

PROBATION DEPARTMENT DIRECTIVE

No.:	1523
Issued:	04/04/2024
Post Until:	05/04/2024

SUBJECT: DETENTION SERVICES BUREAU (DSB) DMANUAL

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

1. Movement Control (Section 300)
 - 304-Visiting (Revised)
2. Daily Unit Operations (Section 500)
 - 517-Use of Cardiopulmonary Resuscitation (CPR) Equipment and First Aid (Revised)
3. Group Supervision (Section 600)
 - 607-Modified Program (Revised)
 - 608-Transition Periods (Revised)
 - 613-Self-Separation (Revised)
 - 621-Showers (Revised)
 - 630-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-Exclusions to Room Confinement (New)
 - 1303-Room Confinement (Revised)
7. Management Services (Section 2100)
 - 2108-Food Handling Guidelines (Revised)

PROBATION DIRECTIVE
SYTF MANUAL UPDATES
PAGE 2 OF 2

The policies will be located on the Prob-Net (Probation Manuals- [POLICIES, PROCEDURES AND MANUALS \(sharepoint.com\)](#) –DSB manual. Questions or concerns regarding this Directive shall be directed to the DSB Consultant at (562) 658-1794.



Guillermo Viera Rosa,
Chief Probation Officer

04/04/2024

Date

LOS ANGELES COUNTY PROBATION DEPARTMENT

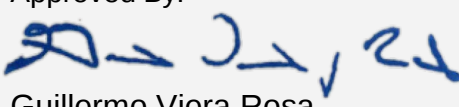
Subject: DETENTION SERVICES BUREAU (DSB) MOVEMENT CONTROL	Section Number: DSB-300
	Effective Date: April 4, 2024
	Approved By:  Guillermo Viera Rosa, Chief Probation Officer

TABLE OF CONTENTS

301	INTRODUCTION
302	GENERAL DUTIES OF THE MOVEMENT CONTROL (MC) OFFICE
303	FIELD POST COVERAGE
304	VISITING (Revised)
305	SUPPORTIVE ADULT VISITS
306	VIRTUAL COMMUNICATION
307	LINE-UP PROCESS
308	JUVENILE COLLECTION OF DNA SAMPLES (CROSS-REFERENCE WITH DIRECTIVE 1266)
309	RELEASE PROCEDURES
310	YOUTH FURLOUGHS

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: DETENTION SERVICES BUREAU (DSB) MOVEMENT CONTROL	Section Number: DSB-300
	Effective Date: April 4, 2024
	Approved By: 
	Guillermo Viera Rosa, Chief Probation Officer

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 (MC) OFFICE

Officer of the Day (OD): An MC supervisor is on duty at all times (24 hours a day, seven days a week). The MC supervisor handles 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.
- Conducting regular security inspections both inside and outside the facility perimeters.

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-300
MOVEMENT CONTROL	

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

Court Movements: MC 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, a camp or a hospital).

The Movement Coordinator at the juvenile hall shall ensure that youth who require special handling pursuant to existing policies and procedures, as well as those who are under the age of 13 years, are clearly identified on transmittals provided to the transportation deputies so that appropriate seating and supervision can be initiated. In addition, the movement coordinator shall provide email and/or telephonic notices to the transportation dispatcher in advance whenever it is known that a youth scheduled for transportation is under the age of 13 years and/or fits the criteria for special handling consideration.

Upon arrival at each delivery destination, for youth who meet the above criteria, the transportation deputy shall advise the appropriate staff at the receiving facility (juvenile hall, camp, court holding area, hospital staging area, or other delivery location) 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: The juvenile hall offers specialized programs that may not be offered at other facilities. 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 the authorized designee.

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

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

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-300
MOVEMENT CONTROL	

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. They are responsible for providing alert supervision, care, and control of all youth in the facility.

Visiting: MC shall coordinate all visits to 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. MC 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 proper supervision of the area. Staff are not permitted to use cellular phones

MOVEMENT CONTROL

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 MC at the conclusion 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 patients, psychotherapists and clients, clergypersons and youth, counselors, and sexual assault victims are privileged. Additionally, with respect to married youth,

MOVEMENT CONTROL

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 the youth's arrival to the juvenile hall, they 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 hall 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 facility 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 and security.
- All persons and items entering the facility are subject to search. The department may utilize vapor tracer units and/or narcotic detection canines to search for controlled substances.
- Family members shall not be permitted to 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.

Visitation Hours and Instructions

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

MOVEMENT CONTROL

- Authorized visitors are given a Juvenile Hall Visiting Pass.
- Visits are allowed after any court hearing, beginning at 9:00 AM and ending at 7:00 PM.
- 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, Superintendent, or the authorized designee.
- All visitors shall be scanned for illegal substances using Vapor Tracer units before any visitation. Those entering through a metal detector shall be subject to a wand search if the metal detector buzzes.
- Visitors suspected of being under the influence of a controlled substance 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 visitor.

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:

- All visitors must bring their current government-issued photo identification to gain entry into the 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

MOVEMENT CONTROL

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 from their parents.
- Baby bonding visits can be scheduled outside 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 the best interest of the youth.

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

- Visitors under the age of twenty-one (21) are not allowed to visit unless authorized by a court order. This type of visit is also considered a "special visit" and requires prior permission.
- 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 authorized designee. Facilities may provide visitation opportunities outside 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

MOVEMENT CONTROL

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 at the juvenile hall or camps, and 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 shall be terminated.
- Visitation shall not be denied solely based on the visitor's criminal 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 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 abdomen, 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, Oleoresin Capsicum(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

MOVEMENT CONTROL

place until after visiting 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.

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

MOVEMENT CONTROL

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 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.

MOVEMENT CONTROL**Family Resource Center (FRC)**

Parents, legal guardians, and grandparents are to be encouraged to visit the FRC located at the juvenile hall. The goal of the FRC is to connect youth who are being released from a juvenile hall with the resources that will assist them in successfully transitioning back into their communities.

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.

For youth housed in a hall, this task is especially critical. 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 teleconferences. 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.

MOVEMENT CONTROL

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.

Google Duo will be the main platform utilized for virtual calls, but other video conferencing platforms may be authorized by the Bureau Chief or above. Workstations are installed at the juvenile facility, with the program ready for use for virtual court and virtual calls with families. Additionally, Probation Department-issued cellular phones may also be utilized in the units to conduct virtual calls with families through the Google Duo application or other authorized applications with appropriate security measures.

Staff shall refer to the Juvenile Institutions Virtual Communication Procedures Manual for detailed processes to conduct the following types of virtual calls:

- Family Engagement
- Court-ordered calls
- Court appointments
- 730 Evaluations
- Attorney Appointments

307 LINE-UP PROCESS

The Detention Services Bureau shall conduct line-ups in accordance with court orders and procedures outlined in this section. In certain instances, the line-ups shall be conducted by law enforcement personnel. Should that be the case, the superintendent or the authorized designee shall assist law enforcement personnel in accomplishing this court-ordered function.

Location and Contact Personnel

Eastlake Juvenile Justice Center

LAPD Court Liaison Officer
1601 Eastlake Avenue,
Los Angeles, California

Telephone: (323) 226-8955

MOVEMENT CONTROL**Pre-Adjudication Grooming**

Prior to adjudication, youth shall not be allowed to engage in grooming activities that may alter their physical appearance unless so ordered by the Court.

Court-Ordered Line-Ups

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

Time of Line-Ups

Line-ups are usually conducted in the afternoon, Monday - Friday. An exact date and time shall be arranged among the requesting parties (attorney, law enforcement, and the contact person at the juvenile hall).

Minimum Notice

Requesting agencies should give a minimum of 24 hours notice to the juvenile hall. An exception to this would occur if the 48 judicial hours on a detained petition are about to expire.

Duties of DSB Staff

Normally, staff responsible for supervising the court holding tanks shall conduct line-ups. However, the OD may assign this function to other DSB 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.
- Whether the line-up is for detained or non-detained youth, all youth shall be dressed in similar clothes. Non-detained youth shall change into juvenile

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-300
MOVEMENT CONTROL	

hall 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 DSB staff and are placed in the line-up file.

The *Admonition* form is provided by DSB 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.

Conducting Line-Ups

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

- A minimum of five (5) youth shall be placed in the line-up, in addition to the charged youth, for a total of six (6) youth.
- At this point, DSB 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, DSB staff ensure witnesses have copies of the Line-Up and Admonition forms.
- While in the line-up room, DSB staff gives each youth a number.
- As the line-up proceeds, DSB 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

MOVEMENT CONTROL

away from the viewing window and indicates their findings on the Admonition form.

- The DSB staff member repeats this procedure until each witness views all line-up candidates.

Non-Detained Cases

Defense attorneys are responsible for contacting DSB staff and arranging a time for non-detained line-ups. Defense attorneys are also responsible for ensuring the timely presence of the youth. Following consultation with the defense attorney, DSB staff conducting the line-up shall:

- Take the youth into custody.
- Search the youth, bag personals and clothing, and secure these items or return them to parents until the line-up is over; these items are not checked into the Property Room unless the Court orders detention.
- Give the youth a set of juvenile hall clothing similar to those worn by the other detained youth participating in the lineup.
- Conduct the line-up as previously outlined in this section. Once the line-up is over, the youth's personals and clothing are returned, and juvenile hall clothes are forwarded to the laundry.

308 JUVENILE COLLECTION OF DNA SAMPLES (CROSS-REFERENCE WITH DIRECTIVE 1266)

Every youth adjudicated of a felony or qualifying misdemeanor offense (e.g., sex and arson, or attempt to commit such an offense) 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 comply and 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 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.

MOVEMENT CONTROL

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.

Effective July 29, 2011, Juvenile Hall will be responsible for the collection of DNA samples for “Detained” and “Non-Detained” youth.

General Process for Collection of DNA Samples in Juvenile Hall

Juvenile Hall DNA Coordinators:

- Receive the Detaining Order from the OD with instructions to collect the DNA sample (for detained youth)
- Obtain a DNA sample from detained and non-detained youth based on qualifying offenses. Non-detained youth shall be kept separate from detained youth in the juvenile hall.
- Take non-detained youth to the Juvenile Hall DNA collection location on an individual basis. Once the non-detained youth provides the DNA sample, the youth shall be returned to the juvenile hall check-in area.
- Follow the “DNA Process using Live Scan For All Program” and in applicable instances, the “DNA Process Using Manual Method” as indicated below.
- Complete the “Probation Department use (DNA Collection Site)” portion of the court order and distribute copies to the DPO of record via email, with a copy sent through County mail (for inclusion in the PDJ file) and the Behavior Chart. The original shall be kept by the DNA Coordinator in the DNA file.

DNA Process Using “Live Scan For All” Program

Juvenile Hall DNA Coordinators:

- Check for CII Number (No.) in Consolidated Criminal History Reporting System (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

MOVEMENT CONTROL

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 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 the DNA Offense Tracking System (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**Juvenile Hall 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 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 administer the swab to themselves 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,

MOVEMENT CONTROL

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 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 PROBATION.
- Mail 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

MOVEMENT CONTROL

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

309 RELEASE PROCEDURES

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

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

- Identifies youth daily who are pending release from juvenile hall 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, Juvenile Court Health Services (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 juvenile hall 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 juvenile hall staff (due to the parent/guardian's inability to pick up their child); the juvenile hall transporting staff are responsible for obtaining

MOVEMENT CONTROL

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 other type of medications be returned to Juvenile Hall for appropriate discharge planning and release.
- Obtain signature(s) from the parent/guardian on the request for the 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 Juvenile Hall. 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

- Reviews the daily court list and identify those youth taking psychotropic medication by checking the PMA database.
- Provides a list of youth taking psychotropic medication to the Court Officer. (Highlight the youth's information on the court list)
- Notifies (telephonically) the Discharge Coordinator at the Juvenile Hall of youth released from court or those who are pending release as soon as notification is made by the Court Officer.
- Forwards the release documentation and signed Request for Release of Educational, Medical, and Mental Health Document forms to the OD in MC as soon as youth is returned to Juvenile Hall.

Juvenile Hall 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

MOVEMENT CONTROL

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 the 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 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 MC Release DSO on duty.

(Meets standards outlined 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 hall. Note: release medications will only be provided at Los Padrinos Hall (LPJH). 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.
- Notifies the MC Release DSO of youth who are taking medication and pending release home; inform the MC 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.
- Mails the unofficial transcript to the parent/guardian for those youth who were released from court forthwith and did not return to juvenile hall.
- Provide copies of the Request for Release of Educational, Medical, and

MOVEMENT CONTROL

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 Juvenile Hall Discharge Checklist report to the Court within eight (8) business days for those youth released home. If additional clarifying information is needed to complete the report, contact the parent/guardian and obtain the necessary information.
 - Faxes or emails the Juvenile Hall 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 Juvenile Hall 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.
 - Completes the Release Home Discharge Checklist Tracking Log indicating those youth where a Juvenile Hall Discharge Checklist report was completed. The log should include the youth's name, PDJ Number, Date of Birth, Release Date, Date Report Due in Court, Date Report Sent to the Court, Court Department, and any comments/notes regarding the case.

Juvenile Court Health Services (JCHS)/Mental Health Staff

- JCHS Chart Clearance Nurse
 - Receives the medical chart from 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 a possible prescription from the medical doctor in preparation for the youth's release.
- DMH Liaison
 - Coordinates the completion of the DMH Juvenile Justice Discharge Information form, when applicable.
 - Review the youth's mental health chart to determine if the youth is

MOVEMENT CONTROL

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 MC prior to the 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

- Determines whether medications should be provided to the youth upon release; writes a new prescription to be provided to parent/guardian by medical personnel at release. If a physician is not physically available at the juvenile hall of release, the lead physician for the juvenile hall or the physician on-call shall be consulted by the juvenile hall nurse via telephone.

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) Liaison

- Prepares an unofficial transcript to be placed in the discharge box in MC prior to the youth's release from juvenile hall.
- 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

MOVEMENT CONTROL

five (5) business days of the youth's release from juvenile hall.

Family Resource Center (FRC) Staff

- Meets with each parent/guardian of youth pending a release from juvenile hall and provides the parent/guardian with information that will assist them with their child in the community, including but not limited to medical and behavioral health, education, probation supervision, and community-based services.
- Completes the Family Resource Center (FRC) Discharge Assessment tool. If the parent/guardian refuses 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 (telephonically) 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 MC and keeps a copy on file in the FRC office.

Movement Control Release DSO

- Notifies the MC 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) telephonically if necessary.
- Contacts the property room when the parent/guardian arrives at the juvenile hall 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 LACOE 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 MC 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

MOVEMENT CONTROL

event that the wait time exceeds two (2) hours, the MC Release DSO shall call the appropriate agency for follow-up.

- Complete the Juvenile Hall Discharge Form. Request that the parent/guardian sign the Juvenile Hall Discharge Form and provide the parent/guardian with a copy.

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

- Provide a copy of the Juvenile Hall Discharge Form to the Discharge Coordinator. Place an original of the Juvenile Hall Discharge Form in the youth's behavior chart.
- Requests the parent/guardian complete the Request for Release of Education Documents form.
- Completes the JCHS Authorization for Use and Disclosure of Protected Health Information when 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.
- Requests the youth to complete the DMH Authorization for Request or Use/Disclosure of Protected Health Information (PHI) form when 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.
- Releases 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 updates the youth's status on the computer and generates 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)

MOVEMENT CONTROL**Post-Dispositional Transitional Plan**

Youth and young persons ordered to a Secure Youth Treatment Facility (SYTF) by the court will participate in a transitional multi-disciplinary team (MDT) meeting prior to transitioning to a less restrictive or step-down program in coordination with re-entry services. The youth or young person will be provided supervision and transitional service planning, delineating program services, and supervision procedures. The transition service planning will include but is not limited to, medical and behavioral health, education, probation supervision, and community-based program services identified by the MDT. The MDT meeting participants will include the youth or young person's attorney, parent/guardian, supportive adults, Probation staff, Probation Education Services, and partner stakeholder agencies.

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

Releases to Other Jurisdictions or Agencies

When other justice agencies attempt to secure a release of youth under our jurisdiction, MC staff shall release a youth detained by our Superior Court when there is a written release order from the appropriate Los Angeles County Superior Court authorizing the release to another justice agency.

When arrest warrants are presented by an agency attempting to secure a release of a youth under our jurisdiction, MC staff shall only release a youth detained by our Superior Court when there is a written release order authorizing the release to another justice agency.

When either of the above circumstances occurs prior to arraignment and detaining orders have not been issued, MC staff shall refer the matter to IDC for resolution. Before releasing any youth, MC must obtain a proper release order from IDC.

NOTE: Upon presentation by the Federal authorities of a writ of habeas corpus or an order for release, for secure custodial purposes only, the superintendent, assistant superintendent, or director on duty shall be contacted by the OD for guidance and direction in each instance.

Releases to the Department of Children and Family Services (DCFS)

The procedures in this subsection apply to the following youth:

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-300
MOVEMENT CONTROL	

- Youth who have been ordered by the Juvenile Delinquency Court to the custody of DCFS.
- Youth who do not have a pending criminal matter and who have an active DCFS case.
- Youth who do not have a pending criminal matter and who do not have a parent or legal guardian willing to take custody.

Detention staff shall follow these procedures when the Court orders a youth (who has an active DCFS case) to be immediately released to the custody of DCFS:

Once DCFS staff arrives at the court location to pick up the youth, detention court holding tank staff shall obtain proper identification from DCFS staff. The identification number and DCFS staff's signature shall be entered on the *Detain/Release Order*.

- If DCFS staff does not pick the youth up by the end of the court date, the detention court holding tank staff shall contact the transportation dispatcher at (323) 260-2773 to arrange for the youth's immediate transportation to the Emergency Response Command Post (ERCP).
- The detention court holding tank staff shall not bring the youth to the juvenile hall prior to transporting them to ERCP. If probation transportation is unavailable to transport the youth to ERCP, the OD is to be contacted, and immediate arrangements are made to have the youth taken directly to ERCP.
- If Probation staff transport the youth to ERCP, a copy of the Probation/DCFS Release Notification form, the Detain/Release Order, the youth's Medical Discharge Summary, and, if possible, the Minute Order and last court report are to accompany the youth.
- Probation staff transporting the youth to ERCP shall obtain the accepting ERCP staff's signature and identification number on the Detain/Release Order and return it to the juvenile hall OD for processing and filing in the youth's Behavior Chart.
- If there is a problem releasing the youth to ERCP, the OD shall notify the IDC director. If the IDC director is unavailable, the Detention Services Bureau Chief is to be contacted.

IN ALL INSTANCES WHERE RELEASE CIRCUMSTANCES ARE UNCLEAR OR

MOVEMENT CONTROL

QUESTIONABLE, DO NOT RELEASE A COURT DETAINEE UNTIL CLARIFICATION IS OBTAINED FROM THE COURT.

Detention Services Bureau Discharge Summary

In an attempt to provide behavioral information for youth being transferred to the Department of Children and Family Services (DCFS), the *Detention Services Bureau Discharge Summary* shall be completed and faxed to the applicable agency within 24 hours of the youth's release from juvenile hall.

Information used to complete the *DSB Discharge Summary* shall be based on a review of the youth's behavior chart by the DSO in MC. All appropriate boxes shall be checked, and explanations given as appropriate that would assist the receiving location in supervising the youth shall be placed in the "Comments" section of the form.

DCFS Releases

- When a youth has been ordered released by the juvenile court to DCFS, the designated Probation IDC officer shall contact the OD or authorized designee at the juvenile hall where the youth resides and advise the OD of the release.
- Once IDC determines the youth can be released, the IDC DPO shall notify the OD or the authorized designee.
- Clerical staff shall ensure that a copy of the Detain/Release Order is given to the Movement Coordinator in order for the Movement Coordinator to ensure a corresponding DSB Discharge Summary has been completed.
- The OD or the authorized designee shall instruct the Movement Coordinator to obtain the youth's behavior chart and complete the DSB Discharge Summary. The completed discharge summary shall be given to the OD for review and signature.
- The Movement Coordinator shall place a copy of the completed and signed Detention Services Bureau Discharge Summary in the youth's Behavior Chart.
- The Movement Coordinator shall fax the form to DCFS at (323) 881-0146. If the release occurs after 5:00 PM or on holidays/weekends, the form is to be faxed to DCFS at (213) 738-8373.

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-300
MOVEMENT CONTROL	

310 YOUTH FURLONGHS

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 documentation to implement a furlough/Out/In.

Once orders have been received, the Movement Coordinator or authorized designee shall notify the Superintendent, Assistant Superintendent, Director on Duty, and OD 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 annotated 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. MC 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 MC 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 assigned/re-assigned unit, staff will adhere to Searches of Youth on Movement Outside of the Facility policies and procedures and complete the Out/In Information form in PCMS.

Once completed, the youth can be returned to a previously assigned unit or re-assigned to a new unit provided that Classification and Assignment of Youth are adhered to.

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

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: DETENTION SERVICES BUREAU (DSB) DAILY UNIT OPERATIONS	Section Number: DSB-500
	Effective Date: April 4, 2024
	Approved By:  Guillermo Viera Rosa, Chief Probation Officer

TABLE OF CONTENTS

501	INTRODUCTION
502	SCHEDULE
503	SCHOOL
504	UNIT SLEEPERS
505	HOUSEKEEPING
506	HOUSEKEEPING: BASIC CLEANING PROCEDURES FOR ALL AREAS
507	HOUSEKEEPING: MAINTENANCE PROCEDURES
508	HOUSEKEEPING: PERSONAL HYGIENE SUPPLIES
509	HOUSEKEEPING: AUTHORIZED CLEANING PRODUCTS
510	SHAVING AND HAIRCUT PROCEDURES
511	MAIL
512	USE OF TELEPHONE
513	ACCESS TO LEGAL SERVICES
514	SWIMMING POOL USE
515	HANDLING CONTRABAND
516	SECURITY PROCEDURES
517	USE OF CARDIOPULMONARY RESUSCITATION (CPR) EQUIPMENT AND FIRST AID
518	SAFETY EQUIPMENT
519	TEMPORARY SUSPENSION OF RIGHTS

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: DETENTION SERVICES BUREAU (DSB) DAILY UNIT OPERATIONS	Section Number: DSB-500
	Effective Date: April 4, 2024
	Approved By:  Guillermo Viera Rosa, Chief Probation Officer

501 INTRODUCTION

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

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, exchanging information, posting Safety Check Sheets, and checking Inventory Control. Verify locations of youth outside of the unit (i.e., Medical and court movements). Review and sign Mental Health Log. Verify the presence and functionality of safety equipment (i.e., Flashlight, cut-down tool, security cameras, etc.). Relieve the 10:00 PM-6:00 AM shift. Review Behavior Records on new and problem youth. Review Behavior Management Program (BMP) 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.

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-500
DAILY UNIT OPERATIONS	

- 7:00 AM Eat breakfast, complete after-meal clean up, clean dayroom, provide opportunity to brush teeth, clean sleeping quarters, hallways, storage areas, and restrooms, conduct 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 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
- 11:50 AM Pick up youth from school, call roll and count youth, return to unit, structure, check youth for contraband and wash up for lunch.
- 12:00 PM Lunch and 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 roll call of all youth in unit, exchange information, 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. Check Inventory Control, review Behavior Records on new and problem youth, inventory laundry received, prepare for outdoor exercise and conduct security check. Review Behavior Management Program (BMP) Activity and unit calendars.

LOS ANGELES COUNTY PROBATION DEPARTMENT		DSB-500
DAILY UNIT OPERATIONS		
2:40 PM	Pick up youth from school, call roll, count youth, return to unit, structure, check youth for contraband, conduct restroom and water calls.	
3:00 PM	Programming, Recreation, and/or Exercise (indoor exercise into 5:00PM inclement weather, must receive OD approval).	
5:00 PM	Conduct restroom and water calls and proceed with.	
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.	
7:30 PM	Distribute evening snack during Free Time.	
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	Record on Safety Check Sheet (check rooms at more frequent intervals when necessary), complete paperwork, logbooks, SIRs, new bed chart and behavior charting.	
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 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

LOS ANGELES COUNTY PROBATION DEPARTMENT		DSB-500
DAILY UNIT OPERATIONS		
6:00 AM	Conduct shift turnover by documenting unit population, conducting physical check, reviewing the Daily Log, exchanging information, Inventory Control, and. Verify locations of youth outside of unit (i.e., Medical and court movements). Review and sign Mental Health Log. Verify 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 Behavior Management Program (BMP) Activity and unit calendars.	
7:00 AM	Awaken youth, structure, conduct wash-up, restroom calls, and prepare for breakfast.	
8:00 AM	Eat breakfast.	
8:30 AM	Clean dayroom, clean sleeping quarters, hallways, storage areas and restrooms. Conduct clinic calls, bedding/linen exchanged, inspect rooms for cleanliness, and conduct security.	
9:30 AM	Programming, Recreation and/or Exercise (indoor exercise in inclement weather must receive OD approval).	
11:30 AM	Return to unit, conduct clinic calls, restroom and water calls, 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, and charting.	
2:00 PM	Conduct staff turnover. Complete physical/population check and review Daily Log. Verify locations of youth outside of unit (i.e., Medical and court movements). Review and sign Mental Health Log. Verify presence and functionality of safety equipment (i.e., Flashlight,	

LOS ANGELES COUNTY PROBATION DEPARTMENT		DSB-500
DAILY UNIT OPERATIONS		
	cut down tool, security cameras, etc.). Complete Activity Log for the shift. Relieve the 6:00 AM- 2:00 PM shift, review Behavior Records on new and problem youth, document bedding/linen exchange, restroom and water calls, conduct security checks, and check Inventory Control. Review Behavior Management Program (BMP) Activity and unit calendars.	
4:00 PM	Visiting completed: Visiting area searched, conduct restroom and water calls, roll call and count and structure the youth.	
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 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 snacks during Free Time.	
8:00 PM	Shower routine as per procedure, clothing exchange, cleanup of 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	Record on Safety Check Sheet (check rooms at more frequent intervals when necessary), 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 10:00 PM -6:00 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 Mental Health	

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-500
DAILY UNIT OPERATIONS	

Log. Verify presence and functionality of safety equipment (i.e., Flashlight, cut down tool, security cameras, etc.). Relieve the 2:00 PM -10:00 PM shift.

Sunday Schedule

- 6:00 AM Conduct shift turnover by documenting population, checking Inventory Control, conducting a physical check, reviewing the Daily Log, exchanging information, and posting the Safety Check Sheet. Verify locations of youth outside of 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 10:00 PM - 6:00 AM shift. Review Behavior Records on new and problem youth. Post new Inventory Control Sheet. Review Behavior Management Program (BMP) 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, youth attend Protestant services. Conduct security checks.
- 11:00 AM Return to unit. Conduct population count by name, 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, wash-up for lunch. Complete lunch, provide youth opportunity to brush teeth, nurse call,

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-500
DAILY UNIT OPERATIONS	

post meal cleanup, conduct restroom and water calls, prepare for Sunday visiting.

- 1:00 PM Visiting. 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 checks, check Inventory Control, review Daily logs, and complete Activity Logs for the shift. AM shift then relieved. Review Behavior Records of new and problem youth.
- 4:00 PM Visiting completed: Visiting area searched, conduct youth 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.
- 7:30 PM Distribute evening snacks during free time.
- 8:00 PM Shower routine as per procedure, clothing exchange, cleanup of 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, SIRs, new bed chart and behavior charting.

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-500
DAILY UNIT OPERATIONS	

10:00 PM Conduct shift change by making a physical check, document the population and location of any sleepers, review bed chart(s), and exchange information with 10:00 PM – 6:00 AM shift, review the Daily Log, and complete the Activity Log.

Note: Safety checks shall be documented at a minimum of every 15 minutes, at random or varied intervals between the hours of 6:00 AM 10:00 PM whenever one or more youth are in their rooms. Scheduled times subject to change based on incidents and BMP 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 juvenile hall. The program complies with the State Education Code, County Board of Education policies, and procedures of the Detention Services Bureau. As stated in the 2009 California Standards for the Teaching Profession, teachers shall establish and maintain learning environments that are physically, emotionally, and intellectually safe. 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 State Education Code and include, but not limited to courses required for high school graduation. Only 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))

DAILY UNIT OPERATIONS

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))

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 affect the

DAILY UNIT OPERATIONS

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.
- 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/workday.
- 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 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 regulation.

DAILY UNIT OPERATIONS

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

Homework

It is the intent of the Los Angeles County Probation Department's Detention Services Bureau, in cooperation with the Los Angeles County Office of Education (LACOE), to ensure youth detained in Juvenile Hall 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 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.

DAILY UNIT OPERATIONS

- 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 their room, the same procedures for common room use must apply.
- Pens are not permitted.

504 UNIT SLEEPERS

To ensure facility security and provide adequate sleeping arrangements for youth, it may be necessary to assign youth to ancillary sleeping quarters.

Staff Responsibilities

Staff shall conduct a security check prior to youth entering the dayroom or assigned room.

Staff members involved in direct supervision of youth shall be required to maintain positions best afford them adequate supervision and control over the youth. When youth are sleeping in the dayroom, staff shall post themselves in close proximity outside of the office where they can observe all youth at all times.

Factors to take into consideration in the selection, positioning, and supervision of sleepers:

- Each youth's Behavior Record must be examined to screen out potential problem youth from the list. Specifically, youth shall not be selected to be dayroom sleepers who are suspected of or have been involved in homosexual activities, child molestation, 187 PC, or are escape risks. (Exception: Level 2 and Level 3 Supervision youth who are kept apart from other sleepers).
- The unit Sr. DSO must approve all sleeper assignments.
- Sleepers shall be supervised at all times.
- Dayroom sleepers shall not take property, pants, or shoes into sleeping areas.
- Special problem youth shall be kept apart from the other youth as much as possible and close to the staff providing supervision of the sleepers.

DAILY UNIT OPERATIONS

- The minimum distance between each mattress shall be no less than three feet. Mattresses shall be staggered, and sleepers shall be alternated head to toe.
- The door to the dayroom, if appropriate, shall remain unlocked and open between 8:30 PM and 10 PM. A staff member shall be stationed in the open doorway facing the sleepers. When the dayroom door is locked, a staff member shall be positioned in such a manner as to continuously observe the dayroom sleepers. If the staff has paperwork to complete, a table can be placed in the doorway for this purpose.
- A New Sleeper's Chart shall be posted daily by the dayroom door indicating the position of the sleepers, the youth's full name, the youth's unit, the name of staff completing the chart, and the date.
- Youth scheduled for early morning court movement or other early destinations shall receive first priority as sleepers and shall be directed to sleep in a location that facilitates these early morning movements. The OD shall be responsible for ensuring compliance.

505 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 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 juvenile 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.

DAILY UNIT OPERATIONS

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 Logbooks, 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 (1) pillow one (1) pillowcase, two (2) sheets, one (1) towel, and one (1) blanket (or more, upon request). Sheets and pillowcases are exchanged weekly. Blankets are exchanged once a month, and 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.

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

Dayroom sleepers are issued two (2) clean sheets and one (1) clean pillowcase daily on the 2:00 PM shift. Dayroom sleepers shall turn in all their used sheets and pillowcases each morning.

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

DAILY UNIT OPERATIONS

plastic bag to be stored with the 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 - 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:

DAILY UNIT OPERATIONS

- Living unit areas
- Hallways
- T-area
- Living quarters (rooms and dorms)
- Unit office
- Unit office restroom
- Personal
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

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-500
DAILY UNIT OPERATIONS	

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. 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

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)

DAILY UNIT OPERATIONS**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 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
 - Flashlights

DAILY UNIT OPERATIONS

- 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
 - Special Incident Report Log
 - Visitation Log
 - Juvenile Institutions Mechanical/Soft Restraint Log
 - Work Order Log
 - Medi-Cal Administrative Activities (MAA) Encounter Log

506 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.

DAILY UNIT OPERATIONS

- 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 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.

DAILY UNIT OPERATIONS

- 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.

507 HOUSEKEEPING: MAINTENANCE PROCEDURES

Probation 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 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 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.

Detention 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.

Detention 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.

Detention staff shall write a Special Incident Report for every act of vandalism or destruction of County of Los Angeles property, including but not limited to wash

DAILY UNIT OPERATIONS

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 Juvenile 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 login to PFMS through Probnets to submit a work order request. Detailed processes for submitting a work order are outlined in the PFMS User Guide located on Probnets.

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.

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-500
DAILY UNIT OPERATIONS	

Should staff require further assistance related to PFMS, an email shall be submitted to the PFMS support group at probpfms-support@probation.lacounty.gov.

508 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. To facilitate this requirement, warehouse operations are required to implement an auto-shipment process for personal hygiene supplies to all living units, medical housing units, and receiving units at the juvenile halls.

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 will 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.

The "par" level for youth hygiene products stocked in the various juvenile hall warehouses and living units is the equivalent of the living unit's maximum population capacity, plus ten percent. For example, if a living unit has a maximum population capacity of 30 youth, they will receive 30 of each of the regular personal hygiene items, plus 3 (or ten percent of maximum population capacity).

Stock Levels

DAILY UNIT OPERATIONS

The 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 juvenile hall's living units.

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 juvenile hall'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 Juvenile Hall'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 SDSO shall monitor this process.

Special Requests

The auto-ship process shall eliminate the need for DSB staff to submit weekly personal hygiene products and supply requisitions for the youth. However, there will be situations where staff will need to make a special request for personal hygiene products and or supplies.

A *Special Request* is a requisition for a number of products or supplies that exceeds the established par level. When this occurs, DSB 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.

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-500
DAILY UNIT OPERATIONS	

SDSOs shall monitor their unit's special requests for supplies. They shall, as necessary, determine if the requests are justified and 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.

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 hall'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.

509 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.

The Office of Risk Management has reviewed scientific research published by several reputable entities, including the United States Environmental Protective Agency (EPA), the United States Center for Disease Control, the Southern California Air Quality Management District (AQMD), on the health and safety risks associated with the use of "aggressive" acid-based cleaning chemicals. According to their research, cleaning chemicals that are classified as "aggressive" cleaners are acid-based and contain compounds such as — hydrochloric acid, phosphoric acid, chlorine, phosphates, etc., and when used inappropriately, present an unacceptable risk factor of harm to individuals.

In the past, Probation has experienced incidents when "aggressive" cleaning products have been inappropriately used by youth, staff supervising youth, custodians, and staff in an administrative office setting. Some incidents have

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-500
DAILY UNIT OPERATIONS	

resulted in the emission of strong fumes, which caused temporary respiratory ailments, eye irritation, and skin burns from chemical exposure.

To prevent exposing staff, youth, and visitors to avoidable unacceptable risk factors associated with "aggressive" cleaning chemicals, the Probation Department Office of Risk Management has recommended the Department switch to only using environmentally and human-friendly non-acid cleaning products in its facilities. This recommendation has been accepted, and the Department's Office of Risk Management has been authorized to manage the Department-wide change in cleaning chemical purchasing, storage, and use.

Only authorized 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.

To improve the ability of Directors, supervisors, and staff and understand which cleaning products can be used or stored in Probation facilities, Probation Directors will be provided with a list containing the names and descriptions of the Department's authorized cleaning products.

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

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

Note: "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.

510 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

DAILY UNIT OPERATIONS

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 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 youth in detention. 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 juvenile facilities. Equipment shall be cleaned and disinfected after each 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 youth in detention:

- Youth shall receive hair care services monthly.

DAILY UNIT OPERATIONS

- Youth shall receive no less than a minimum universal number 1 (#1) clipper guard as a haircut.
- All equipment shared among 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 youth and must be registered by the Environmental Protection Agency (EPA) and possess bactericidal, fungicidal, and virucidal 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 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 labeled "Clean" or "Disinfected."
 - Disinfected tools shall not be placed in a container, pouch, or holder which cannot be disinfected.
 - 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.

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-500
DAILY UNIT OPERATIONS	

- 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 remove all visible debris.
 - 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 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)

511 MAIL

The Probation Department is committed to maintaining the security and confidentiality of mail within the juvenile facilities. All youth have the 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 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.

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.

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

DAILY UNIT OPERATIONS**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 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.
- Building 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. 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)

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-500
DAILY UNIT OPERATIONS	

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 building supervisor or OD, who shall forward it to the division Director with a full report of the incident.

512 USE OF TELEPHONE

It is the policy of the Probation Department to facilitate telephone calls to all detained youth in juvenile halls to enhance the 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. For the youth housed in detention and camp facilities, this task is especially critical. The process of reconnecting youth in our institutions 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 the family.

Youth shall not be denied telephone privileges as a form of punishment, discipline, or retaliation.

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

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

Calls to other juvenile facilities, victims, witnesses, or anyone specifically restricted by proper authority are prohibited. The Sr. DSO is responsible for restricting such calls and authorizes calls to be made according to the following procedures:

DAILY UNIT OPERATIONS

- 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 call on both the AM 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 staff, who shall be in close proximity of 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 Juvenile Hall Unit 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 OD or the authorized designee is responsible for notifying building 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, who made the notification to the building, and who in the building received the notification.

DAILY UNIT OPERATIONS

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

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

513 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, 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.

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

DAILY UNIT OPERATIONS

- 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 -11:30 AM and 1:00 PM - 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)

514 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:

- Schedules one building at a time to use the pool.
- Issues 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; and
- Schedules a Certified Lifeguard to correspond to the swimming schedule.

Staff Responsibilities

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

- Swimwear is obtained from the laundry in preparation for swimming.
- Assistance is provided to the Lifeguard in emergency situations.

DAILY UNIT OPERATIONS

- 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; and
- 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 fifteen (15 feet long).
 - Life ring attached to line that is at least thirty (30 feet long.
 - Pool log shall be checked to ensure pool is cleared for use; and
 - 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 anyone in the pool.

DAILY UNIT OPERATIONS

- Complete the Swimming Pool Use Form indicating those youth who are participating in swimming. The form shall be completed and submitted to the 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.

515 HANDLING CONTRABAND

Contraband in the juvenile hall 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 generally 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.

Note: 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 police shall be called by the Superintendent or the authorized designee, and the

DAILY UNIT OPERATIONS

contraband is formally transferred by obtaining a written receipt from the police agency. Staff shall cooperate in helping the police 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 on the youth's property to be returned upon release. Other contraband shall be given to the OD for disposal. A *SIR* shall be written as above, but there is no need to retain the contraband as evidence or to complete the *Contraband Inventory Summary*.

516 SECURITY PROCEDURES

It is the responsibility of juvenile hall staff to maintain a safe and secure environment for 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)

Physical Count of Youth

A physical count of youth shall be conducted at the start of each shift. The count is done jointly and is the responsibility of both the incoming and outgoing board staff. The results of the physical count are recorded in the unit Log Book and in the *Shift Condition Report*. Physical 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.

DAILY UNIT OPERATIONS**Building Security Checks**

The board DSO and GSN (10:00 PM - 6:00 AM 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 (10:00 PM - 6:00 AM 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

Each 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.

517 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.

DAILY UNIT OPERATIONS

The 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.

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)

518 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 that all staff in the unit 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

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-500
DAILY UNIT OPERATIONS	

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 immediately.

- The OC canisters of all unit staff are in their possession and properly secured to their person. 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 operable (Only in equipped buildings).

519 TEMPORARY SUSPENSION OF RIGHTS

During emergency conditions, the rights and privileges of youth may be temporarily suspended, but only for as long as is necessary to restore safety, security, and order to the facility. Any emergency suspension of rights or privileges must be approved by the Building Supervisor or OD, documented in a SIR, and administratively reviewed.

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

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: DETENTION SERVICES BUREAU (DSB) GROUP SUPERVISION	Section Number: DSB-600
	Effective Date: April 4, 2024
	Approved By:  Guillermo Viera Rosa, Chief Probation Officer

TABLE OF CONTENTS

601	INTRODUCTION
602	SETTING LIMITS
603	STRUCTURING THE GROUP
604	ANTICIPATING PROBLEMS
605	OBSERVING THE GROUP
606	GROUP CONTROL
607	MODIFIED PROGRAM
608	TRANSITION PERIODS
609	REDUCTION OF YOUTH-ON-YOUTH VIOLENCE (YOYV)
610	PROHIBITED METHODS OF DISCIPLINE
611	RESTRUCTURING
612	REMOVAL FROM THE ACTIVITY
613	SELF-SEPARATION
614	CALLING FOR ASSISTANCE
615	GROUP MOVEMENTS
616	CROSS-GENDER MOVEMENT OF YOUTH
617	SLEEPER MOVEMENT
618	MOVEMENT SUPERVISION RESPONSIBILITIES
619	MOVEMENT OF YOUTH FROM THEIR ASSIGNED ROOMS AND STAFF POSITIONING IN DAYROOMS AND CORRIDORS/HALLWAYS DURING MOVEMENT ACTIVITIES
620	MOVEMENT OF YOUTH TO SCHOOL
621	SHOWERS
622	PROGRAMS
623	RECREATION AND EXERCISE
624	MEALS

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-600
GROUP SUPERVISION	

- 625 SMOKING
- 626 USE OF CELL PHONES BY YOUTH
- 627 WORKING WITH YOUTH OF THE OPPOSITE SEX
- 628 INTEGRATION OF THE UNIT
- 629 PERSONAL HYGIENE AND UNIT HOUSEKEEPING
- 630 SAFETY CHECKS
- 631 SUPERVISION OF LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUESTIONING
AND INTERSEX (LGBTQI) YOUTH
- 632 PROMOTING DIGNITY FOR FEMALE YOUTH

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: DETENTION SERVICES BUREAU (DSB) GROUP SUPERVISION	Section Number: DSB-600
	Effective Date: April 4, 2024
	Approved By:  Guillermo Viera Rosa, Chief Probation Officer

601 INTRODUCTION

Effective group supervision provides a safe and secure environment for youth and staff by maintaining order and security, preventing youth from harming themselves or others and assists youth in their adjustment to the facility. The vast majority of detained youth have a need for external controls. Juvenile hall staff shall provide these controls in a reasonable fashion.

During their detention, youth are to have no communication with adult prisoners. If adult prisoners are in the facility as inmate workers, staff shall maintain a constant side-by-side presence to ensure that there is no communication between the youth and the adults.

For successful group supervision, staff shall use among 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.
- Instructing the group about a given activity and the roles they can play to ensure successful outcomes.

GROUP SUPERVISION

- 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

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.
- 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 entire 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 station themselves at various locations during an activity. Occasional verbal exchanges or exchanges of glances toward various areas of the group shall keep youth aware of the staff's presence. Staff shall not allow youth to divert their attention from group supervision through conversation or other

GROUP SUPERVISION

behaviors.

- Staff shall know who the problem youth are in the group and let them know they are being observed.

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 it necessary to place the group on quiet, whether at mealtime, in formation, or during recreation.
- 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 the course of 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 Room Confinement policy)

608 TRANSITION PERIODS

Staff shall only place youth in their rooms when necessary for required institutional operations such as shift exchange, shower transitions, and post-incident. Once the

GROUP SUPERVISION

activities are completed, the youth are to return to the regular program being offered at that time. Placing youth in their rooms due to the cancellation or lack of programming or education services is strictly 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 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 AM shift and the beginning of 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

GROUP SUPERVISION

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 that 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 under its care, it is the policy of the Department to maintain uniform safety and security measures, provide appropriate behavior management and supervision 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.

GROUP SUPERVISIONProcedure

Youth in the Department's care are often troubled, and their 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 to 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. If done properly, 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(s) involved with the observed behavior(s).
- 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 in your mind.
- 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 a crisis situation shall be employed only as a last resort.

GROUP SUPERVISION

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 who witnesses the incident shall complete a SIR or PIR (if Safe Crisis Management (SCM), Physical or Chemical Intervention was utilized), immediately following the incident, but no later than the end of the eight (8)-hour shift (6:00 AM - 2:00 PM; 2:00 PM - 10:00 PM; or 10:00 PM - 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 occurrence. 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 proffered, along with the date and time of the youth examination.

In situations where there is no nurse on duty, upon containment of the incident, the 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 Log Book and ensure that the youth is referred to the nurse as soon as practicable upon the nurse's return to the camp 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 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 were assessed by medical staff.
- Determine whether or not SCM Physical or Chemical Intervention was

GROUP SUPERVISION

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 (Attachment A).

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 that the youth were assessed by medical staff.
- Determine whether or not 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.
- During the interview process with the youth, if it is determined that SCM physical or chemical intervention was used but not reported, conduct, and document a Child Safety Assessment (CSA), obtain completed questionnaires from each youth involved as outlined in the Supervisory SCM Review Process, and instruct all staff to complete PIRs.

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-600
GROUP SUPERVISION	

Attachment A

YOUTH-ON-YOUTH VIOLENCE AVOIDANCE CONTRACT **Los Angeles County Probation Department**

MINOR'S NAME _____ DOB _____ FACILITY _____

Date of Incident: _____ Unit/Cottage: _____

On _____ I met with Supervisor _____ to talk about the Youth-On-Youth Violence incident (fight, assault, or disturbance) I was involved in. I understand that fighting is wrong and there are other non-violent methods that can be used to settle differences. I understand that the court may be notified of this incident and that if I become involved in another Fight or Assault, the court may be notified and new charges may be filed in court.

Please explain how your participation in the incident ended by checking the correct box below:

- ☐ I stopped fighting or acting out when the staff told me to. The staff did not have to touch me.
- ☐ I stopped fighting or acting out when staff touched me and moved me away from the area.
- ☐ I stopped fighting or acting out when staff restrained me.
- ☐ I stopped fighting or acting out when staff OC sprayed me.

This is one step I will take to avoid fighting in the future: _____

Please explain whether or not you were injured in the incident by checking the correct box below. If you WERE injured, please explain where on your body you were injured and how the injury occurred.

- ☐ I was NOT injured in this incident.
- ☐ I was injured in this incident. → WHERE on your body were you injured, and HOW were you injured? _____

BY SIGNING THIS CONTRACT, I AGREE NOT TO GET INVOLVED IN FIGHTS AND ASSAULTS IN ANY PROBATION DEPARTMENT FACILITY FROM THIS DATE FORWARD.

 Minor's Signature

 Date

 Supervisor's Signature

 Date

 Director's Review and Signature
 C: Facility Director/Superintendent
 Behavior File and YOYV Facility File

 Date

Revised 07.16.10

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-600
GROUP SUPERVISION	

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 or other reasons. Staff should show flexibility with a youth who has little or no 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

GROUP SUPERVISION

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, staff shall notate in the unit logbooks and PCMS what time the youth joined, receive necessary signatures, and place the form in the youth's behavior chart. 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.

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-600
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 count must be taken, and the group/unit structured as to how the movement is to be completed.

Escorting Small Groups: Groups of four or less 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 the local, state, and/or federal legislation, such as the Prison Rape Elimination Act (PREA) (2003).

It shall be the policy of Probation that the OD in the juvenile hall 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

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-600
GROUP SUPERVISION	

of the same sex as the youth. In the event that officers of the same sex as the youth are not available, an officer of the opposite gender may be assigned with prior approval from the OD or the authorized designee.

Note: This does not apply to youth in camp facilities moving from one location to another under the visual supervision of personnel from both sending and receiving destinations. 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.

Note: 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) (Attachment B).

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 in the OD's 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 SIR or PIR.

Attachment B

Facility: _____

Date: _____

[illegible]

Date _____

GROUP SUPERVISION**617 SLEEPER MOVEMENT**

The OD and the Movement Control Sr. DSO are responsible for the coordination of the sleeper movement, including providing additional officers and mechanical restraints, handcuffs, and daisy chains for escorting youth to be moved. The least restrictive method shall be used, given the totality of the circumstances. The same policies for escorting youth on sleeper movement are the same as Movement of Youth After the Sun Sets/Dark as noted above.

In all instances, mechanical restraints shall be applied and checked prior to exiting the building and removed only after the youth are securely in a building and exit doors have been locked. The handcuffs must always be locked in position during movement so that the youth may not tighten the cuffs.

618 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 third DSO is responsible for unlocking doors and gates to permit 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 ten (10) to fifteen (15) feet from each other.

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 (5) 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.

619 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 the youth in our care,

GROUP SUPERVISION

the following protocols and procedures shall be followed when moving youth to and from their individually assigned rooms in juvenile hall units.

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, recreation area, or on the recreation field, 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 is 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 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 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. This youth shall be followed by the

GROUP SUPERVISION

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 a 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 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 back-up 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 to the rear of the group so that the third Officer may watch each youth as they exit the assigned room and walks toward the main group in the dayroom.

GROUP SUPERVISION**POSITIONING OF OFFICERS****Senior Detention Services Officer**

During any movement or activity, the Sr. 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 occurs only on one side at a time. During the movement of large groups of youth to and from assigned rooms, the Sr. DSO shall be positioned outside of the Control Center and in the dayroom of the side being moved.

Board Officer

The juvenile hall 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 themselves and the back-up 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 themselves and the Board Officer and support compliance with all instructions given to the group. During the movement of youth to and from the assigned rooms in linear-designed buildings, the backup Officers shall position themselves 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 back-up 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

GROUP SUPERVISION

Officer and backup Officer, the Sr. 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 back-up to the Officer unlocking and locking doors.

620 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 on a daily basis. Los Angeles County of Education (LACOE) will enroll youth immediately but no later than 24 hours of admission. Educational staff shall conduct an assessment in the facility's receiving unit to determine the youth's general academic functioning levels to enable placement in core curriculum classes.

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

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-600
GROUP SUPERVISION	

Arrival at School

Upon arriving at school, the DSO 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	1:00 PM
Afternoon pick-up	2:40 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, Probation 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.

621 SHOWERS

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

Staff shall observe the following procedures:

- Paired units are to stagger shower times to permit optimum 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.

GROUP SUPERVISION

- 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 (4) 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.
- 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.

Note: 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, music shall not be played in any area of the unit, and safety checks shall be made at the prescribed intervals.

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

622 PROGRAMS

DSB facilities provide the opportunity for programs, recreation, and exercise a minimum of three (3) hours a day during the week and five (5) 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).

GROUP SUPERVISION

All youth shall be provided with the opportunity for at least one (1) 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 Initial Institutional Assessment and Institutional Plan. Such programs may be provided under the direction of the County of Education and can be administered by county partners such as mental health agencies, 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
- Art, creative writing, or self-expression
- CPR and First Aid training
- Restorative Justice or Civic Engagement
- Career and leadership opportunities

GROUP SUPERVISION

- 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 (15 CCR 1371).

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 24 hours, access to programs. The administrator or the authorized designee shall document the reasons why the suspension of programs occurred.

623 RECREATION AND EXERCISE

DSB facilities shall provide the opportunity for programs, recreation, and exercise a minimum of three (3) hours a day during the week and five (5) hours a day each Saturday, Sunday, or other non-school days, of which one (1) hour shall be an outdoor activity, weather permitting. All youth shall be provided with the opportunity for at least one (1) 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 (1) 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 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))

GROUP SUPERVISION

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 approved exercises that shall consist of no more than twenty (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.
 - **V-Sit Reach:** Youth shall sit with their legs spread apart. They are to reach slowly forward as far as possible.

GROUP SUPERVISION

Note: 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 MC 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.
- Only movies or videos approved by the Building Supervisor may be shown

GROUP SUPERVISION

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 the authorized designee that a youth represents a threat to the safety and security of the facility.

The facility administrator or the authorized designee may suspend, for a period not to exceed twenty-four (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 that the content offered is current, consistent, and relevant to the population.

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

624 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))

- Meals shall be served at least three times in any 24-hour period. At least one of these meals shall include hot food. Food shall be offered to youth at

GROUP SUPERVISION

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 two (2) to four (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 Logbook, and the OD will be 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 30 minutes) to consume the meal without undue pressure.

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-600
GROUP SUPERVISION	

(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.

625 SMOKING

Youth in detention, regardless of location, 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)

626 USE OF CELL PHONES BY YOUTH

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

627 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 Searches policy.

628 INTEGRATION OF THE UNIT

Whenever possible, the Sr. DSO and Board DSO shall attempt to integrate the unit

GROUP SUPERVISION

to ensure that youth are mixed racially and members of the same gang are not grouped together.

629 PERSONAL HYGIENE AND UNIT HOUSEKEEPING

Juvenile hall staff shall ensure that all detained youth in juvenile hall 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 Detention Services Bureau (DSB) 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 juvenile hall's 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 - DSB 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.

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-600
GROUP SUPERVISION	

Shower Opportunities - Pursuant to the showering guidelines (Section DSB 621), detention 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 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 DSB 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 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 juvenile hall 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 youth to use. The findings of their audit shall be forwarded to the Director of Facilities Operations, and a copy provided to the juvenile hall Superintendent. This information shall also be included in the juvenile hall Management Services Bureau Director's monthly report to the Management Services Bureau Chief.

630 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

GROUP SUPERVISION

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 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 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 check 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

¹ BSCC Title XV § 1328. Safety Checks.

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-600
GROUP SUPERVISION	

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 illness, self-separation, or 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 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 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 remove any obstruction.
- Ensure that any room not occupied by a youth is 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

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-600
GROUP SUPERVISION	

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 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 justifications provided, per each shift.

Supervisor's Responsibilities

In the absence of a Sr. DSO, the Supervisor/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

GROUP SUPERVISION

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 shall direct the Sr. DSO of the unit to generate a SIR.
- Ensure that a printed copy of a missed/late safety check report and any 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 Sheet is posted at the beginning of each day (6:00 AM - 10:00 PM) and night shift (10:00 PM - 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 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 supervisors' RFID room tags in every unit to identify any concerns with the safety check

² PREA Juvenile Facilities Standards § 115.313 Supervision and monitoring

GROUP SUPERVISION

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 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 Sheets

Safety checks for youth in their rooms shall be entered as an "O" for "Occupied."

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-600
GROUP SUPERVISION	

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 at the time 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 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 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 Sheets

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> Detention Services Bureau (DSB) Forms.

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

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-600
GROUP SUPERVISION	

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.

DSB 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 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)

GROUP SUPERVISION

- Gay - A person who is primarily emotionally, romantically and sexually attracted to individuals of the same gender.
- Gender Expression – the manner in which a person expresses their 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 that can vary over time. A gender-fluid person may at any time identify as male, female, neutrons, 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. (New definition per Title 15, Section 1302)
- Gender Nonconforming - A person whose appearance, or gender expression or manner does not conform to traditional masculine and feminine norms. (New 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. (New 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 exclusivity 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. (New definition per Title 15, Section 1302)
- Lesbian - A female who is primarily emotionally, romantically, and sexually attracted to individuals of the same gender.

GROUP SUPERVISION

- 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. (Revised 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 the 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 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) policies* 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 youth and refer to youth by the youth's preferred name and pronoun (including but not limited to he/she, his/her, they/them/their) 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 the authorized designee and shall document any decision made on this basis. All written documentation about a transgender youth

GROUP SUPERVISION

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, PCMS, PEMRS, and the JAI. The youth's legal name will be used along with any preferred name as 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 bias towards LGBTQI people. In particular, Staff 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 PEMRS PREA Risk Assessment form for each youth admitted to the facility. If the youth indicates they are transgender or intersex and requests to be housed in a juvenile hall living unit or camp, 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.

GROUP SUPERVISION

- 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 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 juvenile hall Superintendent/Regional Director or the authorized designee. 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.
- If the administrative decision is made to house the youth in a living unit housing youth of another assigned biological birth sex, the IBMP coordinator shall coordinate with the supervisors of the current housing unit and the new housing unit to ensure that the transfer is completed. For youth residing in the juvenile hall pending movement to camp, the Camp's Intake SDPO shall ensure that the Camp Packet and special needs are provided to the receiving location prior to the youth's arrival. The Camp's Intake SDPO will ensure transportation is notified of the pending movement.

GROUP SUPERVISION**Clothing and Gender Presentation**

- 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 juvenile hall 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 and 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))

Searches

- A. Institution 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.

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-600
GROUP SUPERVISION	

- B. Institution 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.
- C. 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

- A. Probation 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.
- B. 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 hall/camps.
- C. Youth shall be able to report LGBTQI concerns by following the facility's grievance policy and procedures.
- D. Supervisory and management staff shall treat all reports of alleged violations of this policy seriously. Administrators shall take swift action per established procedures when staff, contractors, or volunteers report alleged violations of this policy.

632 PROMOTING DIGNITY FOR FEMALE YOUTH

It is the policy of the Probation Department and DSB to establish a standard of care to ensure that female youth can maintain a sense of respect and dignity during the time that they are under the care of the County of Los Angeles Probation Department's juvenile hall.

GROUP SUPERVISION

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 camps and juvenile hall. 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 in regard to reproductive health.

It is the goal of the Probation Department, through partnership with Juvenile Court Health Services (JCHS), to provide a high level of care for the young women detained in our facilities and 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 juvenile hall 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 to safely and humanely use 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.

GROUP SUPERVISION**Family Planning and Sexual Health Resources for Female Youth in Probation Facilities**

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 during their stay in detention facilities 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.

- All female youth entering the hall shall receive a urine pregnancy test upon admission. During the physical examination, history regarding the girl'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 Outpatient Clinic (OC) clinic at LAC+USC Medical Center for prenatal care. The high-risk OC 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

GROUP SUPERVISION

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 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 Probation of all pregnant youth. Pregnant youth shall be identified as "Fragile Youth" in the PEMRS.
- All pregnant youth shall receive pre-natal vitamins and a medical diet that includes supplementary snacks.

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

All youth that are admitted to juvenile hall 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.

Pregnant youth that are adjudicated to a Camp Community Program (CCP) can be transferred to camp. However, they shall be returned to the juvenile hall facility for housing at the beginning of their 28th gestational week of pregnancy (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 pre-natal and post-partum needs.

Once the youth has delivered the baby and returns to the juvenile hall, probation shall offer the following services to help her adjust to separation.

- Baby bonding (Special Visit) with the youth and her baby; visits shall be scheduled through the IBMP Coordinator.
- Youth shall be given the option to provide breast milk for their babies.

GROUP SUPERVISION

Lactation rooms shall be designated in the Medical Unit. The breast milk shall be kept in a 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

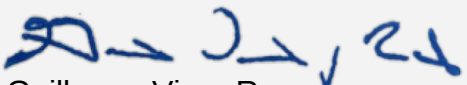
Subject: DETENTION SERVICES BUREAU (DSB) SEARCHES	Section Number: DSB-700
	Effective Date: April 4, 2024
	Approved By:  Guillermo Viera Rosa, Chief Probation Officer

TABLE OF CONTENTS

701	INTRODUCTION
702	TYPES OF SEARCHES AND DEFINITIONS
703	SEARCHES OF YOUTH HOUSED IN JUVENILE FACILITIES – GENERAL INFORMATION
704	SEARCHES OF YOUTH
705	CROSS GENDER SEARCHES
706	TRANSGENDER YOUTH SEARCHES
707	ADMISSIONS PROCEDURES – NO STRIP AND/OR VISUAL BODY CAVITY SEARCH
708	INTAKE SEARCHES OF NEWLY ARRESTED YOUTH
709	COMPLETING A STRIP SEARCH AUTHORIZATION FORM
710	ADMISSIONS PROCEDURES FOR SEARCHING NEWLY BOOKED YOUTH ADMITTED INTO CUSTODY – NO STRIP SEARCH OR BODY CAVITY SEARCH
711	ADMISSIONS PROCEDURES – STRIP SEARCH AND/OR VISUAL BODY CAVITY SEARCH
712	STRIP SEARCH AND/OR BODY CAVITY SEARCH PROCEDURES
713	SEARCHES OF YOUTH ON MOVEMENT OUTSIDE OF THE FACILITY
714	YOUTH ON ENHANCED LEVELS OF SUPERVISION
715	SEARCHING YOUTH'S ROOM (Revised)
716	SEARCHES OF THE FACILITY (Revised)
717	SEARCHES OF VISITORS
718	NARCOTICS DETECTION CANINE (Cross-reference with Directive 1440)

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: DETENTION SERVICES BUREAU (DSB) SEARCHES	Section Number: DSB-700
	Effective Date: April 4, 2024
	Approved By:  Guillermo Viera Rosa, Chief Probation Officer

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 4031 PC per regulations. 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 reasonable suspicion 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

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-700
SEARCHES	

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

Metal Detector Search

A metal detector search involves the detainee passing through a metal detector and/or the waving of a metal detector wand over and around a detainee while the detainee 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 deputized staff 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 juvenile hall 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 admitting staff suspects that a newly admitted youth has a concealed weapon or contraband on their person and the youth has not been charged with an offense that allows for a strip search, the admitting 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:

SEARCHES

- 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.
- 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 Detention Services 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))

Defined by Section 4031 of the California Penal Code:

"A person conducting or otherwise present or within sight of the inmate during a

SEARCHES

strip search or visual or physical body cavity search shall be of the same sex as the person being searched, except for physicians or licensed medical personnel.”

Contraband

Contraband is any item or substance possessed by a detainee that is declared illegal by law or not specifically approved for detainee 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 someone.

Medical Personnel

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

Youth

Any person who is in the custody of the juvenile institution. This person may be a minor under the age of 18 or a person 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.

Detention Hearing

A formal hearing by a judge or subordinate judicial officer to determine whether a youth shall be detained in a juvenile facility.

SEARCHES**703 SEARCHES OF YOUTH HOUSED IN JUVENILE FACILITIES – GENERAL INFORMATION**

- Every strip search and/or visual body cavity search requires reasonable suspicion and on-duty Supervisor's 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, clothing searches only.
- Post-detention hearing youth may be strip searched and/or visual body cavity searched at the unit level only if there is reasonable suspicion to believe that they may be concealing contraband on their person and that said contraband could not be detected by a pat-down search, hand-held metal detector or clothing search.
- 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, 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 juvenile hall 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.

SEARCHES

- 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 (i.e., internal sense of feeling male or female) is different from their physical gender identification. Transgender youth must be afforded the opportunity to be searched by a staff whom they feel comfortable with. Under no circumstances should a search ever be used as an opportunity to determine a youth's physical gender. Refer to Section 1505 of the DSB Manual-Limits to Cross-Gender Viewing and Searches for detailed policy and procedures.

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

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

In order to successfully conduct a pat-down search on any youth, officers need to use 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 OF NEWLY ARRESTED YOUTH

A strip search authorization form (as at the end of this section) shall be

SEARCHES

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 into custody at a juvenile 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 the offense, immediately upon his or 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 admitting a youth into custody, 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.
- 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 juvenile facility behavior file.

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

SEARCHES

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 BOOKED YOUTH ADMITTED INTO CUSTODY – NO STRIP SEARCH OR BODY CAVITY SEARCH

- 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.

SEARCHES

- 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) sweeping over the towel to examine the youth.
- Issue the youth Juvenile Hall Facility clothing and remove yourself from the area after directing them to shower. Instruct the youth to alert you when he/she is finished showering and is 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.
- 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

SEARCHES

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:
 1. 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.
 - a) Wigs, hair extensions, and hairpieces may be subject to removal at the discretion of the Supervisor on duty.
 - b) If a resident requires a hairpiece due to a medical condition, it must be cleared by medical staff and the Probation Supervisor on duty.
 2. Ears: Visually inspect behind ears, under lobes, and into ear canals.
 - a) Nose: Direct the youth to tilt their head back and visually inspect their nasal passages.
 - b) 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 upper lip up and lower lip down.

SEARCHES

3. 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 hands front and back.
 - a) Direct obese youth to raise rolls of excess skin for visual inspection.
 - b) Direct the youth to extend arms towards you with fingers spread. Inspect between fingers and under fingernails. Inspect arms and hands for injection sites.
 - c) Fingernails must be a safe length, not to exceed $\frac{1}{4}$ ". Residents will be directed to clip long nails. False fingernails must be removed and stored in the youth's property.
4. Lower Torso – Anterior: Direct the youth to stand with legs apart (approximately 24") and inspect the front lower torso.
 - a) Inspect the front of the legs and feet.
 - b) Instruct the youth to spread each toe and inspect between each toe.
5. Upper Torso – Posterior: Instruct the youth to turn so that their back is facing you.
 - a) Inspect the entire back area, beginning at the base of the neck.
 - i. Direct obese youth to raise layers of excess skin for visual inspection.
6. 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 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 secreting contraband, and that said contraband could be discovered through a more thorough search, then you may include the following:

1. Males will be instructed to lift their penis and, subsequently, their

SEARCHES

scrotum. If a male is uncircumcised, instruct them to pull the foreskin back.

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

Note: In the event any contraband is discovered during the course of 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 for 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/Evidence Handling 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 (Cross-reference with Directive 1440)

SEARCHES

It is the policy of the Probation Department to have narcotic detection canine searches conducted by a vendor or the Special Enforcement Operations (SEO) Canine unit in all Probation detention facilities. "Passive Alert" narcotic detection canines will be utilized to search the Department's detention facilities, which include juvenile hall, SYTF locations, camps, and Dorothy Kirby Center (DKC), in an effort 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 detention 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:

- Greet the canine handler upon arrival at the facility.
- 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 on a visitor and ensure the Vapor Tracer or Itemizer is used on these 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

SEARCHES

on a Peace Officer or the personal belongings of a Peace Officer during the course of the search.

- Submit a 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 Preliminary Incident Notification (PIN). If uncertain if a PIN is required, contact the DSB Consultant or Bureau Chief for further clarification.
- Follow the guidelines outlined in DSB Manual, "Crime Scene Evidence Preservation," if an illegal substance is found during the search.
- Notify the Project Manager (DSB Special Assistant) 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 detention facility.
- Complete the canine (K9) Search Form at the conclusion of the visit and immediately submit to 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.
- Youth 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

SEARCHES

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 facility in an unobtrusive manner using "passive alert" canines.
- Notify the escorting Director or Supervisor of possible narcotics substances located by the canine; and
- 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

SEARCHES

- 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
- 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 area

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: DETENTION SERVICES BUREAU (DSB) PHYSICAL INTERVENTIONS	Section Number: DSB - 1000
	Effective Date: April 4, 2024
	Approved By:  Guillermo Viera Rosa, Chief Probation Officer

TABLE OF CONTENTS

1001	INTRODUCTION – PHYSICAL INTERVENTIONS
1002	TRAINING REQUIREMENTS
1003	OBJECTIVELY REASONABLE DETERMINATIONS (Revised)
1004	PREVENTION AND DE-ESCALATION (Revised)
1005	PHYSICAL INTERVENTIONS
1006	OLEORESIN CAPSICUM (OC) SPRAY
1007	RESTRAINTS
1008	POST-INCIDENT PHYSICAL INTERVENTION
1009	QUALITY ASSURANCE
1010	NOTIFICATIONS

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: DETENTION SERVICES BUREAU (DSB) PHYSICAL INTERVENTIONS	Section Number: DSB - 1000
	Effective Date: April 4, 2024
	Approved By:  Guillermo Viera Rosa, Chief Probation Officer

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,

PHYSICAL INTERVENTIONS

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 Los Angeles County Probation Department (The department) is committed to facilitating safe, secure, and healthy environments for its clients and staff. Ensuring the safety of the youth while in the department's care is a priority. As such, juvenile residential facilities are places where youth are provided with trauma-responsive rehabilitative services to learn pro-social behaviors and develop life skills that support their positive behavioral change. This type of environment is best accomplished through well-trained professional staff and rapport-building with youth.

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 assigned to juvenile custodial or transportation duties that are

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

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

PHYSICAL INTERVENTIONS

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.
- 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:

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

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

PHYSICAL INTERVENTIONS

- 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.
- The nature and severity of the situation and 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 (in line with the 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*

PHYSICAL INTERVENTIONS

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 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.

A. 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

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

PHYSICAL INTERVENTIONS

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 environment; processes which could include utilizing techniques such as humor, re-grouping, re-structuring, 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.

B. 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.

C. 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

PHYSICAL INTERVENTIONS

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 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

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

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

PHYSICAL INTERVENTIONS

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 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 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 Exclusions to Room Confinement Policy)

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

PHYSICAL INTERVENTIONS

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.

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

PHYSICAL INTERVENTIONS

the operation's needs deem so.

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 the "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.

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

PHYSICAL INTERVENTIONS

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
- 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.

PHYSICAL INTERVENTIONS

- Trends (youth demographics, identified staff members, locations, etc.)

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

1005 PHYSICAL INTERVENTIONS

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.

A. 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 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 Force⁹.
- 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

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.

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

PHYSICAL INTERVENTIONS

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 to prevent 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.

B. 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 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 spray (Refer to Alert log policy).

C. 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,

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

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

PHYSICAL INTERVENTIONS

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 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.

PHYSICAL INTERVENTIONS**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 (in line with the 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.

D. 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:

- 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.).

E. Physical Intervention Training

All sworn officers assigned to juvenile custodial or transportation duties who are authorized to utilize physical intervention techniques in the performance of their

PHYSICAL INTERVENTIONS

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 assigned to juvenile facilities and the transportation unit shall ensure all sworn officers within their reporting hierarchy remain current in their training and receive periodic briefings concerning this policy¹³.

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

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.

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

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

PHYSICAL INTERVENTIONS

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 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 Team 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.

PHYSICAL INTERVENTIONS

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

G. 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

PHYSICAL INTERVENTIONS

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.
- 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 Detention Facilities. All officers also have an affirmative duty to immediately take action to stop incidents of abuse and/or department policy

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

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

PHYSICAL INTERVENTIONS

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.

H. 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.
- 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.

I. 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, to a supervisor for assessment, or to 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.

J. 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

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

PHYSICAL INTERVENTIONS

pose a threat to the safety or security of officers or other youth¹⁷. (See the Room Confinement Policy)

K. 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 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.

L. Anti-Retaliation

¹⁷ Cal. Code Regs. Title 15 § 1354.5

PHYSICAL INTERVENTIONS

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 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 a 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

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.

PHYSICAL INTERVENTIONS

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.

A. Training

All sworn Probation officers assigned to juvenile custodial 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 training in 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 youth’s safety or the safety of others and when de-escalation efforts have been unsuccessful, and it is objectively reasonable to do so¹⁹.

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

B. 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.

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

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

PHYSICAL INTERVENTIONS

- 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.).

C. 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 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

²¹ Cal. Code Regs. Title 15 § 1357(b)

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

PHYSICAL INTERVENTIONS

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. De-contamination 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.

Following an incident involving the use of OC spray, the Officer of the Day (OD) or Supervising Deputy Probation Officer (SDPO) or authorized designee shall take all officer's canisters who deployed OC spray, 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.

Temporary Portable Showers

The purpose of this policy is to establish procedures for the temporary use of portable cold showers during the decontamination process following the deployment of Oleoresin Capsicum (OC) Spray.

Procedures

Decontamination for OC Spray is exposure to fresh air and the application of cold

PHYSICAL INTERVENTIONS

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. Officers contaminated with OC Spray shall follow the same decontamination procedures outlined for youth. Hot or warm water shall never be used for decontamination purposes as it aggravates the effect of the spray.

To ensure the safe and effective use of portable shower kits, staff should adhere to the following:

- Portable shower kits shall be charged and ready in advance. Each unit includes a wall charger, which can be used to charge the unit by inserting the plug into the water cover. It may take several hours to fully charge, and the battery life can be monitored with the voltmeter. If the voltmeter reads 10.8v or lower, the unit should be charged immediately. The power button is used to turn on the unit, but the unit will not turn off automatically when the water tank is empty. Therefore, it is important to turn the unit off when not in use.
- Water shall be filled using the cold tap water from the utility closet. The unit shall be refilled only before immediate use, not in advance. Any leftover water in the unit must be disposed of after use. The unit must be kept upright to prevent any leaks. After each use, the unit should be tipped to the side to drain any remaining water below the tray.

A Physical Intervention Report (PIR) shall document the specific timing and methods for initiating decontamination. All other policies, procedures, and documentation for the decontamination process must adhere to the policies and procedures outlined in the Detention Services Bureau (DSB) manuals.

D. 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

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

PHYSICAL INTERVENTIONS

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.
- 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 spray 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

PHYSICAL INTERVENTIONS

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 spray.

Lost or misplaced canisters must be reported immediately via telephone to the OD/SDPO or 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 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 Management Services Bureau (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

PHYSICAL INTERVENTIONS

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 a 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.

E. 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 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

PHYSICAL INTERVENTIONS

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.

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.

PHYSICAL INTERVENTIONS

- 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 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 wherein 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.

PHYSICAL INTERVENTIONS**F. Youth Sprayed by Outside Law Enforcement Agencies**

Youth brought into a facility that have 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.

G. Officer Contaminated with OC Spray

Officers contaminated with OC spray shall follow the same basic decontamination 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.

H. 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 OD 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).
- 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.

PHYSICAL INTERVENTIONS

- 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 spray 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 be aware, insofar as possible, and document their pre-incident knowledge of the medical and mental health of exposed youth for whom OC spray is determined to be potentially 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 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 DSB Manual– Section 809, Use of Mechanical Restraints for Movement and

²⁴ Cal. Code Regs. Title 15 § 1358

PHYSICAL INTERVENTIONS

Transport Within the Facility.

A. 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.

B. 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 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 receive periodic briefings concerning this policy.

C. 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,

²⁵ Cal. Code Regs. Title 15 § 1357(c) (6)

²⁶ Cal. Code Regs. Title 15 § 1358(c)

PHYSICAL INTERVENTIONS

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 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

²⁷ Cal. Code Regs. Title 15 § 1358(f)

²⁸ Cal. Code Regs. Title 15 § 1358

²⁹ Cal. Code Regs. Title 15 § 1358

PHYSICAL INTERVENTIONS

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.

D. Application of Physical Restraints

The application 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. Youth shall be placed in restraints only 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 authorized designee. The facility manager may delegate authority to place a youth in restraints to a physician or clinician. 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. In such cases, the restraint will be immediately reported to the facility manager or 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

³⁰ Cal. Code Regs. Title 15 § 1358

³¹ Cal. Code Regs. Title 15 § 1357(a) (8)

³² Cal. Code Regs. Title 15 § 1358

PHYSICAL INTERVENTIONS

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 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.

³³ Cal. Code Regs. Title 15 § 1358

³⁴ Cal. Code Regs. Title 15 § 1358 (b)(e)(g)(h)

³⁵ Cal. Code Regs. Title 15 § 1358 (d)

PHYSICAL INTERVENTIONS

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 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. The 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.

³⁶ Cal. Code Regs. Title 15 § 1358

PHYSICAL INTERVENTIONS

Youth shall only be placed in soft restraints when approved by a facility manager or authorized designee as defined in *BSCC 15, CCR § 1358*. The facility manager or authorized designee may 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 were 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 are 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 youth was in mechanical (“hard”) restraints shall be included in the maximum time of two (2) 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 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).

PHYSICAL INTERVENTIONS

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 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.

E. 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).

F. 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

³⁷ Cal. Code Regs. Title 15 § 1358

³⁸ Cal. Code Regs. Title 15 § 1358

PHYSICAL INTERVENTIONS

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 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 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.

G. Reporting Forms**Enhanced Supervision Form**

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

PHYSICAL INTERVENTIONS

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 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 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

³⁹ Cal. Code Regs. Title 15 § 1358

⁴⁰ Cal. Code Regs. Title 15 § 1358

PHYSICAL INTERVENTIONS

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 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; and,
- Documentation of mental health referral/contact and response after the incident.

1008 POST-INCIDENT PHYSICAL INTERVENTION

All staff members who are involved in, witness to, or are given an assignment wherein a crisis is resolved using physical or chemical intervention or to which 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 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

⁴¹ Cal. Code Regs. Title 15 § 1358 (a-h)

PHYSICAL INTERVENTIONS

completing the PIR/SUP-PIR located at:

Probnets> Forms> DSB Forms> Physical Intervention Report (PIR) or Supplemental Physical Intervention Report (SUP-PIR).

A. 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 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 occurred; 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 to the Department's current policies and procedures regarding the completion of PCMS PIR, SUP-PIR, SIR, SUP-SIR, and BMP.

PHYSICAL INTERVENTIONS**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 - 2:00 PM; 2:00 PM -10:00 PM; or 10:00 PM -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 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 or 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

PHYSICAL INTERVENTIONS

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.
 - 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.

PHYSICAL INTERVENTIONS

- 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 a report on behalf of another officer.

B. Post-Incident Review Process

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:

⁴² Cal. Code Regs. Title 15 § 1357 (a) (5)

PHYSICAL INTERVENTIONS

- 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. 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), and civilian witnesses, 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.

C. Medical Assessment of Youth

Any youth involved in a physical intervention incident in DSB 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

PHYSICAL INTERVENTIONS

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 appear 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 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 hall for direction as to whether to send the youth to a local hospital or to send the youth to the nearest juvenile hall 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. 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 to the incident location.

D. 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

PHYSICAL INTERVENTIONS

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 assessment as outlined under the Mental Health Support for Youth Experiencing a Mental Health Crisis. Pursuant with 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/camp 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.

PHYSICAL INTERVENTIONS

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 authorized designee must conduct the Safe Crisis Management (SCM) review.

A. 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, 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.

PHYSICAL INTERVENTIONS

- 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.

B. Force Intervention Response Support Team (FIRST)

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 wellbeing. The FIRST of the Systems Accountability Bureau is responsible for an independent and comprehensive review of all physical intervention incidents occurring in Juvenile Institutions. 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

⁴³ Cal. Code Regs. Title 15 § 1357 (a) (6)

PHYSICAL INTERVENTIONS

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 procedures.

C. 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.

D. 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

PHYSICAL INTERVENTIONS

reviewed within thirty (30) days of occurrence⁴⁴.

1010 NOTIFICATIONS**Parent/Guardian/Caregiver Notifications**

When force is used on youth, the supervisor or 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 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 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

⁴⁴ Cal. Code Regs. Title 15 § 1357 (a) (5)

⁴⁵ Cal. Code Regs. Title 15 § 1357 (a) (7)

PHYSICAL INTERVENTIONS

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 Employee Assistance Program (<http://employee.hr.lacounty.gov/employee-assistance-program/>).

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: DETENTION SERVICES BUREAU (DSB) SPECIALIZED LIVING UNITS	Section Number: DSB-1300
	Effective Date: April 4, 2024
	Approved By:  Guillermo Viera Rosa, Chief Probation Officer

TABLE OF CONTENTS

1301	SEPARATION
1302	EXCLUSIONS TO ROOM CONFINEMENT (Revised)
1303	ROOM CONFINEMENT (Revised)
1304	SPECIALIZED SUPERVISION PROGRAM
1305	RIGHTS OF ALL YOUTH ASSIGNED TO A SSP
1306	ENHANCED SUPERVISION UNIT (ESU)
1307	COLLABORATIVE, ASSESSMENT, REHABILITATION, AND EDUCATION (CARE) UNIT

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: DETENTION SERVICES BUREAU (DSB) SPECIALIZED LIVING UNITS	Section Number: DSB-1300
	Effective Date: April 4, 2024
	Approved By:  Guillermo Viera Rosa, Chief Probation Officer

1301 SEPARATION

Pursuant to BSCC Title 15 § 1354, separation is the temporary removal of youth from their regular living unit for a specific purpose that includes but is not limited to, medical and mental health conditions, assaultive behavior, disciplinary consequences, and protective custody. When removed 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 Discipline Guidelines. 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.

1302 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

SPECIALIZED LIVING UNITS AND PROGRAMS

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 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.

1303 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 used before other less restrictive options have been attempted and exhausted. Unless attempting those options poses a threat to the safety or security of any youth or staff.
- Shall not be for the purpose of punishment, coercion, convenience, or retaliation by staff.

SPECIALIZED LIVING UNITS AND PROGRAMS

- 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 juvenile facilities.
- 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, the following procedures apply:

- The unit Supervisor or the backup Officer of the Day (backup OD) shall

SPECIALIZED LIVING UNITS AND PROGRAMS

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).
- 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)

First Four (4)-Hours of Room Confinement

- Unit Staff shall contact a DMH clinician to complete a "Behavior Chain Analysis" with the youth. The youth shall be seen within thirty (30) minutes. 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 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 back-up OD. 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

SPECIALIZED LIVING UNITS AND PROGRAMS

continued room confinement.

○

Four (4) Hour 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 unit 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

- If the youth is deemed ready for release, the Supervisor or the authorized designee shall facilitate the return of the youth to their regular programming immediately 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 RFR shall be placed in the room confinement file once completed. This will be the top document placed in the file.
- The unit staff shall complete a PCMS note under the youth's case notes stating that the youth has been released from the room confinement and returned to their regular unit programming.

SPECIALIZED LIVING UNITS AND PROGRAMS

- Upon completing these steps, the file shall be provided to the unit Supervisor or the authorized designee for closing signatures.

1304 SPECIALIZED SUPERVISION PROGRAM

The Specialized Supervision Program is the separation of youth from their regular unit programming. 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 placed on a Specialized Supervision Plan (SSP), the facility Superintendent/ shall be notified, and approval shall be obtained before starting the Specialized Supervision Program. Once the approval is obtained, a SSP shall be prepared and allow youth 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.

- A Specialized Supervision Plan (SSP) shall be immediately prepared for the youth with documented approval on the SSP by the facility Superintendent/Camp Director of sending camp, their authorized designee, or the On-Duty Director prior to acceptance to the Specialized Supervision Program. In the absence of an On-Duty Director, the Officer of the Day in the juvenile hall 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 a SSP, including all Title 15 Programming.
 - Be reviewed and have final approval by the Regional Director within 48 hours of the referral for a SSP.
- The youth's Room Confinement file shall be closed, and a new SSP File shall be created by initiating the SSP Audit Checklist.
- The unit staff shall conduct a new intake packet with the youth being placed

SPECIALIZED LIVING UNITS AND PROGRAMS

on a SSP, which includes but is not limited to:

- Specialized Supervision Plan
 - Initial Intake Screening Form
 - Assessment and Classification Form or Classification Form
 - SSP Reclassification Form
- The new SSP file shall be placed in the file cabinet with current SSP files.
- The SSP, Initial Intake Screening, and Assessment/Classification Form shall be placed in the SSP folder under the youth's respective unit/camp.
- The unit staff shall log the youth in the red logbook as a SSP and in the In/Out Log found in the shared drive as a SSP.
- All SSP youth will participate in the daily programs and are included in the Activity 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 a SSP shall also be placed in the file.
- The unit staff shall enter PCMS Case Notes once per shift that describe the youth's daily behavior and participation in programs.
- Within forty-eight (48) hours of the youth being placed on a SSP, an As-Needed MDT shall be scheduled with the youth's home camp (RTSB only). As needed, MDTs shall continue every 30 days concurrently with weekly reclassification meetings as long as the youth remains a SSP.
- Each youth under a SSP must attend 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:
 - Home Camp SSP Coordinator or SSP Coordinator (RTSB).
 - IBMP Coordinator (DSB).
 - LACOE representative.
 - DMH clinician.
 - Unit Supervisor, if available.

SPECIALIZED LIVING UNITS AND PROGRAMS

- If changes to the current SSP are discussed during the reclassification meeting, a new SSP shall be created.
- A 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 thirty (30) days with Director 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 SSP.
- If a youth is deemed ready to release to the general population prior to the expiration of the SSP, the unit staff shall close out the SSP folder, log the youth out in the red logbook, and document the exit in PCMS with a case note entry.

1305 RIGHTS OF ALL YOUTH ASSIGNED TO A SSP

All youth assigned to a SSP shall be afforded all regular Juvenile Hall/Camp 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 ((3) three hours a day during the week and (5) five hours on the weekends).
- Receive and send mail.
- Visits and phone calls with Parent/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.

SPECIALIZED LIVING UNITS AND PROGRAMS

- Full nutrition.
- Clean and sanitary living conditions.

1306 ENHANCED SUPERVISION UNIT (ESU)

This section is intended to explain the operations of the Enhanced Supervision Unit (ESU) located at Los Padrinos Juvenile Hall.

The purpose of the ESU is to provide a safe and nurturing housing unit for youth engaging in self-injurious behavior, feeling suicidal, and/or needing Mental Health Services. The foundation of the ESU is an intensive collaboration between various departmental agencies and consistency in services provided to pre-identified youth. The goal of the program is to stabilize the youth's behavior so that they may be transitioned to a regular housing unit. However, some youth may never leave the unit while detained in Juvenile Hall.

The ESU is a self-contained unit staffed by probation to provide one-on-one supervision or small group supervision to youth assigned to the unit. The DMH has Mental Health Clinicians available in the unit to offer supplemental assistance during crisis situations, as well as recreational therapists and counselors in substance abuse and anger management. The Los Angeles County Office of Education (LACOE) provides separate classrooms for boys and girls in the unit to meet the youth's educational needs.

The ESU services youth in juvenile hall. All youth placed on Enhanced Supervision Level 3 shall be added to the ESU waiting list, indicating the date the youth was placed on Level 3. Youth shall be selected for admission to the ESU based on the order of the waiting list by male and female.

In addition, a referral information package is forwarded to the ESU Coordinator for review. The ESU Coordinator reviews the packet for completeness and accuracy. The ESU Coordinator presents the packet at a weekly meeting to the ESU Review Team, which consists of the Enhanced Supervision Unit SDSO, a Juvenile Hall Director, Probation IBMP Coordinator, Mental Health Clinicians, Health Services nursing staff, and an educational liaison. The ESU Review Team reviews the packet in advance to initiate an individual plan prior to the youth's arrival at ESU. If a youth is assigned a lower level of supervision at any time during the waiting period, they shall be removed from the waiting list. Youth on Enhanced Supervision Level 4 that revert to Level 3 shall not lose their place on the waiting list.

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-1300
SPECIALIZED LIVING UNITS AND PROGRAMS	

However, youth identified as having an extreme emergency may be assigned to ESU immediately with the collaboration of the facility superintendent.

To ensure that youth in the unit are making progress, weekly meetings are held with all partner agencies, and an individual plan is generated for each youth. The individual plan is modified according to the progress made by each youth. If the youth are evaluated and re-coded to an Enhanced Supervision Level 2 status, and they are returned to their original unit. The level of supervision varies depending on the youth's behavior and mental state. In some instances, youth on Level 2 may be housed in the ESU with approval by the administration.

Youth who were accepted to the ESU and refused to be housed in ESU must complete, sign, and date the ESU Assessment Refusal form that shall be kept in the youth's behavior chart.

Roles and Responsibilities:

Probation Department

The Enhanced Supervision Program (ESP) Probation team is vested with the responsibility to provide a safe and secure environment while conducting the regular activities within the program and facility that support, maintain, and compliment 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 Al Jones Store 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

SPECIALIZED LIVING UNITS AND PROGRAMS

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 juvenile hall, 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 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 and 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

The Department of Health Services is an integral element of the Probation Department's Detention Services Bureau Juvenile Hall 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.

SPECIALIZED LIVING UNITS AND PROGRAMS**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 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 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.

1307 COLLABORATIVE, ASSESSMENT, REHABILITATION, AND EDUCATION (CARE) UNIT

It is the policy of the Detention Services Bureau to provide short-term stabilization services addressing multiple needs of emotionally disturbed youth that demonstrate disruptive behavior(s) in a regular living unit or in school by housing them in a Collaborative, Assessment, Rehabilitation, and Education (CARE) Unit at Juvenile Hall. The CARE Units shall treat emotionally disturbed youth using mental health strategies that will increase their ability to learn and improve adaptive behaviors.

This shall be accomplished with the assistance of a CARE multi-disciplinary oversight team consisting of representatives from the Probation Department, Department of Mental Health (DMH), Juvenile Court Health Services (JCHS), and the Los Angeles Office of Education (LACOE). The CARE multi-disciplinary team shall conduct case management for those youth in the CARE Units by preparing an Individual Behavior Modification treatment plan consisting of input from each agency. The CARE multi-disciplinary team shall meet on a weekly basis to determine admission and discharge from the CARE Units and case management.

SPECIALIZED LIVING UNITS AND PROGRAMS

The CARE Units shall house no more than twelve (12) youth when capacity allows in each unit for boys and girls. Probation CARE staff shall perform regular and customary daily routines in adherence to schedules as specified in the DSB Manual. In addition, the Probation CARE staff shall collaborate with DMH, JCHS, and LACOE staff in developing the Individual Behavior Modification treatment plan.

The DMH shall include a Mental Health Program Manager, Psychologists, Social Workers, and Interns who shall conduct individual psychological assessments, crisis management, and therapy focusing on social learning and cognitive behavior treatment. Treatment may include individual, group, and family modalities. In addition, the Mental Health staff shall ensure appropriate medication monitoring and provide on-the-spot support to youth experiencing difficulty adhering to unit procedures or school duties. The Mental Health staff shall also provide consultation to Probation staff, JCHS staff, and LACOE staff.

JCHS shall provide health care services to address acute symptoms and conditions in order to avoid preventable deterioration of health while the youth are housed in the CARE Units. Services shall also include admission screening, a Doctor's Clinic, and a Nurse's Clinic conducted in the CARE Unit three (3) times daily or in the Medical Unit as appropriate. In addition, JCHS shall provide medication and monitoring in support of the mental health treatment for youth in the CARE Units.

LACOE shall provide comprehensive, fully accredited, standards-based educational programs in which youth in the CARE Units may earn credits toward a high school diploma. In addition, LACOE shall provide special education services to those youth in the CARE Units who require additional services, such as unit teaching, special day class placement, and one-to-one or small group resource specialist services. LACOE shall also provide other services for youth in the CARE Units with an Individualized Education Plan (IEP).

The Superintendent of the juvenile hall or the authorized designee shall have the authority to place a youth in the CARE Unit. All other admissions shall be made by the CARE multi-disciplinary team, as detailed below.

CARE Unit Referral Form

- A CARE Referral Form (shall be completed. Both pages of the referral must be completed with accurate and detailed information. Referral forms that are incomplete will be returned for amendment.

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-1300
SPECIALIZED LIVING UNITS AND PROGRAMS	

Note: This referral form is not to be used as a substitute for a regular Mental Health Consultation form.

- Supporting documentation shall be attached to the CARE Referral Form, i.e., SIRs, DOR, School Referrals, Mental Health Referral, etc.
- The CARE Referral Form shall be approved by a Supervisor or above.
- The original copy of the CARE Referral Form, along with supporting documentation, shall be placed in the Mental Health mailbox at Los Padrinos Juvenile Hall.
- Court Orders requesting evaluation and assessment of the CARE Units shall be handled at the next CARE Unit multidisciplinary team meeting.
- Youth in immediate danger to self or others should not be referred to the CARE Units.

Admissions to CARE Unit

The CARE Unit multi-disciplinary team shall meet on a weekly basis as designated by the assigned Probation Director. The CARE Unit multi-disciplinary team shall review all CARE Referral Forms to determine which youth shall be accepted to the CARE Units. The Mental Health staff shall handle emergency referrals to the CARE Units immediately.

A decision for CARE Unit admission shall be made within one (1) week of receipt of the CARE Unit Referral Form. A member of the CARE multi-disciplinary team shall notify the referral source once the team has made a decision.

Youth admitted to the CARE Units shall be transported to the CARE Units the same day or the following day of acceptance.

If the CARE Units are at capacity, youth who meet the criteria for admission to the CARE Units shall be placed on a waiting list pending a vacancy. To optimize the program benefits, there is careful consideration of the relationship between the dynamics of the current CARE population and the new client to ensure a successful transition. Acceptance may be delayed depending upon the needs of the institution and/or the needs of the youth.

Admission and Exclusion Criteria

SPECIALIZED LIVING UNITS AND PROGRAMS

The following ***admission criteria*** shall be used:

- Mental health problems including but not limited to the following:
 - Axis I diagnosis (Schizophrenia, Psychotic Disorders, Mood and Anxiety Disorders, etc.).
 - History of psychiatric hospitalization, treatment for mental illness, or mental health placement.
 - History of or current self-mutilation, self-injurious behavior, withdrawn, isolative, paranoid tendencies, obsessive/compulsive symptoms, and Adjustment Disorders.
- Behavioral problems including but not limited to the following:
 - Emotional volatility.
 - Difficult interactions with peers/staff.
- School problems, including but not limited to the following:
 - School phobia.
 - Previous history of behavioral issues in educational settings.
 - Mental health referral from school.

The following ***exclusion criteria*** shall be used:

- Youth who are in need of immediate psychiatric hospitalization.
- Youth who does not consent to treatment in the CARE Unit.
- Youth who is non-responsive to prior CARE placement(s).

Discharge from CARE Unit

The CARE multi-disciplinary team shall determine discharges from the CARE Units. Youth in the CARE Units may be discharged for the following reasons:

- Released from the juvenile hall by the court.
- Released to a psychiatric hospital.
- Released to Placement.
- Unmanageable in the CARE Units.
- Able to function in a regular living unit.

Care Plan

LOS ANGELES COUNTY PROBATION DEPARTMENT	DSB-1300
SPECIALIZED LIVING UNITS AND PROGRAMS	

Upon acceptance to the CARE Unit, the CARE multi-disciplinary team shall develop a CARE Plan. The CARE Supervisor shall complete the CARE Plan and obtain signatures from each agency representative. The CARE Plan shall be discussed with the youth by the assigned mental health staff, who shall obtain the youth's written consent to participate in the plan and facilitate implementation of the plan.

Once the plan has been discussed with the youth and the youth's signature is obtained (affirming that the plan has been discussed with the youth), a copy of the plan is to be placed on the inside top left-hand side of the youth's Behavior File by the CARE Supervisor for the plan's duration. CARE Plans that are updated at subsequent CARE multi-disciplinary meetings shall be photocopied and placed in the youth's Behavior File by the CARE Supervisor. The old CARE Plan is to be removed from the Behavior File by the CARE Supervisor. The CARE Supervisor shall retain the original copy of the CARE Plan and provide copies of the CARE Plan to the meeting participants and interested parties (court, youth's attorney, Social Worker, and/or Probation Officer) as appropriate no later than the next business day.