

**San Diego County Juvenile Justice Commission
Inspection Worksheet**

Data from Calendar Year 2020

East Mesa Juvenile Detention Facility	
Facility Address: 446 Alta Road Suite 6100 San Diego, CA 92158	Date of Inspection: September 24, 2021
	JJC Chair: Yvette D. Klepin
	JJC Administrative Officer: Scott Brown JJC Admin. Assistant: Vanessa Ramirez
	Chief Probation Officer: TBA
	Presiding Judge of the Juvenile Court: Honorable Ana España
Facility Administrator: Noel Susi, Division Chief	Telephone: (619) 671-4418
Detention Facility Contact: Noel Susi, Division Chief	Telephone: (619) 671-4418
JJC Inspection Team: Yvette D. Klepin, Tezeru Teshome, Jean Ramirez, Marisa Marquez, and James Carter	

The San Diego County Juvenile Justice Commission is a state-mandated, court-appointed citizens' commission. Its purpose is to inquire into the administration of juvenile court law in San Diego County, to provide leadership for citizen action and to promote an effective juvenile justice system operated in an environment of credibility, dignity, fairness and respect for the youth of San Diego County.

TABLE OF CONTENTS

I. Executive Summary	5
A. Institution Overview	5
B. Education/Training	8
C. Commission Comments and Recommendations	8
II. General Administration.....	11
A. Population and Staffing Information	11
B. Admissions and Orientation	11
C. LGBTQI Admissions.....	12
D. Personal Property and Money.....	12
E. Youth Records	13
F. Classification, Review, and Housing.....	13
G. Access to Legal Services	13
H. Telephone and Video Conferencing (Skype) Access	13
I. Family Visits.....	13
J. Mail and Email	14
K. Staff-Youth Communications.....	14
L. Grievances	15
M. Clothing and Bedding.....	15
N. Non-Hazardous Furnishings	15
O. Personal Hygiene/Showers	16
III. Education/Support Services.....	17
A. Staffing	17
B. Capacity and Attendance	17
C. Absences	18
D. Supplies	18
E. High School Diploma and HiSET Programs.....	19
F. Special Education	20
G. General Education Teachers	21
H. Credentialed Special Education Teachers	22
I. IEP Meetings	22
J. General Special Education Questions.....	22
K. Post-High School/HiSET Programs	23

L. Career Technical Education (CTE)	23
M. Special Programs and Activities.....	23
N. Independent Study	23
IV. Health Care Services.....	25
A. Medical Staffing	25
B. Health Screening.....	25
C. Medical and Dental Health Needs	25
D. Intoxicated Youth	26
E. Hunger Strikes	27
F. Suicidal Ideation	27
G. Death.....	27
H. Informed Consent/Involuntary Treatment	28
I. Experimental Research	28
J. Infectious Disease.....	28
K. Accommodations for the Disabled	28
L. Accommodations for Autism or Other Developmental Disorder.....	28
V. Programs.....	29
A. Evidence Based Practices/Programs.....	29
B. Religious Practices	31
C. Work Assignments	31
D. Exercise and Out-of-Sleeping Room Opportunities.....	31
E. Transition and Release.....	32
VI. Security and Control.....	33
A. Security Features	33
B. Security Inspections.....	33
C. Control of Contraband	33
D. Searches	33
E. Discipline.....	33
F. Serious Incidents.....	34
G. Use of Force.....	34
H. Use of Oleoresin Capsicum (OC or Pepper) Spray	35
I. Use of Restraints.....	35
J. Room Confinement.....	35
VII. Safety and Sanitation.....	37

A. Fire Safety.....	37
B. Control of Dangerous and/or Toxic Materials.....	37
C. Environmental Control	37
D. Physical Facility and Equipment	37
E. Tool and Equipment Control	37
F. Weapons Control	37
G. Contingency and Emergency Plans	37
VIII. Food Services.....	39
A. Sanitation and Meal Service	39
B. Adequate and Varied Meals	39
C. Special Diets	39
IX. Administration and Management	41
A. Post Orders	41
B. Policy Development and Monitoring	41
C. Interpersonal Communication and Diversity Training.....	41
D. Internal Inspections and Reviews	42
E. Staff Background and Reference Checks	42
F. Staff Training, Licensing, and Credentialing	43
G. Staff Misconduct.....	45
X. Budget and Fiscal Concerns.....	46
A. Changes in Funding.....	46
B. Budget.....	46

I. Executive Summary

For the second year in a row the facility inspection was conducted virtually as a precaution due to the on-going COVID-19-19 pandemic. The review included a review of the pre-inspection worksheet submitted to the Commission (included in this report). Interviews with administrative staff, line staff and partners took place during the virtual inspection. Youth were not interviewed during this inspection. Members of the Commission agreed youth input is important and needs to be heard therefore a separate report will be published to ensure the youth voice does not get lost.

Due to the pandemic a number of Commission recommendations from the 2019 and 2020 inspections have not been implemented. The Commission will continue to review their progress.

The school continued distance-learning in 2020 but have since returned to in-person learning. In 2019 and 2020 Career Technical Education (CTE) programs had been downsized as a result of the pandemic. It is hopeful more variety and number of courses will improve with the return of in-person learning. The Beat Within continued throughout 2020 and is a publication that the youth are able to express themselves creatively. With all the obstacles due to the pandemic, the school was able to collaborate with partners and continue to offer college classes to all students at the facility. 30% of the students participated in taking on-line courses. The School and Probation are commended for their efforts in providing higher learning opportunities to the youth. During the pandemic after school programs were suspended. The youth were engaged in the after school programs at East Mesa. Now that in-person learning has continued it would be beneficial to the youth to reinstate a robust after school program.

Oleoresin capsicum (OC) spray incidents for all facilities were reviewed by Commission members on a separate day at Kearny Mesa Juvenile Detention Facility. There were no patterns of usage noted during the review. In calendar year 2020 the facility administration reported 38 instances of OC use as compared to 88 the previous year. This is a great decrease from the previous year. Continued decline in population, better staff to youth ratios as well as increased opportunities to engage youth certainly are factors that can contribute to this. The Commission looks forward to Probation continuing to decline and eventually ceasing the use of OC spray.

There were no reports of suicide or suicide attempt by youth at this facility in 2020. STAT continues to offer services to youth. They are on-site seven days per week, conduct individual and family therapy and participate in multi-disciplinary meetings. They continued transition to the community services but due to the pandemic many were completed by phone with some being face to face in the community/home.

From the previous year's inspection, the Juvenile Justice Commission recommended a review of medical services, in particular to "med pass" (when youth receive their medication). It was reported there are times only one nursing staff is on at a time and with intakes, emergencies, and "med pass" there are times medication is given late. The Department noted an additional 28 hours of evening hours. This appears not to have solved the problem as there is still only one nurse on shift at times. It is recommended the Department provide additional medical coverage with nurse input to ensure coverage is appropriate so that response times for intakes, emergencies and "med pass" can occur in a timely manner without interruption. It was also noted that there is no clerical support for the clinic. With medication and medical documentation that is necessary clerical services are

imperative and functions they can provide can allow more time for nursing staff to provide medical services while allowing them time for a break in their 12-hour schedule.

Also of note is the “Crash Cart” was taken away. Now when nursing staff respond to a medical emergency, they are limited in what they can carry. This has created a situation where Probation staff are relied upon to go find needed items in the clinic during an emergency as the medical staff cannot leave the patient. A medical cart is imperative for the potential to save lives.

As to Behavioral Health when a youth is transitioned to the community STAT continues to work with youth either in providing services for a limited amount of time or “handing off” to a community agency. When the “handoff” occurs, there is no tracking system or documentation whether the agency notified did follow-up or had made contact with the youth. A system should be in place to track the outcome of the “handoff.”

Having good morale and maintaining that level of morale can be difficult especially during times like the pandemic. In talking with various staff, both probation and collaborative, there are challenges that leave staff morale low. Not only is there a shortage of staff (vacancies, sick calls, vacation and time off creates the staffing problem), funding is continually cut and programs such as “BridgeWays” and the like are cut. These are valuable services to the youth in custody. Another area that causes low morale is that of transparency. The staff feel the facility administrators and the Deputy Chief are transparent but beyond that there is a feeling of no transparency by the Executive level. Staff also struggle as they are in the day-to-day operations of the facility yet they were not part of the planning or changes with East Mesa and Kearny Mesa facilities. At the time of the inspection staff were unaware of assignments in the near future and the distance to travel to East Mesa with the closure of Kearny Mesa facility created a lot of stress for staff working in the facility. Also, staff related the BBQs they did in the past were canceled due to the pandemic. As things continue to improve the Department should allow the staff to have BBQs and the like to build morale, relationships and to cope with the emotional fallout from COVID-19.

With the passage of SB-823 (Juvenile Realignment), and the closure of Department of Juvenile Justice (DJJ), staff feel unprepared to receive these youth. The Department has begun to work on a plan with the assistance of juvenile justice partners and community agencies. The staff are not aware of the progress being made. More transparency and on-going information sharing could assist in lessening their concerns.

A. Institution Overview

1. Population Trends & Staffing

- a. How many youths were diverted from custody during the intake process? 38
- b. Where were the youths diverted to? Community Assessment Teams, Community Intervention Officers, Alternatives to Detention Programs, on Home Supervision or a Promise to appear.
- c. How many youths were brought to the facility under the age of 12? 0
 - i. How many were detained? 0

2. Educational Achievements

Educational Achievement	# of Participants	# of Graduates
High School Diploma	297	36
College Courses	28	28
David’s Harp	28	28
Culinary	5	5
Building and Construction	15	15
Cross Fit	16	N/A
Yoga	15	N/A
Beat Within	70	N/A

- 3. Are programs in the facility evidence-based programs or evidenced based practices?
 - a. Data and Outcomes for Programs: See attached “Program” information provided by Probation.
 - b. Repeat Clients: See attached “Program” information provided by Probation.
 - c. How do you determine who receives what services? Probation utilizes San Diego Risk and Resiliency and SASSI Assessment and information related to youth in the Probation Case Management System.
- 4. Serious Incidents Trends and Use of Pepper Spray: The department experienced a reduction in the use of OC spray immediately following COVID-19 booking criteria and a reduction in youth in custody.
- 5. Coordination of Behavioral Health Services Care: Behavioral Health Service and the Probation Department have a collaborative partnership to provide intensive treatment and care.
- 6. Describe Transition Services and Results: All youth committed to the Youthful Offender Unit (YOU) and Urban Camp meet with Reentry officers during the duration of their commitment. The San Diego County Probation Reentry Model includes six phases including: Assess, Engage, Plan, Link, Monitor and Advocate.
- 7. Trauma Informed Staff training and impact: All direct care staff attended “Moving Towards a More Trauma Informed & Responsive Juvenile Justice System” within the 2020-2021 training year.

B. Education/Training

1. Career and Technical Education: Limited students participated in CTE in 2020 due to the COVID-19-19 pandemic and classes being held through distance learning.
2. Community Tutoring/Mentoring Programs: David's Harp Internships where students go through extra training in music production (on-site) and then become facilitators working with other students in the facility. Once students are released, they check in with the David's Harp and begin more training and potential internships with the organization.
3. Programs/Evidenced Practices (See table to be included): Please see Section 5 (Programs) and the attachments for a full list.
4. Critical Incident Reports and STAT Team: 0
5. LGBTQI Training/Support-accommodations: LGBT Training is part of our Juvenile Institutions CORE Curriculum and also included in Sexual Harassment Training.

C. Commission Comments and Recommendations

1. Follow Up from 2020 Recommendations:
 - a. The Juvenile Justice Commission strongly encourages and recommends the Probation Department review, evaluate, and implement changes to OC use and de-escalation tactic practices to ensure the safety of youth and staff.
 - i. Probation Response: The Probation Department remains committed to developing a positive youth development culture where violence is minimal, and staff do not feel the need to carry OC spray for their own safety. The Probation Department is training all direct care staff in the areas of Adolescent Brain Development, Trauma-Informed Care, Implicit Bias, and Restorative Practices. It is anticipated that this will improve communication and rapport between staff and youth and result in a reduction of serious incidents and the use of force including OC spray. The Department remains committed to fully implementing the Mandt System in Fiscal Year 2021-22
 - b. The Commission recommends the Probation Department review incident reports collectively in order to ascertain who is using OC spray and when it is being used to assist in decision making to ensure youth safety.
 - i. Probation Response: The Probation Department continues to document all uses of OC use of force. The data is reviewed at the executive and facility management levels. San Diego County Probation Department has partnered with national experts from the Council of Juvenile Justice of Administrators (CJJA) to review and improve de-escalation and use of force practices to ensure they are within national best practice.
 - ii. Each facility also has a use of force review committee that meets monthly to review all use of force cases from the preceding month, to include all uses of OC. This review committee renders a single finding to determine if the force used was within policy and will provide recommendations for areas of additional training, changes in policy, or if further administrative investigation is needed.

- iii. Additionally, the facility compiles specific data on all OC spray use and the staff deploying OC. As the department evaluates the first data collection period under our new contract with Performance Based Standards, additional data system upgrades will be requested in order to more effectively identify trends.
- c. The Commission recommends the Probation Department develop a robust training in the area of Implicit Bias, Adolescent Brain Development, Trauma Informed Care, and Restorative Justice for all staff (Probation and Collaborative) working with youth in the facility.
 - i. Probation Response: The Probation Department is training staff in the areas of: Adolescent Brain Development, Trauma-Informed Care, Implicit Bias, and Restorative Practices.
- ci. The Commission recommends additional training for staff on building rapport with youth in order to reduce the use of force and OC spray.
 - i. Probation Response: The Probation Department is training all direct care staff in the areas of Adolescent Brain Development, Trauma-Informed Care, Implicit Bias, and Restorative Practices. As previously highlighted, Probation will be implementing the nationally recognized Mandt System to all Institutional Services Officers in Fiscal Year 2021-22. The Mandt will be incorporated into future J.I. Core Academies and there's an annual refresher component to avoid knowledge loss. The Mandt is built on a foundation of safety being in relationships. Unlike other trainings, Mandt also empowers staff with progressive interventions to de-escalate potentially violent situations and teaches staff how to safely go "hands on", as a last resort, to protect the safety and well-being of other youth and staff. An update in 2021 inspection revealed this training has not begun due to issues involving the pandemic.
- cii. The Commission recommends the Juvenile Court and Community Schools administer intellectually appropriate education for all youth so they are working at the appropriate grade level.
 - i. Probation Response: After return to in-person learning, students are placed in appropriate courses according to their grade level. This recommendation has been implemented.
- ciii. The Commission recommends Probation and Juvenile Court and Community Schools expand on-line college opportunities for youth that have completed high school.
 - i. Probation Response: With all the obstacles due to the pandemic, the Juvenile Court and Community Schools were able to collaborate with partners in probation and continue to offer college classes to all detained students with 30% of the students participating. This recommendation has been completed.
- civ. The Commission recommends additional CTE courses and arts and music programming to engage the youth and provide them relevant experience.
 - i. Probation Response: Due to the pandemic additional CTE courses could not added. The Department relayed as in-person learning has resumed they will continue to work with the Juvenile Court and Community Schools to add CTE courses.

- h. The Commission recommends additional snacks be provided for the youth throughout the day in addition to healthier food options.
 - i. Probation Response: All housing units have fruit baskets that offer a variety of fresh fruits to youth daily. These additional snacks are available to the youth to eat throughout the day and are approved within the Title 15 caloric intake range by the nutritionist. This recommendation has been completed.
2. 2021 Recommendations:
- a. The Juvenile Justice Commission recommends the Juvenile Court and Community Schools (JCCS):
 - i. Increase the number of CTE instructors
 - ii. Provide more variety of CTE courses
 - iii. Collaborate with Probation to develop after school programs for the youth
 - b. The Juvenile Justice Commission recommends Probation:
 - i. Continue to monitor OC spray use
 - ii. Continue to work towards limited to no use of OC spray
 - iii. Continue to train staff in de-escalation strategies
 - iv. Implement the Mandt training
 - c. The Juvenile Justice Commission recommends Probation:
 - i. Add clerical and nursing staff positions
 - ii. Consult with nurses and the program manager of the medical agency to ensure there is proper coverage for the safety of youth as well as for the opportunity for nursing staff to take healthy needed breaks
 - iii. Ensure medical staff have the means to transport medical equipment to emergencies (i.e., crash cart)
 - d. The Juvenile Justice Commission recommends Behavior Health:
 - i. Follow up on referrals to community agencies to ensure youth have transitioned to community services
 - ii. Ensure quality assurance reviews are conducted for all contracted services
 - iii. Review and reconsider a contract that provides more transitional services from custody to community such as what was provided by BridgeWays until this year (2021)
 - e. The Juvenile Justice Commission recommends Probation:
 - i. Increase staff morale through more transparency at the higher executive levels
 - ii. Include line staff when changes to program, policy and procedures are anticipated
 - iii. Continue to update policy and procedures that takes into consideration day to day operations as well as administrative needs
 - iv. Executive level staff provide on-going updates in regards to program development of SB-823 youth
 - v. Provide the means for staff to have camaraderie-building opportunities (i.e., BBQs)

II. General Administration

A. Population and Staffing Information

1. Average Daily Detainee Population (Booking)

	Adult Male	Adult Female	Juvenile Male	Juvenile Female	Total
Facility Capacity	0	0	290	0	290
Facility Average Daily Population	0	0	77.75	0	77.75

- a. Has the facility exceeded capacity since the last inspection? No
- b. Does the facility house youth under California Welfare & Institutions Code Section 601 (truancy and status offenders)? No
- c. If yes, are youth adjudicated pursuant to WIC 601 separated from youth adjudicated pursuant to WIC 602 (delinquent youth)? Yes
- d. List the languages spoken by Probation staff members: English, Spanish

2. Probation Staffing Ratios

Awake: 1 / 8 Asleep: 1 / 16

Probation Staffing <i>(As of December 31 of Previous Calendar Year)</i>	# Filled	# Open
Director	1	0
Supervisors	10	0
Senior Probation Officers	5	0
Correctional Deputy Probation Officer	97	13
Admin/Support	8	2
Other (Storekeeper & Laundry Worker)	2	0

B. Admissions and Orientation

- 1. How are youth oriented to rules and procedures in a developmentally appropriate manner? During the intake process, youth receive the EMJDF handbook (Spanish if needed). It is a comprehensive age appropriate breakdown of the policies and procedures of the facility. Additionally, it includes other relevant information to assist youth in preventing and reporting any discrepancies in their treatment. This orientation is provided verbally and in writing, with an interpreter if necessary, for all youth including those who are limited English proficient or otherwise disabled.
- 2. Are youth given copies of rules and procedures? Yes
- 3. What languages are the rules and procedures provided in other than English? Spanish

4. How does facility staff ensure that youth understand rules and procedures? In addition to verbally informing them, youth receive written information on their rights, as well as facility rules.
5. Where are rules and procedures posted in the facility? Information is posted in IBR, Central Control, and all Housing units.

C. LGBTQI Admissions

1. Are staff trained in basic LGBTQI competency? Yes
2. Has a special training or ongoing training been implemented? Yes
3. Do you ask youth their gender identity and gender pronouns during intake? Yes
4. How do you work with youth who identify as non-binary, genderqueer, gender non-conforming, neither male nor female? While EMJDF has yet to encounter a youth who identifies as non-binary, genderqueer, gender nonconforming or neither male or female, it is covered in our LGBTQI training and in policy section 5.4. All Probation staff are held to a standard of engaging youth in a courteous, respectful and nondiscriminatory manner.
5. What safety measures are in place to ensure that LGBTQI youth are safe and protected from harmful encounters? Please see policy section 5.4.5.3 for details on safe placement of LGBTQI youth within the facility. Youth are provided with a PREA brochure upon intake. They are reminded they can report harmful encounters, bullying, and/or sexual harassment incidents via private conversations with any staff member in the facility (officers, school staff, counselors, nurses, etc.). They may report incidents in writing, via private sick- call slips, or in person. A Sexual Harassment script is read to all youth on a daily basis, which includes the PREA Ombudsmen's contact information. Additionally, officers make PREA announcements every shift and conduct weekly PREA education addressing the consequences for harmful encounters.
6. How are LGBTQI youth identified upon admission to the facility? Intake officers conduct a private PREA Risk assessment interview upon admission. The assessment tool includes questions which allow the youth to report whether they perceive themselves to be gay, lesbian, bisexual, transgender, or gender nonconforming. Policy section 5.4.5.2 specifies: Staff should be aware that LGBTQI youth are in various stages of awareness and comfort with their sexual orientation and gender identity. Youth intake interviewers shall sensitively inquire about fears the youth may have of being harassed in the facility, but intake workers should not directly ask youth if they are LGBTQI. Some youth will disclose that they are LGBTQI. If a youth discloses their sexual orientation or gender identity, the intake officer should talk with the youth about it in an open and non-judgmental fashion and determine if the youth has particular concern or needs related to being LGBTQI
7. Are there anti-bullying programs in the facility? Yes

D. Personal Property and Money

1. Is personal property and money recorded, stored, and returned upon release? Yes
2. Please list the types of personal property that may be kept in sleeping rooms: Letters, Photos, cards, books, phone numbers, addresses, stress balls, incentive snacks, DVD player, DVD movies

E. Youth Records

1. Are case records regarding individual youth kept on site? Yes
 - a. If yes, what steps are taken to protect these records? All case records are stored electronically in the Probation Case Management System (PCMS). Additionally, Re-entry Case plans, Administrative Separation, Medical Isolation, and Privilege Suspension hard copies are kept in file cabinets in the Administrative Senior's office and are accessible only to approved Probation staff.

F. Classification, Review, and Housing

1. Are youth assessed upon intake to determine appropriate classification? Yes
 - a. If yes, what classifications are used? Age and physical size, Gender, Physical disability, Court ordered commitment, current charge, intellectual development
2. How often are reclassification reviews conducted? As needed

G. Access to Legal Services

1. Are youth permitted to have reasonable contact with their attorneys? Yes
2. In the last calendar year has an attorney complained that they were not able to communicate with a youth/client? No
3. In the last calendar year has a parent complained that their child was denied access to his or her attorney? No

H. Telephone and Video Conferencing (Skype) Access

1. Are youth and staff trained on telephone access? Yes
2. Are youth permitted to use the telephone/video conferencing (Skype) to contact:
 - a. Parents/guardians? Yes
 - b. Anyone other than parents/guardians and attorneys? Yes
 - i. If yes, whom: Grandparents, Step-parents, siblings, own children, any significant adult role models as approved by probation officer such as aunts, uncles
 - ii. If no, are youth permitted to use the telephone/video conferencing (Skype) to contact other close family members under special circumstances (such as upon the recommendation of a counselor or therapist)? N/A
3. Are telephone calls monitored? No
4. Are telephone calls recorded? No
5. In the last calendar year has a parent/guardian complained that their child was denied reasonable access to the telephone? No

I. Family Visits

1. What are the visiting hours for this facility? Monday-Friday 2:00 pm - 8:00 pm, Sunday A-L 9:00 am -10:00 am; M-Z 10:15 am - 11:15 am. Due to the Coronavirus pandemic, regular

visiting hours were only in effect from January 1st to March 13th, 2020. Virtual/Skype visits were offered several times per week thereafter/through December, 2020.

2. Who may visit youth? Check all that apply:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Parents/Legal Guardians | <input checked="" type="checkbox"/> Minor Siblings |
| <input checked="" type="checkbox"/> Adult Siblings | Other: Mentors,
grandparents & other Family
<input checked="" type="checkbox"/> members including children
as approved by Court or
Probation Officer |

- | | |
|---|-----|
| 3. Is there ample space in the facility for visitation? | Yes |
| 4. Are youth permitted to have private conversations with visitors? | Yes |
| 5. Do probation staff members supervise visits? | Yes |
| 6. In the last calendar year has there been an instance of a visitor bringing “hard” contraband into the facility? | No |
| 7. In the last calendar year has there been an instance of a visitor threatening a youth or staff member? | No |
| 8. Are there transportation alternatives for family members who want to visit youth? | Yes |
| 9. What is the policy regarding an undocumented parent or family member of a youth for visitation as they may not have identification to visit? We accept US and Mexico IDs. See Section 6.5.4 and the following procedure: The Court, KMJDF reception, or the Probation Officer may direct parents to the Juvenile Probation Center. The receptionist will take picture(s) and create a temporary ID (inside a plastic sleeve) which is good for 90 days. The receptionist will enter into PCMS that a temporary ID was created. | |
| a. How is this policy disseminated to the parent or family member? Visitation hours and rules are posted on the Probation website and at facility reception. Letters are mailed to parents. Information is provided at the Juvenile Court and by case carrying Probation Officers. | |

J. Mail and Email

- | | |
|--|-----|
| 1. Are youth permitted to receive mail? | Yes |
| 2. Are youth permitted to send mail? | Yes |
| 3. Is postage provided at no charge to youth? | Yes |
| 4. Is mail screened for contraband? | Yes |
| 5. Does a staff member read mail addressed to a youth? | No |
| 6. Are youth permitted to send or receive email? | No |

K. Staff-Youth Communications

- | | |
|---|-----|
| 1. Are youth provided opportunities to communicate with staff in writing? | Yes |
| 2. Are youth provided opportunities to communicate with staff verbally? | Yes |

3. Are communication aids (translators, hearing aids, etc.) provided when necessary? Yes

L. Grievances

1. Is there a formal grievance policy? Yes
2. Are written grievances reviewed daily? Yes
3. How are grievances tracked so that facility leaders can identify trends from grievance report? Yes
4. Is there a method for youth to be able to express concerns about the facility to a Probation Department official who is not assigned to the facility? Yes
- a. If yes, please identify the means for which they can report: Youth or their family members can report concerns to any entity within the Probation Department or outside public entity. Staff accepts reports made verbally, in writing, anonymously and from third parties. Staff will document any report of misconduct. Youth have a variety of ways to report concerns about the facility, including reporting to outside agencies not a part of the Probation Department. Phone numbers and addresses to outside agencies are provided to youth during the intake process. The agencies provided are able to receive and immediately forward youth reports to agency officials, allowing the youth to remain anonymous upon request.
5. Are youth made aware on a routine basis that they can express concerns about their detention to their attorneys? Yes
- a. Is there a formal grievance process available for parents? Yes
- b. If yes, how many parents submitted grievances in the last calendar year? 0

Grievance Involving	Number of Occurrences
Residents	0
Attorneys	0
Family Members	0
Medical	0
Abuse	0

M. Clothing and Bedding

1. Are additional blankets available on request? Yes
2. How often is bedding laundered? Weekly
3. How often are youth given clean clothes? Daily

N. Non-Hazardous Furnishings

1. Are mattresses and bedding fire-resistant and non-toxic? Yes

O. Personal Hygiene/Showers

1. Are youth permitted to shower? Yes
 - a. Showers per week: 7
 - b. Minutes per shower: 5
2. Please list the hygiene products available to youth and indicate with an asterisk (*) which products are ethnically appropriate: Soap, deodorant, toothpaste, shampoo, lotion, combs, picks*, Motions shampoo*, Motions Hair and scalp daily moisturizing hairdressing* Crème of Nature -Argan Oil Shampoo and Conditioner* PROCLAIM Hair & Scalp Conditioner * Blue Magic – Bergamot Hair & Scalp Conditioner, Blue Magic Conditioner Hair Dress
3. How do staff members balance privacy and safety concerns? Youth are allowed an opportunity to shower in an individual room or shower stall, except in exigent circumstances or when such viewing is incidental to routine room checks

III. Education/Support Services

A. Staffing

1. Positions Filled or Open

Staff Type	# Filled	# Open
Credentialed Teachers	10	0
Credentialed Special Education Teachers	3	0
(Special Ed) Teachers' Aides	3	1
Paid Tutors	0	0
Volunteer Tutors	0	0
Other (Classroom Assistants)	3	0

2. Average Student/Teacher Ratio & Average Daily Attendance by Month

Month	Avg. Student/Teacher Ratio	Avg. Daily Attendance
January	12.5	100
February	13/1	105
March	12/1	98
April	11.5/1	91
May	10/1	79
June	9/1	70
July	8/1	63
August	8/1	65
September	8/1	65
October	8/1	63
November	8.5/1	68
December	8.5/1	68

B. Capacity and Attendance

- Number of classrooms in the facility? 8 in use
- For each classroom indicated in Question 1, please indicate the following:

For Each Classroom Used During the Calendar Year	Classroom Capacity	Average Number of Students per Classroom	Number of computers per classroom
Classroom Echo A	15	10	12

Classroom Echo B	15	10	15
Classroom Golf A	15	9	15
Classroom Golf B	15	9	15
Classroom India A	15	10	15
Classroom India B	15	10	15
Classroom Juliet A	15	10	15
Classroom Juliet B	15	10	15

C. Absences

1.

Absences During the Calendar Year	#
How many students did not attend school for one or more days?	0
Average days of absence?	0
Average days of absence due to illness?	0
Average days of absence for disciplinary reasons?	0
Average days of absence for reasons other than illness or discipline?	0

2. When is absence from the classroom or expulsion used as a disciplinary tool? The SOAR Academy does not have any such tools.
- a. Please provide the written policy for using absence from the classroom or expulsion as a disciplinary tool.
3. Please list reasons other than illness or discipline why a student would not attend school: Students may miss time in school if the student has court or has been requested to be present at visitation.

D. Supplies

1. Does each student have their own textbook for each subject? Yes
- a. If not, what is the ratio of students to textbook for each subject:

Course	# Textbooks	# Students
N/A	N/A	N/A

- b. Please list the reason(s) why students may need to share textbooks: N/A
2. Are the textbooks the most recent version available in California? Yes
- a. Who is responsible for making sure that textbooks are up to date?

Name	Title
Nathan Head	Principal

3. What school supplies are available to the students (pens, pencils, paper, etc.)? Student supplies include but are not limited to paper, golf-sized pencils, Chrome books, art supplies

(markers, paint brushes, colored pencils, et.al), math manipulatives (algebra blocks, compasses, rulers, protractors, calculators, et.al., and journals.

4. What school supplies are students allowed to take to their rooms? Students may take journals, textbooks, and literature back to their rooms.
 - a. Who is responsible for making sure there are adequate school supplies?

Name	Title
Nathan Head	Principal

5. Do students use computers on a daily basis in each classroom? Yes
 - a. How many hours per day do students use computers? 3 hours
6. Are students limited in the amount of time that they can use a computer during the school day? No
 - a. If yes, why? N/A
7. Are students able to work on homework after the school day ends? Yes
 - a. If yes, how? Students are able to work on subjects that they have fallen behind toward graduation. It allows them to acquire additional credit hours outside of the school day.

E. High School Diploma and HiSET Programs

1. On average, how soon after a student is admitted to facility does school staff have access to their previous records? 24-48 Hours
2. Is SDCOE working to get partial credits earned in a facility recognized by a student’s home district? Yes
 - a. If yes, what is being done; if no, why not? Students receive a Personal Learning Plan (PLP) and a Transition Plan upon admittance to our school. The plans are made in conjunction with the student, school counselor, and transition technicians. The education rights holder is also contacted during this process. After reviewing all information, the counselor creates the student’s schedule which is reflective of making sure that all partial credits are made whole.
3. Average grade level of students at the facility: 10th grade
4. Percentage of students who are not academically prepared to complete work at a 9th grade level: 28%
 - a. What interventions are used for these students? Students are provided with differentiated instruction, accommodations, modifications and supports that include but are not limited to: talk-to-text, Google Apps, small group instruction, group projects, use of other technologies, alternative formative and summative assessments, et.al. Our instructors also focus on the English Language Art and English Development Standards of speaking, writing, reading, and listening, which provide for student voice and choice while maintaining the expectation that all students will be able to participate in all classroom activities as per their grade level. Students enrolled in core subject standards are also provided with differentiated instruction, accommodations, modifications, and supports that include but not limited to: talk-to-text, Google Apps, small group

instruction, group projects, use of other technologies, alternative formative and summative assessments, et.al.

- b. Are these students assessed for IEPs? Yes
- i. If no, why not? N/A

F. Special Education

1. IEP/504 Plan/Autism/Learning Disorders

Type of Plan	# Students with Pre-Existing	# Students Tested After Entry	# Students Who Receive After Entry	% of Students
504 Plan	0	0	0	0
IEP Plan	53	0	0	18.2
IEP Plan with ERMHS ¹ Services	35	0	0	12
IEP Plan with BSPs or BIPs ²	15	0	0	5
Total	103	0	0	35.2

2. Who determines if a student admitted to the facility has an IEP/504Plan?

Name	Title
Elsa Ramirez	Special Education Aide (SEA)

3. How soon is this determination made after a student is admitted? 1-3 days

4. The JJC is seeking information regarding the disability classifications of each youth with an IEP. Please indicate how many youths with IEP's this year were classified under each of the following disability classifications:

IEP Classification	# with Classification	IEP Classification	# with Classification
Autism	0	Orthopedic Impairment	0
Deaf Blindness	0	Other Health Impairment	27
Deaf	0	Specific Learning Disability	13
Emotional Disturbance	13	Speech and Language Impairment	7
Hard of Hearing	0	Traumatic Brain Injury	0
Intellectual Disability	0	Visual Impairment	0
Multiple Disabilities	0		

5. How are a student's IEP/504 Plan records obtained? JCCS / The San Diego SOAR Academy utilizes the Special Education Information System (SEIS) that districts in San Diego County use to store special education records and information. We also apply for records using written, scanned, faxed forms, and/or calling the district of record or the charter school's

¹ ERMHS – Educationally Related Mental Health Services

² BSP – Behavior Support Plan; BIP – Behavior Intervention Plan

special education liaison. Records may be obtained through the education rights holder, Probation Officers or the student’s Social Worker.

6. How long does it typically take to obtain such records? If the student’s district is a member of SEIS we have immediate access to his or her records. If the student attended a school that is not, it may take up to a week to receive student records. ***Please note, that the JCCS Special Education Department is still reviewing their records, as the school records are based upon the academic year rather than the calendar year. As soon as further data is made available, JCCS will forward an addendum to SPO Rathbun. For further information, please contact Special Executive Director, Cara Schukoske at 858-290-5966
7. For students with IEP/504 Plans, please provide the following:

Type of Service	Provided at Facility?	In a separate room?	Who provides?
ERMHS	Yes	Yes	School psychologists, Mental Health Case workers, Behavior Intervention Specialist
Counseling	Yes	Yes	School psychologists, Mental Health Case workers, Behavior Intervention Specialist
Speech and Language Services	Yes	Yes	Speech and Language Therapists
Occupational Therapy	Yes	Yes	Occupational Therapist

- a. If the answer to any of the above is no, why not? N/A

G. General Education Teachers

1. What training do general education teachers have to recognize when a student requires an initial assessment to determine eligibility of special education services? All staff members receive professional learning in the identification of students who have disabilities / special needs. The training is completed by SDCOE Special Education Services, Student Support and Programming, SDCOE Learning and Leadership, SDCOE Innovations Department, school administrators, and monthly staff meetings (Zoom). There are also additional opportunities per the SDCOE professional development calendar via Zoom and TEAMS.
2. What training do general education teachers have with regard to effectively teaching students with:
 - a. a learning disability? In order to support students who have a specific learning disability, teachers provide differentiated instruction, use co-teaching models; working with content specific coaches; monthly staff meetings; SDCOE professional development calendar, and weekly/daily bulletins. All training in 2020 was completed via Zoom or TEAMS.
 - b. an emotional disturbance? In order to support students who have ED as a qualifying condition, professional learning opportunities include co-teaching and full inclusion models with a site Education Specialists, monthly staff meetings, weekly/daily bulletins. All training in 2020 was completed via Zoom or TEAMS.

- c. significant attention issues? In order to support students who have ED as a qualifying condition, professional learning opportunities include co-teaching and full inclusion models with a site Education Specialists, monthly staff meetings, weekly/daily bulletins. All training in 2020 was completed via Zoom or TEAMS.

H. Credentialed Special Education Teachers

- 1. How many credentialed special education teachers are at the facility full-time? 3
- 2. Do credentialed special education teachers participate in lesson planning and curriculum development? Yes
 - a. If yes, how often do they meet with teachers? Daily, weekly, and during professional learning community (PLC) meetings that were held via Zoom or TEAMS.
 - b. Do credentialed special education teachers instruct students in any classes? Yes

I. IEP Meetings

- 1. Are IEP meetings held whenever annual meetings for an eligible student are due? Yes
- 2. Are IEP meetings held when an eligible student arrives in the facility and attends school? Yes
- 3. What is the average length of time between a student's arrival at the facility and his/her first IEP meeting? The average length of time between a student's arrival to our school and his or her first IEP meeting is between 25-30 days. Upon entry a thirty-day interim placement IEP is developed. Prior to the end of the 30-day placement, an IEP meeting is convened. All training in 2020 was completed via Zoom or TEAMS.
- 4. Are IEP meetings held if a student is in the facility for more than thirty days? Yes
 - a. If no, why not? N/A
- 5. Are parents notified of the meetings? Yes
 - a. If yes, how? The education rights holder is provided written notice, phone calls, electronic mailings, and through the Probation Officer, if necessary.
- 6. Describe the most common obstacle to IEP compliance: The education rights holder returning correspondence to the special education department for consent for evaluation of the student.

J. General Special Education Questions

- 1. Are staff trained to implement BSP's and BIP's? Yes
- 2. What resources are available to accommodate students with special education needs? All classes are provided with an Education Specialist and/or special education teacher's aide. The individual assigned to the classroom is dependent upon the needs and the IEPs for students enrolled at our school on any given day. All staff are provided with the list of accommodations, modifications, and supports for their students as per the IEP at a Glance.
- 3. How many students are brought to the facility directly from school? N/A
- 4. In the last calendar year, how many students were referred by the IEP Team at the facility to a Residential Treatment Center? 0

5. In the last calendar year, how many students were referred by Probation to a Residential Treatment Center? 156

K. Post-High School/HiSET Programs

1. How many students are taking courses for college credit online? 28
2. At what college(s)? Palomar Community College (CC), Mira Costa CC, San Diego City CC, Grossmont CC, and Southwestern CC.
3. Are students given information and counseling regarding community college and four-year college options? Yes
4. Are students given information and counseling regarding financial aid options for college? Yes
5. Are students given resources for college entrance exam preparation? Yes
6. Do students in the facility take military readiness testing? No
 - a. If yes, are they required to do so? No

L. Career Technical Education (CTE)

1. What Career Technical Education (CTE) programs are available in the facility? Culinary, Building and Construction, Horticulture
2. Do CTE opportunities have sufficient space and resources for the number of students who are interested in participating? No
 - a. If no, what plans does the facility have to provide adequate space and resources?
Continue to improve hiring practices
3. Are programs scheduled so all students can participate in all programs? No
 - a. If no, how many students have been denied participation in one of these programs in the last calendar year? During the year of 2020, the pandemic limited our CTE programs resulting in the majority of students not being able to participate.
 - b. What plans does the facility have to ensure all eligible youth can participate?
Continue to grow our CTE programs to have more students access and participate in the courses.

M. Special Programs and Activities

1. What other special programs or activities are take place in the classroom? Art (SD County Museum of Art; yoga; CrossFit, Drumming and Dance, Beat Within, Combat Arts, Guitar and music classes, Horticulture, Culinary, Building and Construction, David's Harp Music production, college courses
2. What programs or situations would result in a student leaving the classroom during school hours? Court or special visitation

N. Independent Study

1. What independent study options are available? Students only participate in independent study when 504 accommodations are put in place due to medical reasons.

2. When is independent study used? It is used when a student has medical treatments and can continue to work on school assignments when off site.

IV. Health Care Services

A. Medical Staffing

Staff Type	# Staff	# Contractors	# Positions Open	Avg. Number of Hour per Week at Facility
Physician	0	5	0	5hrs. once/week
Physician's Assistant	1	0	0	8 hr. shift Tue/Thu
Registered Nurse	6	0	1	24/7 Coverage 168 Total hours
Licensed Vocational Nurse	0	0	0	N/A
Nurse Practitioner	0	0	0	N/A
Emergency Medical Tech	0	0	0	N/A

B. Health Screening

Type of Health Screening	Not Given	Given at Intake	Given within 14 Days	Who Administers?	What Test is Used?
Medical	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RN	Enter text.
Dental	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RN/MD	Every other Friday
Vision	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RN/LVN	Sneelen
Behavioral Health/Psychological	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mental Health	N/A
Sexually transmitted infections	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RN	Quest Lab
Pregnancy test (if females are held in facility)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enter text.	Enter text.
Other: <u>Enter text.</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enter text.	Enter text.

C. Medical and Dental Health Needs

1. What is the procedure for youth to request:
 - a. medical services/treatment? Youth can complete a sick call slip; available 24 hrs. daily which is placed in a locked box and checked 4 times/ day.
 - b. dental services/treatment? Youth can complete a sick call slip; verbal communication from PO, therapist or counselor.

2. Are probation staff members permitted to refer youth for medical/dental treatment? Yes
3. On average, how many health services staff are available to respond to the medical needs of the youth in the facility? 1 (2 on T-Thur for an 8 hr. period).
4. What medical equipment is available to respond to the medical needs of the youth in the facility? First aid kits in every unit. AED machines. Emergency response bags, O2 monitors, glucose monitor, balk board, splints, casts etc.
5. Are the youth's medical needs addressed in private treatment rooms only? Yes
 - a. If yes, how many treatment rooms does the facility have? 6 in clinic 10 in units
 - b. If no, where are the youth treated? N/A
6. On average, how long does it take for clinic staff to respond to:
 - a. an emergency? 1-3 minutes
 - b. request for an inhaler? 5 minutes
7. Call Slips
 - a. Who makes the determination whether or not a youth is seen after a sick call slip is turned in? RN/PA triage sick call slips
 - b. How many times were youth not seen after submitting a sick call slip: Every sick call slip will receive a response.
 - i. Reason why not seen: Already scheduled to be seen, concern was addressed in written response.
 - ii. What was the average response time? Wellpath has 72 hours to address the sick call, however most sick calls are seen within a few hours.
8. Personal/Family Healthcare Providers
 - a. Are youth permitted to see their personal or family healthcare providers? Yes
 - i. If yes, how is a visit arranged? Collaboration between the medical clinic and private facility.
 - b. How many youths saw a personal healthcare provider during the calendar year? 102 in 2020. Most youths needing to go out will be scheduled.

D. Intoxicated Youth

1. Please provide the written procedure for handling youth under the influence of any intoxicating substances.
2. Are medical clearances obtained prior to booking any youth who displays outward signs of intoxication or is known or suspected to have ingested any substance that could result in a medical emergency? Yes
3. Who provides medical clearance for these youth? Youths are seen in the emergency room and cleared for booking prior to admission.
4. Did the facility detain any youth determined to be under the influence of an intoxicating substance? Yes

If yes:

- a. Was medical clearance obtained? Yes
- b. Were these detentions documented? Yes
- c. Were there documented safety checks at least once every 15 minutes? Yes

E. Hunger Strikes

- 1. Please provide a copy of the facility plan in managing hunger strikes.
- 2. Explain any instances in the last calendar year where the written plan provided to the inspection team was not followed in response to a youth on a hunger strike: None

F. Suicidal Ideation

- 1. Please attach a copy of the written suicide prevention plan.
 - a. Please list all agencies who participated in developing this plan. Clinic, STAT & Probation
- 2. How often do Probation staff attend suicide prevention training? Every 2 years
 - a. What topics are covered during this training? Staff learn the scope of the problem as it relates to suicide in detention and correctional facilities and teams to remember related to suicide and suicide attempts. Performance objectives include: (1) Determining the best means to identify the emotional /mental state of an offender (2) Recognizing triggers and potential triggers associated with suicidal behavior (3) Identifying differences between self-harm and suicidal ideations/attempts (4) Recognizing high risk behaviors associated with suicide (5) Evaluating Suicide Risk level and executing appropriate procedures (6) Identifying suicidal risk factors (7) Identifying strategies to mitigate suicide attempts (8) Identifying the responsibilities of the officer when dealing with suicide risk behavior
- 3. In the last calendar year have there been any instances where the written plan was not followed in response to a youth at risk of suicide? No
 - a. If yes, what happened? N/A
- 4. Number of referrals of youth with suicidal ideation during the last calendar year? 4
- 5. Are all youth with suicidal ideation put in a "suicide watch" room? Yes
 - a. If no, why not? N/A
- 6. Have tear-away bed sheets been installed in "suicide watch" rooms? No
- 7. Is there a TRU unit (Trauma Recovery/Rehabilitation Unit) at this facility? No
 - a. If no, when will a TRU unit be opened at this facility? N/A, all direct care staff have been trained in Trauma Informed Care.

G. Death

- 1. Please provide a copy of the facility response plan when a death occurs.
- 2. Explain any instances in the last calendar year where the written plan provided to the inspection team was not followed in response to the death of a youth: N/A (no deaths).

H. Informed Consent/Involuntary Treatment

1. Is informed consent obtained, when appropriate, prior to the delivery of care? Yes
2. Are youth fully explained the nature of the care they receive and the side effects or complications that may occur as a result of treatment or medications? Yes
3. Under what circumstance would a youth undergo an involuntary medical test or treatment?
 Life threatening emergency

I. Experimental Research

1. Are youth permitted to be subjects of any of the following types of research?

Research Type	Permitted?
Behavioral/Psychological	No
Biomedical	No
Cosmetic	No
Pharmaceutical	No
Other: Enter text.	No

2. Do youth consent to participation in research? Yes
3. Do parents' consent to participation in research? Yes
4. Describe any research studies in which youth in the facility participated in the last calendar year. Fetal alcohol screenings at intake through Rady Children's Hospital

J. Infectious Disease

1. Is there an infection control program that aims to ensure that safety of youth, staff, and visitors? Yes

K. Accommodations for the Disabled

1. Does the facility accept youth with disabilities? Yes

L. Accommodations for Autism or Other Developmental Disorder

1. What are your procedures for dealing with youth who have autism or other developmental disorder? Facility works with San Diego Regional Center and the Catalyst Program (if 18 and older). Facility follows ADA guidelines.

V. Programs

A. Evidence Based Practices/Programs

Please list programs and/or services offered to youth at the facility either by probation staff members, a contractor, or a volunteer. (Examples of such services are substance abuse counseling, financial literacy education, anger management classes, conflict resolution skills, book club and/or counseling, incentive building or team leader programs.)

- **Evidence based practices**/services are usually tracked in terms of numbers of participants and number of successful completions. *Evidence based practices* are **approaches** to prevention or treatment that can be documented as effective.
- **Evidence based programs** track data on not only the number of participants and number of who completed the program but also on participants attaining the outcomes associated with the program (i.e. found a job or entered a specific field as a result of being in the program). The US Department of Child Welfare defines *evidence based programs* as **using a defined curriculum or set of services that, when implemented with fidelity as a whole, can be validated.**

1. Evidence Based Practices

Name of Program	Type of Evidence Based Practice	Duration of Program	# of Participants	# of Repeat Participants	# of Participants Who Completed the Program
EMJDF Treatment Team 1. Trauma Affect Regulation (TARGET)	Teaching skills For managing Challenges that Result when Person experiences high Levels of stress. TARGET explains the different types of stresses in non-Technical language. TARGET explains how “alarm” reactions In the brain activate fight/ flight reactions in the body negatively affecting normal thinking processes.	4 one-hour sessions provide certificate of completion. Ongoing 2x weekly cognitive behavioral group therapies to re-inforce skills learned from TARGET	27	6	27

	Youth learn how to use S.O.S. (Slow down, orient, self-check) model to gain freedom from extreme stress reactions. When the S.O.S. model is used and learned and used often in day-to-day life, it is possible to regain control over stress and live effectively.				
2. Anger Management for Substance Abuse and Mental Health Clients	Program curriculum utilizes psychoeducation with cognitive behavioral methods. Youth learn to differentiate anger from aggression, identify triggers create anger control plans, learn relaxation techniques, and connect family's history of violence.	10 one-hour sessions	12	0	4
3. Dialectical Behavior Therapy (DBT)	DBT focus of what a person is good at and learns new ways to make changes to behaviors that get them in trouble called "target	12 one-hour sessions	9	0	8

	behaviors.” Skills areas focus on mindfulness, distress tolerance emotional regulation and improving relationships.				
--	--	--	--	--	--

2. Evidence Based Programs

Name of Evidence Based Program	Goals of Program	Duration of Program	# of Participants	# of Repeat Participants	Explanation of How and What Follow-Up Data is Collected	# of Participants Who Met the Goals of the Program
N/A	N/A	N/A	N/A	N/A	N/A	N/A

B. Religious Practices

1. Are youth religious services offered in the facility? Yes
 - a. If yes, list the religious/faith traditions for which services are offered: Catholic, Non-Denominational Christian, Protestant
2. Are religious services offered in a language other than English? No
 - a. If yes, list the languages in which services are offered: Spanish as requested. We also provide Spanish Services Literature
3. Are youth offered religious or faith-based counseling services? Yes
4. Are youth permitted to keep religious texts in their sleeping rooms? Yes

C. Work Assignments

1. Are unsentenced youth in the facility permitted to work or perform chores on a voluntary basis? Yes
2. Are unsentenced youth in the facility required to work or perform chores? Yes
3. Are sentenced youth in the facility permitted to work or perform chores on a voluntary basis? Yes
4. Are sentenced youth in the facility required to work or perform chores? Yes

D. Exercise and Out-of-Sleeping Room Opportunities

1. How many hours per day are youth given opportunities for physical recreation/exercise? 2 hours
2. Is participation in physical recreation/exercise required? Yes

3. Please provide the written policy for handling youth who refuse to participate in physical recreation/exercise. Policy Section 6.2.3.3 REQUIRED PARTICIPATION: Participation in scheduled recreational programs is required for all youth who are eligible. Officers are prohibited from using recreation or exercise for the purpose of disciplining or punishing a youth. Youth who refuse to participate in mandatory programs shall receive an appropriate consequence.
4. How many hours per day are youth given opportunities for other types of recreation outside of their sleep rooms (play games, watching movies, etc.)? We adhere to the Title 15 regulations and afford at minimum 3 hours on school days and 5 hours on non-school days
5. How do Probation Officers ensure that homework is completed before free-time activities occur? Homework is provided on a needed basis by the school and Probation Officers are informed.

E. Transition and Release

1. Are there established protocols for transitioning youth out of the facility and into the community? Yes
 - a. Please provide detail about transition planning and community involvement. Re-entry meetings are conducted for all Youthful Offender Unit committed youth, approximately three to four weeks prior to their release. Re-entry meetings are facilitated by an EMJDF SRPO or a DPO/Re-entry Officer. The youth, the parent/guardian, the casework Probation Officer, the Second Chance counselor, a Soar Academy Transition Specialist, a Special Education teacher (if applicable), a STAT team member, and medical staff (when necessary), are invited to the meeting so they may provide input and in order to ensure a smooth transition into the community; Housing, school placements, medication, and counseling/treatment plans are all arranged at this meeting.
2. Is there any training provided on how youth can seek help/resources when they are back in the in the community? Yes
3. Do facility correctional officers consult with the case carrying probation officer that will be assigned to the youth when they leave the facility to discuss transition-related concerns? Yes
4. Has the facility received any complaints from parents regarding the transition process? No
5. Has the facility received any complaints from attorneys regarding the transition process? No
6. In the last calendar year has this facility been determined to be an inappropriate facility for a youth with a disability (physical, developmental, emotional, psychological, intellectual, etc.)? No

VI. Security and Control

A. Security Features

1. Does the facility have ample security features (i.e. cameras, locks, alarms, etc.)? Yes

B. Security Inspections

1. Does the administrator in charge ever visually inspect the facility for security-related concerns? Yes

a. If yes, how often? Daily, weekly, and monthly

2. Are random reviews of security tapes conducted? Yes

a. If yes, how often? Several times per month

C. Control of Contraband

3. In the last calendar year has a weapon been found in the possession of a youth in the facility? Yes

a. Was the weapon found during intake or after the youth's incarceration? All weapons were found after a youth's incarceration

4. In the last calendar year has a controlled substance (i.e. alcohol, tobacco, illegal drugs, or prescription drugs for which the youth in possession does not have a prescription) been found in possession of a youth in the facility? Yes

a. Was the controlled substance found during the intake process or after the youth's incarceration? All Substances were found after a youth's incarceration

5. If there have been a high number of incidents related to a specific type of contraband, please describe: Edible Gummies, suspected to be laced with THC, were found on three occasions. Screws, markers, toe nail clippers and other pieces of metal were found on numerous occasions.

D. Searches

1. Do probation staff search sleep areas/rooms? Yes

2. If staff search sleep areas/rooms, do probation staff members search the room in the presence of the youth? No

3. If staff search sleep areas/rooms, is clean bedding or clothing mixed with soiled bedding or clothes during this process? No

E. Discipline

1. Please provide the written policy for the discipline process Policy Section 7.5 outlines the disciplinary options available to officers when dealing with youth misbehavior, and further sets forth facility minor and major rule violations and the sanctions for violations of those rules. It also contains various provisions and restrictions such as only sworn probation officers assigned to IS may impose discipline on youth for the violation of institution rules of conduct. Unit Shift Leaders (Senior PO's, CDPO II's and CDPO I's acting as Shift Leaders) shall approve all discipline prior to its imposition. The Watch Commander or other

Facility Supervisor shall review and validate all discipline whose duration exceeds two hours in length. Section 7.6 outlines that all youth have the right to due process and to be treated fairly while detained. The application of fair treatment to all youth is fundamental to the development and maintenance of a sound detention and rehabilitation program. Minimum requirements of due process mandate that the youth be informed of the charges made, the right to have a fair and impartial hearing, the right to respond, the right to call witnesses, the establishment of time limits, notification of the findings at the hearing, and the right to seek administrative review .

2. Are measures taken to ensure that due process is preserved? Yes
3. Approximately what percent of grievances/appeals related to disciplines are resolved in favor the youth? The facility only received a total of 16 grievances in 2020. Of those concerning discipline, none were resolved in the youth’s favor: 0% Serious Incidents

F. Serious Incidents

Incident Type	Number of Occurrences
Suicides	0
Attempted suicides	0
Deaths from other causes	0
Escapes	0
Attempted escapes	0
Serious assaults on detainees	31
Serious assaults on staff	1
Other serious incidents	172
Serious incidents above for which there is a written record	204

1. Are there policies and procedures in place that describe the types of incidents and occurrences which must be documented on a daily basis? Yes
2. Are these logs stored electronically? Yes
3. If logs are stored electronically, is there sufficient technical support to ensure that the electronic files that contain these logs are not compromised, corrupted, or deleted? Yes

G. Use of Force

1. Are there written policies in place to ensure that force is used only when necessary? Yes
2. Are there written policies in place to ensure that force is used only as long as necessary? Yes
3. Is each instance of a use of force documented? Yes
 - a. If yes, are these documents reviewed by the administrator in charge? Yes
4. What level of review occurs when there is an instance of use of force? Check all that apply.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Supervisor | <input type="checkbox"/> Assistant Chief |
| <input checked="" type="checkbox"/> Division Chief | <input type="checkbox"/> Chief |
| <input checked="" type="checkbox"/> Deputy Chief | <input checked="" type="checkbox"/> Committee |

5. Number of instances in the last calendar year: 193

H. Use of Oleoresin Capsicum (OC or Pepper) Spray

1. Are there written policies in place to ensure that OC spray is used only when necessary? Yes
2. Are there written policies in place to ensure that OC spray is used only as long as necessary? Yes
3. Is each instance of OC spray documented? Yes
 - a. If yes, are these documents reviewed by the administrator in charge? Yes
4. What level of review occurs when OC spray is used? Check all that apply.

<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Assistant Chief
<input checked="" type="checkbox"/> Division Chief	<input type="checkbox"/> Chief
<input checked="" type="checkbox"/> Deputy Chief	<input checked="" type="checkbox"/> Committee
5. Number of instances in the last calendar year: 38

I. Use of Restraints

1. Are there written policies in place to ensure that restraints are used only when necessary? Yes
2. Are there written policies in place to ensure that restraints are used only as long as necessary? Yes
3. Is each instance of a use of restraints documented? Yes
 - a. If yes, are these documents reviewed by the administrator in charge? Yes
4. What level of review occurs when restraints are used? Check all that apply.

<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Assistant Chief
<input checked="" type="checkbox"/> Division Chief	<input type="checkbox"/> Chief
<input type="checkbox"/> Deputy Chief	<input type="checkbox"/> Committee
5. Number of instances in the last calendar year: 0

J. Room Confinement

1. Are there written policies in place to ensure that room confinement is used only when necessary? Yes
2. Are there written policies in place to ensure that room confinement is used only as long as necessary? Yes
3. Is each instance of room confinement documented? Yes

- a. If yes, are these documents reviewed by the administrator in charge? Yes
- 4. Number of instances in the last calendar year: 550
- 5. Is Administrative Segregation used at the facility? Yes
 - a. If used, are there written policies in place to ensure Administrative Segregation is used only as long as necessary? Yes
 - b. Number of instances used: 3
 - c. Average length of time used: 3.6 days

VII. Safety and Sanitation

A. Fire Safety

1. Do facility leaders have specific concerns about fire safety? No

B. Control of Dangerous and/or Toxic Materials

1. Are dangerous materials (toxins, biohazards, etc.) stored on site? No

C. Environmental Control

1. Does the facility appear clean and sanitary? Yes
2. Does the facility appear appropriately ventilated? Yes
3. On the day of inspection, did the facility's temperature seem appropriate for the season and weather? Yes

D. Physical Facility and Equipment

1. Does this facility have a court holding area? No
a. If yes, is there access to water and a toilet? Yes/No

E. Tool and Equipment Control

1. Is there a written policy to ensure the adequate control of keys? Yes
2. Is there a written policy to ensure the adequate control of tools? Yes
3. Is there a written policy to ensure the adequate control of culinary utensils and equipment? Yes
4. Is there a written policy to ensure the adequate control of medical equipment? Yes
5. Is there a written policy to ensure the adequate control of supplies? Yes
6. Is there a written policy to ensure the adequate control of vehicles? Yes

F. Weapons Control

1. Are weapons of any types permitted in the facility? No
2. Is there a weapons locker on site? Yes
a. If yes, where is it located? There are weapon lockers in the Transportation Office, outside the staff entrance located in the Administrative area of the building, and outside the Police entrance door.

G. Contingency and Emergency Plans

1. Are there written plans in place for the following contingencies/emergencies? Double left click the box(es) to mark all that apply:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Bees | <input checked="" type="checkbox"/> Fire |
| <input checked="" type="checkbox"/> Bomb Threat | <input checked="" type="checkbox"/> Hostage Situation |
| <input checked="" type="checkbox"/> Contagious disease outbreak
(Tuberculosis, Flu, etc.) | <input checked="" type="checkbox"/> Power outage/failure |

- Earthquake
- Other:

- Unit disturbance

VIII. Food Services

A. Sanitation and Meal Service

1. Are kitchen staff members trained regarding sanitation and food handling procedures? Yes
2. Have kitchen staff members received any training in the last year other than training given to newly hired employees? Yes
 - a. If yes, describe what the training included: Employees receive monthly training on all food safety aspects, kitchen safety protocol, and diversity
3. Do youth work in the kitchen? No
 - a. If yes above, have they been trained? No
4. Are youth permitted to converse during meals? Yes
 - a. If yes, may a youth seated at one table converse with a youth seated at a different table? Yes
5. Are meals served cafeteria style? No
6. Are youth permitted 20 minutes or more to eat? Yes
7. Who/what agency maintains the kitchen area? Summit
8. Describe the types of work youth perform in the kitchen: Summit

B. Adequate and Varied Meals

1. Is there a weekly menu posted? Yes
2. Does a nutritionist, dietitian, or other health professional participate in the creation of the menu? Yes
3. How many calories per day does a youth who eats all of the standard meals provided consume? 3,295
4. Are youth protected from having food taken from them? Yes
5. What approximate percent of calories are from the following:
Protein: 16% Carbohydrate: 16% Fat: 24%
6. What is the procedure for handling a youth's request for second helping/additional food? Summit has increased meal portions sizes, as this is not an offer meal service.

C. Special Diets

1. Can special diets be accommodated when medically necessary? Yes
2. In the last calendar year was the facility unable to accommodate a special diet based on medical reasons? No
3. Can special diets be accommodated when based on a youth's religious practices or beliefs? Yes

4. In the last calendar year was the facility unable to accommodate a special diet based on a youth's religious practices or beliefs? No

IX. Administration and Management

A. Post Orders

1. Do probation staff members have access to a detailed copy (Post Orders) of their job description? Yes
 - a. If yes, what is the date of the last Post Order update? Varies
2. Do probation staff members have performance reviewed annually? Yes

B. Policy Development and Monitoring

1. What is the title of the person primarily responsible for creating, updating, or modifying policies and procedures? Special Projects Supervisor, Matthew Strickland
2. How often are policies and procedures reviewed for accuracy and consistency with daily practices? As Needed
3. What is the formal process for policy review? Policy is identified for review and edited by Special Projects SPO Matthew Strickland, followed by an identified Subject Matter Expert (SME) if needed. The Special Projects SPO will then coordinate collaboration between a SME and Associations (as/if needed). Once the Special Projects SPO completes the draft, re-draft, and edits, they are sent to County Counsel for technical review, then to Executive for review and approval. Once corrections/edits are made, draft, re-draft and edits are sent to Department HR and County DHR/Labor Relations. The SPOA/POA is last to review, then the Special Projects SPO posts the approved policies to Share-Point.
4. Are policy and procedure manuals available onsite? Yes
5. Does the manual include the title, and contact information of the staff member to whom one can report a grievance or complaint? No
6. Does the manual include the title, and contact information of the staff member to whom one can propose a change to a policy? No
 - a. If yes, list the number of manuals available: N/A
 - b. Where are the manuals located? Department's Intranet
7. Are probation staff members permitted to access these manuals? Yes
8. Are contractors familiarized with these manuals during contractor orientation? Yes
9. Are the youths' attorneys permitted to access these manuals via subpoena? Yes

C. Interpersonal Communication and Diversity Training

1. Do Probation staff members participate in training to provide them with the skills to communicate with youth in a developmentally appropriate manner? Yes
2. List types of diversity training attended by Probation staff members: LGBTQI, Embracing Diversity and Encouraging Respect, Identifying and Managing Bias, Using Restorative Practices to Build Community and Repair Harm, Moving Towards a More Trauma-Informed & Responsive Juvenile Justice System, Adolescent Brain Development and Behavior, 5 Day Challenge on Equity, Diversity and Inclusion.

D. Internal Inspections and Reviews

1. Does the administrator in charge ever conduct a walk-through/visual inspection of the entire facility? Yes
 - a. If yes, how often: Annually and as needed
2. How often does the administrator in charge meet with the following groups to discuss operations and services:
 - a. Probation Staff: Bi-Weekly and as needed
 - b. Medical Staff: Bi-Weekly and as needed
 - c. Mental Health Staff: Bi-Weekly and as needed
 - d. Contracted Programming Representatives: Bi-Weekly and as needed
 - e. School/Education Staff: Bi-Weekly and as needed
 - f. Volunteers: Bi-Weekly and as needed

E. Staff Background and Reference Checks

1. Do staff members have an initial background before they are hired? Yes
2. Do staff members have reference checks before they are hired? Yes
3. Do staff members meet with a psychologist before they are hired? Yes
4. Do staff members undergo drug testing before they are hired? Yes
5. Do staff members undergo periodic criminal history checks after they are employed? No
 - a. If yes, date of last periodic background check N/A
 - b. If no, what safeguards are in place to capture staff criminal conduct for:
 - i. Probation Staff: Probation staff is required to self-report law enforcement contacts. The Department of Justice notifies the Probation Department of any arrest of probation staff as well as local law enforcement agencies contact the department when arresting a Probation staff
 - ii. School Personnel: SDCOE directly monitors their own employees
 - iii. Contracted Employees: The Department of Justice notifies the Probation Department of any arrest of contracted staff by virtue of LiveScan subsequent to employment.
 - iv. HHSa Staff: HHSa directly monitors their own employees
 - v. Medical Staff: The Department of Justice notifies the Probation Department of any arrest of contracted staff by virtue of LiveScan subsequent to employment.
 - vi. Volunteers: The Department of Justice notifies the Probation Department of any arrest of volunteer staff by virtue of LiveScan subsequent to employment.

F. Staff Training, Licensing, and Credentialing

1. For which of the following topics below do staff members receive training?

Training Type	Does Staff Attend?	How Often?	Online or In Person?	Who Provides?
Adolescent Development	Yes	1x	In Person/Online	STAT/Contract
Appropriate Relationships/ Boundaries with Youth	Yes	Quarterly	Online	Probation Department
Appropriate Disciplinary Techniques	Yes	Annually	In Person	Probation Department
Autism Training	Yes	When Available	In Person	Contract
Confidentiality	Yes	Biannually	Online	Probation Department
Conflict Management	Yes	1x only	In Person	Probation Department
CPR/First Aid	Yes	Biannually	In Person	Contract
Emergency Response	Yes	Biannually	In Person	Probation Department
Ethical Decision Making	Yes	Biannually	In Person	Probation Department
Identification and Treatment for Mentally Ill and/or Suicidal Youth	Yes	Biannually	In Person	STAT
Identification and Referral of Youth for Special Education Services	Yes	When Available	In Person	Probation/Contract
Inclusion Methods for Youth with Disabilities or Special Needs	Yes	When Available	In Person	STAT
Reporting Requirements for Abuse, Neglect, or Maltreatment that Occurs In the Facility	Yes	Biannually	In Person	Probation Department
Reporting Requirements for Abuse, Neglect, or Maltreatment that Occurs Outside the Facility	Yes	Biannually	In Person	Probation Department
Sexual Harassment	Yes	Biannually	Online	Probation Department
Signs of Abuse or Neglect	Yes	Biannually	In Person	Wellpath

Use of Force	Yes	Internal when available	In Person	Probation Department
Use of Restraints	Yes	Internal when available	In Person	Probation Department
Other: <u>Enter text.</u>	<u>Yes/No</u>	Enter text.	Online/In Person	Enter text.

G. Staff Misconduct

1. Please provide the written policy for addressing staff misconduct.
2. Please provide the written policy that ensures youth are not bullied by staff.
3. In the past calendar year, have there been any allegations of the following:

Type of Misconduct By Staff Member	Occurred in Past Calendar Year?	To a Youth In Custody	To a Youth Out of Custody
Physically Assaulting Youth	No	No	No
Allegation of Sexual Assault of Youth	No	No	No
Sexually Assaulting Youth	No	No	No
Verbally Threatening Youth	No	No	No
Touching a Youth in an Inappropriate Way	No	No	No
Commenting on the Physical Appearance of Youth in a Manner Outside Scope of Staff Member's Job Duties	No	No	
Entering a Youth's Sleeping Room for Any Reason that was Outside the Scope of the Staff Member's Job Duties	No	No	

- a. If the answer is yes to any of the questions above, please provide written documentation of the incident, follow-up, and responsive action. N/A

X. Budget and Fiscal Concerns

A. Changes in Funding

1. Please describe any impacts to the facility in the last calendar year that were caused by a loss or change to funding or funding sources (include staff vacancies, program reductions, contractor changes, etc.): There were no impacts to the facility caused by a loss or change in funding or funding sources.

B. Budget

1. Facility budget for past fiscal year: \$23,886,725
2. Facility budget this fiscal year: \$20,820,937
3. If a decrease in budget what impacts did the facility incur (i.e. loss of staff positions, loss of contracted services, decrease in medical/mental health services provided etc.). There were no impacts as a result of this decrease. The change in budget was due to a technical accounting adjustment that was made. Across the department, and as part of the bifurcation, certain budgeted items that had previously been consolidated into one location were split up or moved into one or more different locations as appropriate
4. If there was an increase in budget what was the increase used for: N/A