughtfully planned to maximize participation by youth.
- The following are exercises that shall consist of no more than 20 repetitions per exercise.
 - **Jumping Jacks:** Youth shall stand with their feet together and arms to their sides. They are required to jump with their feet spread apart and their hands touching over their heads.
 - **Sit-ups:** Youth shall lay on their backs with their knees flexed, their arms crossed with hands placed on opposite shoulders, and their elbows held close to the chest. They are required to raise the trunk of their body off the ground with their elbows touching their thighs.
 - **Arm Turns:** Youth shall turn their arms in a circular motion forward and then backward.
 - **Open/Closed Hand Clasps:** Youth shall hold their arms out while opening and closing their hands.
 - **Side-to-Side Bending:** Youth shall stand with their legs apart and bend from one side to the other.
 - **Running in Place:** Youth shall move their legs up and down as if they were running.
 - **Push-Ups:** Youth shall lie face down with hands under their shoulders, fingers straight, legs straight, and toes supporting the feet. They shall straighten their arms, keeping the back and knees straight, then lowering the body until a 90-degree angle at the elbows is reached.

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- **V-Sit Reach:** Youth shall sit with their legs spread apart. They are to reach slowly forward as far as possible.
- Prohibited exercises are Toe Touches and Deep Knee Squats. The Sr. DSO shall be responsible for ensuring exercises are done correctly, and youth are not being overexerted.
- There shall be no deviation from the posted recreation schedule concerning when the activity is to begin, its duration or field location unless authorized by the OD. The Building Supervisor can request a change in the schedule upon consultation with the OD.
- The recreation schedule, with times and specific activities, shall be posted in the staff office and on the BMP boards in living units where youth have access to them visually. It shall be the responsibility of the Sr. DSO to ensure compliance with the posted recreation schedule.
- The Sr. DSO shall make an entry into the Sr. DSO logbook, which shall indicate the recreation period start/stop times and the type of recreational activity performed.
- The Movement and Control Sr. DSO shall record in the Recreation Logbook the start/stop times for each unit's recreation period and also note the type of recreational activity performed.
- Behavioral expectations and boundaries of activities shall be carefully structured and monitored by staff responsible for each activity. Staff are prohibited from actively participating with youth in recreation but shall assume an appropriate role, such as refereeing.
- Special recreational activities must be planned far enough in advance to ensure successful programming and adequate supplies.
- Educational television may be used as an adjunct to regular programming but not in lieu of an active recreation program.
- Use of the swimming pool is to be carefully scheduled and monitored. Careful adherence to safety conditions shall be built into any swim activity.
- Each building is responsible for having small game activities, reading materials, and supplies available to youth so they can effectively utilize free time periods in the unit.
- It is the responsibility of the Building Supervisor to develop and implement a viable indoor recreation schedule.

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- Only movies or videos approved by the Building Supervisor may be shown to the youth. The Sr. DSO shall ensure compliance with the provision.
- Neither enforced recreational activities nor exercise shall be used as a form of discipline or punishment.
- Equivalent recreational programming shall be provided for all youth.

A youth's participation in recreation and exercise may be suspended only upon a written finding by the facility manager or designee that a youth represents a threat to the safety and security of the facility.

The Superintendent or the authorized designee may suspend, for a period not to exceed 24 hours, access to recreation. The administrator/manager shall document the reasons why the suspension of recreation occurs.

A written annual review of recreation and exercise shall be conducted by the responsible agency to ensure content offered is current, consistent, and relevant to the population.

(Meets standards set forth in Title 15, Section 1371)

623 MEALS

Staff shall conduct meals as follows:

- Youth shall be provided a wholesome and nutritionally adequate diet based on nutritional standards, which may include the Federal Child Nutrition Meal Program, which shall be served in a pleasant dining atmosphere. Proper hygiene, sanitation, and safety procedures are to be followed.
- Recommended daily caloric allowances for both females and males is a minimum of 2500 calories, not to exceed 3000. Calorie increases, with the exception of a medical diet, may occur collaboratively determined by the facility manager, dietitian, food service manager, and physician.
- Pregnant youth shall be provided with a diet as approved by a physician in accordance with Penal Code Section 6030(e) and a supplemental snack if medically indicated.

(Meets standards set forth in Title 15, Section 1461(e))

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- Meals shall be served at least three times in any twenty-four (24)-hour period. At least one of these meals shall include hot food. Food shall be offered to youth at the time of initial intake, shall be served to youth if more than fourteen (14) hours pass between meals and shall be served to youth on medical diets as prescribed by the attending physician.
- Vegetarian or vegan diets may be requested and granted or denied. Religious diets, and when provided, vegetarian or vegan diets, must conform to nutrition standards.

(Meets standards set forth in Title 15, Section 1461)

- A snack shall be provided to all youth between 2 to 4 hours after the dinner meal is served.

(Meet standards set forth in Title 15, Section 1460)

- Staff shall verify that the number of meals ordered is the number actually received.
- Discrepancies shall be noted in the Unit Log Book, and the OD advised of further problems, including shortages.
- The dining tables shall be washed with disinfectant and warm water before and after each meal.
- Youth shall eat meals at tables in the designated dining area; the only exception would be a medical restriction.
- Staff shall instruct youth assisting in the handling of food plates on specific hygiene and safety procedures. The proper washing of hands and utilization of disposable plastic gloves shall be part of this routine. The selected youth must have no medical restrictions.
- Youth shall be structured regarding appropriate behavior during the dining period. Once tables are set, staff shall assign seating of youth in such a way as to avoid undesirable groupings.
- Serving of food shall be under the direct supervision of staff. In order to maintain recommended food temperatures, hot food items shall be handed directly to the youth from the food cart immediately prior to seating, and cold food items shall be set out no more than ten (10) minutes prior to the actual consumption of the meal.
- Youth shall be allowed to have conversations with other youth at their same table at a volume level that is not disruptive.
- Youth shall be provided an adequate amount of time (minimally thirty

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(30) minutes) to consume the meal without undue pressure.

(Meets standards set forth in Title 15, Section 1460)

- A youth who does not eat the meal shall require staff follow-up, which may include a medical or mental health referral.
- Youth shall not be allowed to exchange food or to give food away to other youth.
- During meals, Board DSOs shall be in their assigned dayrooms, the Sr. DSO shall be in the staff office, and the third DSO shall be assigned supervision responsibilities for the dayroom at the discretion of the Sr. DSO.
- If a fifth staff is assigned to the building, there shall be two DSOs supervising each dayroom with the Sr. DSO being the only staff in the office.
- The dining procedure shall not be complete until thorough cleanup and disinfection of the dining area is done.
- All trash and garbage shall be disposed of properly and timely.

624 SMOKING

Youth shall not be exposed to the use of tobacco products or electronic nicotine delivery system devices while in the facility or in the custody of staff.

(Meets standards set forth in Title 15, Section 1511)

625 USE OF CELL PHONES BY YOUTH

Youth are strictly prohibited from using cellular telephones regardless of location.

626 WORKING WITH YOUTH OF THE OPPOSITE SEX

Staff working with Youth of the opposite sex shall always be sensitive to their feelings and privacy concerns. Strip searches, pat down searches, showers, and collection of urine samples shall be conducted only by members of the same sex and/or in accordance with the searches policy.

627 INTEGRATION OF THE UNIT

Whenever possible, the Sr. DSO and Board DSO shall attempt to integrate the unit to ensure that youth are mixed racially, and members of the same gang are not

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grouped together.

628 PERSONAL HYGIENE AND UNIT HOUSEKEEPING

Staff shall ensure that all youth receive adequate opportunities to maintain personal hygiene by providing them with access to hygiene products, proper water temperatures, and the ability to clean and sanitize their living units daily.

Living unit staff is responsible for supervising the youth's daily personal hygiene and housekeeping activities (including cleaning and sanitation) in the living units and ordering the products and/or supplies needed to accomplish the housekeeping tasks.

Management Services Bureau (MSB) staff are responsible for providing personal hygiene and housekeeping supplies to each unit and providing technical support and guidance for staff in the areas of maintenance of personal hygiene and sanitary conditions within the living unit environment.

Personal Hygiene

Water Temperature - The Services Director or the authorized designee shall select random living units and audit the water temperatures of the showers and washbasins to ensure the temperature is within established sanitary guidelines.

All audit findings shall be noted in the Water Temperature Log. The acceptable temperature range is 105 to 110 degrees Fahrenheit, with 120 degrees indicating that the water's temperature is too high. The Management Services Bureau Director shall immediately notify the Chief of the Management Services Bureau of any discrepancy in water temperature that cannot be resolved via immediate, routine maintenance.

Hygiene Opportunities - Staff shall ensure that youth have appropriate and timely access to the toilet, opportunities to wash their hands with warm water and soap, and access to paper towels to dry their hands. Staff shall encourage youth to wash their hands after participating in activities that may cause their hands to become soiled and before the youth eat meals. Youth shall also be given the opportunity to brush their teeth after each meal.

Shower Opportunities - Pursuant to the showering guidelines, staff shall provide youth with sufficient time in the showers for lathering. Additionally, youth shall be permitted to shower/bath upon assignment to a housing unit and on a daily basis

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thereafter.

Unit Housekeeping

Management Services Bureau shall ensure that sufficient amounts of authorized environmental and human-friendly cleaning chemicals, equipment, and supplies are readily available to clean and sanitize the living units, medical housing units, classrooms, and medical infirmary and/or clinic areas.

Staff shall instruct and supervise youth in daily housekeeping activities in accordance with the procedures and standards specified in the manual pertaining to Housekeeping. An emphasis shall be placed on safety, which may include the use of personal protective equipment (gloves, mask, goggles, etc.) as appropriate.

The Probation Department's Office of Risk Management shall conduct random monthly sanitation audits of living units to evaluate the level of sanitation being maintained in each living unit and to ensure that only authorized environmental and human-friendly cleaning products are being stored and used. The findings from these audits shall be noted in the Living Unit Sanitation Report, and a copy will be provided to the Superintendent and the Chief of the Management Services Bureau.

Warehouse staff shall conduct a monthly review regarding the amount of personal protective equipment ordered by and delivered to each unit. They shall also conduct random inspections of living unit equipment inventories to determine the amounts and types of personal protective equipment that are available for the youth. The audit findings shall be forwarded to the Director of Facilities Operations, and a copy provided to the Superintendent. This information shall also be included in the Management Services Bureau Director's monthly report to the Management Services Bureau Chief.

629 SAFETY CHECKS

A safety check shall consist of direct visual observation of youth at a minimum of every fifteen (15) minutes at random or varied intervals. Safety checks shall be conducted during hours when youth are asleep or when youth are in their rooms. Direct visual observation refers to supervision staff performing one uninterrupted 'line-of-sight' visual observation. Supervision is not replaced but may be supplemented by an audio/visual electronic surveillance system designed to detect overt, aggressive, or assaultive behavior and to summon aid in emergencies. All

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safety checks shall be documented with the actual time the check is completed¹. Audio/visual electronic surveillance systems and mirrors are not intended to replace, nor are they acceptable in lieu of direct visual observation. Safety checks shall be conducted in an unpredictable manner to avoid youth predicting a pattern.

Electronic Safety Check System

All safety checks must be conducted utilizing the electronic safety check system located in each living unit. Manual safety checks recorded on a Safety Check Sheet shall only be used at the superintendent's discretion or if the electronic safety check system is down or inoperable. The electronic safety check system is comprised of the following accessories:

- Radio-Frequency Identification (RFID) Scanning Device.
- RFID Scanning Device Docking Station.
- Near Field Communication (NFC) RFID Tags.
- Application Software.

Staff must ensure that youth do not handle or tamper with the RFID scanning device, docking station, or RFID tags.

Missed Safety Check Requirements

If a safety check is completed beyond the required time allotment (fifteen (15) minutes for a standard safety check and ten (10) minutes for specialized safety checks), a justification for missed/late safety checks shall be documented on a SIR for each shift. Staff shall notify the Sr. DSO or the authorized designee reason for the missed/late safety checks.

Staff Responsibilities

All staff assigned to conduct safety checks must ensure that safety checks are conducted while youth are asleep in their rooms and continued during group programming for those youth remaining in their rooms due to other reasons. While conducting safety checks utilizing the electronic safety check system, staff must:

- Ensure that they are Logged in to the RFID scanning device prior to conducting a safety check using their standard County email/eCAPs

¹ BSCC Title XV § 1328. Safety Checks

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Login.

- Observe each youth to ensure that the youth is alive, not in distress, not experiencing any observable trauma, and not engaging in any activities that may endanger themselves, other youth, and/or the safety and security of the facility.
- Visually verify that the youth are present, safe, and not in crisis or experiencing any observable trauma.
- Stop at each room window when youth are sleeping or lying on their bed to ensure that the youth's head, arms, and neck region are visible, and observe physical and/or audible signs (such as the rise and fall of the youth's chest, snoring, movement, etc.) that would indicate the youth is not experiencing an obvious medical emergency.
- At any time and during all shifts, whether the youth is sleeping or not, have a clear view of the youth. If a clear view of the youth is not possible, the youth shall be directed to move into the officer's view and/or remove any obstruction.
- Ensure that any room not occupied by a youth locked to prevent the room from being used.
- Remain in constant visual observation of Level 3 youth and complete the required Enhanced Observation Form.
- Upon completion of the safety check with the RFID scanning device, immediately return and dock the RFID scanning device on the corresponding docking station.
- Staff conducting safety checks must ensure that they are actively logged into the device.
- In the event that an RFID tag is deemed inoperable or damaged, staff must ensure that a hard copy safety check sheet is used as a temporary measure pending its replacement/repair.
- Ensure that a work order is completed and processed in every instance for damaged or inoperable RFID scanning devices, docking stations, or RFID tags.

Senior Detention Service Officer (Sr. DSO) Responsibilities

The Sr. DSO or designated shift lead of the unit is responsible for ensuring that safety checks are conducted within their assigned unit in accordance with policy. The Sr. DSO or designated shift lead must ensure that the safety check system is

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operable and that the appropriate safety check time intervals are applied to each room occupied by regular and enhanced supervision youth within the electronic safety check software application. When modifying the time interval requirements within the software application for youth who have changed supervision status, the Sr. DSO must assign required safety check time intervals per Enhanced and Specialized Supervision policy. The Sr. DSO must ensure that youth on enhanced level supervision have the appropriate supervision designation and that the required notifications are made per Enhanced and Specialized Supervision policy.

Sr. DSO shall complete a SIR documenting the timeframe of the missed/late safety check, the officer(s) responsible for the missed/late safety check, and the justifications provided per each shift.

Supervisor's Responsibilities

In the absence of a Sr. DSO, the Supervisor/Officer of the Day (OD) will be responsible for modifying the time interval requirements for youth who have a change in supervision status within the electronic safety check system. When modifying the time interval requirements for youth who have changed supervision status, the Supervisor/OD must assign required safety-check time intervals per Enhanced and Specialized Supervision policy.

During each shift (including the night shift), designated supervisor(s) are responsible for the following:

Safety Check Audit

- Conduct a daily audit of missed/late safety check reports by unit and shift to ensure that safety checks are conducted in accordance with Title 15 and this policy. Utilize the unit bed chart to reconcile with a missed/late safety check report and identify each youth whose safety check was missed/late.
- If a safety check is missed/late, the supervisor will direct the Sr. DSO of the unit to generate a SIR.
- Ensure that a printed copy of a missed/late safety check report generated SIR, is included in the OD packet.
- Ensure that staff are assigned to complete safety checks in the event of a critical incident or emergency.
- When Safety Check Sheets are utilized to record safety checks, supervisors must ensure that a new shift-appropriate Safety Check

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Sheet is posted at the beginning of each day (6:00 AM to 10:00 PM) and night shift (10:00 PM to 6:00 AM).

- Ensure that staff do not record safety checks outside of the table provided on the Safety Check Sheet.
- Ensure that all institutional Safety Check Sheets completed and utilized during each shift each day are compiled in a file maintained by the facility.

Superintendent Responsibility

It is the responsibility of the Superintendent or the authorized designee to ensure staff accountability for any missed or late safety checks, following departmental disciplinary protocols.

Unannounced Facility Rounds²

At least once per eight (8) hour shift, as time and circumstance permit, the officer of the day (OD) or the authorized designee (at the minimum level of supervisor) must conduct unannounced rounds. While conducting these unannounced rounds, the supervisor is required to:

- Inspect units/rooms visually and scan the designated supervisor's RFID room tag in every unit to identify any concerns with the safety check system and deter potential safety concerns within the facility.
- Immediately address observed safety concerns. Safety concerns may include, but are not limited to:
 - Covered security windows, CCTV cameras, light fixtures, etc.
 - Non-functioning lock mechanism(s).
 - Damaged/broken furniture, CCTV cameras, fixtures, etc.
- Inspect any posted hard copies of Safety Check Sheets. The supervisor shall audit the Safety Check Sheet for accuracy. The review shall be documented under the "Supervisor Audit of Safety Check" portion. The Supervisor shall document the time the audit was conducted, their name, signature, and any pertinent comments.

When conducting required unannounced rounds, supervisors must make every effort to ensure that staff are prohibited from alerting other staff members that

² PREA Juvenile Facilities Standards § 115.313 Supervision and monitoring

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these supervisory rounds are occurring.

Manual Safety Check Recording Requirements

The manual safety check recording procedures shall only be used at the discretion of the Superintendent or in an emergency situation when the electronic safety check system is down/inoperable or not available in an area where youth are secured in rooms. All manual safety checks must be documented and recorded on the *Safety Check Sheet*.

A Safety Check Sheet shall be posted on each youth's room door within all living units to ensure that each youth residing in their room can be appropriately observed by staff at required intervals.

It is the responsibility of the 2:00 PM - 10:00 PM shift and the 10:00 PM - 6:00 AM shift to prepare and place a new Safety Check Sheet on each youth's door for the following shift. Staff shall continue the safety checks until they are relieved. This will ensure that safety checks are not delayed during shift exchange and maintain compliance with Title 15 § 1328.

6:00 AM -10:00 PM Safety Check

Safety checks for youth in their rooms shall be entered as an "O" for "Occupied." When the youth exits the room, a "V" for "Vacant" shall be entered.

Should a youth choose to self-separate, the safety checks shall continue under the "SS" column. As soon as the youth rejoins the group, the self-separation column shall be closed with a "V." The youth shall sign for the first self-separation at the top of the form. Any subsequent self-separations shall be initialed by the youth under the SS column when the self-separation begins.

Should the youth be placed in room confinement, the safety checks shall continue under the "RC" column. As a reminder, staff shall conduct ten (10)-minute safety checks at random or varied intervals until the youth is released from room confinement.

Discrepancies observed by staff and/or supervisors shall be documented under the "Discrepancies" portion. The time the discrepancy occurred, details, the staff

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documenting the discrepancy, the supervisor's signature, and any pertinent comments shall be entered. An example of a discrepancy is a delayed safety check due to an incident in the unit.

10:00 PM - 6:00 AM Safety Check

Safety checks for youth in their rooms shall include the actual time the check is performed and the initials of the staff.

Discrepancies that are observed by staff and/or supervisors shall be documented under the "Discrepancies" portion. The time the discrepancy occurred, details, the staff documenting the discrepancy, the supervisor's signature, and any pertinent comments shall be entered.

Staff must place the Safety Check Sheet in the appropriate binder for record-keeping once the electronic system is restored, at the end of the shift, or when a youth is no longer secured in the area.

Hard copies of *Safety Check Sheets* are available on Probnets: Probnets>Probation Forms> SYTF Forms.

630 SUPERVISION OF LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUESTIONING AND INTERSEX (LGBTQI) YOUTH

The Los Angeles County Probation Department (Probation) maintains a zero-tolerance policy toward all forms of sexual abuse, discrimination, and harassment.

This policy is also intended to foster and maintain a system free from organizational and personal biases, both intentional and unintentional, and to support operational practices that ensure respectful and equitable treatment of LGBTQI youth while recognizing and addressing the individual needs of all detained youth.

SYTF Staff, Contractors, and Volunteers shall:

Provide fair and equal treatment to LGBTQI youth in Probation's care and custody.

- Protect LGBTQI youth from discrimination, physical and sexual harassment or assault, and verbal harassment by either staff or other

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youth based on a youth's actual or perceived sexual orientation or gender identity.

- Respect and protect the rights of LGBTQI youth to question and determine their own sexual orientation and gender identity.
- Ensure a workplace environment that fosters a culture in which anti-LGBTQI threats of violence, actual violence, abuse, harassment, and disrespectful or suggestive comments or gestures will not be tolerated.
- Utilize respectful language and terminology that does not stereotype or convey bias or hatred towards LGBTQI youth. In addition, staff should not tolerate such language among youth.

Legal Basis

This policy is governed by the United States and California Constitutions, as well as the California Code of Regulations, Title 15, Division 1, Chapter 1, Subchapter 5 et seq., and 28 C.F.R. Part 115 et. seq. (Prison Rape Elimination Act).

Definitions

- Bisexual - A person who is emotionally, romantically, and sexually attracted to two genders.
- Cisgender – a person whose gender identity corresponds to the gender they were assigned at birth (New definition per Title 15, Section 1302)
- Gay - A person who is primarily emotionally, romantically, and sexually attracted to individuals of the same gender.
- Gender Expression – the way a person expresses his or her gender is expressed through clothing, appearance, behavior, speech, etc. (New definition per Title 15, Section 1302)
- Gender Identity – a person's sense of being male, female, some combination of male or female, or either male or female. (New definition per Title 15, Section 1302)
- Gender fluidity – a gender identity which can vary over time. A gender-fluid person may at any time identify as male, female, neutrois, any non-binary identity, or some combination of identities. Their gender can also vary in response to different circumstances. Gender-fluid people may also identify as multi-gender, non-binary, and/or transgender. (Definition per Title 15, Section 1302)
- Gender Nonconforming - A person whose appearance, gender

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expression, or manner does not conform to traditional masculine and feminine norms. (Definition per Title 15, Section 1302)

- Harassment - Conduct that may include, but is not limited to, name-calling; disrespectful or humiliating gestures, jokes, or comments; inappropriate touching; threats of physical or emotional acts or negative consequences (including religious indoctrination); pantomiming inappropriate behavior; shunning or isolation; or making attempts to change a youth's sexual orientation, gender identity, or gender expression.
- Intersex- A youth whose sexual or reproductive anatomy or chromosomal pattern does not fit typical definitions of male or female. (Definition per Title 15, Section 1302)
- Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex (LGBTQI) – is a diversity of sexuality and gender identity-based cultures. It may be used to refer to anyone who is non-heterosexual or non-cisgender instead of exclusively to people who are lesbian, gay, bisexual, or transgender. To recognize this inclusion, the letter Q is for those who identify as queer or are questioning their sexual identity. The letter I stands for “intersex,” which is defined above. (Definition per Title 15, Section 1302)
- Lesbian- A female who is primarily emotionally, romantically, and sexually attracted to individuals of the same gender.
- Questioning- A person who is exploring or unsure about their sexual orientation and/or gender identity.
- Sexual Orientation - A person's emotional, romantic, and sexual attraction to another person.
- Transgender- A person whose gender identity does not correspond with his or her anatomical sex is different from the youth's assigned sex at birth (Definition per Title 15, Section 1302)
- Individual Behavior Management Plan (IBMP)/Multi-Disciplinary Assessment (MDA)/Multi-Disciplinary Team (MDT) - An interdisciplinary team consisting of members from medical, mental health, education and probation who shall be designated to assess needs of youth.

Confidentiality

Staff shall not disclose a youth's sexual orientation or gender identity to other youth at the facility or to outside parties, individuals, or agencies, including the youth's

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family or friends, without the youth's permission. Disclosure is authorized only to other Probation staff members with a need to know, to members of MDTs, agencies providing treatment or supervision of the youth, or where necessary to comply with State or federal law. If a youth discloses their sexual orientation or gender identity to a staff member, and that staff member assesses that the youth is at risk of sexual or physical abuse, the staff member shall then act consistent with *Prison Rape Elimination Act (PREA) policy* and other protocols governing the safety of youth.

Names and Language

- Staff, volunteers, and contractors working with youth shall use respectful language and terminology that does not further stereotypes about LGBTQI people.
- Staff shall respect the choices made by the youth and refer to the youth by the youth's preferred name and pronoun even if their name has not been legally changed. Facilities may prohibit the use of gang or slang names or names that otherwise compromise facility operation as determined by the Superintendent or designee and shall document any decision made on this basis. All written documentation about a transgender youth shall utilize the youth's preferred name as well as noting the youth's legal name recognized by the court.

(Meets standards set forth in Title 15, Section 1352.5 (a))

- Staff shall refer to a transgender or intersex youth by the youth's last name or asserted first name.
- The youth's legal name will be used in all systems such as, but not limited to, the Probation Case Management System, Probation Electronic Medical Records System, and the Juvenile Automated Index. The youth's legal name will be used along with any preferred name as an Also Known As (AKA).
- Staff shall not direct/apply derisive or demeaning names to youth; use contemptuous language directed at youth, which may include vulgar or profane words; use any words that show prejudice or intolerance toward an individual based on their actual or perceived sex, sexual orientation or gender identity; engage in verbal interactions that a reasonable person would view as abusive.
- Staff, volunteers, and contractors, in the course of their work, shall not refer to youth by using derogatory language in a manner that conveys

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bias towards LGBTQI people. In particular, employees shall not imply to or tell LGBTQI youth that they are abnormal, deviant, or sinful or that they can or should change their sexual orientation or gender identity.

Intake

Intake staff shall ask all youth, as standard practice, if they identify as LGBTQI in line with applicable intake forms.

- If a youth discloses that they are LGBTQI, staff shall talk with the youth and determine if the youth has safety concerns.
- If a youth discloses that they are transgender or intersex, the staff should refer the youth to medical staff for continuation and coordination of gender-affirming services, including medical services.
- Intake staff shall complete the Probation Electronic Medical Records System (PEMRS) PREA Risk Assessment form for each youth admitted to the facility. If the youth indicate they are transgender or intersex and requests to be housed in a living unit which houses youth of another assigned biological birth sex of the transgender or intersex youth, a medical referral shall be completed and shall be forwarded to the IBMP/MDA/MDT Coordinator.
- If a transgender or intersex youth requests to be housed in a living unit or facility which houses youth of another assigned biological birth sex of the transgender or intersex youth, the IBMP/MDA/MDT shall be convened to determine how to meet the classification and housing needs of the transgender or intersex youth. Transgender or intersex youth shall not automatically be housed based on their assigned biological birth sex and shall document the reasons for any decision to house youth in a unit that does not match their gender identity. In making a housing decision, staff shall consider the youth's preferences, as well as any recommendations from the youth's health or behavioral health provider. In addition to the general considerations that apply to all classification and housing decisions, the IBMP/MDA/MDT shall make housing recommendations for transgender or intersex youth, prioritizing the youth's health and safety needs with consideration as to whether the placement would present management or security concerns. The IBMP/MDA/MDT shall also consider the transgender or intersex resident's own views with respect to their own safety.

(Meets standards set forth in Title 15, Section 1352.5 (c))

- If the IBMP/MDA/MDT recommends housing the youth in a living unit or

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facility which houses youth of another assigned biological birth sex of the transgender or intersex youth, a recommendation for housing shall be submitted to the Superintendent/Regional Director or the authorized designee. The final housing determination for a transgender or intersex youth shall be made by the Superintendent/Regional Director or the authorized designee. The Superintendent/Regional Director or the authorized designee shall indicate in writing the decision for housing and email the decision to the IBMP/MDA/MDT coordinator.

- Pending a decision on housing within the facility (decision to be finalized within two business days), transgender or intersex youth shall be housed in the medical unit.
- Transgender and intersex youth who request specific clothing and/or undergarments shall be provided with desired clothing regardless of whether the youth is housed in a boy's unit or a girl's unit as approved by the unit Supervisor. These garments shall not be leveraged for purposes of discipline.

(Meets standards set forth in Title 15, Section 1352.5 (b))

- Access to grooming and hygiene products/aids shall not be restricted based on gender.

Bathrooms and Showers

Transgender or intersex youth or any other youth who has been determined is vulnerable to sexual harassment or abuse, shall have the option to shower at a different time from other youth and be afforded reasonable privacy to dress or undress when using the bathroom or shower.

(Meets standards set forth in Title 15, Section 1352.5 (e))

Medical and Mental Health Care

See Juvenile Court Health Services (JCHS) and Department of Mental Health (DMH) policies.

Transgender or Intersex youth shall have access to medical and behavioral health providers qualified to provide care and treatment to transgender and intersex youth. Youth shall not be denied gender-affirming medical and mental health services as a form of punishment or for any other reason.

(Meets standards set forth in Title 15, Section 1352.5 (d))

GROUP SUPERVISION**Searches**

- Staff shall not search or physically examine a transgender or intersex youth for the sole purpose of determining genital status. If a youth's genital status is unknown, it may be determined during routine intake medical examinations that all youth are required to undergo by reviewing medical records or by speaking with the youth.
- Staff shall conduct searches of transgender and intersex residents in a professional and respectful manner and in the least intrusive manner possible, consistent with security needs. Youth may identify the gender of a staff with whom they would feel most comfortable conducting the search. If the youth has no preference, they shall be searched by a staff of the same assigned biological birth or sex/gender.
- The Duty Supervisor shall make the determination whether a transgender youth may be searched by a staff of the opposite assigned biological birth or sex/gender.

(Meets standards set forth in Title 15, Section 1352.5)

Reporting and Responding to Harassment and Discrimination

- Staff shall promptly and appropriately intervene to de-escalate situations where a youth is being physically, verbally, or sexually abused or harassed for any reason, including based on the youth's actual or perceived sexual orientation or gender identity. This includes the use of homophobic and transphobic slurs/remarks.
- All staff, contractors and volunteers shall report any violations of this policy. Failure to report a violation may result in disciplinary action or, in the case of contractors and volunteers, removal from continued services in the juvenile facilities.
- Youth shall be able to report LGBTQI concerns by following the facility's grievance policy and procedures.
- Supervisory and management staff shall treat all reports of alleged violations of this policy seriously. Administrators shall take swift action per established procedures when employees, contractors, or volunteers report alleged violations of this policy.

631 PROMOTING DIGNITY FOR FEMALE YOUTH

It is the policy of the Probation Department and to establish a standard of care to

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ensure that female youth can maintain a sense of respect and dignity during the time that they are under the care of the Department.

On January 24, 2017, the County of Los Angeles Board of Supervisors passed a Motion to improve the outcomes for young women and girls held in the Los Angeles County Probation Department's juvenile facilities. The implementation of this motion allows female youth to have autonomy over their own bodies and health by allowing them more options for personal feminine hygiene and a higher standard of healthcare to meet the unique needs of female youth regarding reproductive health.

It is the goal of the Department, through partnership with Juvenile Court Health Services (JCHS), to provide a high level of care for the female youth to empower them with knowledge and the ability to make their own reproductive choices.

Undergarment Issuance

All female youth shall be given the option of both cloth and disposable underwear upon intake into any juvenile facility as part of the clothing issuance process. Each female youth shall also be issued a new properly fitted bra.

Each facility housing female youth shall maintain a supply of both cloth and disposable underwear, should they require replacement of any of the above items. Youth who choose to utilize disposable underwear during menstruation for sanitary purposes must be accommodated.

Feminine Hygiene Products

All female youth shall be given the option of both feminine hygiene pads and tampons for use during menstruation. Feminine hygiene products shall be placed in an easily accessible location in plain view within the unit. At the beginning of every shift, staff shall ensure that there is an adequate supply available to the youth at all times. Youth must be allowed the opportunity to use the restroom as frequently as needed for the safely use of these products.

Informational pamphlets shall be made available to youth on the use of their choice of feminine hygiene product. Youth shall be informed that should they have any further questions regarding the use of the product, a Request for Services form may be submitted to the facility nurse, who shall provide additional information and educational materials.

Family Planning and Sexual Health Resources for Female Youth

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Per JCHS Policy, reproductive health services are available to all youth, and they shall be allowed access to comprehensive family planning services.

- Age-appropriate educational materials regarding reproductive health are available at all facilities.
- Educational materials regarding contraceptives and condoms are available for youth upon release.
- Any contraceptive method that a female youth has established prior to admission shall be continued if desired by the youth.
- Female youth may initiate hormonal contraception if requested. If necessary, youth may be referred to outside specialty clinics for forms of contraception that are not offered by JCHS.
- Female youth who are pregnant may be referred to an outside medical facility for options counseling and/or termination of pregnancy is requested.

Care Procedures for Pregnant Youth in Probation Facilities

Per JCHS Policy, all pregnant youth are to receive proper pre-natal and post-natal care and are provided with nutrition, guidance, treatment, and counseling.

- Female youth shall receive a urine pregnancy test upon admission. During the physical examination, history regarding the youth's menstrual and sexual history is obtained. Additional testing shall be performed at the discretion of the physician as needed to ensure a diagnosis of pregnancy is made in a timely fashion.
- Youth shall receive a full history and physical examination by a JCHS physician who shall refer the pregnant youth to a high-risk clinic at Los Angeles General Medical Center (LAGMC) for prenatal care. The high-risk clinic shall evaluate the youth and provide all appropriate care.
- Youth taking psychotropic medications shall be followed closely by a treating psychiatrist and treating obstetrician.
- Upon release from Probation facilities, appropriate youth are referred to Public Health for services available for pregnant teens or teenage mothers.
- Youth beginning labor shall be sent to the appropriate medical facility providing the youth's prenatal care, if possible, to ensure continuity of care. Any available pre-natal information shall accompany the youth to the medical facility, with phone numbers to call if additional information

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is necessary.

- Post-partum youth are followed by JCHS, and if post-partum depression is suspected, the youth is immediately referred to the Department of Mental Health.
- JCHS shall notify the Department staff of all pregnant youth. Pregnant youth shall be identified as "Fragile Youth" in the Probation Electronic Medical Records System (PEMRS).
- All pregnant youth shall receive prenatal vitamins and a medical diet that includes supplementary snacks.

It is the responsibility of the Department to ensure that all pregnant youth receive proper prenatal care while detained in the facilities.

All youth who are admitted to Juvenile facilities receive a physical exam after intake; a pregnancy test is part of the JCHS nurse's intake exam. JCHS staff informs the youth of the results of the pregnancy test.

Parenting Classes shall be offered to all pregnant youth as part of their prenatal care during the 3rd trimester.

The Multi-Disciplinary Team (MDT) shall work with the pregnant youth and assist with any needs during and after the pregnancy. The team is comprised of Probation, DMH, JCHS, LACOE, and the youth's parent/guardian or social worker. The team shall develop a plan for the youth to assist her with prenatal and post-partum needs.

Once the youth has delivered the baby and returns to the Juvenile facility, probation shall provide the following services to help the youth adjust to separation.

- Baby bonding (Special Visit) with the youth and the baby; visits shall be scheduled through the IBMP Coordinator.
- Youth shall be given the option to provide breast milk for their babies. Lactation rooms shall be designated in the Medical Unit. The breast milk shall be kept in specially designated refrigerator located in the Medical Unit. The baby's caregiver may pick up the milk for the baby during the visit, or as scheduled with the IBMP Coordinator.

(Meets standards set forth in Title 15, Section 1324 (j))

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: SECURE YOUTH TREATMENT FACILITY (SYTF) SEARCHES	Section Number: SYTF-700
	Effective Date: April 4, 2024
	Approved By:  Guillermo Viera Rosa, Chief Probation Officer

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**LOS ANGELES COUNTY PROBATION
DEPARTMENT**

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701 INTRODUCTION

Searches shall be conducted to ensure the safety and security of the facility, as well as that of the public, visitors, youth, and staff. Searches shall be conducted in a manner that preserves the privacy and dignity of the person being searched and shall not be conducted for harassment or as a form of discipline or punishment. Searches may be conducted as deemed necessary by the administration on a routine or random basis. All youth shall be searched upon entry to the facility and prior to being transferred out of the facility. Strip searches and visual or physical body cavity searches shall comply with 4030 PC. Body cavity searches shall be conducted by medical personnel only.

(Meets the standards set forth in Title 15, Section 1360 (a-c))

Searches of youth or their property shall be conducted only by staff and may not be delegated to youth under any circumstances. Youth shall be searched whenever there is probable cause to believe that one or more are in possession of contraband.

702 TYPES OF SEARCHES AND DEFINITIONS

A visual search is a cursory search of a youth who remains fully clothed. Staff shall visually check the youth for possession of weapons and contraband. Staff may require the youth to empty their pockets or to pull their clothing tight to outline any object underneath.

When conducting pat down or strip searches, appropriate safety equipment shall be worn (latex gloves).

Clothing Search

A clothing search is a search of the youth's clothing, including a search of jackets, shirts, pants, pockets, cuffs, etc., while the youth is fully clothed.

SEARCHES**Metal Detector Search**

A metal detector search involves the youth passing through a metal detector, and/or the waving of a metal detector wand over and around a youth while the youth is fully clothed.

Pat-Down Search

A pat-down search requires the placement of a staff's hands on the body of the youth to detect concealed contraband. A pat-down search shall be conducted only by a deputized officer of the same sex as the youth. These searches are conducted at the discretion of staff when they reasonably believe that the youth may be in possession of contraband.

Strip Search

A strip search is defined by Section 4030 of the California Penal Code as:

“A search which requires a person to remove or arrange some or all of their clothing so as to permit a visual inspection of the underclothing, breasts, buttocks or genitalia of such person.”

Youth entering secure youth treatment facilities may not be strip searched unless the offense involves weapons, controlled substances, or violence or if they have a previous arrest involving weapons, controlled substances, or violence.

If the staff suspects that the youth have a concealed weapon or contraband on their person and the youth has not been charged with an offense which allows for a strip search, the staff shall:

- Indicate the specific reason(s) for conducting a strip search.
- Present the Admitting Summary Information form to the OD for review and approval prior to conducting the strip search.

The OD shall:

- Review the specific facts indicated by the admitting staff.
- Make a determination as to the reasonableness of the staff's suspicion.
- Sign the Admitting Information Summary form as approved if in agreement with the reasonableness of the staff's suspicions.
- Instruct the staff to conduct the strip search of the youth.

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- If the OD is not in agreement with the staff's suspicions, the OD shall decline to sign the Admitting Information Summary form and instruct the staff to comply with existing pat-down, cursory, and clothing searches of the youth.
- Once the youth has been ordered detained by the Court, the youth may be searched in accordance with accepted Secure Youth Treatment Facility Bureau search policies and procedures.

Body Cavity

A body cavity is the stomach or rectal cavity of a person and the vagina of a female.

Visual Body Cavity Search

A visual body cavity search is a more intrusive strip search that includes a visual (only) inspection of a body cavity. It requires documented, specific, reasonable suspicion and prior written authorization of a supervising officer on duty. (Penal Code § 4030; Penal Code § 4031)

Physical Body Cavity Search

A physical body cavity involves the physical intrusion into a body cavity or orifice for the purpose of discovering an object concealed in the body cavity. This requires a Search Warrant issued by a magistrate (judge, not a commissioner or referee) specifically authorizing the physical body cavity search. Only medical personnel shall conduct the search. (Penal Code § 4030; Penal Code § 4031)

(Meets standards set forth in Title 15, Section 1360 (d))

Contraband

Contraband is any item or substance possessed by the youth that is declared illegal by law or not specifically approved for youth's possession. Examples of contraband include weapons, escape devices (drawings), drugs, and/or drug paraphernalia; or authorized items that are possessed in excessive quantities or altered to be utilized in a manner not intended.

Weapon

A weapon is an instrument used or designed/altered to be used to injure or kill

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someone.

Medical Personnel

Medical personnel include physicians, nurse practitioners, registered nurses, licensed vocational nurses, and emergency medical technicians.

Youth

Any person who is in the custody of the Secured Youth Treatment Facility (SYTF). This person may be a youth under the age of 18 or a young adult over 18 years of age. This includes persons whose cases are under the jurisdiction of the juvenile court and persons whose cases are under the jurisdiction of the adult /criminal court. This term includes "juvenile" as defined by Section 208.55 of the Welfare and Institutions Code.

Detainee

A youth held in custody or confinement.

703 SEARCHES OF YOUTH HOUSED IN JUVENILE FACILITIES – GENERAL INFORMATION

- Every strip search and/or visual body cavity search requires probable cause and on-duty Supervisor approval.
- When conducting a unit search (rooms, dayroom, bathrooms, or any other common area of a living unit), youth will be subject to pad-down searches, hand-held metal detectors, or clothing searches only.
- Reasonable suspicion must be articulated on the *Strip Search Authorization Form* and approved by the supervisor on duty prior to conducting any strip and/or visual body cavity search at the unit level.
(Meets standards set forth in Title 15, Section 1360 (g))
- In the event a strip search and/or visual body cavity search is authorized at the unit level, it shall be conducted in accordance with the admission strip search and/or visual body cavity search procedures outlined herein.

704 SEARCHES OF YOUTH

Staff must physically pick up the youth's clothing and go through it to ascertain that no contraband is hidden in the sweatshirt, t-shirt, pants, underwear, shoes,

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socks, or any other item of clothing. Never assume that someone else has already searched a youth. Staff shall be cautious regarding the possible presence of sharp objects.

Visual, pat-down, and strip searches, as appropriate, shall be conducted of all youth in accordance with the above guidelines and under the following circumstances:

- When they are first admitted into the facility as part of the intake process
- When they return to the living unit from any location
- When they enter the facility from an outside location
- When they are preparing to leave on movement outside the facility
- When they have had contact with visitors from the outside
- When they are suspected of having contraband

705 CROSS GENDER SEARCHES

Cross-gender pat-down searches and strip searches are prohibited except in exigent circumstances or when conducted by a medical professional. Such searches must be fully justified and documented in writing. During the search, a supervisor must be present.

(Meets standards set forth in Title 15, Section 1360 (g))

706 TRANSGENDER YOUTH SEARCHES

Transgender youth means a youth whose gender identity is different from their physical gender identification. Transgender youth must be afforded the opportunity to be searched by a staff with whom they feel comfortable. Under no circumstances should a search ever be used as an opportunity to determine a youth's physical gender. Refer to Limits to Cross-Gender Viewing and Searches for detailed policies and procedures.

(Meets standards set forth in Title 15, Section 1360 (f-g))

707 ADMISSIONS PROCEDURES – NO STRIP AND/OR VISUAL BODY CAVITY SEARCH

To successfully conduct a pat-down search on any youth, officers need to use

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their senses, including:

- Sight: Look for weapons/contraband
- Touch: Feel for weapons/contraband
- Hearing: Listen for indications of nervousness or lying
- Smell: Odors of intoxicants (alcohol/drugs)

708 INTAKE SEARCHES

A strip search authorization form (as at the end of this section) shall be completed for all newly admitted youth, regardless of whether or not the youth is strip searched and/or visual body cavity searched. If the youth is not searched, check the “NO” box on the Strip Search Authorization Form.

Intake search procedures are as follows:

- When a youth is brought to the Secured Youth Treatment Facility, receiving staff shall take immediate control of the youth and assume responsibility for their orderly processing.
- A pat-down search shall be performed upon the youth, regardless of offense, immediately upon their arrival by an officer of the same sex.
- An officer may not conduct a strip-down search or visual body cavity search when there is no reasonable suspicion to believe the youth possesses a weapon or contraband.
- When a youth is transferred to the custody of SYTF, the nature of the charge (violence, drugs, and weapons) must be considered prior to conducting any strip search or visual body cavity search. The fact that a youth’s charging offense is a felony does not, in and of itself, give rise to reasonable suspicion justifying a strip search or visual body cavity search. The rule of reasonable suspicion applies to youth charged with felonies as well as those charged with misdemeanors.
- While charges involving weapons, drugs, or violence are strong indicators of reasonable suspicion, any decision to authorize a strip search or visual body cavity search must be based on reasonable suspicion that a weapon, drug, or other contraband could be concealed on the youth; that such a weapon, drug or contraband could not be detected by a pat-down search, and that a strip search or visual body cavity search will result in the discovery of the weapon, drug or contraband.

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- The reasonable suspicion to conduct an admission strip search and/or visual body cavity search must be articulated on a Strip Search Authorization Form and included in the youth's SYTF facility behavior file.

(Meets standards set forth in Title 15, Section 1360 (e))

709 COMPLETING A STRIP SEARCH AUTHORIZATION FORM

A complete Strip Search Authorization Form must include the following:

- Name, DOB, PDJ, and gender of the youth.
- An indication of whether a strip search and/or visual body cavity search is being requested.
- The justification for the search

NOTE: Prior arrests for weapons, drugs, or violence may not, in and of themselves, be reasons that rise to the level of reasonable suspicion. Other factors (e.g., the youth's demeanor, circumstances of the arrest, etc.) may contribute to the decision to conduct a strip search and/or visual body cavity search.

- Name and signature of the officer requesting the search.

NOTE: Probation staff shall not search youth on behalf of other law enforcement agencies.

- The name and signature of the supervisor authorizing the strip search and/or visual body cavity search.
- An indication of whether or not the supervisor approved the search (if denied, the supervisor shall include the reason for their decision. If approved; the supervisor shall indicate "N/A" in this section)
- Date, time, and location of the search
- Name, signature, and gender of the officer conducting the search.
- Results of the search, including a description of any contraband discovered or an indication that no contraband was discovered.

710 ADMISSIONS PROCEDURES FOR SEARCHING NEWLY DETAINED or TRANSFERRED YOUTH ADMITTED INTO SYTF – NO STRIP SEARCH OR BODY CAVITY SEARCH

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- An officer of the same sex shall escort the youth to an appropriate dressing/shower area and issue them a towel.
- Direct the youth to remove their clothing and cover up with the towel.
- Direct the youth to alert you once this task is completed.
- Remove yourself from the area while the youth is undressing/ dressing.
- Once alerted that the youth has disrobed and is covered by the towel, return to the shower/dressing area.
- Carefully examine each piece of clothing for contraband and bag the items the youth has removed. The youth's clothing shall be stored in accordance with procedures for storing personal property.
- Use a hand-held metal detector (wand) to sweep over the towel to examine the youth.
- Issue the youth facility clothing and remove yourself from the area after directing them to shower. Instruct the youth to alert you when they are finished showering and are clothed.
- Once clothed, escort the youth back to the admissions area for further processing.

711 ADMISSIONS PROCEDURES – STRIP SEARCH AND/OR VISUAL BODY CAVITY SEARCH

Admission strip searches and/or visual body cavity searches shall not be conducted without prior written authorization using the *Strip Search Authorization Form*. **The decision to conduct a strip search and/or visual body cavity search shall be made by a supervisor on duty.** The following procedures shall always be adhered to:

- The strip search and/or visual body cavity search shall never be conducted in a group setting.
- All strip search and/or visual body cavity searches shall take place in a private area. The private area must eliminate the possibility of visual access by person(s) not involved in the search.
- All strip search and or visual body cavity searches shall be conducted without touching the youth's body.
- The officer conducting the search shall be of the same sex as the youth being searched. No person of the opposite sex shall be allowed to view the search.

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- Officer safety is vital; have same-sex backup staff ready to assist.
- If a visual body cavity search has been approved, have the youth remove each article of clothing, one piece at a time, and hand it to you.
- Carefully examine each article of clothing for contraband, weapons, etc., and place it into the clothing bag provided.
- Once the clothing has been bagged, immediately remove the bag from the shower area and begin the search. Upon completion of the search, the youth's clothing shall be stored in accordance with the procedures for storing personal property.
- During the strip search and/or visual body cavity search process, look for and note on the Strip Search Authorization Form any irregularities such as fresh injection marks, tracks (scarring from previous injections), bruises/scarring, etc., which may indicate physical abuse, medical conditions etc.
- Physical body cavity searches are never to be performed by Probation staff.

712 STRIP SEARCH AND/OR BODY CAVITY SEARCH PROCEDURES

Once a strip search and/or body cavity search is authorized by a Supervisor, the search shall be conducted as follows:

- Direct the youth to stand and face you.
- The visual strip search shall begin at the head and work down to the feet and shall be conducted sequentially, as follows:

Hair and Scalp: All hair must hang loose. The youth must take all hair arrangements (dreadlocks, ponytails, braids, etc.) apart for inspection. Direct the youth to run their fingers through their hair. Inspect hair, scalp, and hairline at the back of the youth's neck.

- Wigs, hair extensions, and hairpieces may be subject to removal at the discretion of the Supervisor on duty.
- If a youth requires a hairpiece due to a medical condition, it must be cleared by medical staff and the Probation Supervisor on duty.

Ears: Visually inspect behind ears, under lobes, and into the ear canal.

Nose: Direct the youth to tilt their head back and visually inspect their nasal passages.

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Mouth: Visually inspect the mouth and lip area. Direct the youth to open their mouth wide, tongue up, down, right, and left. Have the youth roll their upper lip up and lower lip down.

Upper Torso - Anterior: As the youth continues to stand and face you, direct them to extend their arms to the side with fingers spread apart. Have them rotate their hands front and back.

- Direct obese youth to raise rolls of excess skin for visual inspection.
- Direct the youth to extend arms towards you with fingers spread. Inspect between fingers and under fingernails. Inspect arms and hands for injection sites.
- Fingernails must be a safe length, not to exceed $\frac{1}{4}$ ". youth will be directed to clip long nails. False fingernails must be removed and stored in the youth's property.

Lower Torso – Anterior: Direct the youth to stand with legs apart (approximately 24") and inspect the front lower torso.

- Inspect the front of the legs and feet.
- Instruct the youth to separate each toe and inspect between each toe.

Upper Torso – Posterior: Instruct the youth to turn so that their back is facing you.

- Inspect the entire back area, beginning at the base of the neck.
- Direct obese youth to raise layers of excess skin for visual inspection.

Lower Torso – Posterior: With the youth still facing away from you, visually inspect the back of each leg and instruct them to lift each foot so that the bottom of the foot is exposed. Inspect the bottom of the feet and toes.

IMPORTANT: If at any time during the strip search and/or visual body cavity search procedures, you have reasonable suspicion to believe that the youth you are searching may still be concealing contraband and that said contraband could be discovered through a more thorough search, then you may include the following:

- Male youth will be instructed to lift their penis and, subsequently, their scrotum. If the youth is uncircumcised, instruct them to pull the foreskin

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back.

- Female youth will be instructed to raise their breasts.
- Visually inspect the youth's buttocks area, looking for any string or thread leading into the anus.
- Instruct the youth to assume a squatting position and cough deeply. This should expel most items of contraband secreted in the rectal area.
- The strip search and/or visual body cavity search is now concluded, and you may direct the youth to shower.
- Once the shower is completed, staff shall issue facility clothing to the youth and direct them to dress.
- Escort the youth back to the admissions area for further processing.

NOTE: In the event any contraband is discovered during a strip search and/or visual body cavity search, it shall be processed in accordance with procedures for handling evidence, i.e., Chain of Custody. Any contraband discovered shall also be noted on the Strip Search Authorization Form, and a Special Incident report shall be completed.

713 SEARCHES OF YOUTH ON MOVEMENT OUTSIDE OF THE FACILITY

- When a youth is preparing to go on any movement from a facility for outside medical appointments, court appearances, or transfers between probation facilities, a pat-down search shall be conducted on the youth prior to leaving the unit or dorm.
- Staff shall perform a thorough search of the youth's personals, where applicable, prior to leaving the unit or dorm.
- Staff shall search youth before transportation staff take over supervision to reduce the chance that contraband was missed.

714 YOUTH ON ENHANCED LEVELS OF SUPERVISION

Youth on Level 3 and Level 4 supervision are prone to self-injury and suicidal behavior. As such, these youth must be carefully supervised and searched if staff observe them with an object that could be used to hurt themselves or others. Staff shall search that youth immediately to retrieve the object.

SEARCHES**715 SEARCHING YOUTH'S ROOM**

Staff shall search youth's rooms daily. At the minimum, two (2) random room searches shall be conducted per each AM and PM shift. Searches should be scheduled in a manner that does not create a pattern for the youth to predict such searches. During the search, if any weapons or contraband are found, Staff shall complete a Special Incident Report (SIR) and follow the procedures per the Crime Scene Evidence Preservation policy.

716 SEARCHES OF THE FACILITY

Upon the direction of the unit supervisor, director, assistant superintendent, or the superintendent, facility perimeters (inside and outside), school, and other areas of the facility shall be searched for any contraband.

717 SEARCHES OF VISITORS

All visitors to the facility shall be subject to limited administrative searches. All visitors are required to go through a metal detector and/or visual scanner. If contraband is detected, the visitor may be asked to empty their pockets of all objects before passing through the detector/scanner again. If the presence of contraband is still detected, a hand-held wand may be used to isolate the specific area and determine if the contraband is an integral part of the clothing or surgically implanted. In those cases where it is not possible to verify that the object is not contraband, it may be necessary to deny entry until the visitor can pass through the detectors without triggering them.

All items brought into the facility by visitors are subject to search. Inappropriate items shall not be allowed inside the facility.

Visitors in Wheelchairs

Prior to being allowed in the facility, visitors in wheelchairs shall be asked to place all loose objects into a tray and remove any blankets and/or non-clothing coverings. All packages, including purses, in their possession shall then be searched for contraband. A hand-held metal detector is then used to scan the visitor's body. The large metal detector placed at the hall entrance shall not be used for wheelchair access.

718 NARCOTICS DETECTION CANINE

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It is the policy of the Department to have narcotic detection canine searches conducted by a vendor or the Special Enforcement Operations (SEO) Canine unit at all juvenile facilities. "Passive Alert" narcotic detection canines will be utilized to search to ensure the safety and security of the youth, staff, and visitors in the facility.

Narcotic detection canine searches shall be conducted on a random basis. The purpose of these searches is to deter and prevent the transportation, possession, or distribution of prescribed medications or illegal narcotics within the Department's facilities and to ensure that the facilities are safe and secure.

The Management Services Bureau (MSB) shall ensure that proper signage is posted and visible on the exterior of the facility, as well as in the visitors' waiting areas. This signage shall notify assigned personnel and visitors that searches will be conducted by narcotic detection canines.

DIRECTOR OR SUPERVISOR

A Director or Supervisor shall:

- Escort the canine handler/canine while searching the facility.
- Remain with the canine handler/canine at all times.
- Monitor visitors waiting to enter the facility if the canine alerts a visitor and ensure the Vapor Tracer or itemizer is used on visitors.
- Ensure that the canine handler/canine has no physical contact with youth or staff.
- Complete a "Proof of Service Invoice," which shows the date and hours the canine handler worked in the facility.
- Obtain the canine handler's signature on the "Proof of Service Invoice".
- Forward a copy of the "Proof of Service Invoice" to the Superintendent/
- Follow the guidelines set forth in the Public Safety Officer's Procedural Bill of Rights Act- Government Code Section 3309 if the canine alerts on a Peace Officer or the personal belongings of a Peace Officer during the course of the search.
- Submit a Special Incident Report (SIR) for any contraband found during the visit. In the event the canine becomes aggressive towards youth, staff or visitors or significant contraband is found that meets the criteria of endangering the facility, youth, or staff, such as weapons and/or illegal substances, the manager shall contact the Bureau Chief via a

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Preliminary Incident Notification (PIN).

- Follow the guidelines outlined in the Crime Scene Evidence Preservation policy if an illegal substance is found during the search.
- Notify the Project Manager of any issues related to the canine handler or the canine.
- Contact the Project Manager if an unscheduled search is requested due to suspicion that narcotic substances may be in the facility.
- Complete the K9 Search Form (Attachment A) at the conclusion of the visit and immediately submit it to the appropriate parties as indicated on the form.

Prior notification of visits shall not be made available to staff or youth. Scheduling visits shall be arranged by the Project Manager in conjunction with the Bureau Chiefs.

UNIT STAFF

Staff assigned to the unit shall:

- Avoid physical contact with the canine handler and the canine.
- Ensure youth do not have physical contact with the canine handler or canine.
- Minors are to be taken to another location of the unit/dorm or staged outside while the canine is searching.
- Ensure no one (youth or staff) interferes with the canine handler or canine while searches are being conducted.
- Contact a Director immediately if the canine alerts on a Peace Officer or the personal belongings of a Peace Officer during the course of the search.

CANINE HANDLER

The canine handler shall:

- Report to the Director or Supervisor upon arrival at the detention facility.
- Avoid physical contact with youth and/or staff.
- Provide canine searches tailored to the needs of the Secure Youth Treatment Facility in an unobtrusive manner using "passive alert"

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canines.

- Notify the escorting Director or Supervisor of possible narcotics substances located by the canine,
- Be responsible for the proper collection and disposal of all canine waste.

NARCOTICS DETECTION CANINE SEARCH AREAS

- Administration Building.
- Assessment Center.
- Behavior Modification Store.
- Breezeways.
- Chapel- All areas inside, outside perimeter, restrooms and sitting areas.
- Clothing storage area.
- Conference room areas.
- Dayrooms.
- Dining hall.
- Earthquake supply areas.
- Facility grounds.
- Food storage areas and rooms, including freezers.
- Gymnasiums- including rooms therein.
- Hallways in all buildings.
- Infirmary- Nurses' offices.
- Janitorial closets and storage areas.
- Kitchen and rooms therein.
- Laundry room.
- Library.
- Linen closets.
- Lockers and cubbyhole areas (youth only).
- Lounge areas.
- Miscellaneous storage rooms.
- Pantry areas.

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- Parking lots.
- Perimeter and grounds near visiting area.
- Personals.
- Recreational areas.
- Restrooms and portable toilets.
- School Building - all classrooms and restrooms in the school area.
- Shower areas.
- Supply closets.
- Trash bins, trashcans, and wastebaskets.
- Tool storage areas.
- Utility rooms.
- Vehicles used to transport youth.
- Visitors in line waiting to enter the facility.
- Visiting areas.
- Warehouse.
- Youth living areas.

LOS ANGELES COUNTY PROBATION DEPARTMENT	SYTF-700
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Attachment A



**DETENTION SERVICES BUREAU
LOS ANGELES COUNTY PROBATION DEPARTMENT**



Facility: _____

K-9 Searches

Date: **Time:** **Time In:**
Time Out:

Escorting Supervisor or Director:

Name of Handler:

☐ Contract Canine ☐ SEO Canine Unit

Areas Visited by Canine		Any contraband found Yes or NO. If Yes, what was found?
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

COMMENTS:

Form to be completed after each K9 visit and sent to Bureau Chief Mark Garcia and Jeffrey Chang within 24 hours of the visit.

Rebuild Lives and Provide for Healthier and Safer Communities

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: SECURE YOUTH FACILITY TREATMENT (SYTF) PHYSICAL INTERVENTIONS	Section Number: SYTF - 1000
	Effective Date: April 4, 2024
	Approved By:  Guillermo Viera Rosa, Chief Probation Officer

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LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: SECURE YOUTH FACILITY TREATMENT (SYTF) PHYSICAL INTERVENTIONS	Section Number: SYTF - 1000
	Effective Date: April 4, 2024
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1001 INTRODUCTION – PHYSICAL INTERVENTIONS

This policy articulates the department's policy for handling crisis situations that may result in the use of force. In every situation (preceding, during, and following a physical intervention, including Oleoresin Capsicum (OC) Spray, youth shall be continually treated with dignity and respect regardless of their gender, race, ethnicity, national origin, sexual orientation, gender identity, education, or disability. Consistent with a dignity-based approach, youth must also be held accountable for their actions while under the department's care to foster an environment of ongoing youth rehabilitation and safety. Officers shall consider the safety of all individuals, including youth, staff, and/or the public when determining whether the use of force, including but not limited to physical or chemical intervention, is appropriate given the situation and environment. Use of force, including but not limited to physical or chemical intervention, shall only be utilized as a last resort and only at a level that is objectively reasonable. The use of force as a means of punishment, retaliation, or treatment is strictly prohibited. Any officer who is found to have done so is not acting within the scope of employment and shall face disciplinary action.

The authority to use force is a serious responsibility given to Peace Officers. All officers are expected to exercise that authority judiciously and with respect for human rights, dignity, and life. Officers shall make every attempt to de-escalate situations and exhaust all other means of response before resorting to force. No policy can anticipate every conceivable situation or exceptional circumstance that Officers may face. In all circumstances, Officers are expected to exercise sound judgment and critical decision-making when using force options.

LEGAL MANDATE

This policy is consistent with the expectations set by California's Board of State and Community Corrections (BSCC) Title 15 Minimum Standards for Juvenile Facilities,

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Section 1357, and is aligned with the United States Supreme Court's decision *Graham vs. Connor*, 490 U.S. 386 (1989), which mandates that when force is used, trained officers shall utilize an objectively reasonable standard to ensure that the level(s) of intervention utilized are both reasonable and necessary to facilitate the restoration of order¹.

In *Graham v. Connor*, the U.S. Supreme Court held that (1) an officer's use of force must be objectively reasonable, (2) the "reasonableness" of a particular use of force by the officer must be judged from the perspective of a reasonable officer in the same or similar circumstance, and the calculus must embody an allowance for the fact that officers are often forced to make split-second decisions about the amount of force necessary in a particular situation, and (3) a court's review of the reasonableness of the decision to use a particular use of force must be made without regard for the officer's underlying intent or motivation².

OVERVIEW

The Department is committed to facilitating safe, secure, and healthy environments for the youth and staff. Ensuring the safety of the youth while in the department's care is a priority. This policy is developed in cooperation with Juvenile Court Health Services (JCHS) and the Department of Mental Health (DMH), which articulates the department's policy for handling crisis situations that may result in the utilization of physical intervention. It establishes the roles and responsibilities for all sworn and non-sworn staff to be followed prior to, during, and after the utilization of physical intervention, the application of OC spray, where authorized, and the application of mechanical or soft restraints.

1002 TRAINING REQUIREMENTS

All sworn officers that are authorized to utilize physical intervention techniques in the performance of their duties shall receive department-approved training (initial training and annual refresher training) on de-escalation, physical intervention, and chemical intervention/decontamination techniques prior to being authorized to utilize force³. This includes training for officers related to:

- Permitted use of force techniques and methods.

¹ Cal. Code Regs. Title 15 § 1357(a)(1)

² Cal. Code Regs. Title 15 § 1357(c)(4)

³ Cal. Code Regs. Title 15 § 1357(c) (1-6)

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- De-escalation and prevention techniques.
- Physical interventions, physical restraints, and defensive tactics.
- Instruction on the Constitutional Limitations of Use of Force.
- Known medical and behavioral health conditions that would contraindicate certain types of force; Signs or symptoms that should result in immediate referral to medical or mental health staff.
- Use of force policy; reporting and writing.
- Debriefing.

Managers and supervisors assigned to juvenile facilities and transportation shall ensure that all sworn officers within their reporting hierarchy remain current in their training and receive periodic briefings concerning this policy.

1003 OBJECTIVELY REASONABLE DETERMINATIONS

When determining the necessary and reasonable level of physical intervention, including OC Spray, "objectively reasonable" means the amount and type of force that an objective, similarly trained, experienced, and competent youth supervision officer, faced with similar facts and circumstances, would consider necessary and reasonable to ensure the safety and security of youth, staff, others, and the facility. Use of force is restricted to the minimum level necessary to ensure the safety and security of youth, staff, others, and the facility to control the situation and restore order⁴. Officers shall evaluate each potential physical intervention situation, including, but not limited to:

- Whether the youth present an immediate threat to the safety of themselves or others.
- Whether the youth is actively physically resisting. Obstinacy is not a form of resistance that generally requires the use of force if it does not present a threat to self or others.
- Likelihood, the capability of youth to carry out threats made.
- Size and physical strength of youth vs. officer.
- Number of youth involved and the number of officers available or present.

⁴ Cal. Code Regs. Title 15 § 1357(a) (1)

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- The nature and severity of the situation and the potential for serious injury.
- The youth's medical and/or mental health condition(s), whether the youth is pregnant, and whether the youth has a disability.
- Proximity of potential weapons.

Pregnant and Post-Partum Recovering Youth

Officers shall ensure that every effort is made to avoid applying any type of physical, chemical, or mechanical restraint on youth who are pregnant, laboring, delivering, or recovering post-partum (Juvenile Justice Reform Act of 2018). Use of force in these situations poses serious health and safety concerns due to the increased likelihood of falls and an inability to break falls. Additionally, these pregnancies and post-partum recovery periods are associated with heightened emotions and mental health symptomology. The use of force can intensify emotional vulnerability as the youth may experience re-traumatization. If a situation occurs, as previously described, which requires restrictive alternatives to prevent injury to youth and/or others, the officer shall take special precautions to avoid any pressure on the youth's abdominal region or impact upon any area of the body.

Restraining a pregnant youth in a prone or supine position is expressly prohibited.

A pregnant youth in labor, during delivery, or in recovery after delivery shall not be restrained by the wrists, ankles, or both unless deemed necessary for the safety and security of the youth, the officers, or the public. If necessary, when applying restraints to a pregnant youth, restraints shall be applied to the front of the body.

In accordance with *Penal Code Section 6030(f)*, *Welfare and Institutions Code Section 222*, and *BSCC 15, CCR §1358*, a youth known to be pregnant or in recovery after delivery shall not be restrained using leg irons, waist chains, or handcuffs behind the body.

Restraints shall be removed when a professional who is currently responsible for the medical care of pregnant youth during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of the restraint is medically

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necessary⁵.

1004 PREVENTION AND DE-ESCALATION

Prevention and de-escalation strategies are designed to promote positive behavior, successfully resolve conflicts, and minimize crisis situations that require the use of force. The primary tools for preventing crises are building positive, supportive, professional relationships with youth and utilizing proactive supervision and situational awareness techniques. When supervising youth, officers shall seek to establish rapport and maintain awareness of changes in an individual's mood or the housing unit's tone. Recognizing these changes will give officers the ability to effect proactive engagement, summon additional officers and/or mental health professionals to assist in resolving the situation without the use of force, or utilize other less aggressive and approved use of force techniques.

Definitions and Explanation of Terms

De-escalation - The use of non-physical efforts and techniques, including conflict resolution, to minimize or prevent a crisis that may require the need for the use of force.

Disengagement – Officer steps between youth engaged in a physical altercation, separating the combatants with a gentle, open-handed guiding movement that does not involve confinement of an appendage.

Extended Arm Assist –Officer secures the arm and/or shoulder (or shirt/sweatshirt) of the youth for the purpose of inducing a youth that is acting out to cease their involvement in negative behavior and/or to assist them in moving to a safer area.

De-escalation Strategies – designed and employed to intervene in a youth's negative behavior with non-threatening, non-verbal, para-verbal, or verbal interventions, which reinforce expected behaviors and allow the youth to self-correct and begin to demonstrate acceptable behaviors.

Positive Reinforcement – behavioral management techniques, which involve acknowledging appropriate behavior and employing positive correction techniques to further reinforce and enhance a structured, relationship-based

⁵ Cal. Code Regs. Title 15 § 1357(a)(8)

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environment; processes which could include utilizing techniques such as humor, re-grouping, restructuring, and/or problem-solving to assist in the development of positive officer/youth relationships.

Crisis Intervention Team (CIT) – teams composed of Probation and Mental Health staff deployed to address and de-escalate behavioral and mental health crisis situations.

A. Prevention Strategies

Prevention strategies are designed to promote positive behavior and maintain proactive engagement. The primary tools for preventing crises are promoting positive and professional relationships with youth and utilizing proactive supervision. When supervising youth, officers shall establish and maintain rapport and engage daily in strength-based strategies to contribute to a positive unit environment. Officers shall use proactive crisis avoidance strategies by providing programming that is properly structured, establishing and regularly reinforcing clear expectations, providing differential reinforcement (i.e., acknowledging appropriate behavior while ignoring inconsequential behavior), and engaging appropriate/positive family to support kinship while maintaining awareness and sensitivity to family history/dynamics to help address youth concerns and behavioral issues.

B. De-Escalation Strategies

De-escalation strategies are designed to successfully resolve conflicts when they arise and minimize crisis situations that may require the use of force. Officers are required to employ de-escalation strategies prior to the use of force unless the use of force is necessary to respond to an imminent threat to facility security or the safety of persons.

The primary tool for de-escalating crises is utilizing proactive supervision. Officers engage in proactive measures to avert crises using situational awareness techniques (i.e., recognizing early signs of behavior-related concerns or the housing unit's tone to provide early intervention techniques). Officers shall closely supervise youth to prevent youth-on-youth conflict. When a situation is likely to escalate, staff may utilize positive correction techniques (e.g., appropriate approval and disapproval), use positive behavior management techniques (e.g., appropriate humor, regrouping, restructuring, and problem-solving), summon

PHYSICAL INTERVENTIONS

additional officers, and seek support from clinical and/or mental health professionals to assist in resolving the situation without the use of force, or to utilize other less aggressive and approved use of force techniques.

De-escalation strategies are non-physical options that include the use and application of efforts and techniques, including conflict resolution, disengagement, and extended arm assist, to discourage, decrease, or intervene in threatening, disruptive, or violent behavior. These strategies are most effective when officers maintain appropriate relationships with youth, consistently and fairly apply universal intervention strategies, and acknowledge and utilize positive reinforcement. Officers trained to utilize intervention strategies while considering gender dynamics and the impact of trauma on adolescent brain development are likely to experience greater success at de-escalating crises⁶.

Officers shall strive to de-escalate crises by maintaining effective awareness and communication skills and by providing warnings and/or asking other officers to assist in minimizing the need to use force. When deciding how to address crises, officers shall consider what influences narcotic use, a history of trauma, and/or mental illness may have on youth behavior and how youth may be affected by the utilization of physical or chemical intervention⁷.

NOTE: Disengagement (Step Between) and Extended Arm Assist are non-physical techniques and, therefore, will not be considered a use of force. When a “disengagement step between” or “extended arm assist” is utilized, the individual should complete a Special Incident Report (SIR).

Officers may utilize the following de-escalation strategies:

Request for Compliance with Instructions: Requests of the youth for compliance with instructions in a fair, firm, and respectful manner. It may be best for one officer (preferably one who has built a positive rapport with the youth) to take the lead in speaking with the youth one-on-one.

Discussion/Counseling: Attempt to counsel or engage the youth through dialogue to de-escalate the situation. Speak directly to the youth (away from the group or audience) in a firm but calm and non-threatening manner, using the youth’s name. Continue dialoguing, clearly instructing the youth to cease the

⁶ Cal. Code Regs. Title 15 § 1357(a)(2)

⁷ Cal. Code Regs. Title 15 § 1357(c) (1)

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activity and comply.

Mental Health Assistance: As part of the CIT, Mental Health staff shall serve a more direct role in engaging youth in crisis to assist with de-escalation. Mental Health staff shall be summoned immediately or as soon as “reasonably possible” to support the youth in regaining self-control and help encourage compliance with instructions through Mental Health’s Professional/Practiced crises de-escalation expertise, including their unique knowledge of the youth’s casework and treatment.

Officer Presence: One or more officers converge on the incident or potential incident, approaching in a non-threatening manner. One officer assists by providing continuous instructions/orders to the youth in a calm but firm voice to cease the negative activity. Additional officers shall assist in isolating the situation, providing backup for the officer engaging the youth, and/or securing the rest of the group. Officers should be aware that the youth may be experiencing a mental health crisis and may react to being surrounded. If it is safe to do so, give the youth space.

Switching Officers (Tapping Out): If the youth is extremely angry or upset with a particular officer, an un-involved officer shall attempt to take over counseling the youth, continuing the de-escalation process. Officers must be aware of their own emotions and take great care not to personalize any comments or actions from the youth.

Secluding the Situation/Youth: If the youth does not comply with verbal instructions and additional officers have been called to the area, the youth shall be secluded from the rest of the group. (see the Exclusions to Room Confinement and Cool-Down Status Policies).

Request Supervisory Assistance: Request that a supervisor report to the location where the youth is experiencing the crisis.

Behavior Chart Consultation: When experiencing continued non-compliance, circumstances permitting, request that an officer consult the youth’s Behavior Chart or the PCMS to assist in determining an appropriate course of action. It is vital to note any medical, mental health, or developmental disability problems in the youth's history.

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Other Officers/Volunteers: Probation Officers may request and/or utilize other staff, including teachers, religious volunteers, or others, provided they have an established rapport with the youth and can be safely involved in the de-escalation efforts.

Temporary Halt to Program Activities: If a youth's actions constitute a potential safety risk to the officer or other youth in the unit, Officers may reduce or halt program activities for the time necessary to handle the situation with supervisor approval. The program shall resume for the entire unit after the incident has been resolved and the location is rendered safe and secure.

Separation of Youth: If a youth presents a potential safety risk to the unit (e.g., medical and mental health conditions, assaultive behavior, disciplinary consequences, protective custody, etc.), officers may temporarily separate the youth when conducting unit-wide activities until the behaviors of concern are resolved. Upon resolution, youth shall be reincorporated into programming.

Crisis Intervention Team (CIT)

Probation and Mental Health will use CIT whenever emergency or crisis situations arise. The primary objective is to create a trauma-informed environment and foster a therapeutic approach to minimize the need for forceful intervention in critical situations and assist youth in crisis. The CIT team's primary focus is to provide an immediate therapeutic-oriented response to de-escalate situations, attempt to resolve underlying issues, and minimize the reliance on forceful interventions or segregation. During normal business hours, the CIT team members are comprised of two (2) Probation Staff and, if available, one (1) clinician from the Department of Mental Health (DMH). After business hours, designated officers to serve as members of the CIT team. Each designated officer is assigned to the CIT team one day a week. Consideration will be taken when identifying staff to serve as CIT team members to ensure that only those staff known to have a good rapport with youth and who have demonstrated the ability to de-escalate youth shall be assigned as CIT team members.

The hours of the CIT team will be scheduled to cover both AM (6 AM – 2 PM) and PM (2 PM – 10 PM); an EM (10 PM – 6 AM) expanded shift will be implemented if the operation's needs deem so.

PHYSICAL INTERVENTIONS**CIT TEAM MEMBERS**

During normal business hours, the CIT team members are comprised of two (2) Probation Staff and, if available, one (1) clinician from the Department of Mental Health (DMH). After business hours, designated officers to serve as members of the CIT team. Each designated officer is assigned to the CIT team one day a week. Consideration will be taken when identifying staff to serve as CIT team members to ensure that only those staff known to have a good rapport with youth and who have demonstrated the ability to de-escalate youth shall be assigned as CIT team members.

The Superintendent/Director or the authorized designee is responsible for developing a shift schedule for the designated CIT team members one month in advance.

CIT TEAM RESPONSE

The on-site staff is to immediately request the assistance of the CIT team when the de-escalation methods with youth in crisis are unsuccessful. It is important for staff to recognize when their efforts are not productive and may be escalating the situation. At times, staff may need to step away from a situation to allow the CIT team to assist.

To initiate the request for the CIT team:

- The on-site staff is to notify the Movement Control (MC) via radio communications by announcing "CIT team" and the location.
- The Movement Control (MC) to dispatch the assistance of the CIT team and record the request in the daily shift report.

The CIT team, upon arrival, are to assess the safety and security and gather critical information about the situation and the youth in crisis. The CIT team members shall identify the primary communicator and the secondary responder. Whenever possible, the CIT team should encourage the youth involved to relocate to a different area away from on-site staff and other youth. If the youth is unwilling to do so and other youth are present, the other staff in the area should remove or redirect the other youth away from the situation so that the CIT team can focus its efforts on de-escalating the youth.

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The CIT team is to use de-escalation techniques and skills, such as Motivational Interviewing (MI) and Dialectical Behavior Therapy (DBT), when engaging with the youth. The CIT team shall maintain a calm demeanor, speaking in a low and controlled tone, displaying patience, maintaining a safe personal space, and remaining objective.

It is crucial to emphasize that the CIT team's role is not to discipline the youth nor to use any forms of force but to assist them in calming down, focusing on resolving the situation, and complying with staff requests to restore a safe and secure environment.

If the youth remains unresponsive to de-escalation efforts and the CIT team is concerned about the safety of the youth and staff members, additional assistance from the facility response team may be called.

If the situation escalates to an imminent risk of injury, and as a last resort to prevent serious injury and other responders are not immediately available, the CIT team shall follow the Department's established use of force continuum. (See the Physical Intervention Policy)

REPORTING REQUIREMENTS

The CIT team members shall complete the CIT team response reporting form and submit the report to the Officer of the Day (OD)/Supervisor prior to the end of the shift. The CIT team members are to comply with additional departmental reporting mandates not included in this directive.

TRAINING

The designated CIT team members are required to complete specialized training every six (6) months consisting of de-escalation techniques and trauma-informed care provided by the Department's Staff Training Office (STO).

The facility staff training coordinator is responsible for scheduling, tracking, and monitoring of required specialized training. The specialized trainings are included but not limited to:

- De-escalation techniques
- Crisis intervention

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- Trauma-informed Care
- Adolescent brain development

QUALITY ASSURANCE AND DATA COLLECTION

The Superintendent/Director or the authorized designee is responsible for developing performance measures to determine the effectiveness levels of the CIT team. The performance measures are included but not limited to:

- Number of CIT team responses
- Time needed to de-escalate.
- Strategies used to de-escalate the situation.
- Trends (youth demographics, identified staff members, locations, etc.)

The Superintendent/Director shall regularly review the data to identify and address any necessary adjustments.

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The authority to use force is a serious responsibility given to peace officers. It is restricted to what is deemed reasonable and necessary only to ensure the safety and security of youth, staff, others, and the facility. All officers are expected to exercise that authority judiciously and with respect for human rights, dignity, and life. Officers shall make every attempt to de-escalate situations and exhaust all other means of response before resorting to force. No policy can anticipate every conceivable situation or exceptional circumstance that officers may face. In all circumstances, officers are expected to exercise sound judgment and critical decision-making when using force options.

Definitions and Explanation of Terms

- **Use of Force:** Use of direct physical contact or chemical spray⁸ applied to youth to restrict movement or to disengage from harmful behavior.

NOTE: The gentle or slight touch of the arm, elbow, shoulder, or back to direct

⁸ Pursuant to the County Board of Supervisors motion "Phasing Out the Use of Oleoresin Capsicum (OC) Spray in County Juvenile Facilities (February 2019)" this policy shall be updated to remove Oleoresin Capsicum (OC) once phase out is complete.

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youth from one location to another is not considered a use of force.

- **Objectively Reasonable and Necessary Use of Force:** Restricts the amount and type of force that an objective, similarly trained, experienced, and competent youth supervision officer, faced with similar facts and circumstances, would deem reasonable and necessary to ensure the safety and security of youth, staff, others, and the facility as defined in BSCC Title 15, Section 1302 *Definitions – Reasonable and Necessary Force*⁹.
- **Excessive/Inappropriate Force:** Force that exceeds the minimum amount reasonable and necessary to establish control of an incident or protect oneself and others from harm.
- **Immediate Use of Force:** Force used as an immediate means to respond to a situation or circumstance that constitutes an imminent threat to facility security and/or the safety of persons, which does not permit an opportunity for alternative measures such as de-escalation techniques.
- **Directed Use of Force:** Planned use of force in cases where there is no immediate physical threat, such as prolonged passive resistance or involuntary removals. There shall be a tactical plan developed with the shift leader or supervisor upon preventing the use of force whenever possible. De-escalation must be attempted prior to any directed use of force.
- **Force Options:** Department-approved tools and techniques to use when responding to resistance or violent encounters. Each officer is expected to use only those techniques that are reasonable under the circumstances to gain control of the youth; protect the safety of youth, staff, and others; prevent serious property damage; prevent escape; or ensure the facility's security (e.g., physical control hold, take-downs, physical restraint devices, and OC spray)¹⁰.

Physical Intervention Determinations and Strategies

Officers may utilize reasonable and necessary force predicated upon the factors presented by each specific incident. In some instances, the use of immediate

⁹ Cal. Code Regs. Title 15 § 1357(a)(1)

¹⁰ Cal. Code Regs. Title 15 § 1357(a)(2)

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physical intervention may be required. The level of physical intervention that can be used is governed by the objectively reasonable standard¹¹. De-escalation shall be attempted before force is used, and force shall only be used when de-escalation efforts have been unsuccessful or are not reasonably possible due to an imminent threat to the facility's security or the safety of persons. Officers shall use objectively reasonable force techniques required to gain control of the situation, limit the use of force on youth with known disabilities, as well as use the minimum amount of force necessary and reasonable to prevent self-harming behavior. Officers are expected to be aware of those youth with disabilities, medical, mental health, or other issues, and any youth that is medically contra-indicated from being exposed to OC (Refer to Alert log policy).

Objectively Reasonable Standard for Use of Force

When determining the necessary and reasonable level of physical intervention, "objectively reasonable" means the amount and type of force that an objective, similarly trained, experienced, and competent youth supervision officer, faced with similar facts and circumstances, would consider necessary and reasonable to ensure the safety and security of youth, staff, others, and the facility. Use of force is restricted to the minimum level necessary and objectively reasonable to control the situation and restore order. Officers shall evaluate each potential physical intervention situation, including, but not limited to:

- Whether the youth present an immediate threat to the safety of themselves or others.
- Whether the youth is actively physically resisting. Obstinacy is not a form of resistance that generally requires the use of force if it does not present a threat to self or others.
- Likelihood and capability of a youth to carry out threats made.
- Size and physical strength of youth vs. officer.
- Number of youth involved and the number of officers available or present.
- The youth's medical and/or mental health condition(s), whether the youth is pregnant, and whether the youth has a disability.
- The nature and severity of the situation and the potential for serious

¹¹ Cal. Code Regs. Title 15 § 1357(a)(1)

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injury.

- Proximity of potential weapons.

Officers maintain the right to self-defense and have a duty to protect the safety of others. However, the amount of force used shall only be the minimum necessary to mitigate an incident and protect the youth or others from harm. The level of force must be objectively reasonable under the circumstances.

NOTE: This policy is not intended to require that physical intervention options be used in a particular order; however, the physical intervention option(s) shall be objectively reasonable.

Force options include but are not limited to:

- Physical Control Holds.
- Take-downs.
- Restraint Devices.
- Oleoresin Capsicum (OC) Spray.

Pregnant and Post-Partum Recovering Youth

Officers shall ensure that every effort is made to avoid applying any type of physical intervention on youth who are pregnant, laboring, delivering, or recovering postpartum (Juvenile Justice Reform Act of 2018). If a situation occurs that requires restrictive alternatives to prevent injury to the youth and/or others, the officer shall take special precautions to avoid any pressure on the youth's abdominal region or impact upon any area of the body. Prone restraints are prohibited, and the use of supine restraints should be limited.

Escalation Prevention

Officers shall strive to prevent escalating crises through effective communications, warnings asking other officers to assist, and other non-physical methods to minimize the need to utilize physical intervention in so far as practical. When deciding how to address crises, officers shall consider what influences narcotic use, history of trauma, and/or mental illness may have on youth behavior and how youth may be affected by the utilization of physical intervention. Officers shall make every effort to avoid physical interventions with youth whose known medical or mental health conditions involve the following:

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- Psychotropic drugs or stimulant medications.
- Asthma or respiratory problems.
- Documented history of heart disease.
- Documented history of seizures.
- Pregnancy or postpartum recovery.
- Developmental disability.
- Medically obese.
- Under the influence of stimulant narcotics (cocaine, methamphetamine, PCP, etc.).

Physical Intervention Training

All officers who are authorized to utilize physical intervention techniques in the performance of their duties shall receive department-approved initial and annual refresher training on de-escalation, physical intervention, and chemical intervention (if permitted) techniques prior to being authorized to utilize force¹². This includes:

- Physical Intervention.
- Prevention and De-escalation.
- Oleoresin Capsicum (OC) Spray.
- Restraints.
- Post Physical Incident/Post Use of Force.
- Physical Intervention Process Quality Assurance.
- Physical Intervention Notifications.

Managers and supervisors shall ensure all sworn officers within their reporting hierarchy remain current in their training and receive periodic briefings concerning this policy¹³.

Application of Physical Interventions Immediate Use of Force (Emergent Situations)

¹² Cal. Code Regs. Title 15 § 1357(c)(6)

¹³ Cal. Code Regs. Title 15 § 1357(c)(5)

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The Department provides tools and training on techniques to use when responding to resistance or violent encounters. While various degrees of use of force exist, each officer is expected to use only those techniques that are reasonable and necessary under the circumstances to gain control of the youth; protect the safety of youth, staff, and others; prevent serious property damage; prevent escape; or ensure the facility's security. Whenever possible, de-escalation techniques, including verbal techniques, shall be used throughout the force incident to redirect behavior, diffuse difficult situations, and generate voluntary compliance.

Officers must be mindful of officer/youth size differentials, a youth's mental health, and medical conditions, including pregnancy and/or developmental disabilities, when utilizing physical strengths and holds. Whenever possible, officers must calmly and clearly articulate directions and expectations while applying physical techniques to reduce resistance and gain youth's compliance.

Officers must remain aware of positional asphyxia. Positional asphyxia limits the expansion of the lungs by compressing the torso, hence interfering with breathing. Whenever a youth complains that they cannot breathe, show signs of difficulty breathing, or vomit, officers must immediately remove pressure from the back, chest, and abdomen while maintaining control of the youth's limbs. Officers must continually observe the youth to determine if the youth is breathing. Throughout the use of physical intervention, officers shall ensure the youth is responsive and can speak.

Health emergencies override the use of force (e.g., physical restraint and take-downs). Officers shall continually assess the youth for potential pain or medical distress as they seek to gain compliance. If a youth appears to have lost consciousness or shows signs of a health emergency, officers shall reassess the youth for breathing and signs of circulation. Officers shall initiate CPR and emergency medical response procedures whenever needed and shall remain mindful of ensuring the health and well-being of youth.

When officers reasonably determine that de-escalation techniques are ineffective or cannot be utilized due to imminent danger, immediate use of force techniques shall be employed. Officers shall be aware that a history of trauma may intensify natural defensive/protective responses during a use of force incident.

Self-defense can be utilized in situations such as a physical assault on an officer

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or staff by a youth or group of youth. However, the amount of force used shall only be the minimum necessary and objectively reasonable to mitigate an incident and protect the youth, staff, or others from harm.

Directed Use of Force (Directed, Planned & Supervised for Non-Emergent Situations)

In cases where there is not an immediate physical threat, such as prolonged passive resistance or involuntary removals, there shall be a tactical plan developed to circumvent the use of force whenever possible; this includes the use of the CIT to help de-escalate the situation and gain compliance of the youth to avoid any use of force. Directed use of force requires organizing and staffing to control confrontations in a calm and professional manner. The shift leader, supervisor, or manager shall supervise attempts to diffuse the situation and authorize the directed force to remain at the location until the incident is resolved. As with all use of force incidents, the objectively reasonable standard shall drive the level and type of force used to resolve the incident.

The authorizing shift leader, supervisor, or manager shall ensure officers are briefed regarding the youth's medical (i.e., pregnant, or postpartum recovering, medically obese, respiratory problems, etc.), mental health, and/or developmental disabilities prior to the execution of any use of force techniques. The decision to proceed with the directed use of force shall be fully documented by all involved (including the shift leader, supervisor, or manager who guided the officer(s)), along with the details of the underlying reasons to proceed and the outcome. Justification for the use of force in these circumstances must demonstrate the utilization of de-escalation techniques outlined in this policy.

The following are examples, however, not inclusive, of what may be considered directed physical intervention scenarios:

- Youth refusal to follow directions, which is likely to result in a disturbance.
- Refusing to exit an area.
- Verbally threatening officers, staff, volunteers, or other youth with physical harm.
- Refusing to be searched for contraband or refusal to surrender contraband.

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- Engaging in self-harming behavior that is not immediately life-threatening.

NOTE: All directed use of force shall be preceded by placing the youth on cool-down status. (see the Cool-Down Status Policy)

Inappropriate/Prohibited Uses of Force and Conduct

Inappropriate or excessive use of force is prohibited. Officers shall use the minimum amount of force necessary given the totality of the circumstances. All staff shall observe the *Daily Alert Log* at the beginning of their shift to ensure that they are aware of any medical or behavioral conditions that would contraindicate the use of force.

The following examples are **PROHIBITED USES OF FORCE AND CONDUCT**:

- "Carotid," "arm-bar," chokehold, or any other deliberate chokehold restraint utilized to or having the impact of restricting the airway or blood flow.
- Applying pressure to and/or torquing of the head and neck.
- Deliberate strikes or kicks to the head, torso, or other body parts (except in situations of self-defense).
- Deliberately or recklessly striking a youth's head, limbs, torso, or other body parts against a hard, fixed object (e.g., roadway, driveway, floor, wall, etc.).
- "Hog-tying" procedure wherein restraints are applied to both the hands and feet, which are then drawn together and secured behind the back.
- Any form of excessive physical intervention, deliberate physical injury, or physical intervention used as coercion, punishment, retaliation, discipline, or treatment.
- Any other force used maliciously, sadistically, and/or for the purpose of causing harm¹⁴.
- Failure to immediately decontaminate a youth exposed to OC spray when the incident is controlled.

¹⁴ Hudson v. McMillian, 503 U.S. 1 (1992)

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- Leaving youth in an enclosed structure where OC spray has been used, and the location has not been decontaminated.
- Use of OC spray on youth in mechanical or soft restraints.
- Officer actions leading to the use of force, such as taunting, verbally insulting, or challenging a youth.
- The use of force as a response to a youth who is solely expressing suicidal ideations.
- The use of prone and supine restraints on pregnant youth.
- Officer actions that serve to encourage, instigate, or permit youth to engage in physical fights or assaults.

Officers who violate this Policy and its related procedures shall be subject to the performance management process and may result in discharge, criminal prosecution, and/or civil sanctions¹⁵.

NOTE: All Officers have an affirmative duty to timely, accurately, and comprehensively report incidents of abuse, inappropriate force, or prohibited conduct in accordance with state law and consistent with the *Child Abuse Reporting Policy for Juvenile Facilities*. All officers also have an affirmative duty to immediately take action to stop incidents of abuse and/or department policy violations. Officers who violate this policy and its related procedures shall be subject to the performance management process and may result in discharge, criminal prosecution, and/or civil sanctions¹⁶.

Non-Engagement

Non-engagement or failure to act is defined as “deliberate indifference” to a crisis, wherein an officer intentionally fails to physically intervene and aid another officer, youth, or civilian or fails to stop incidents of excessive, inappropriate, unnecessary force or abuse and/or departmental policy violations. The law imposes a duty on peace officers to take adequate action to protect youth, staff, and civilians in the course of their official duties. Deliberate indifference or failure to act is prohibited. Examples of non-engagement include, but are not limited to:

- Failure to respond to an immediate threat to the safety and security of youth, officers, and the facility.

¹⁵ Cal. Code Regs. Title 15 § 1357(a) (3)

¹⁶ Cal. Code Regs. Title 15 § 1357(a) (3-4)

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- Failure to assist a fellow officer in response to an immediate threat and/or indifference to a youth who is destroying property or failing to follow instructions.

Transporting Youth Following a Physical Intervention

If a youth is to be transported following a physical intervention, an uninvolved officer shall escort the youth away from the location of the incident to the medical unit, HOPE to a supervisor for assessment or another safe/secure location. They shall not be transported by the officer(s) directly involved in that youth's physical intervention. If unavoidable and an involved officer must escort the youth, the officer shall document in their Physical Intervention Report (PIR) the justification for escorting the youth. Under no circumstances shall a youth who has alleged unnecessary or excessive force by an officer during the intervention be escorted by said officer following the incident.

Room Confinement Following Use of Physical Interventions

Room confinement may be necessary following the use of force when all less restrictive options have been attempted and exhausted, and the youth continues to pose a threat to the safety or security of officers or other youth¹⁷. (See the Room Confinement policy).

Mandatory Reporting Requirements

All staff members who are involved in, witness to, or are given an assignment wherein a crisis is resolved using force shall, at the conclusion of the incident, immediately notify the Duty Supervisor and complete either a PIR or Supplemental Physical Intervention Report (SUP-PIR) via PCMS. Officers shall clearly document all de-escalation/intervention efforts initiated prior to and during the use of force. Officers shall clearly document in their PIR or SUP PIR:

- Date, time, and location of use.
- Staff involved (including witnesses).
- The youth involved.
- The justification for physical intervention/ use of force.
- A clear description of what precipitated the use of force, including both

¹⁷ Cal. Code Regs. Title 15 § 1354.5

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youth and staff behavior.

- Whether the officer had knowledge at the time the use of force was initiated that youth had conditions that contraindicated the use of physical intervention.
- Efforts to de-escalate prior to use of force.
- Identification of any injuries sustained as a result of the use of force.
- Date and time of immediate medical referral, contact, and response after the incident.
- Documentation of immediate mental health referral, contact, and response after incident.

Note: Officers shall be aware, in so far as possible, and document their pre-incident knowledge of the medical and mental health of youth and justify why it was necessary and unavoidable to utilize physical intervention.

Anti-Retaliation

The department has zero tolerance for retaliation against anyone who reports alleged policy violations, including inappropriate or excessive force. Officers, youth, partner agency personnel, visitors, or other staff assigned to the facility shall not be retaliated against (including shunning) for reporting and/or intervening in any alleged policy violation. Any activity or knowledge involving verbal, physical, or written threats to youth, staff, partner personnel, or visitors shall be immediately reported. This includes incidents of suspected abuse, use of force, or retaliation against whistleblowing (whistle-blowers report alleged wrongdoing or acts of fraud). Every person reporting an incident and acting in good faith shall be able to report an incident and be free from influence, threats, or restraint. No one shall prevent any other person from reporting or otherwise bringing to the attention inappropriate and/or prohibited behavior. Staff shall be trained on the prohibitions, consequences, and measures to ensure the reliability of the complaint/grievance process related to retaliation, including the assignment of a Bureau Chief to address the need for interim protections for those who report. Those who violate this provision are subject to discipline up to and including termination.

Any person who believes they are subject to any action prohibited by **County Code Section 5.02.060** may file a complaint with a supervisorial staff, contact the Ombudsman Hotline (877-822-3222), and submit written documentation pursuant

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to current department policies regarding Workplace Violence/Threat Management.

Supervisors and Managers must ensure staff, youth, partners, and visitors understand their responsibility to report acts of violence, threats, and suspicious activity.

1006 OLEORESIN CAPSICUM (OC) SPRAY

This section notes the department's policy for handling crisis situations that may result in the utilization of chemical intervention¹⁸. It establishes the roles and responsibilities for all sworn and non-sworn staff to be followed before, during, and after applying Oleoresin Capsicum (OC) spray.

To promote safety, youth shall be provided an OC. Warning Form to read and sign upon admission into the juvenile facility that utilizes OC Spray. The OC Warning Form shall advise the youth that OC Spray is used at the facility and that if and officer(s) instruct them to get down, take a knee, or use the words "OC Warning/Spray", they are to immediately drop to one knee and then move to a prone position (body lays flat with chest down and back up) on the ground with their hands behind their back. Failure to do so may result in chemical intervention.

Training

All sworn Probation officers assigned to juvenile facilities who are authorized to utilize OC Spray in the performance of their duties shall receive department-approved perishable skills training (initial training and annual refresher training.) This includes the use of chemical intervention, medical and behavioral acceptable chemical agents, and application methods.

Only appropriately trained and sworn Probation Officers are permitted to use chemical intervention. Additionally, these trained and authorized officers may only use chemical intervention if their facility has issued them OC spray and only when there is an imminent threat to the youth's safety or the safety of others and when de-escalation efforts have been unsuccessful, and it is objectively reasonable to do so¹⁹.

¹⁸ Pursuant to the County Board of Supervisors motion "Phasing Out the Use of Oleoresin Capsicum (OC) Spray in County Juvenile Facilities" this policy shall be updated to remove Oleoresin Capsicum (OC) once phase out is complete.

¹⁹ Cal. Code Regs. Title 15 § 1357(b) (1-2)

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Managers and supervisors assigned to juvenile facilities shall each ensure that all sworn officers within their reporting hierarchy remain current in their training and receive periodic briefings concerning this policy²⁰.

Prevention Strategies

Officers shall strive to prevent escalating crises through effective communication, warnings, asking other officers to assist, and other non-physical methods to minimize the need to utilize chemical intervention insofar as practical. When deciding how to address crises, officers shall consider what influences narcotic use, history of trauma, and/or mental illness may have on youth behavior and how youth may be affected by the utilization of chemical intervention. Officers shall make every effort to avoid deploying OC spray onto youth whose known medical or mental health conditions involve the following:

- Psychotropic drugs or stimulant medications.
- Asthma or respiratory problems.
- Documented history of heart disease.
- Documented history of seizures.
- Pregnancy or postpartum recovery (The use of OC spray on a pregnant or postpartum recovering youth should only be used as the final authorized alternative).
- Developmentally disabled.
- Medically obese.
- Under the influence of stimulant narcotics (cocaine, methamphetamine, PCP, etc.).

Oleoresin Capsicum (OC) Spray Interventions

Chemical interventions, such as OC Spray, are regulated by Penal Code sections 4574 and 22820, as authorized by the Chief Probation Officer for on-duty officers to use upon satisfactory completion of the Peace Officer Standards and Training (POST) course²¹. Chemical interventions should only be considered when objectively reasonable and when there is an imminent threat to the youth's safety

²⁰ Cal. Code Regs. Title 15 § 1357(c) (5)

²¹ Cal. Code Regs. Title 15 § 1357(b)

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or the safety of others, and only when de-escalation efforts have been unsuccessful; it shall never be applied as punishment, discipline, retaliation, or treatment.

If de-escalation and physical intervention attempts are unsuccessful and it becomes necessary to utilize chemical intervention, staff shall provide a warning regarding the intended use of chemical intervention. If the warning fails to achieve the desired cessation of escalating behavior, OC spray may be deployed.

Officers shall provide a warning regarding the intended use of chemical intervention. Only use the minimum amount of OC spray necessary to gain control of a situation and/or subdue the youth. If the youth fails to respond to verbal commands and continues to exhibit physically aggressive, violent, and/or threatening behavior, a 'one-second' burst/spray shall be directed at the facial area of the aggressive youth²². Following the use of OC Spray, circumstances permitting, the officer shall verbally redirect the youth, provide further OC warnings, and reassess whether the burst/spray successfully gained compliance. If the youth fails to comply and the severity of the immediate threat justifies further use of OC Spray (objectively reasonable standard applied), an additional one-second burst/spray may be deployed to each involved youth, still presenting an active threat to others. After two (2) short bursts of spray, the officer must continue to reassess the situation to gain compliance using all available physical intervention strategies.

Once the incident is safely contained, officers shall ensure all youth are removed from the affected area and decontamination protocols are adhered to immediately for all youth exposed to the OC Spray. Decontamination protocols include flushing the facial area with cold water and giving clean/non-contaminated clothing to the youth. The affected area shall also be decontaminated. Youth who have been exposed to chemical agents shall not be left unattended until they are thoroughly decontaminated or are no longer suffering the effects of the chemical agent. The medical staff shall be called for assessment immediately after the incident is contained and safe.

Hot or warm water shall never be used for decontamination purposes as it aggravates the effect of the spray. However, warm water may be used after several hours have elapsed, but only after a thorough rinsing with cold water.

²² Cal. Code Regs. Title 15 § 1357(b) (1-2)

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Following an incident involving the use of OC spray, the Officer of the Day (OD) or Supervising Deputy Probation Officer (SDPO) or the authorized designee shall take all officer's canisters who deployed OC, note the serial number, the assigned officer's name of each canister, and take post-deployment canister weights (each one-second burst approximates one-tenth to two-tenths of an ounce of OC propellant). After this information is captured, the supervisor shall ensure that the weight of each officer's canister is subsequently noted on the PIR Safe Crisis Management (SCM) Review reports.

Oleoresin Capsicum (OC) Spray Issuance and Accountability

Staff members authorized to carry OC spray shall be issued a hand-held, four-ounce OC spray canister and belt pouch²³ (The OC canister and belt pouch are the property of the Los Angeles County Probation Department and must be returned to the department if the staff member terminates employment or transfers to another assignment in which the possession and use of OC spray are not authorized). The issued canister shall have an identifying number for each staff member printed on the bottom of the canister using indelible ink. Staff shall not deface or remove this identifying number or the canister serial number for any reason. Upon issuance, the canister shall be weighed, and the canister's weight, serial number, and the staff's identifying number are recorded in an electronic database maintained by the facility. Staff are required to maintain secure possession of their individual assigned canisters at all times. Staff shall not have more than one canister issued to them. Canisters are not to be loaned or possessed by anyone other than the staff member to whom the canister was issued.

In every occurrence a staff member deploys OC spray, the staff member shall immediately surrender the canister to a supervisor or director, who shall verify that the canister belongs to the respective staff, weigh the canister, and record their findings into the facility's electronic database and entry into the SCM PIR. Additionally, supervisory staff shall document the following in the SCM Review report related to the incident:

- The date of the previous weighing of the canister.
- The weight of the canister at the last weighing.

²³ Cal. Code Regs. Title 15 § 1357(b) (1)

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- The date of the most recent deployment of the canister.
- The new weight of the OC canister after its use by the staff.
- The amount of spray discharged from the canister by weight.

Every six (6) months, the Superintendent or Director of a facility authorized for OC Spray use shall account for each OC Spray canister issued, the re-weighing and recording weights of each canister, verify at the time of weighing that the serial number and staff's identifying numbers are present and verify the numbers recorded at the time of issuance/re-issuance. The semi-annual weights for each staff member's canister shall then be confirmed/updated with the facility's electronic database. Changes in weight between weighing dates shall be administratively reviewed as appropriate.

Security of OC Spray Canisters

Staff authorized to carry OC Spray are required to bring their OC Canisters and related equipment to work each day. Each staff member shall maintain secure possession of the canister on their person while in the facility. The canister shall be secured in an upright position on a department-issued utility belt or other department-approved belt that is buckled securely around the staff member's waist in such a manner as to prevent anyone from pulling the pouch and/or canister away from the staff member's body.

Securing the canister to a lanyard or other retention device on the person is strictly prohibited. Canisters are not to be placed in or on top of a desk or in other areas potentially accessible to youth. Staff shall take all necessary precautions when not on duty to keep their canisters out of the reach of children, as children are particularly vulnerable to the effects of OC.

Lost or misplaced canisters must be reported immediately via telephone to the OD/SDPO or the authorized designee. A SIR is immediately completed if on duty or upon return to duty if the loss was detected while the staff was off duty.

Distribution of the SIR shall follow department policy involving such reports of lost county-issued equipment, and a copy will be sent to the facility's Management Services Bureau (MSB) Director.

If the canister is stolen, the theft is to be reported immediately to the local law enforcement agency with jurisdiction in the city where the theft occurred. Upon

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returning to duty, the staff member shall immediately notify the duty supervisor of the theft and complete a SIR outlining the circumstances of the theft, the name of the local law enforcement agency the theft was reported to the date and time the police report was filed, and police report number. Distribution of the SIR shall follow department policy involving such reports of stolen county-issued equipment, and a copy will be sent to the facility's MSB Director.

Maintenance of Canisters

OC Spray Canisters are sealed devices with pressurized contents and are activated through the gentle shaking of the canisters once each day.

In the event a staff member suspects that their canister is empty or not functioning correctly, the staff member shall immediately bring the matter to the attention of the duty supervisor or, in the absence of a facility supervisor, the director via a written SIR. Staff are to seek authorization to test spray their canisters to verify operability. Approval is required from the staff's immediate supervisor or director prior to a test spray. The supervisor or director may authorize a test spray to be performed in a safe outdoor area to verify its operability.

At the completion of the test, if the canister is operable, the supervisor or director will capture the new canister's weight and record the finding in the facility's electronic database. If the canister is malfunctioning or otherwise significantly depleted of its contents, the canister shall be replaced, and the new canister information (i.e., weight, serial number, staff member's identifying number entered into the canister) is to be recorded and entered into the facility's electronic database, and on the SIR submitted by the staff member.

Empty, lost, or malfunctioning canisters shall be replaced upon preparation and submission of an SIR by staff outlining the circumstances necessitating the canister replacement. The SIR shall then be forwarded to the staff member's immediate supervisor (or director in the absence of a supervisor) for review. The supervisor shall review and approve the request and forward it to the director for final review and approval. Upon director approval, a copy of the SIR shall be submitted to the MSB Director. The MSB Director shall provide a replacement canister to the staff and ensure that the new canister issuance information, including weight, serial number, and respective staff's identifying number, is entered into the facility's electronic database.

PHYSICAL INTERVENTIONS**Post OC Spray Application Protocols**

Under no circumstances shall officers delay decontamination of a youth exposed to OC Spray for the purpose of punishment, retaliation, discipline, or due to a lack of attention. Youth shall be decontaminated immediately but no later than ten (10) minutes after containment of the incident. If decontamination within ten (10) minutes is not feasible, justification must be provided in the PIR. The failure to immediately affect the timely decontamination of the youth upon concluding the chemical intervention and

containment of the incident will result in disciplinary action. If there is a reason that a youth cannot be safely decontaminated immediately, the officer must clearly articulate this in the PIR. All youth exposed to OC Spray shall be directly supervised until the youth are thoroughly decontaminated and no longer suffering the effects of the OC Spray. Youth exposed to OC. spray shall not be left unattended. Officers must ensure that all post-OC Spray application protocols are followed immediately after each use of the chemical intervention.

Secure Youth: Handcuffs or other mechanical restraints (flex-cuffs) may be applied after OC Spray deployment in accordance with the mechanical/soft restraints section(s) of this policy and only, if necessary, to maintain control. All post-OC Spray application protocols (including immediate removal using cold water) must be followed and cannot be delayed. The restraints shall only remain in place until the youth is under control and calm.

If the youth is placed in a prone position during or after chemical intervention, the youth shall be re-positioned into an upright sitting position or a standing position as soon as possible once the restraints have been applied. The youth shall be directly monitored to prevent the possibility of positional asphyxia.

Move Youth to a Safe Area: In all cases where OC Spray is deployed, and the youth is under control, the youth must immediately be removed to a safe area where decontamination can occur. Uninvolved youth shall also be moved from contaminated areas. An uninvolved officer shall escort contaminated youth unless exigent circumstances create an undue delay in decontamination. Such circumstances may include major incidents where all available officers responded to assist. Under no circumstances shall a youth who has alleged unnecessary or excessive force by the officer during the intervention be escorted by said officer following the incident.

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Decontamination: Decontamination for OC Spray is exposure to fresh air and the application of cold water. After the youth is removed to a safe area, only cold water shall be gently sprayed or splashed into the facial area of the contaminated youth. A water spray bottle, cold-water spigot, or cold shower works well for decontamination purposes. However, care shall be taken to avoid runoff down the body as it will cause further irritation. Each unit in the Juvenile Institution has a cold-water decontamination unit and/or a cold-water shower. These should be used for decontamination purposes. The exact time in which decontamination was initiated shall be noted in the PIR.

Officers shall be responsible for the immediate and thorough decontamination of youth. At no time shall it be permissible for any of the following:

- Youth to be decontaminated by another youth.
- A youth to self-decontaminate without the presence and supervision of an officer.
- Upon containment of an incident, leaving youth in a room where OC Spray was used when the location and youth was not decontaminated.
- Confining a youth to a room without running water at any point following an OC Spray application when the youth is still suffering the effects of exposure to the OC Spray.
- Turning off the water to a room occupied by a youth who was exposed to OC Spray.
- Providing a wet towel to youth who are attempting to decontaminate and allowing those youth to rub their face.
- Using facility showers or faucets to decontaminate youth when officers cannot control the temperature of the water.

Change of Clothing: As soon as possible following decontamination with cold water, the youth's clothing must be changed as chemicals on the clothing will continue to cause irritation. The clothing exchange shall occur before the youth is taken to the Medical Unit for assessment unless the youth is in respiratory or another type of medical distress. The time the youth's clothing was changed is to be clearly noted in the PIR.

Medical Assessment: Medical staff shall assess the youth immediately after decontamination but under no circumstances later than thirty (30) minutes after

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the incident's conclusion. Pending assessment by medical staff, the youth must be continually monitored/supervised by an assigned officer, and the times of monitoring shall be documented on a PIR.

Mental Health Consultation Request: All youth who are involved in an OC Spray incident shall be referred for Mental Health Assessment per protocols indicated in the *Mental Health Involvement and Assessment of Youth* section of this policy.

Enhanced Supervision Observational Monitoring of Youth: In line with Title 15 Minimum Standards for Juvenile Facilities, Title 15 §1357(b)(3), any youth exposed to OC spray “shall not be left unattended until that youth is fully decontaminated or is no longer suffering the effects of the OC Spray.” Immediately after the application of OC Spray, regardless of where the incident occurred, and during the period where mechanical restraint, decontamination, clothing exchange, and medical assessment occurs, the youth shall be placed on L-3 status for no less than one hour in accordance with *Enhanced and Specialized Supervision Requirements for Youth in Juvenile Facilities*. In any instance where a youth, upon whom OC Spray was deployed, begins to show signs of distress or other respiratory problems, the officer shall immediately summon medical assistance to the location.

Under no circumstances shall the officer who deployed the OC Spray be used to monitor the youth.

Youth Sprayed by Outside Law Enforcement Agencies

Youth brought into a facility that has been contaminated with OC Spray by outside law enforcement agencies, and not at the request of the Deputy Probation Officer, are not allowed into the facility unless they have been treated by a physician at a medical facility and have been determined to be “okay to book” by a physician. However, should a youth arrive at the facility who appears to be in medical distress, facility medical staff (if available) and/or paramedics shall immediately be summoned to the facility admission area to render immediate aid as necessary and appropriate (which may include a clothing change, cool shower, etc.). The youth’s health and well-being are the department’s primary concern.

Officer Contaminated with OC Spray

Officers contaminated with OC Spray shall follow the same basic decontamination

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procedures outlined for youth. Probation shall monitor any other officers inadvertently sprayed and be alert to any changes in the officer's physical condition, including but not limited to emergent respiratory difficulties. If respiratory or other medical problems arise, officers shall immediately summon facility medical assistance and/or call paramedics.

Mandatory Reporting Requirements**Physical Intervention Report (PIR) / Supplemental Physical Intervention Report (SUP PIR)**

When OC Spray is deployed, officers shall clearly document all de-escalation/intervention efforts initiated prior to and during the application of OC Spray, according to guidelines established in the PCMS. Officers shall clearly document in their PIR or SUP PIR:

- Date, time, and location of use.
- Staff involved (including witnesses).
- The youth sprayed.
- Whether a warning was given and, if so, how it was given.
- The number of bursts/sprays deployed (per youth if applicable).
- The justification for each additional deployment of OC Spray.
- Whether officers had knowledge at the time they used OC Spray that the youth had conditions that contraindicated the use of OC Spray.
- Efforts to de-escalate prior to use.
- Identification of any injuries sustained as a result of OC use.
- Decontamination procedures applied, including the date, time, and place of decontamination and time of clothing change.
- Date and time of immediate medical referral, contact, and response after the incident.
- Documentation of immediate Mental Health Referral, Mental Health Staff contact, and response after the incident.

NOTE: Officers shall document their pre-incident knowledge of the medical and mental health of exposed youth for whom OC Spray is determined to be potentially

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harmful and justify why it was necessary and unavoidable that youth with known conditions were sprayed with OC Spray.

1007 RESTRAINTS

Physical Restraints may be used on youth who present an immediate danger to themselves or others, who exhibit behavior that results in the destruction of property or reveals the intent to cause self-inflicted physical harm²⁴. Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the youth's behavior. Youth in medical and/or mental health crises shall be placed in restraints only with the approval of the facility manager or the authorized designee.

Restraints shall only be utilized for the period of time necessary to enable the youth to regain control to the point in which they no longer present a threat to themselves, others, and/or the continued destruction of property. The circumstances leading to the application of restraints and any use of restraint must be documented.

NOTE: The provisions of this section do not apply to the use of handcuffs, shackles, or other restraint devices when used to restrain youth for movement or transportation within the facility. Movement within the facility shall be governed by Use of Mechanical Restraints for Movement and Transport Within the Facility.

Definitions and Explanation of Terms

Physical (Hard) Restraints – mechanical devices (metal handcuffs and plastic flex-cuffs) used to immobilize an individual's extremities.

Soft Restraints – padded leather restraining device and helmet used to immobilize an individual's extremities and prevent them from harming themselves or others.

Training

All sworn officers assigned to juvenile custodial or transportation duties that are authorized to utilize physical restraint in the performance of their duties shall receive department-approved initial and annual refresher training on de-escalation and physical intervention techniques prior to being authorized to use physical

²⁴ Cal. Code Regs. Title 15 § 1358

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restraints²⁵.

Managers and supervisors assigned to juvenile facilities and the Transportation Unit shall ensure all sworn officers within their reporting hierarchy remain current in their training and shall receive periodic briefings concerning this policy.

Restraints

Restraint devices refer to any device that immobilizes a youth's extremity and/or prevents the youth from being ambulatory. Authorized restraint devices for use by the department consist of hard mechanical restraints (i.e., handcuffs, leg irons, waist-chains, plastic flex-cuffs) and soft mechanical restraints (i.e., padded leather wrist and ankle restraints and safety helmets)²⁶. Department-issued restraints are authorized for use in a manner consistent with the manufacturer's application instructions. The department policy requires that at least two (2) officers be present when restraints are applied, except in emergency situations. Protective measures shall be taken for all youth who are placed in restraints. Youth placed in physical restraints shall be isolated from other youth in the facility for their safety. in so far as possible. If escorting and/or housing a restrained youth next to other youth, officers shall make provisions to protect the youth from harm²⁷.

Restraint devices shall not be applied as a form of punishment, discipline, retaliation, or as a substitute for treatment. The use of restraint devices to attach a youth to a wall, floor, or fixture, including a restraint chair, the inside of a transporting vehicle, or any other "fixed" immovable object, is prohibited. Affixing youth hands and feet together behind the back (hogtying) is not permitted. Gurneys or mobile hospital beds that can be rolled out of the medical facility in an emergency are not considered "fixed" immovable objects. It is, therefore, permissible to secure a youth to a mobile medical gurney to facilitate medical treatment. However, should it be deemed necessary to remove and adjust the restraints of youth to facilitate treatment at a medical facility, the officer must, in all instances, contact the duty supervisor to obtain authorization and a plan of how and when to remove or adjust the restraints.

Upon the containment of the use of force incident and following the application of mechanical/soft restraints, officers shall move the youth to a safe location in

²⁵ Cal. Code Regs. Title 15 § 1357(c) (6)

²⁶ Cal. Code Regs. Title 15 § 1358(c)

²⁷ Cal. Code Regs. Title 15 § 1358(f)

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preparation for release from the restraints. Officers shall always apply continual de-escalation methods and reassess whether it is safe to remove the restraints as soon as possible. If the youth fails to comply and the severity of the immediate threat justifies continued mechanical/soft restraint use (objectively reasonable standard applied), the officer shall provide ongoing assessment and documentation of their efforts in the PIR²⁸.

Officers must remain aware of positional asphyxia. Positional asphyxia limits the expansion of the lungs by compressing the torso, hence interfering with breathing. Positional asphyxia can occur when the chest or abdomen is compressed backward toward the spine. Officers must be aware of their own size and strength during the application of restraints.

The use of restraints on pregnant youth or post-partum recovering youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222²⁹. Restraining a pregnant youth in a prone or supine position is expressly prohibited.

In accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222, a youth known to be pregnant or in recovery after delivery shall not be restrained using leg irons, waist chains, or handcuffs behind the body.

- A pregnant youth in labor, during delivery, or in recovery after delivery shall not be restrained by the wrists, ankles, or both unless deemed necessary for the safety and security of the youth, the officers, or the public. If necessary, when applying restraints to a pregnant youth, restraints shall be applied to the front of the body. The use of leg restraints, waist chains, or the application of handcuffs behind the body are prohibited³⁰.

Restraints shall be removed when a professional who is currently responsible for the medical care of pregnant youth during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of the restraint is medically necessary³¹.

²⁸ Cal. Code Regs. Title 15 § 1358

²⁹ Cal. Code Regs. Title 15 § 1358

³⁰ Cal. Code Regs. Title 15 § 1358

³¹ Cal. Code Regs. Title 15 § 1357(a) (8)

PHYSICAL INTERVENTIONS**Application of Physical Restraints**

The use of physical restraints is authorized when a youth presents an immediate danger to themselves or others, exhibits behavior that results in the destruction of property or reveals the intent to cause self-inflicted physical harm. Restraints should only be used when all de-escalation techniques and less intrusive physical interventions have been exhausted. The use of restraints for mental health crises or destruction of property must be authorized by the facility manager or the authorized designee. In emergent circumstances requiring immediate application of physical restraint, officers may do so to protect the safety of the youth and others and the destruction of property. However, the restraint must be immediately reported to the Facility Manager or the authorized designee for authorization to continue or discontinue the use of restraints. Reasons for continued retention, if applicable, shall be reviewed and documented at a minimum of every hour³².

When youth are placed in restraints, continuous, direct visual supervision shall be conducted to ensure that the restraints are properly employed and ensure the youth's safety and well-being. Observations of the youth's behavior and any staff interventions shall be documented at least every fifteen (15) minutes, with the actual time of the documentation recorded. A medical opinion on the safety of placement and retention shall be secured as soon as possible³³.

Officers shall obtain information regarding known medical conditions that would contraindicate certain restraint devices and/or techniques (i.e., such as known asthma, pregnancy, seizures, etc.). Officers shall ensure youth receive hydration and sanitation needs when youth requests; ensure youth are able to exercise extremities as recommended by JCHS; and officers shall access cardiopulmonary resuscitation equipment if needed. Officers shall monitor youth for signs or symptoms, which should result in the immediate summoning of medical and mental health staff³⁴.

The Supervisor or any on-site officer shall continually monitor for signs or symptoms of youth displaying distress while in restraints. If in distress, medical/mental health staff shall be immediately summoned. If necessary, emergency medical services shall be called. The supervisor or any on-site officer

³² Cal. Code Regs. Title 15 § 1358

³³ Cal. Code Regs. Title 15 § 1358

³⁴ Cal. Code Regs. Title 15 § 1358 (b)(e)(g)(h)

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shall continually monitor for signs or symptoms of distress that include but are not limited to statements by the youth that they are in pain or having difficulty with basic bodily functions, such as breathing, or cannot feel their extremities, labored breathing, change in skin color, severe chest pain, or loss of consciousness, which should result in the immediate summons of medical/mental health staff.

If necessary, emergency medical services shall be called³⁵. Officers shall take action to move, reduce the tightness of any restraint, or remove the restraint, if needed, to address the concerns identified while medical staff are on the way.

Handcuffs: Departmentally issued handcuffs shall be worn by all youth supervision officers while on duty and shall be maintained, cleaned, and inspected in accordance with the uniform policy. Handcuffs may be used when there is no less restrictive method of restraining youth who present an immediate danger to themselves or others, who exhibit behavior that results in the destruction of property or reveals the intent to cause self-inflicted physical harm.

Handcuffs shall be applied to one hand at a time, with the second (free) cuff being held in the officer's hand until it is applied and secured to the youth's other wrist. This is to prevent the youth from pulling free and using the dangling cuff as a weapon. Handcuffs shall be double-locked, with the keyhole facing upward, to prevent them from becoming too tight on the youth's wrist, resulting in injury.

When handcuffs are applied to youth to control aggressive behavior, they shall be removed when the youth is in a secure setting and otherwise able to exercise self-control and no longer a threat to themselves or others. Reasons for continued retention in restraints shall be reviewed and documented at a minimum of every hour³⁶.

Flex-cuffs: Flex-cuffs are "hard restraint" devices that are intended to be utilized only in emergent situations within the facility to restrain youth who present an immediate danger to themselves or others, who exhibit behavior that results in the destruction of property, reveal the intent to cause self-inflicted physical harm, or during major disturbances when handcuffs are not immediately available. Flex cuffs are appropriate for one-time emergency use and as a supplement to the standard complement of metal handcuffs. Flex-cuffs are only to be used for short periods of time and shall be removed when the youth is in a secure setting and

³⁵ Cal. Code Regs. Title 15 § 1358 (d)

³⁶ Cal. Code Regs. Title 15 § 1358

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otherwise able to exercise self-control, or alternative restraints, such as handcuffs or soft restraints, can be safely applied. Officers may carry flex-cuffs on their person on a county-issued utility belt when so authorized.

When utilizing flex-cuffs, a youth's hands shall generally be cuffed behind the back. Flex-cuffs do not have a safety locking mechanism, and as such, care shall be taken to ensure that the flex-cuffs are not applied too tightly on the youth, as they may inhibit circulation. When flex-cuffs are removed, the youth shall be presented to medical staff for an assessment. Medical staff shall examine the youth and assess whether any injury was sustained as a result of the application of restraints. Care in the removal of flex-cuffs must be exercised so as not to injure the youth.

Soft Restraints

Soft restraints (padded leather restraining devices and helmets) are used primarily to control youth experiencing medical or psychiatric problems, such as youth under the influence of drugs, who present an immediate danger to themselves or others, who exhibit behavior that results in the destruction of property or reveals the intent to cause self-inflicted physical harm. Soft restraints should only be utilized when less restrictive alternatives would be ineffective in controlling the youth's behavior.

Youth shall only be placed in soft restraints when approved by a facility manager or the authorized designee as defined in *BSCC 15, CCR § 1358*. The facility manager or the authorized designee shall delegate authority to place a youth in restraints to a physician. Only officers trained and certified in the application of soft restraints shall apply them. The application of soft restraints is considered a reportable physical intervention technique and shall be documented on the PIR and SUP-PIR forms by all Officers present when the incident occurs.

NOTE: It is permissible to place the youth in a prone position for applying soft restraints; however, once placed into soft restraints, youth is not to remain in a prone position. As soon as the restraints are applied, the youth shall be placed on their side or in an upright sitting position, as deemed appropriate and safe for the situation.

When authorized for use, soft restraints may be applied for a maximum of two (2) hours if not used in conjunction with mechanical "hard" restraints. If mechanical "hard" restraints are initially applied, the time the youth was in mechanical "hard" restraints shall be included in the maximum time of two (2)

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hours. For example, if mechanical “hard” restraints were utilized for fifteen (15) minutes, and the youth is transitioned into soft restraints, they can only remain in soft restraints for a maximum of one (1) hour forty-five (45) minutes. Before reaching the maximum time, if it appears the youth may remain in crisis, the officer shall plan an alternate strategy that must be developed in partnership with Mental Health and the facility director or the authorized designee to seek additional support for the youth, including outside mental health evaluation. All efforts shall be made to develop the plan as early as possible.

Continued use of soft restraints beyond two (2) hours shall not be authorized unless the youth is pending psychiatric hospitalization and continued soft restraint is necessary to prevent serious injury or to preserve life. Reasons for continued retention in restraints shall be reviewed and documented in the *Enhanced Supervision Observation* form at a minimum of every fifteen (15) minutes per the Department’s current Enhanced Supervision policies and procedures.

NOTE: If upon release from the soft restraints, the youth resumes the behaviors of concern and it is deemed objectively reasonable to re-engage the youth, justification for reapplication of mechanical/soft restraints shall be clearly documented in the (PIR and SUP-PIR).

Upon being placed into soft restraints, the youth shall immediately be placed on Level 3 Enhanced Supervision (Pursuant with the Department’s current Enhanced and Specialized Supervision policies and procedures) status and shall remain on that status until at least the soft restraints are removed or another condition requires the youth to remain on the Level 3 Enhanced Supervision. While on Level 3 Enhanced Supervision status, the youth shall be supervised by one (1) assigned officer, whose *only responsibility* is to supervise the youth in soft restraints. Continuous, direct visual supervision shall be conducted to ensure the soft restraints are correctly employed and ensure the youth's safety and well-being. Observations of the youth’s behavior and any officer interventions shall be documented on the *Enhanced Supervision Observation* form at least every fifteen (15) minutes, with the actual time of the documentation recorded. The Supervisor who authorized the youth's placement into soft restraints shall check on the youth’s condition every fifteen (15) minutes and assess the need for continued restraint until the restraints are removed³⁷.

³⁷ Cal. Code Regs. Title 15 § 1358

PHYSICAL INTERVENTIONS**Medical Assessment for Youth in Restraints**

Medical assessment for youth placed in physical restraints following a use of force shall occur as soon as possible but no later than two (2) hours from the time of placement. If adjustments in the restraints are made at any time after medical staff has checked the youth, medical staff must be summoned once again to ensure that the application of restraints is proper and safe. Upon removal of restraints, medical staff must again be summoned to examine the youth. The medical staff shall record their findings in the youth's medical record and in the medical assessment for inclusion in the officer(s) PIR. The youth must be medically cleared for continued retention at least every three (3) hours after that (15, CCR §1358).

Mental Health Support for Youth Experiencing a Mental Health Crisis

When mechanical or flex-cuff restraints are applied for purposes other than to escort a youth, a Request for Mental Health Consultation form shall be submitted as soon as possible, but in no case longer than four hours from the time of placement, to assess the need for mental health treatment³⁸. When a youth experiences a serious mental health crisis, which requires placement in restraints during DMH duty hours, the on-duty mental health therapist shall be summoned as soon as possible but in no case longer than four hours from the time of placement to assess the need for mental health treatment.

These services may include, but not be limited to, providing strategies for officers to follow in addressing the youth; recommendations for alternative interventions, including medication; and/or referral to a higher level of care either within or outside the facility. A copy of the *Request for Mental Health Consultation* form shall be attached to the PIR submitted for the incident.

Should an incident occur after-hours, and no mental health clinician is on duty in the facility, a mental health clinician or psychiatrist's assistance shall be obtained. The duty supervisor shall follow the protocols for each facility to directly contact the DMH "On-Call" psychiatrist or contact the supervising nurse or the authorized designee, who shall contact the DMH on-call psychiatrist. The psychiatrist shall provide telephonic consultation to medical staff and/or staff, encompassing recommendations as to how to best handle the situation as presented. If the duty supervisor is unable to contact the on-call psychiatrist, the duty supervisor shall

³⁸ Cal. Code Regs. Title 15 § 1358

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contact the mental health program head for the facility. Should the mental health program head not be available, the supervising nurse shall consult with the on-call physician to determine if a youth needs to be transported to the local emergency room for a psychiatric evaluation.

Reporting Forms

An *Enhanced Supervision Form* shall be initiated while the youth is placed on a Level 3 Enhanced Supervision Status. While on Level 3 supervision status, the youth shall be supervised by one (1) officer, whose only responsibility is to supervise the youth in restraints. Continuous, direct visual supervision shall be conducted to ensure that the restraints are properly employed and ensure the youth's safety and well-being. Observation of the youth's behavior and any staff interventions shall be documented at least every fifteen (15) minutes, with the actual time of the documentation recorded on the *Enhanced Supervision Form*. This officer shall also document any visits by supervisors, mental health, or medical staff on the form during the requisite time periods. This form shall be maintained throughout the youth's placement in restraints, with each fifteen (15) minute timeframe clearly articulated with attendant time frames noted.

The form shall be maintained by and in immediate proximity to the officer providing supervision of the youth. The backside of the *Enhanced Supervision Observation Form* may be utilized by the Officer to provide additional summary information related to the youth's behaviors if needed. The *Enhanced Supervision Observation Form* shall be maintained in addition to any other required documentation such as logbooks, Behavioral File, PCMS, or Record of Supervision³⁹.

In addition to the *Enhanced Supervision Form*, staff supervising youth shall complete the *Juvenile Institutions Mechanical/Soft Restraint Log*. This log documents each of the activities that occurred prior to the application of restraints, those activities that occurred while the restraints were in use on the youth, and immediately following their removal. The shift leader is responsible for ensuring that the *Juvenile Institutions Mechanical/Soft Restraint Log* is properly completed.

Juvenile Institutions Mechanical/Soft Restraint Log

When a youth is placed in soft restraints, staff supervising the youth shall complete the *Juvenile Institutions Mechanical/Soft Restraint Log*. The shift leader is

³⁹ Cal. Code Regs. Title 15 § 1358

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responsible for ensuring that the *Juvenile Institutions Mechanical/Soft Restraint Log* is appropriately completed. This log documents each of the activities that occurred prior to the application of restraints, those activities that occurred while the restraints were in use on the youth, and immediately following their removal.

The completed *Juvenile Institutions Mechanical/Soft Restraint Log* and *Enhanced Supervision Observation form* shall be reviewed, approved, and signed by the shift leader at the conclusion of the youth's removal from restraints. Additionally, the facility manager or the authorized designee authorizing the placement of soft restraints shall sign the *Juvenile Institutions Mechanical/Soft Restraint Log* at the conclusion of the youth's removal from restraints. The original copies of the *Juvenile Institutions Mechanical/Soft Restraint Log* and the *Enhanced Supervision Observation Form* are to be attached to the shift leader's PIR. Copies are to be placed in the youth's *Behavior File*. The manager shall maintain copies of all *Juvenile Institutions Mechanical/Soft Restraint Logs* and *Enhanced Supervision Observation forms* (stapled together) in a file for twenty-four (24) months from the time of the occurrence. This file shall be subject to audit review⁴⁰.

Physical Intervention Report

All staff involved in, witness to, or on duty during a shift wherein restraints were used in crisis situations shall complete a PIR or SUP-PIR. Documentation of the circumstances leading to the application of restraints shall be recorded on the PIR⁴¹.

A PIR shall be prepared by all participating officers, indicating why the restraints were applied and the date and times in which the restraints were applied and removed. Further, officers shall also notate their respective PIRs who authorized the restraints to be utilized and all de-escalation/intervention efforts initiated prior to and during the use of force. Other information documented shall include, but is not limited to:

- Staff involved (including witnesses).
- The youth involved.
- The justification for Physical Intervention/Use of Force.
- Whether the Officer had knowledge at the time of the use of force was

⁴⁰ Cal. Code Regs. Title 15 § 1358

⁴¹ Cal. Code Regs. Title 15 § 1358 (a-h)

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initiated that youth had conditions that contraindicated the use of the physical intervention.

- Efforts to de-escalate prior to use of force.
- Date and time of medical referral, contact, and response after the incident.
- Documentation of mental health referral/contact and response after the incident.

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All staff members who are involved in, witness to, or are given an assignment wherein a crisis is resolved using physical, chemical intervention or physical restraint was used shall, at the conclusion of the incident, immediately notify the Duty Supervisor and complete a PIR via PCMS. A SUP-PIR is also submitted via PCMS by all staff members who are a witness to or on the shift in a unit where the crisis was resolved using the physical or chemical intervention. A SUP-PIR is also utilized by staff who completed a PIR and has supplemental information to be included with their initial PIR. The completion and submission of these reports shall adhere to the requirements outlined in the Instructions for completing the PIR / SUP-PIR located at:

Probnets> Forms> DSB Forms> Physical Intervention Report (PIR) or Supplemental Physical Intervention Report (SUP-PIR).

Physical Intervention Report / Supplemental Physical Intervention Report

All Physical Intervention Reports (PIR) and Supplemental Physical Incident Reports (SUP-PIRs) shall be completed in their entirety and submitted to, reviewed, and provided a signed approval by both the shift leader and the duty supervisor immediately after the incident, but no later than the end of the shift following the conclusion of the incident. During emergent situations, when resources cannot be diverted from supervision responsibilities to complete PIRs/SUP-PIRs without compromising the youth's health and safety, the end-of-shift deadline may be extended by the duty supervisor provided justification is documented.

Officers must accurately and thoroughly provide detailed facts of their own personal observations of the incident, including what they visually witnessed, heard, and/or

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smelled. A helpful guideline is providing who, what, when, where, why, and how. It is recognized that post-incident, there is a possibility that officers may make non-material omissions or errors in their written reports. If the reviewing supervisor recognizes these types of mistakes, either through an overall review of the incident or through video recordings, the report may be sent back to the staff for clarification via a Supplemental Physical Intervention Report.

PIR and SUP-PIR shall contain a clear and comprehensive account of the entire incident, including the following: who was involved; when, where, how, and why it occur; staff positioning; what specifically occurred; actions taken by youth and staff; attempts made to de-escalate the situation for a safe conclusion (i.e., warnings of pending physical and/or chemical intervention); and a description of precipitating factors that led to the use of physical, chemical intervention or physical restraints. Care should be taken to describe the exact positioning of staff and the actions taken by staff, youth, and supervisors during the intervention incident.

Officers shall prepare these documents utilizing the appropriate Probation Caseload Management System screens pursuant with the Department's current policies and procedures regarding PIRs, SUP-PIRs, SIRs, SUP-SIRs, and BMP documentation.

Mandatory Reporting Requirements

All officers who are involved in, witness to, and/or on duty during a shift wherein a crisis situation occurs and is resolved through the use of physical, chemical intervention, or physical restraint shall complete a PIR or SUP-PIR (as appropriate) immediately following the incident, but no later than the end of the eight (8)-hour shift (6:00 AM to 2:00 PM; 2:00 PM to 10:00 PM; or 10:00 PM to 6:00 AM) in which the incident occurs, or, as otherwise directed by the duty supervisor. Staff shall be sensitive to the fact that a degree of urgency exists in completing the PIR as soon as possible.

Within fifteen (15) minutes of containing or as soon as possible without compromising the health and safety of the youth, the shift leader (or other officers as designated by the shift leader) shall contact the duty supervisor and advise them that a physical, chemical intervention and/or use of physical restraint incident occurred. Each incident shall receive an incident number, which shall be noted on all PIR and SUP-PIR documents as generated by PCMS. This incident number shall be noted on PIR/ SUP-PIR or any other supplemental document (e.g., Mental

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Health Consultation Forms, SCM Soft Restraint Logs, etc.) generated by officers as a result of this incident. Each facility shall also receive a facility generated SCM incident number, which the duty supervisor shall provide upon the incident being reported.

The written report section of the PIR must be a clear and comprehensive account of the entire incident, including the precipitating factors that led to the use of physical or chemical interventions and the de-escalation efforts utilized to bring the incident to a safe conclusion. The PIR shall contain, but not be limited to, the following elements at a minimum:

- Clear description of what precipitated the use of physical, chemical intervention and/or use of physical restraint.
- Clear description of all de-escalation techniques employed.
- Clear description as to why the incident occurred, including youth and staff behavior that precipitated the event.
- Notation of the request for and the presence of a supervisor, as appropriate.
- Clear justification (explanation) as to why that particular use of force was utilized instead of utilizing another level of force.
- Clear description as to how the intervention(s) was/were performed and by whom.
- Clear notation of where officers were positioned just prior to and during the incident.
- Full description of OC spray post-deployment decontamination protocols observed clearly articulated in the PIR(s) whenever chemical intervention occurs. Provide for the documentation of each incident of use of chemical agents, including:
 - The reasons for which it was used.
 - Efforts to de-escalate prior to use.
 - Youth and staff involved.
 - Date, time, and location of use.
 - Decontamination procedures applied, including but not limited to:
 - Confirmation of cold-water usage.

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- Clothing exchange.
- Time that medical assessment was completed.
- Start and end time of one (1) hour observation requirement.
- Identification of any injuries sustained as a result of such use.

Prohibited Reporting Conduct

Information contained in a SIR, PIR, and SUP-PIR constitutes lawful and truthful statements made by sworn peace officers to objectively portray the facts of the incident in the most honest and transparent manner possible. Officers who are not honest in their reporting shall be subjected to the performance management process, which may result in discharge, and/or criminal prosecution, and/or civil sanctions.

Examples of prohibited conduct in reporting include but are not limited to:

- **Purposeful material omissions:** Officers intentionally leave out details to disguise or diminish the actions of themselves or others, such as their actions precipitating the use of force or whether they used de-escalation techniques as required.
- **Code of Silence:** Also known as a blue wall of silence, the blue code of silence and blue shield of silence are terms used to denote the informal rule that purportedly exists among law enforcement/corrections personnel not to report on a colleague's errors, misconducts, or crimes, including excessive.
- **Use of Force.** Such a practice is strictly prohibited, and any personnel determined to have participated in said practice shall be subject to disciplinary action according to departmental guidelines, which may include up to termination of employment.
- **Collusion:** Officers shall not collaborate (ensuring accounts of the incident contain the same/similar details) with each other during the preparation of details in reports.
- **Coaching:** Officers instructing co-workers to report details and facts in their reports that they did not actually experience or write report on behalf of another officer.

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Child Safety Assessments: Upon being notified that a physical intervention incident has occurred, the duty supervisor shall immediately conduct a Child Safety Assessment (CSA) involved in the incident. The designated duty supervisor shall respond to the location/building where the incident occurred. The CSA shall be completed within one hour of being notified. Questionnaires shall additionally be obtained from each youth involved in the incident, and affidavits obtained from each youth witnessing the incident as outlined in the *Physical Intervention Incident Review Policy*.

Post-Incident Debriefing for Involved Youth and Staff and Witnesses:

All use of force incidents must include a post-incident debriefing with any staff or youth who was involved or witnessed the use of force to mitigate the effects of trauma and training⁴². These debriefings must be conducted by a supervisor or higher within four (4) hours after completing the CSA. Documentation of the post-incident debriefing must be completed on a SUP PIR using PCMS and submitted to the SCM Coordinator for review. If trauma has occurred, the following is required:

- All youth who have experienced trauma as a result of a use of force shall be referred to the Department of Mental Health (DMH) using the Mental Health Consultation Form. Any youth who experiences trauma will be allowed access to the Hope Center and given an opportunity to decompress. Youth who continue to express trauma will be immediately placed on Probationary XX2 or higher until evaluated by DMH.
- Any staff who experiences trauma as a result of a use of force shall be referred to Probation Support Services or Peer Support, offered an Industrial Injury Packet and allowed relief from duty for a period of time to decompress.

SCM Coordinator Review: Each physical intervention (i.e., physical, or chemical intervention) shall be formally reviewed by the facility's SCM coordinator as soon as practical after its occurrence. The SCM coordinator shall thoroughly review the completed PIR packet generated by the duty supervisor and shall interview the involved youth, other youth present (possible witnesses), civilian witnesses,

⁴² Cal. Code Regs. Title 15 § 1357 (a) (5)

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support staff, school faculty, and/or administrative staff present who may have witnessed the events, as applicable. After reviewing the PIRs, Child Safety Assessments, affidavits and interviewing percipient witnesses, the SCM coordinator shall determine if the physical intervention was objectively reasonable. Incidents involving an intervention (i.e., physical, chemical, or the use of restraints) that does not appear to have been necessary or that was inappropriately performed (using unnecessary or excessive force) or otherwise fail to fall within established department policies and procedures shall be referred to the facility director, superintendent, or the department's Special Investigations Unit for further administrative review and/or formal investigation.

Medical Assessment of Youth

Any youth involved in a physical intervention incident in facilities shall be referred to medical staff for assessment no later than thirty (30) minutes following containment of the occurrence. Uninvolved officers shall escort the youth to the medical unit. If officers who are involved in the use of force escort the youth, it must be clearly explained in the PIR why uninvolved officers were not able to assist. It is expected that medical staff shall assess the youth immediately upon presentation.

In situations where there is no nurse on duty, and upon containment of the incident, the youth shall be immediately referred to the duty supervisor to assess any injuries no later than thirty (30)-minutes following containment of the occurrence. The duty supervisor shall ascertain from the youth whether the youth has sustained any injury. If the youth does not appear to have sustained a serious injury, the duty supervisor shall log the incident into the duty supervisor's logbook and ensure that the youth is referred to the nurse as soon as practicable upon the nurse's return to the facility. If the supervisor suspects or knows of an injury that cannot be treated at the location, the youth shall be transported from the facility for a higher level of care.

At the time of assessment, the duty supervisor shall ascertain whether the youth appears to have sustained an injury to the head, neck, or spine. If a head, neck, or spinal injury appears to have occurred, the duty supervisor shall treat this type of injury as a potentially serious injury and shall follow the "serious injury" treatment guidelines as noted below.

A "serious injury" requires that the youth be sent out to a local hospital to treat the injury, which typically involves treatment such as sutures, the setting or realigning

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of fractured or displaced bones, and assessment for internal injuries or hospitalization. In the absence of medical staff on-site, a supervisory officer that assesses the youth and determines the youth appears to have sustained a serious injury that appears to be potentially life-threatening or life – altering, 9-1-1 shall be called for immediate paramedic assistance. In other instances, where there is a serious injury that does not appear to be life-threatening, the supervisor shall contact on-duty medical staff at the nearest juvenile facility for direction as to whether to send the youth to a local hospital or to send the youth to the nearest juvenile facility for assessment and treatment.

A "less serious injury" is generally one that requires assessment and treatment by medical staff at the facility and allows the youth to return to their regularly assigned unit. or the HOPE Center or be housed in the Medical Observation Unit for observation purposes only. Determination of the seriousness of injuries shall be made by medical staff.

Probation Referral of Youth to Medical Staff for Assessment – At the conclusion of a physical or chemical intervention incident, staff shall document in the narrative section of the PIR the exact time that the youth was presented for a medical examination to be performed. A youth is considered to have been made available for assessment upon their arrival at the medical unit/nurse's office at any facility or other area designated for the performance of medical examinations or upon the nurse's arrival at the incident location.

Mental Health Involvement and Assessment of Youth

All youth who are involved in a use of force incident shall be referred for mental health assessment. Officers shall document the referral to DMH on the PIR and attach a copy of the submitted Request for Mental Health Consultation form to the PIR. During the post-incident review period, supervisory officers conducting the Physical Intervention Incident Review shall verify that the youth was referred to DMH.

Mental health shall be consulted immediately or as soon as "reasonably possible" to provide greater opportunity for DMH to assess the youth's mental state at the time and to prevent further behavioral decompensation, in addition to helping avoid situations where the use of force strategies may be necessary.

When DMH staff are unavailable, a referral shall be submitted to DMH for

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assessment as outlined under the Mental Health Support for Youth Experiencing a Mental Health Crisis. Pursuant to current Department policies regarding *Enhanced and Specialized Supervision*, a Specialized Supervision Plan (SSP) may be necessary.

1009 QUALITY ASSURANCE

In accordance with Title 15 *Minimum Standards for Juvenile Facilities, Use of Force, section 1357(a)(5)*, debriefing shall occur following incidents “for the purposes of training as well as mitigating the effects of trauma that may have been experienced by the officer and/or the youth involved.” Debriefing is not intended to be a substitute for the post-physical incident review, post-use-of-force review process or investigative process. However, debriefing plays an important role in allowing the officer and youth to reflect on what happened as a learning opportunity. The debriefing process allows officers to ask questions and voice concerns to supervisors and shift leaders regarding the actions taken during a use of force incident. This is an opportunity for supervisors to provide training and impart situational expertise in relation to the policies and procedures established by the department. Debriefings shall be utilized as a continuous quality improvement technique to maximize the department’s efforts in ensuring the safety and security of the youth, staff, and community. Video of the incident may be reviewed during the debriefing, if available, and if the incident does not involve excessive or unnecessary force and/or any subsequent investigation has been concluded. Video will not be reviewed when a referral has been made to the Special Investigation Unit (SIU). Debriefings are not a legal process to disseminate discipline but an opportunity for unit officers to discuss and analyze incidents in an educational and informative setting. Debriefing can be a valuable tool in determining what factors may have caused the event(s), helping to evaluate the effectiveness of interventions utilized, and proactively mitigating future events. Debriefings shall be utilized as a continuous quality improvement technique to maximize the department’s efforts in ensuring the safety and security of the youth, staff, and community.

NOTE: If a supervisor was a party to the physical intervention, a director or the authorized designee must conduct the Safe Crisis Management (SCM) review.

Use of Force Administrative Review

Each use of force incident shall be evaluated at both supervisory and management levels to determine if the use of force complied with the policy, procedure, training,

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and applicable law to determine if follow-up action or investigation is necessary. The following factors shall be evaluated:

- Reasonable de-escalation, force prevention, intervention, and management techniques used, if applicable.
- The need for the appropriate application of force.
- The level of the threat perceived by the officers involved.
- The relationship between the need and the level of force used.
- Whether any injury was suffered and the extent of those injuries.

The shift leader or duty supervisor shall review the initial use of force review packet and ensure that all necessary documents are included. The documents collected include, but are not limited to, the following:

- Physical Intervention Reports (PIRs).
- Supplemental Physical Intervention Reports (SUP-PIR).
- Medical Assessments (PEMRS printout).
- Child Safety Assessment Report(s)(CSA).
- Questionnaire(s) from youth.
- Mental Health Request for Consultation form(s) (PEMRS printout).
- Mental Health Crisis Support and Assistance Log (if soft restraints are involved).
- Suspected Child Abuse Report(s) (SCAR), if applicable.
- Preliminary Incident Notification (PIN) Report, if applicable.
- Photographs clearly depicting the location, evidence, injuries, or alleged injuries.
- Referrals to health services, mental health, and/or internal affairs.

The completed packet shall be reviewed by the force review coordinator or facility manager and forwarded to the departmental force review committee⁴³.

Force Intervention Response Support Team (FIRST)

⁴³ Cal. Code Regs. Title 15 § 1357 (a) (6)

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The Force Intervention Response Support Team (FIRST), as part of the Systems Accountability Bureau, has been established as an independent reviewing entity for the department with the priority of reviewing all Physical Intervention Packets (PIP) (formerly Safe Crisis Management), ensuring staff documentation and evidence collection provide a strong factual account of the incident and complies with departmental policies, protocols, and state law. Through oversight and guidance, in addition to timely comprehensive reviews of all PIPs, the FIRST will assist staff in strengthening the integrity of the physical Intervention process, which will also help improve staff and youth well-being. The FIRST of the Systems Accountability Bureau is responsible for an independent and comprehensive review of all physical intervention incidents occurring in Juvenile Institution. The FIRST Team shall conduct timely reviews of all use of force incidents for compliance with State law and probation policy. In the event that a use of force incident is accepted for review by Internal Affairs, the FIRST Team review shall occur after the Internal Affairs investigation is completed.

The FIRST will examine documentation and review relevant video footage, conduct inquiries to analyze and track the quality of preventative efforts, triggers, de-escalation, and actions taken during and after a use of force incident.

Once the FIRST unit completes an independent review and assessment of the PIP identifying non-conformities, preventable risks, and/or proactive measures taken, the Juvenile Institution will be provided with the *FIRST Physical Intervention Review Summary Form* and receive an email confirmation that the PIP either had:

- **No Significant Findings/Deficiencies** – The packet meets the criteria identified in the respective policies.
- **Deficiencies/Non-Compliance Issues Noted** – the independent review discovered areas in the packet that the operation needs to address/follow-up.
- **Direct Referrals to Internal Affairs Bureau**- Referrals shall be made directly to Internal Affairs when deemed applicable and appropriate.

The *FIRST Physical Intervention Review Summary Form* will detail areas of discrepancy/concern requiring amendment(s) or correction(s) for all PIPs not accepted by the FIRST. In addition, the FIRST will make recommendations for corrective action, including for Juvenile Institutions to take specific action that should have been completed in accordance with Departmental policies and

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procedures.

Force Review Coordinator

Documents pertaining to each use of force incident are submitted to the facility's force review coordinator. The coordinator ensures the completion of all documentation, reviews any video footage of the incident, and makes a recommendation to the facility management or the department's Special Investigation Unit, as appropriate.

Departmental Force Review Committee/ Critical Incident Review Coordinator

The Critical Incident Review Committee (CIRC) will also serve as the Departmental Force Review Committee (DFRC), which is the departmental -level review of physical intervention incidents that involve actual or potential liability, serious injury, major conflict occurring within the department's scope of responsibility, or as otherwise deemed significant. The DFRC is a retrospective evaluation of a physical intervention incident to ensure Staff actions are in accordance with departmental policy, procedures, and training and to determine the effectiveness of existing policies and procedures before and after an event in addressing the root causes of an event, and to prevent the incident from reoccurring. The DFRC meeting shall include a superintendent, facility manager, and other executive leadership team members. Use of force incidents that rise to the level of a DFRC review shall be reviewed within thirty (30) days of occurrence⁴⁴.

1010 NOTIFICATIONS**Parent/Guardian/Caregiver Notifications**

When force is used on youth, the supervisor or the authorized designee shall contact the parent/guardian/caregiver, attorney, and caseworker. A minimum of three (3) telephonic contacts with the parent/guardian/caregiver need to be attempted within twenty-four (24) hours of the incident. This information shall be clearly documented in the Physical Intervention Report, including the number of attempts made, dates, times, names of parent/guardian/caregiver contacted, and any other information regarding the subsequent conversation, as appropriate. If the youth has alleged that the use of force was excessive or inappropriate, this information shall also be shared with the parent/guardian/caregiver along with

⁴⁴ Cal. Code Regs. Title 15 § 1357 (a) (5)

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information about the grievance process and the rights of the youth in the process⁴⁵.

Youth Seriously Injured or Allegation of Excessive or Inappropriate Force.

The superintendent or facility manager (or the authorized designee) shall be immediately notified if a youth or staff member is seriously injured or an allegation of excessive or inappropriate force or of actions related to the use of force incident that is inconsistent with policy and law (e.g., intentional failure to decontaminate) is made during the application of force. The superintendent shall make appropriate notifications to the chain of command.

If the youth has made an allegation of excessive or inappropriate force or violations of policy/law by staff during the use of force incident, the superintendent will immediately report this to the assigned Bureau Chief responsible for assessing and addressing any interim protections for youth who report, such as unit changes, safety plan updates, and protection orders.

Assaults Against Officers

The Supervisor assigned to the incident shall immediately contact the On-Duty Facility Manager, the victim's supervisor, the facility superintendent, and the Bureau Chief in any instances where it is alleged that the youth has physically assaulted an officer. As appropriate, the department will facilitate the filing of criminal charges against the youth with the applicable juvenile or adult court.

The on-site Supervisor shall ensure that the affected officer is provided with an Industrial Accident packet or that the packet is completed on behalf of the staff per Department protocol. It is also the on-site supervisor's responsibility to ensure staff involved in or affected by a serious or traumatic experience are offered services, which include Peer Support Coalition and Staff Assistance Program.

(<http://employee.hr.lacounty.gov/employee-assistance-program/>).

⁴⁵ Cal. Code Regs. Title 15 § 1357 (a) (7)

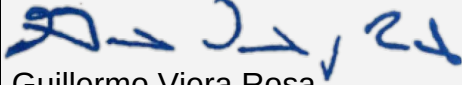
LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: SECURE YOUTH FACILITY TREATMENT (SYTF) SPECIALIZED LIVING UNITS	Section Number: SYTF-1300
	Effective Date: April 4, 2024
	Approved By:  Guillermo Viera Rosa, Chief Probation Officer

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LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: SECURE YOUTH TREATMENT FACILITY (SYTF) SPECIALIZED LIVING UNITS	Section Number: SYTF-1300
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1301 SEPARATION

Pursuant to BSCC Title 15 § 1354, (a) separation of youth for reasons that include, but are not limited to, medical and mental health conditions, assaultive behavior, disciplinary consequences, and protective custody. When separated from the general population, careful consideration should be given to positive youth development and trauma-informed care. Youth shall not be denied normal privileges except when necessary to accomplish the objectives of separation.

When the objective of the separation is discipline, Title 15, Section 1390 shall apply as outlined in the Discipline Guidelines policy. When separation results in room confinement, the separation shall occur in accordance with WIC Section 208.3 and Title 15, Section 1354.5 – Room Confinement policy.

1302 COOL DOWN STATUS

A youth may be referred to the Hope Center for a brief removal from the general population as a temporary Cool Down Status. However, separation may continue only until youth behavior has stabilized, and the return of the youth to the general population will not jeopardize the safety and security of the unit.

Staff shall engage youth by offering support and counseling. In addition, staff shall refer youth for a mental health assessment if needed. Youth can be returned to their regular living unit when they have de-escalated or upon recommendation by Hope Center staff or the Department of Mental Health (DMH).

In addition, youth who have engaged in a minor rule violation can be separated to the HOPE Center to de-escalate. While at the HOPE Center, youth can complete imposed sanctions for minor rule violations, such as writing an apology letter, writing about lessons learned from the incident, and/or completing a reading

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assignment. Youth can continue to earn regular Developmental Stage Points (DSS) points while under Cool-Down unless receiving regular DSS points is part of a sanction resulting from a rule violation.

When a youth is placed on a cool-down status, the following shall occur:

- The referring party must first contact and inform the Living unit or HOPE Center supervisor of the youth being placed on cool-down status.
- The Living unit or the HOPE Center staff must log the youth in the unit's red logbook as a cool-down status and update the In/Out Log.
- Youth shall be given opportunities (which include an open space such as a day room, office, or a room with no door) to de-escalate.
- Youth on cool-down status must not be confined in rooms with locked doors.
- Youth may be referred to DMH for an assessment if needed.
- Once the youth has stabilized and is ready to return to the regular programming, the Unit or the HOPE Center Supervisor shall immediately authorize the release of the youth to the regular programming.

The Unit or the HOPE Center staff is responsible for logging the youth out of the red in/out logbook.

1303 EXCLUSIONS TO ROOM CONFINEMENT

Exclusions to Room Confinement refers to when youth are secured in their rooms during an extraordinary emergency circumstance that requires a significant departure from regular institutional operations, including facility lockdown, natural disasters, disturbance in the unit (e.g., youth fight), or other facility-wide threats that pose an imminent and substantial risk to the safety and security of youth, staff, and the facility.

In some instances, involved or uninvolved youth may be placed in locked rooms after an incident to gain the safety and security of the unit. Youth shall remain in their rooms only for a reasonable period of time necessary, lasting no longer than two (2) hours, to deescalate and/or bring a youth's escalating behavior under control. (Welfare and Institution Code § 208.3)

The period of placing youth in a locked room shall be for the shortest amount of time and structured so that youth can be placed in, or returned to, the regular programming as soon as the objective of the imposed behavioral management goal has been accomplished. Staff shall contact the OD for staffing resources as necessary to allow

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programming to resume as soon as possible.

Safety checks that are random or varied shall be conducted and not to exceed ten (10) minutes between observations for the period of time youth are placed in post-incident time out. Staff shall be required, at each check, to engage with the youth and observe the youth's behavior. (See the Safety Check Policy).

Staff shall complete a SIR noting the times in which youth were secured and released to regular programming, the interventions and positive measures used to address and/or redirect the behavior.

1304 ROOM CONFINEMENT

Room Confinement is defined in Title 15 Section 1354.5 and WIC 208.3 as the placement of a youth in a locked room with minimal or no contact with persons other than facility staff and attorneys in instances where a youth's behavior poses an imminent risk to the safety or security of any youth or staff.

Definitions

Readiness for Release (RFR): A process of assessing youth's behavior that resulted in their room confinement. RFR assessment shall be used to determine the need for continued room confinement.

Reintegration Plan: A plan designed to address goals and objectives needed for the return of the youth to the general population. The reintegration plan shall include the basis of the room confinement extension.

It is the policy of the Probation Department that room confinement:

- Shall not be for the purpose of punishment, coercion, convenience, or retaliation by staff.
- Shall not be used to the extent that it compromises the mental and physical health of the youth.
- May not be for a pre-determined length of time.
- Does not include confinement of a youth in a locked single-person room for brief periods as may be necessary for required institutional operations (e.g., Transitional Periods).
- Is not intended to limit the use of single-person rooms or cells for the housing of youth in SYTF.

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- Does not apply to normal sleeping hours.
- Does not apply to youth in court holding facilities or adult facilities.
- Shall not be construed to conflict with any law providing greater or additional protections to youth.
- Does not apply during an extraordinary emergency circumstance that requires a significant departure from normal institutional operations, including a natural disaster or facility-wide threat that poses an imminent and substantial risk of harm to multiple staff or youth. This exception shall apply for the shortest amount of time needed to address this imminent and substantial risk of harm.
- Does not apply when a youth is placed in a locked room to treat and protect against the spread of communicable disease for the shortest amount of time required to reduce the risk of infection, with the written approval of a licensed physician or nurse practitioner, when the youth is not required to be in the medical unit for an illness. Additionally, this section does not apply when a youth is placed in a locked room for required extended care after medical treatment with the written approval of a licensed physician or nurse practitioner when the youth is not required to be in the medical unit for illness.
- Room confinement shall not be used on the basis of a youth's refusal to participate in programming, recreation, exercise, outside activity, religious services, or visitation.

Room Confinement Admission Procedures

Should a youth require room confinement in the living unit, the following procedures apply:

- The unit Supervisor or the backup Officer of the Day (backup OD) shall approve all Room Confinement. The unit staff shall complete the Audit Checklist to indicate the approval, which is placed on the left side of the Room Confinement file.
- Staff shall submit a SIR/PIR as soon as possible but no later than the end of the shift, articulating in detail the imminent safety/security threat that resulted in the youth's room confinement.
- The Room confinement shall be recorded in the unit Red Logbook and notated in PCMS.
- All youth placed in room confinement shall be assessed by a clinician from the Department of Mental Health (DMH).

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- Safety checks that are random or varied shall be conducted and not to exceed ten (10) minutes between observations. Staff shall be required, at each check, to engage with the youth and observe the youth's behavior. (See the Safety Check Policy)
- After the youth has been held in room confinement for a period of four hours, staff shall return the youth to the general population or transfer the youth to the HOPE Center for extended Room Confinement. " Refer to Room Confinement protocols after four (4) hours.

Should a youth require room confinement in the HOPE Center, the following procedures apply:

- The HOPE Center Supervisor or the Supervisor on duty shall approve all referrals to the HOPE Center for Room Confinement. The HOPE Center staff shall complete the HOPE Center Audit Checklist to indicate the approval, which is placed on the left side of the Room Confinement file.
- Staff shall submit a SIR/PIR as soon as possible but no later than the end of the shift, articulating in detail the imminent safety/security threat that resulted in the youth's room confinement.
- Upon admission to the HOPE Center, the staff that transported the youth to the HOPE Center shall remain with the youth at the HOPE Center until the admitting paperwork and the HOPE Center classification and process are completed.
- When a youth is initially assigned to the HOPE Center, their admission shall be recorded in the Red Logbook and the HOPE Center In/Out Log found on the shared drive.
- All youth referred to the HOPE Center and placed in room confinement shall be assessed by a clinician from the Department of Mental Health (DMH).

First (4) hours of Room Confinement

- Staff shall contact a DMH clinician to complete a "Behavior Chain Analysis" with the youth. If no clinician is available, the staff shall submit a mental health referral for the youth, noting they were placed in room confinement so that "Behavior Chain Analysis" can be completed when a clinician is available.
- Safety checks that are random or varied shall be conducted and not to exceed ten (10) minutes between observations. Staff shall be required, at each check, to engage with the youth and observe the youth's

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behavior.

- Prepare a Readiness for Release (RFR) form documenting the youth's behaviors that resulted in their room confinement. The RFR is to be completed within two (2) hours by the unit supervisor or the HOPE Center Supervisor. Staff shall notify the supervisor within thirty (30) minutes of the two (2) hour deadline for the initial assessment.
 - Readiness for Release Form - each youth shall be evaluated by a supervisor every two (2) hours to determine the need for continued room confinement.
 - The supervisor shall sign the RFR and document their approval for the youth's return to their regular living unit or their continued room confinement.
 - After each Readiness for Release check, a case note shall be entered in PCMS indicating the youth's behavior and the reason for continued room confinement.

Four (4) Hours Extension of Room Confinement

It is expected that youth will be ready to return to the general population by the time of their first readiness review, and every possible effort must be made to engage youth and achieve de-escalation. In instances where youth still present as a threat to the safety of other youth or staff, the Readiness for Release form process and the Safety Check protocol listed under the preceding section shall be repeated. In addition, the following procedure shall be followed:

- A Reintegration Plan shall be completed with the youth by the unit or the HOPE Center staff, signed by a supervisor, and approved by the facility Superintendent or the authorized designee. The approval shall be noted on the re-integration Plan. In addition, DMH shall be consulted for the extension and every four (4) hours thereafter.

The Reintegration Plan shall include:

- Goals and objectives to be met to return youth to the regular programming.
- The reasons for room confinement and the basis for the extension, which shall include why the youth remains a threat to youth and/or staff.
- The date and time the youth was first placed in room confinement and when they were eventually released from room confinement.

Room Confinement Exit Procedures

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- If the youth is deemed ready for release, the Unit or the HOPE Center Supervisor or the authorized designee shall facilitate the return of the youth to their regular programming upon exiting room confinement. Youth shall not return to room confinement after their official documented release unless an incident occurs prior to returning to programming, requiring new room confinement documentation. The youth may not remain in the HOPE Center room confinement for more than one (1) hour after notification unless approved by the Supervisor.
- The unit or the HOPE Center RFR shall be placed in the room confinement file once completed. This will be the top document placed in the file.
- The unit or the HOPE Center staff shall complete a PCMS note under the youth's case notes stating that the youth has been released from room confinement and returned to their regular unit programming. If placed at the HOPE Center, the youth shall be logged out of the unit's red logbook and In/Out Log on the shared drive.
- Upon completing these steps, the file shall be provided to the unit or the HOPE Center supervisor, or the authorized designee for closing signatures.

1305 SPECIALIZED SUPERVISION PROGRAM

The Specialized Supervision Program is the separation of youth from their regular living unit or temporary housing at the HOPE Center with full access to programming. Youth can be referred to the HOPE Center directly from their regular living unit to the Specialized Supervision Program, or youth in Room Confinement can transition to the Specialized Supervision Program. A Specialized Supervision Plan (SSP) is required for youth in the Specialized Supervision Program and shall fully document the need for separation.

If the On-Duty Director/Acting Director determines that the youth shall be housed in the HOPE Center, the facility Superintendent shall be notified, and approval shall be obtained before starting the Specialized Supervision Program. Once the approval is obtained, an SSP shall be prepared, and the youth will be assigned to the HOPE Center and allowed the opportunity to participate in all regular programming except when the separation is necessary to accomplish the objective of the separation.

The following procedures shall be followed for youth who are transitioning from room confinement to the Specialized Supervision Program.

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- A Specialized Supervision Plan (SSP) shall be immediately prepared for the youth with documented approval on the SSP by Management or the authorized designee prior to acceptance to the Specialized Supervision Program. In the absence of an On-Duty Director, the Officer of the Day must be notified, and contact must be made to the Superintendent or Director for approval via email and noted on the SSP. The SSP shall:
 - Clearly note the reasons for separating the youth from their living unit.
 - Indicate the anticipated length of time under SSP.
 - Indicate the programming and services to be provided while under an SSP, including all Title 15 Programming.
 - Be reviewed and have final approval by the Regional Director within forty-eight (48) hours of the referral for the HOPE Center SSP.
- The youth's HOPE Center Room Confinement file shall be closed, and a new SSP File shall be created by initiating the SSP Audit Checklist
- The HOPE Center Staff shall conduct a new intake packet with the youth being placed on SSP, which includes but is not limited to:
 - Specialized Supervision Plan
 - Initial Intake Screening
 - Assessment and Classification Form or Classification Form
 - SSP Reclassification Form
- The new SSP file shall be placed in the HOPE Center file cabinet with current SSP files.
- The SSP, Initial Intake Screening, and Assessment/Classification Form shall be placed in the HOPE Center SSP folder under the youth's respective unit.
- The HOPE Center staff shall log the youth in the red logbook as an SSP and in the In/Out Log found in the shared drive as an SSP.
- All SSP youth will participate in the HOPE Center daily programs and are included in the Title 15 Programming Log.
- At the conclusion of each shift, a copy of the security check sheet and a copy of the Activity Log shall be placed in the respective youth's SSP file. Any other paperwork pertaining to the youth while on SSP shall

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also be placed in the file.

- The HOPE Center supervisor or supervisor on duty, in the absence of a Hope Center Supervisor, the authorized designee shall visit the HOPE Center and engage with any SSP youth once per week. The supervisor shall note the time of their visit and assessment in the HOPE Center logbook and the names of each youth they spoke with.
- The HOPE Center day staff shall enter PCMS Case Notes once per shift that describe the youth's daily behavior and participation in programs.
- Each youth under an SSP in the HOPE Center will have a weekly reclassification meeting. At the reclassification meeting, the goals, strategies, and interventions shall be discussed and clearly outlined. The reclassification plan must be documented on the SSP Reclassification Form and entered in PCMS under the youth's case notes. The reclassification meeting shall include the following participants:
 - HOPE Center The SSP Coordinator
 - IBMP Coordinator
 - LACOE representative
 - DMH clinician
 - HOPE Center Supervisor, if available.
- If changes to the current SSP are discussed during the reclassification meeting, a new SSP shall be created.
- An SSP may be continued for up to thirty (30) days. At the thirty (30) - day mark, it may be extended for up to an additional 30 days with the Director's approval. At the sixty (60)-day mark, a new SSP must be created for the youth. If the youth does not have approval for a thirty (30)-day extension from the Director, the youth must be released from the HOPE Center.
- If the youth is deemed ready to release to the general population prior to the expiration of the SSP, the HOPE Center staff shall close out the SSP folder, log the youth out in the red logbook, exit the youth out from the In/Out Log in the shared drive, and document the exit in PCMS with a case note entry.

1306 RIGHTS OF ALL YOUTH ASSIGNED TO THE HOPE CENTER AS A SSP

SPECIALIZED LIVING UNITS AND PROGRAMS

All youth assigned to the HOPE Center as a SSP shall be afforded all regular Juvenile services, which shall include but are not limited to, the following:
(Complies with Title 15, Sections 1354 (c) and 1371)

- Educational Services (including after-school educational services) - all youth shall receive education instruction, which shall include any required special education and related services.
- Medical and Mental Health Services.
- Religious Services.
- Substance Abuse Services, if available.
- Programming, Large Muscle Exercise, and Recreational Activities (three (3) hours a day during the week and five (5) hours on the weekends).
- Receive and send Mail.
- Visits and phone calls with Parent/Legal Guardian, Person standing in Loco Parentis, approved Supportive Adult, their child(ren) and/or Attorney, and any other who would normally be allowed if they are in their regular unit.
- Access to Grievance, Request for Probation Services, Medical Services, and Request for Mental Health Services Forms.
- Bed and bedding.
- Daily shower, access to drinking fountain, toilet, personal hygiene items, and clean clothing.
- Full nutrition.
- Clean and sanitary living conditions.

1307 HOPE CENTER DAILY AUDIT REPORT

A daily review of separated youth shall be conducted to determine if separation remains necessary. HOPE Center staff shall complete the "HOPE CENTER DAILY AUDIT REPORT" every day at 10:00 AM to indicate all activity conducted in the HOPE Center for the previous twenty-four (24) hours.

The report shall then be sent via email to the following parties:

- Bureau Chief

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- Consultant
- Facility Superintendent, Assistant Superintendent, and all Facility Directors
- HOPE Center Supervisor
- All staff assigned to the respective facility's HOPE Center

1308 ROLES AND RESPONSIBILITIES

Probation Department

The Secure Youth Treatment team is vested with the responsibility to provide a safe and secure environment while conducting regular activities within the program and facility that support, maintain, and complement the mental health treatment plan. Probation personnel utilize standard juvenile detention techniques and methodology, as well as behavior modification approaches to moderate and change the youth's conduct. These approaches shall include the Institution's Merit Ladder and the Canteen as part of the incentive system.

Staff shall conduct daily structuring that reminds youth of desired behaviors and conduct, which also provides opportunities for self-affirmation and success. Supervision shall require a high degree of structure of a youth's time and shall include non-violent resolution of disputes, respect for divergent points of view, constructive communication both to promote positive norms and to confront norm violations, accepting responsibility for one's behavior, recognizing that individual behavior has an impact on the group and group processes to repair the harm caused.

Department of Mental Health (DMH)

The Department of Mental Health's role is to conduct individual psychological assessment, crisis management, and therapy focusing on social learning and cognitive-behavioral treatment. Therapy may include individual, group, and family dynamics. The Mental Health team also ensures appropriate medication monitoring. These efforts are in congruence with the routines of the SYTF, with the clinicians routinely providing immediate support to juveniles experiencing difficulties adhering to program procedures or school responsibilities. The mental health staff also provides consultation to Probation, school, and health services personnel.

The mental health team shall provide the lead in conducting therapeutic

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intervention sessions, including talk, dance art, recreational, and music therapy. Other activities shall include related techniques. Other therapeutic components shall consist of dance and creative presentation sessions. Traditional mental health strategies shall include crisis intervention individual, group, and family therapy and shall be the foundations of the mental health services on ESP. This critical role shall begin at the start of each youth's daily routine by providing support and assistance to youth experiencing adjustment difficulties or resistance to aspects of the program. In addition, youth may seek or request mental health services throughout the day.

Critical components of the overall mental health program shall include anger management, substance abuse, stress recognition and reduction, and other identified life skills. These activities shall be conducted with a primary focus on reducing specific behaviors causing the youth the greatest difficulty in making ethical and socially responsible decisions.

(Meets standards set forth in Title 15, Section 1437 (c))

Department of Health Services (DHS)

The Department of Health Services is an integral element of the SYTF Program. Medical staff provides health services for youth and treats illnesses and injuries around the clock. Health care services also address acute symptoms and conditions to avoid preventable deterioration of health while the youth is detained. These services include admissions screening, doctor's clinics, and a nurse's clinic conducted three (3) times a day. In addition to the regularly provided health services, the medical team shall provide medication and monitoring in support of mental health treatment for youth in general and ESU youth in particular.

Los Angeles County Office of Education (LACOE)

The Los Angeles County Office of Education (LACOE) shall offer comprehensive, fully accredited, standards-based education programs in which youth earn credits toward a high school diploma and General Educational Development (GED) preparation. Testing and certification shall also be made available. In addition to general education classes, a full continuum of special education services shall be provided. As part of a regular education program, special education support services shall be attempted whenever appropriate. When additional services, such as special day class placement, one-on-one, or small group, are applicable, a resource specialist shall be available.

A variety of other services based on the needs of the youth as defined in the

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Individualized Education Plan (IEP) shall also be offered through the LACOE Special Education Local Plan Area (SELPA). These services may include language and speech therapy, mobility and/or Braille training for the visually handicapped, interpreters for the deaf, and/or psychological counseling. Meetings are held weekly with all the partner agencies to discuss each youth's individual plan.

1309 SYTF PROGRAMS

The Probation Department maintains specialized facilities to handle youth ordered to a Secure Youth Treatment Facility (SYTF) by the court. The population which consists of youth with pre-disposition cases awaiting placement in Short-Term Residential Therapeutic Programs (STRTP), Camp Community Placement (CCP), Secure Youth Treatment Facility (SYTF) placement, or various other placements.

Movement of Youth

No youth in the SYTF are to be transported anywhere without the direct supervision of SYTF staff.

Handcuffs and shackles may be used in all instances where SYTF youth are violent, out of control, or when issues of safety or control are in question.

SYTF youth shall not be transported outside the facility during hours of darkness unless absolutely necessary. Safety considerations may require the use of mechanical restraints, or the assignment of additional staff as authorized by the OD.

School

All youth shall attend school. During school hours, staff shall be posted outside the classrooms to provide additional security.

Recreation

The recreation program shall be coordinated by the Program Services Coordinator. Youth shall participate in daily recreation activities. This does not preclude them from participating in organized competitions or other sanctioned events. Before, during, and after any recreational activity, MC staff, as available, shall assist in providing maximum supervision for SYTF youth.

Medical

SPECIALIZED LIVING UNITS AND PROGRAMS

Nurse's Clinic shall be held in the units. SYTF youth may be transported to the Medical Unit or medical module in the event of a medical emergency. SYTF youth shall be under the supervision of Probation staff during physical examinations and Dental Clinic, although staff need not be in the same room.

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Subject: SECURE YOUTH TREATMENT FACILITY (SYTF) MANAGEMENT SERVICES	Section Number: SYTF-2100
	Effective Date: April 4, 2024
	Approved By:  Guillermo Viera Rosa, Chief Probation Officer

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LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: SECURE YOUTH TREATMENT FACILITY (SYTF) MANAGEMENT SERVICES	Section Number: SYTF-2100
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2101 INTRODUCTION

Management Services is responsible for payroll, personnel, clerical, supplies, laundry, property, and facility maintenance. Management Services liaises with other sections such as Communications, Health, Facilities Management, Purchasing and Stores, and the Internal Services Department. The monitoring of vendor contracts for food, clerical, and janitorial services also falls within the purview of this division.

2102 CLERICAL

The clerical support section shall:

- Maintain the entrance, detain/release orders, and other pertinent records of youth at the facility.
- Update information in the data storage system as appropriate.
- Keep updated records of admissions, releases, appointments, and court appearances.
- Maintain the timekeeping and payroll records for all staff.
- Process timecards and keep accurate records of benefits accrued and used.
- Maintain key control.

2103 SERVICES AND SUPPLIES

Responsibilities of the General Services Director are as follows:

- Complete weekly audits of laundry, kitchen, warehouse services, grounds maintenance equipment, and supplies.
- Inventory, store and distribute office supplies.

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- Purchase needed items.
- Approve the disbursement of funds to providers.
- Collect and process funds from the sale of meal tickets and public donations.
- Order, store, inventory and distribute furniture and equipment.
- Provide delivery, pick-up, and hauling services for the facility.
- Maintain vehicles and provide drivers.

2104 LAUNDRY OPERATIONS

It shall be the policy of the SYTF and the Management Services Bureau that youth be provided an adequate supply of clean laundry items such as linen, bedding, and clothing.

Inventory

The Management Services Bureau (MSB) Director shall ensure the Laundry Operation maintains an established "par" level supply of linen, bedding, and clothing for the living units to ensure that, at all times, sufficient laundry items are available for each youth in the facility. The laundry items provided shall be clean and sanitized, free of tears, stains, and knots, and of appropriate size.

To ensure that sufficient laundry items are available to all living units and to prevent the hoarding of laundry items by individual living units, the laundry shall deliver items based on the par level for each individual living unit. The par level of individual living units will be the maximum population for that living unit, plus ten (10) percent. For example, if a living unit has a maximum population of thirty (30) youth, the laundry will deliver thirty (30) items plus three (3) (or ten (10) percent).

Laundry staff shall maintain a daily *Damaged Clothing Log* that lists the number and type of clothing, bedding, and linen items that are removed from circulation due to stains or damages. Each month, a count shall be taken that notes the total number of salvaged clothing items. These totals shall be reviewed by the Management Services Bureau (MSB) Director to ensure sufficient replacement items have been ordered and delivered. A reorder point has been established for all laundry items. When items reach or fall below the reorder point, laundry operations MSB staff shall notify the Warehouse so that replacement items can be delivered to the laundry operation.

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Ordering and Delivery

Staff shall submit a written requisition (see attached copies) for clean laundry daily. Living unit staff shall ensure that appropriate-sized clothing is ordered to properly clothe the existing unit population. Staff shall include on the requisition the current population in the unit, the appropriate sizes needed, and the maximum capacity for their living unit.

If the living unit's current population is less than its maximum housing capacity, staff shall indicate on the requisition the clothing sizes they anticipate for youth that may be housed in their vacant beds. Laundry staff shall deliver clean laundry to the respective living units based on the written requisition made by staff.

The AM shift Sr. DSO shall be responsible for ordering clothing for the unit. The unit SDSOs shall monitor the laundry process in the living unit to ensure appropriately sized laundry items are ordered. Likewise, they shall monitor the clothing received to ensure that they are clean and of the sizes ordered.

If the laundry fails to meet the par level for the unit, or if the quality of the laundry items does not meet the established standards, the Sr. DSO shall contact the MSB Director or the authorized designee to resolve the discrepancy.

Accountability Process

The MSB Director or the authorized designee shall conduct a monthly inspection of the laundry operation process.

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POP _____

CLOTHING/LINEN DAILY ITEM REQUISITION

- LINEN -									
Laundry Bags	Dust Covers		Mattress Covers		Rags				
Pillow Cases	Sheets		Blankets		Towels				
- CLOTHING -									
Blouses	L		XL		XX				
Sport Bra	32	34	36	38	40	42	44	46	48
Panties	M		L		XL				
Gowns	Orange Jumpsuits				Jackets				
Night Shirt	34/36		38/40		42/44		46/48		50/52
Briefs	M		L		XL		XX		
T-Shirt	L		XL		XX		Socks		
Sweatshirt	M		L		XL		XX		
- PANTS -									
BOYS					GIRLS				
M	L	XL	XX		M	L	XL	XX	

REQUESTED BY (DSO NAME) _____

Unit _____

RECEIVED BY (L.H. SIGNATURE) _____

APPROVED BY (DSO NAME) _____

Unit _____

DATE: _____

RECEIVED BY (DSO SIGNATURE) _____

FILLED BY (Housekeeper) _____

DATE: _____

DELIVERED BY _____

TRAM OPERATOR'S SIGNATURE _____

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MANAGEMENT SERVICES BUREAU
INVENTORY OF CLOTHING AND LINEN

MONTH: _____

ITEMS	NEW ITEMS	SENT TO BJN	SENT TO TO LP	RECEIVED FROM BJN	RECEIVED FROM LP	MENDED	MFG	DAMAGES	INVENTORY ON HAND
LINEN									
TOWELS									
SHEETS									
BLANKETS									
BEDSPREAD									
PILLOWCASES									
CLOTHING									
T-SHIRTS									
WHITE									
GREEN									
BLOUSES									
SWEATSHIRTS									
GRAY									
GREEN									
PANTS									
BLACK									
GRAY									
NIGHTGOWNS									
BOY'S BRIEFS									
PANTIES									
SPORTS BRAS									
SOCKS									
JACKETS									
SWIM TRUNKS									
BATHING SUITS									
SHOES									
MOP HEADS									

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2105 PROPERTY

The property supervisor:

- Provides for the storage and safekeeping of the personal clothing and possessions of youth.
- Keeps valuable items in a locked safe and stores other items in a locked room.
- Provides a claim process for property that may be lost or damaged.
- Provides proper disposal of unclaimed and abandoned property.

2106 CONTRACTS

The General Services Director monitors vendor performance to ensure compliance with standards and expectations, reviews the quality of services and consults with providers regarding problems and needs.

2107 FOOD SERVICES PLAN

The following procedures support the Probation Department's plan for preventing food-borne illnesses associated with food preparation operations.

Food Preparation and Storage

The food services contractor shall follow the written guidelines in the *Food Services Statement of Work* regarding "Pre-Meal" preparation and "After Meal" clean-up.

To ensure the food services contractor complies with these guidelines, Management Services shall conduct ongoing inspections of kitchen operations, which shall include:

- Review of Monthly Audits by the Department's Food Services Consultant
- Monthly Physical Plant Maintenance Inspection
- Annual Inspections by the County of Los Angeles Office of Environmental Health
- Random meal inspections by food services contractor

MANAGEMENT SERVICES**Kitchen Repairs**

The food services contractor shall submit a Work Order request to the MSB work order clerk to initiate repairs, modifications, alterations, and enhancements to equipment associated with kitchen operations.

Food Serving

Living unit staff shall serve all regular meals and snacks and special diets and snacks in a timely manner pursuant to guidelines. SDSOs shall monitor the food serving process to ensure staff is complying with the procedures.

The food services consultant shall conduct monthly "Tray to Service" timeline audits in random living units to determine if meals and snacks for youth are served in accordance with temperature guidelines to facilitate the elimination of food-borne illnesses. The findings of the audit shall be documented in the "Tray to Service" Audit. The audit shall be reviewed by the MSB Director and filed in their office. Discrepancies shall be reported to the Management Services Bureau Chief.

The food services consultant shall conduct audits of hand-washing practices (including individuals who are involved in serving meals – kitchen staff, facility staff, and youth) and plate time/temperature studies.

The food service contractor shall conduct a weekly "Food Temperature Audit" in random living units to determine if the temperature of food plates and snacks in the kitchen and in food carts is within the temperature guidelines designed to eliminate food-borne illnesses. The findings shall be noted by the food service contractor in the "Food Temperature Audit." A copy of the audit shall be provided to the MSB Director at the facility. Discrepancies shall be reported to the Management Services Bureau Chief.

Inspections

In accordance with applicable laws and statutes, inspections of the kitchen shall be conducted. Those inspections shall include, but are not limited to, the following:

- County of Los Angeles Office of Environmental Health (annually)
- Probation Department Safety Officer or the authorized designee

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(quarterly)

- Probation Department Food Services Consultant (monthly)

After each inspection, the MSB Director shall review the findings, prepare a written corrective action plan for any deficiencies cited, and forward copies of the corrective action plan to the Superintendent, the Management Services Bureau Chief, and the SYTF Bureau Chief.

2108 FOOD HANDLING GUIDELINES

Staff will adhere to the following food handling guidelines relative to food temperature, transporting, serving, and special diets.

Temperature

Public health and safety regulations require that food be kept hot (140 degrees or above) or cold (41 degrees or below) as appropriate until it reaches the youth for consumption. Disease-causing bacteria are able to multiply rapidly at temperatures between 41 and 140 degrees Fahrenheit. All staff responsible for serving food must understand the health and safety risks that exist when food is not maintained or served at the appropriate temperature level. Staff also has the responsibility of notifying food services personnel when these temperatures have not been maintained. The food services provider shall discard the meal and issue a substitute (nutritious and safe) meal to the youth when the temperature of the regular meal falls outside acceptable limits.

Transporting Meals

Food shall be taken directly to living units and transported in insulated, heated, or cooled food carts or containers. Upon arrival, the food cart or container shall be plugged into an electrical outlet to maintain the proper temperature. The Superintendent and Food Services Manager shall coordinate a schedule for each meal to ensure the tray line process, delivery, and serving occur within one (1) hour. Proper notification should be made when delivery and serving falls outside this time frame.

Serving Meals and Snacks

Food must be prepared and/or served under the immediate supervision of staff. Prior to serving, staff shall monitor temperatures and verify the number of meals received is the same as the number requested. The calculations must be

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documented for the *Monthly Meal Count Report*.

(Meets the standards set forth in Title 15, Section 1467)

In accordance with California Retail Food Code Article 4, Section 113953, food may only be served in living units or HOPE Center where at least one (1) hand-washing sink can achieve a temperature of at least 100°F. Staff shall immediately report any sink not functioning with warm water to the facility Services Director.

The Food Services Manager, the Services Director or the authorized designee, and the Food Services Consultant shall conduct ongoing audits of hand-washing sinks used in conjunction with food serving. At minimum, the audits shall be conducted by the Food Services Manager or the authorized designee (bi-monthly), the Services Director or the authorized designee (monthly), and the Food Services Consultant or the authorized designee (quarterly).

In accordance with California Retail Food Code Article 6, Section 113973, disposable plastic or latex gloves shall be worn after proper hand washing to serve unwrapped food items. If bulk foods are being served from food carts or serving pans, hair coverings shall also be worn.

Youth assisting with food serving shall be supervised at all times and shall be instructed on proper hygiene procedures, including proper hand washing techniques and the utilization of disposable plastic gloves and hair coverings.

Youth selected to assist with food serving may not have any medical restrictions or conditions.

Prior to serving food in the living units or HOPE Center:

1. Wear a hair covering if serving bulk food from a food cart or serving pans.
2. Wash hands thoroughly using the following proper hand-washing technique:
 - Wet hands with water, then apply soap or detergent beyond wrists.
 - Rub hands together to make a lather for at least 20 seconds.
 - Rinse soap or detergent off hands.
 - Dry hands with a paper towel.
 - Use the same paper towel to turn off the water and to open the door to exit the room.

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- Deposit the soiled paper towel in a trash receptacle inside the room if the receptacle is near the exit, and the paper towel can be deposited without then having to touch the door, thus re-contaminating hands. If not, deposit the paper towel in a trash receptacle outside of the room.
3. Place disposable plastic or latex gloves on hands to begin the food serving process.
 4. Observe the following hygienic practices during the food serving process at all times:
 - Avoid touching the nose, mouth, hair, skin, or other surfaces during the food serving process.
 - Do not cough or sneeze onto food or around food.
 - Wash and re-glove hands after coughing, sneezing, or blowing nose.
 - Wash and re-glove hands after touching body parts.
 - Prior to initiating the food serving process, cover all wounds or cuts on hands and/or arms completely.
 - Be free from flu, gastrointestinal, intestinal, or other contagious or food-borne illness.
 - Cease serving food and report to the Senior/Supervising Detention Services Officer when ill.
 - Re-wash hands and re-glove hands after any unhygienic practice.

Each youth shall begin eating upon receiving their meal. Youth shall be allowed a minimum of twenty (20) minutes to consume their food except for those youth on medical diets where the responsible physician has prescribed additional time. Food not eaten should not be stored in the youth's living quarters.

(Meets the standards set forth in Title 15, Section 1460)

Special Diets

Only the attending physician or nursing staff shall prescribe therapeutic/special diets. Staff shall ensure the following:

- A meal is available for each youth authorized to receive a special diet.
- Youth receiving the special diet must sign a verification sheet (receipt) indicating they received the specified meal.
- Youth receiving special diets only eat the specific meal ordered.

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- Special diet meals shall only be consumed by the designated youth.

2109 WORKSITE TOOLS AND MATERIALS--SAFETY AND SECURITY PROCEDURES

The following guidelines shall apply to contractors or vendors performing repair, alterations, improvements, or capital project work within the secure perimeter of any juvenile facilities:

- The Services Director or the authorized designee shall conduct a *Tool and Materials* security briefing with each contractor or vendor before they will be allowed to start work inside a juvenile facility.
- The contractors or vendors shall sign the *On-Site Contractor Policy Memo* indicating they participated in the briefing and must agree to comply with all written security procedures. All records pertaining to the *On-Site Contractor Policy Memo* and security briefings shall be maintained in a file in the MSB Director's office.
- Upon completing the contracted service or leaving the worksite during their normal workday while the project is still in progress, or upon completing the scheduled work for that day, the contractors or vendors must contact the MSB Director's office so that a visual work area inspection can be completed by an MSB staff member prior to the contractor or vendor being allowed to exit the facility grounds.

Upon completion of the inspection, a designated MSB staff member shall authorize the departure of the contractor or vendor and record their findings in a *Work Areas, Tools, and Materials Inspection Log*. This log shall include the date, name of the contractor, time in, time out, name of the staff completing the *Work Areas, Tools, and Materials Inspection Log*, and the time the inspection was conducted.

The MSB Director's Office shall maintain a monthly file of completed *Work Areas, Tools, and Materials Inspection Logs*.

The MSB Director shall, monthly and more often, if necessary, ensure that the *On-site Contractor Policy Memos* and the *Work Area Tools and Inspection Logs* are maintained in a file in the MSB Director's office.

In addition to the security procedures outlined above, staff shall also assist in maintaining a secure environment.

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Living unit staff shall conduct security checks in their living units each shift. Findings from the security checks will be recorded in the *Security Check Sheets* that are maintained in the living units.

Staff in the units shall also be informed of work being performed by contractors and other County employees. Staff shall ensure that work areas used by the contractors are free of materials and tools prior to youth being allowed back into these areas.

Access to work areas shall be sealed off and/or clearly marked to prevent youth from inadvertently entering a work area.

Living unit supervisors shall ensure staff performs required security checks.

Upon conducting these required security checks, if any safety or security concerns arise, or if any tools or materials are determined to be missing, the Officer of the Day shall be notified immediately so that appropriate institutional security precautions can be initiated.

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2110 MISCELLANEOUS DUTIES OF THE GENERAL SERVICES DIRECTORS

In addition to other duties, the Services Director:

- Assist with the preparation of the facility budget.
- Coordinate the Personnel function of transferring, hiring, and reassignment.
- Develop written procedures to ensure the proper preparation, storage, and securing of food; responsible for promoting a program of staff awareness relative to these concerns; maintain accurate records for all meals on-site for at least six months.
- Develop written procedures for the maintenance of an acceptable level of cleanliness, repair, and safety throughout the facility. Such a plan shall provide for equipment and physical plant maintenance, a regular schedule of housekeeping tasks, and weekly inspections of the kitchen, laundry, warehouse, and grounds maintenance to identify and correct unsanitary and unsafe conditions or workplaces.
- Ensure that annual inspections are conducted by local building, health, and fire authorities as prescribed by the California Standards Authority (CSA).
- Develop a written procedure that provides for waste disposal and a program to ensure staff follows the correct procedures. Each year a report shall be submitted to the Superintendent verifying compliance.

2111 HOLIDAY DECORATIONS IN BUILDINGS

The Chief Executive Office has provided information on fire regulations and minimum requirements concerning festive decorations, displays, exhibits, and focusing on Christmas trees due to their frequent involvement in holiday fires. The following requirements are applicable to all places of employment, assemblage, public lobbies, and other occupancies where the public is admitted and invited.

2112 PLACEMENT OF DECORATIONS

- A permit is required prior to the placement of Christmas trees in public buildings, per Universal Fire Code, Section 1101.1. Such permits are issued by local fire departments.

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- Decorative materials, trees, and displays must not obstruct or conceal exits, doors, aisles, exit signs, exit lights, fire alarms, fire extinguishers, or any other fire protection equipment and must be clear from all sources of ignition.
- Decorative materials must not create slipping or tripping hazards.
- Trees must be secured by a sturdy base or other means to prevent falling.
- A Class 2A:20BC portable fire extinguisher must be available within 25 feet of all-natural and artificial Christmas trees and electrical decorations.

Natural Cut Trees

- Trees must be treated with a flame-retardant material and must be maintained in a flame-resistant condition. A State Fire Marshal Certificate of Flame Resistance tag must be attached near the base of the tree. The tag must state the date of placement, the type of flame-retardant used, and the name and registration number of the chemical used. The tag must also reflect the name of the person who applied the flame-retardant and the name of the person affixing the tag. The tag should state recommended fire safety, care, and disposal tips. The tag must not be removed and must be visible for review by the fire department or safety inspector.
- Any tree, even those treated with flame-retardant materials, will dry out. Make a fresh cut one (1) inch from the base of the trunk and keep the tree in a one-gallon (or greater) container of water. Add a preservative to the water to keep the tree fresh and check the water level daily. If the moisture content of the tree is not maintained, the flame-retardant may actually enhance the combustibility of the tree.
- Keep trees away from all heat sources, such as heating vents, fireplaces, stoves, radiators, television sets, and sunny windows.
- Trees must be checked for dryness by the following method: Stand in front of a branch, grasp it with reasonable firm pressure, and pull your hand towards you, allowing the branch to slip through your grasp. If the needles fall off readily, the tree does not have adequate moisture content and must be removed immediately.
- Trees should be removed promptly after the holidays.

MANAGEMENT SERVICES

To recycle the tree, call your city or 1-888-CLEAN LA for unincorporated areas of the County, or visit <http://www.888cleanla.com>.

Live Trees

Live trees will not require flame-proofing treatment. However, ensure that the tree is properly maintained and watered.

Artificial Trees

Trees must be made of flame-resistant materials or treated with a flame-retardant solution. A State Fire Marshal Certificate of Flame Resistance tag must be attached to the base of the tree.

2113 USE OF LIGHTS AND DECORATIONS

- Lights and cords on natural or artificial trees (except metal trees) must be approved by the Underwriters Laboratory (UL) and maintained in compliance with UL Standards. Limit strands to two (2) per plug.
- Open flame devices (candles, lamps, torches, etc.) must not be used on any kind of tree or display.
- Metal trees must only be illuminated by flood lamps. No electrical lights or devices are allowed to prevent electrical shock hazards.
- Decorations must be non-combustible or treated with flame-retardant materials. Do not use dry or deteriorated decorations.
- It is strongly recommended that decorations designated as flame-resistant not be used if they are over three (3) years old unless they have been re-treated annually with an approved flame-retardant.
- Do not leave lights on when unattended. Use lights labeled for indoor use only. Consider using mini lights since they produce less heat.
- Restrict the use of extension cords; do not "daisy-chain."
- The amperage capacity of extension cords shall not be less than the total of the rated amperage draws of all electrical lights or devices connected and shall be grounded.
- Extension cords and flexible cords shall not be affixed to structures, extend through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage.