

**PROBATION DEPARTMENT  
JUVENILE HALL MANUAL**

<b>Chapter No.</b> 4101	<b>Page 1</b>
<b>Issue Date:</b> 12/23/05	
<b>Revised:</b> 09/13/19	

**Notes and  
References**

**Program Inspections/Facility Maintenance**

**I. Inspections**

All written reports of facility inspections by outside parties will be reviewed by the facility Manager and maintained on the premises for a period of five years.

- A. The premises at the Santa Maria Juvenile Hall (SMJH) is inspected annually by the: Fire Department (biennial), Public Health Department-Environmental Health Division (includes inspections of living units, food preparation/dining facilities, menu review for nutrition standards and Medical/Behavioral Wellness(BW) Services review); and the Building Department.
- B. Santa Barbara County Schools provides an annual update of staffing levels and programming.
- C. The Judge of the Juvenile Court will conduct annual inspections for suitability and compliance with minimum standards.
- D. The Santa Barbara Grand Jury and Juvenile Justice Delinquency Prevention Commission conduct annual inspections of the programs.
- E. The Board of State and Community Corrections (BSCC) will conduct biennial inspections of the facility to ensure compliance with Titles 15 and 24, Minimum Standards for Juvenile Facilities.
- F. Every two years the Institute for Medical Quality inspects medical record keeping, procedures and treatment. Medical services in the Juvenile Hall are fully accredited by this organization. Additionally, the facility is inspected through the National Commission on Correctional Health Care (NCCHC).
  - 1. The Public Health Department conducts a pharmacy review annually.
  - 2. The Public Health Department conducts a review of Medical/BW services annually.
- F. Monthly Fire and Life Safety and Safety/Security inspections are conducted by designated Juvenile Hall staff and documented in the Emergency

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Accreditation  
Certificate posted  
in Medical Office

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Event/Inspection Log.

- G. Although reviewed at a minimum of every year, there are periodic reviews and evaluations of the Operations Manual and internal and external security measures which includes a facility walkthrough by the facility Manager that will be documented by memo to the Chief Probation Officer.
- H. The California Department of Education Nutrition Services Division conducts periodic inspections to ensure nutritious breakfast and lunch meals are served daily to verify eligibility for revenues and for participation in the Federal Commodities Program.

**II. Interior Facility Maintenance**

Interior/Exterior maintenance and repairs at SMJH are the responsibility of County General Services. A system for computerized work orders allows facility probation staff to submit repair/replacement requests in a timely fashion. Staff will complete an automated Facilities Maintenance work order request for routing to the Supervising Deputy Probation Officer (SPO), the Manager, or the Utility Worker who will approve and submit the necessary work orders.

- A. Electrical, heating, plumbing, air conditioning, fire alarms, vents, Uninterrupted Power Source (UPS), gas fixtures and other maintenance issues not otherwise listed below are responded to by General Services or outside contract vendors on an as-needed basis. HVAC and filters are serviced every three months by General Services.
- B. The SMJH has a water softening system for the facility. Salt is provided by Culligan and the SMJH Utility Worker monitors and dispenses the salt. Any repairs to the soft water unit will be handled through Culligan Water Conditioning.
- C. Daily interior maintenance is provided by Juvenile Hall staff, youth and work crews supervised by Juvenile Institutions Officer (JIO) staff or the Utility Worker. Under staff direction, youth are to wear proper safety equipment (i.e., safety glasses, protective gloves, outer clothing) when working with cleaning materials. Staff will take care not to allow youth to mix chemicals.

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1. Youth clean their rooms daily.
  2. When a youth is released or moves to another room, the youth's room is to be thoroughly cleaned and disinfected using a freshly mixed solution of one part disinfectant to four parts water and includes cleaning the mattress, pillow, walls, door, floor, bed slab, and toilet and sink fixture.
  3. Living units are cleaned daily by youth supervised by JIO staff.
  4. Youth assist JIO staff in sweeping and mopping the unit and hallway floors.
  5. Youth assist staff in regular painting and sanding projects as part of the on-going maintenance plan.
  6. Unit 1-3 floor drains are flushed weekly by the Utility Worker.
  7. Unit bathroom/showers are cleaned daily.
  8. JIO staff or contract vendors vacuum and shampoo the carpets as needed.
  9. School rooms are cleaned by teaching staff.
- D. The Administrative areas, Medical offices, and the main corridor are maintained by contract vendors.
- E. The Administrative areas, staff restrooms, corridors, training room, and lobby restroom areas are maintained by contract vendors.
- F. First Aid kits are located in all buildings and facility vehicles. Medical staff review the first aid kits in the buildings and JIO staff review the kits in the vehicles. They are reviewed monthly and the check is documented in the Emergency Event Log at SMJH.
- G. The older portion of the SMJH is inspected daily.

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**III. Exterior Maintenance of Facility and Grounds**

- A. The landscape surrounding the facilities is the responsibility of the County Parks Department. They have historically contracted to a private vendor for the services.
  - 1. At the SMJH, the county contracts with a private landscape company to maintain the non-secure grounds. The lawn in each of the three recreation yards is maintained by JIO staff.
- B. The generators are tested every other week by General Services. They check water, oil and fuel. The exception is the new generator at the SMJH, which has a weekly automatic test. Vehicle maintenance completes a quarterly maintenance review of all generators checking fuel supply, belts and the need for tune-up.
- C. Via work order, General Services provides a six-month service call relative to the electric security gates at the SMJH. They will complete an oil change, wheel lubrication and motor inspection. Repairs to the gate are referred to the Fence Factory.
- D. Water pressure/backflow is checked annually and fire extinguishers are serviced annually. Water pressure/backflow is scheduled by General Services and the fire extinguishers are scheduled by institutions staff.

**IV. Daily Facility Inspections**

Daily inspections of the facility are conducted by JIO staff.

- A. JIO staff at SMJH complete three interior and two exterior grounds inspections every day.
  - 1. Any unsafe conditions, fire hazards, or repairs, including illumination of exit lights, are reported immediately to the lead/supervisor on duty and work orders are submitted to General Services. If the situation can be easily rectified, a staff on duty will do so.
  - 2. Throughout each shift, supervisors walk the facility to provide general inspections of the premises.

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**VI. Biohazard Disposal**

- A. During normal facility operations, the use of “Sharps” which include razors and needles, as well as dressings that are contaminated with blood or bodily fluids, require proper handling and disposal. Based upon OSHA and medical protocol, these items are to be handled and disposed of in a certain fashion. This protocol will address the initial handling, securing, holding area, and disposal of these items.
1. Initial Handling of Contaminated areas/items
    - a. In accordance with Departmental protocol, all staff in the Probation Department are required to attend Blood Borne Pathogens Training class. This course will cover blood borne diseases, bodily fluids, their transmission, exposure control plans, personal protective equipment, Hepatitis B vaccine, response to, disposal of, and decontamination routine for emergencies involving blood or bodily fluids, post-exposure evaluation, and follow up program.
    - b. Staff are directed to abide by the Blood Borne Pathogen guidelines. Whenever blood/or bodily fluids are present, it should be considered contaminated. The use of latex gloves in the presence of blood or bodily fluids is always recommended. Cleaning of blood or bodily fluids from environmental surfaces (tables, walls, and floors) should be done using a freshly mixed solution of one part disinfectant to four parts water.
  2. Securing contaminated areas/items
    - a. Contaminated gloves, bandages, gauzes, any type of dressings and all “Sharps” will be secured in designated containers provided by medical staff. Storage containers, including bags, will be provided to each unit by the facility medical staff and are considered disposable items.
    - b. During regular business hours medical staff will be responsible for securing, transporting and depositing the

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storage containers in the pre-designated storage location on-site.

- c. Cleaning materials, such as towels and mop heads, as well as contaminated clothing and bedding, should be properly secured in the red plastic biohazard bags or washed internally using the sanitize cycle and Tide with bleach detergent.

3. Holding Area

- a. All disposable items will be stored in containers labeled "Biohazard."
- b. Contaminated cleaning materials, clothing and bedding are maintained in red biohazard bags, which are then placed in designated biohazard containers. The contents of each biohazard container will go out on scheduled laundry days.

4. Disposal

- a. Per Wellpath policy, items in the Biohazard cans will be picked up for disposal, which will be coordinated by medical personnel.

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**VII. Smoke-Free Environment**

- A. SMJH is in compliance with state and county laws in regards to maintaining a smoke-free environment.
- B. Youth are not exposed to second-hand smoke while in the facility or in the custody of staff.
- C. "No Smoking" signs are posted outside of the facility.

**VIII. Safety Drills**

Monthly fire and earthquake drills are conducted by designated supervisory or lead staff. At SMJH, these drills are entered into the Emergency Event Log at MCR and in the IMPACT Unit Activity Log, as well as the emergency drill log maintained by the designated JIO Sr.