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**Notes and
References**

Supervision of Youth—Group Supervision, Staff Responsibilities, Keys and Equipment, Special Need Youth, Point System, Behavior Expectations, Unit Intake and Release Procedures, End of Shift Reports

I. General Comments

- A. There is to be a clearly identified lead or senior person on duty at all times who is responsible for all the operations and activities and has completed the Juvenile Corrections Officer Core Course and PC 832 training. A lead person is a Senior Juvenile Institutions Officer (Sr. JIO) or above; a senior person is a Senior Deputy Probation Officer (DPO Sr.) or above and includes a Senior JIO acting in that capacity.

- B. JIOs are expected to be attentive to the needs of the youth under their care and provide a safe, secure, and healthy environment for the youth by:
 - 1. Maintaining a safe staff-to-youth ratio. In addition, at least one staff person must be present at all times in any area occupied by youth and that staff person must be Core-trained if responsible for primary/independent youth supervision.
 - a. An exception to this is the supervision of work crews by the Utility Worker.
 - 2. Anticipating possible concerns or disruptions by maintaining close observation of all youth.
 - 3. Thinking ahead and using common sense in cases where preparation and forecasting are possible, or when immediate action is required.
 - 4. Being patient, understanding and provide appropriate discipline and structure for the youth, in a consistent, positive, and meaningful manner. Enforce the rules and regulations firmly, fairly, and objectively.

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4113, section
II-B

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- 5. Communicating and fostering teamwork amongst staff when supervising youth.
- C. The facility shall have sufficient food services personnel, administrative, clerical, recreational, medical, dental, Behavioral Wellness, building maintenance and other support staff for the efficient management of the facility, and to insure that youth supervision staff are not diverted from their primary duties.

II. Staff Responsibilities Regarding Supervision of Youth

- A. When a non-medical staff of the opposite gender of the compilation of supervision staff enters the unit, an announcement must be made alerting the youth that a staff of the opposite gender has entered the living area. This does not pertain to opposite-gender staff responding to facility emergencies or non-supervision staff.
- B. Youth under staff care and control:

Staff must know the number and location of youth under their supervision and the youths' security or program statuses. This includes awareness of youth-specific Behavioral Wellness treatment and behavior plans provided by Behavioral Wellness or medical staff.
- C. Staff debrief between shifts:

Staff from the incoming and outgoing shifts will discuss unit operations and dynamics, security issues, suicidal youth, daily programming and other pertinent matters.
- D. Staff review of critical documents:

At the beginning of each shift, staff is required to read at minimum:
 - 1. The unit log, unit rosters and white board

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See Chapter
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Classification
& 4111
Suicidal
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2. End of Shift Reports (EOS)
 - E. It is important to observe effective security procedures and exercise sound judgment.
 - F. Group control is critical in providing a safe and secure environment:
 1. Keep youth busy, quiet, and seated as much as possible. Involve youth in activities such as playing chess or checkers, coloring, and reading.
 2. Counsel (if necessary) when it does not interfere with group supervision and control.
 3. Separate youths who are creating unrest or posing a threat to the safety of another youth or staff from the rest of the group.
 4. Use the behavior modification points system.
 5. Provide energy outlets for youth in the form of various activities.
 6. Seek advice and assistance from other staff when methods of group control being used are not proving effective. If the situation suggests additional staff input is warranted, contact the DPO Sr. on duty and advise.
 - G. Key and Equipment Control:
 1. DPO Sr. /Sr. JIO will sign in and sign out keys for staff. Personal keys should be left in the place of the facility key set in the key box.
 2. Staff will keep assigned keys attached and tethered on their person at all times
 3. Staff are responsible for facility keys issued to them and are not to leave their keys unattended.
 4. Youth are not permitted to touch facility or vehicle keys.

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Section VIII

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5. Shift Supervisors are responsible for key accountability and control on their shift. Any missing keys must be noted in the EOS and front office log and the Supervising Probation Officer (SPO) notified immediately.
 6. Upon reporting to work, staff is to secure a duty belt for their shift. Duty belts will hold a personal alarm, pepper spray (trained staff), disposable CPR barrier, handcuffs, glove case, and radio.
 - a. Department-assigned equipment will remain on site. Staff will not take department-issued equipment/keys out of the facility.
 - b. Staff will keep radios and personal alarms on their duty belt to ease communication. Staff will use a mic cable and ear piece for radio communication at all times.
- H. Staff Ratio within the facility/ Direct Supervision:
1. During hours that youth are awake, one youth supervision staff (JIO) is on duty in the facility for each ten youth in detention.
 2. During hours that youth are asleep, one youth supervision staff/ JIO is on duty in the facility for each thirty youth in detention.
 3. At least three youth supervision staff/JIOs are on duty in the facility at all times, regardless of the number of youth in detention. At least one male and one female child supervision staff/JIO is on duty in the facility whenever both males and females are housed in the juvenile hall.
 4. If having the minimum number of staff in the facility is not immediately possible, youth may have to be secured in their rooms. Units may be rotated out to maximize the available staff on duty. Efforts to provide additional supervision staff should be undertaken to mitigate the problem.

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5. Whenever a JIO leaves his/her duty area, staff must first notify other staff assigned to the unit. Unless staffing ratios permit, staff will not leave the unit when the group is out of their rooms without first being replaced by another staff.
6. Staff left alone in a unit when youth are secured in their rooms must be Core trained and may be monitored by the Master Control Room (MCR).
7. Youth in their rooms must receive a direct visual welfare (safety) check at least every 15 minutes that are at varied and random intervals or sooner if on SLI-5 or SLI-10.
 - a. Visually observe the youth in his/her room by walking to the door and looking into the room to see the youth and the contents of the room.
 - b. It is not acceptable for staff to make the “direct visual observation” from the staff counter or by using the camera system.
 - c. Fifteen (15) minute room checks are required when a youth is placed in a holding room (either in a unit or at intake) by him/herself and a log must be completed.
 - d. Welfare checks can be performed more often than every 15 minutes but cannot be performed less than every 15 minutes.
 - e. The pattern of room checks should be at random or varied intervals to avoid predictability. A JIO Sr. or DPO Sr. will perform daily inspections of the welfare log on each shift to ensure checks are at random or varied intervals and not occurring at set intervals of 15 minutes each.

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8. Youth who are on active suicide status or designated by medical staff must have a direct visual room check at least every five (5) minutes (unless modified by Behavioral Wellness staff in writing).
9. All safety checks are to be recorded in the logbook designated for that purpose with the time of the check and the employee number of the staff doing the check.
 - a. When staff is talking with a youth in a room with the door open, they should notify other staff so they can be monitored by other staff. Staff should inform partner staff for assistance if they need to go into an occupied room.
10. Youth may be confined in their rooms when such action is clearly justifiable in terms of the requirements of the juvenile hall standards and/or policy and procedures, or a demonstrated necessity for the operation of the facility, or in order to maintain safety and security of other youth and staff, or in a case where the decision is made for the protection of the youth.
 - a. All room confinement of a disciplinary nature must be approved by the DPO Sr. or the JIO Sr. in charge.
 - b. Room lights are to remain on during daytime hours except for those youths on MED SEP with a recommendation from medical personnel.
11. JIOs should be positioned where the largest groups of youth are located.
 - a. When a group of youth are in the living area, staff are to focus their attention on providing active supervision of the group.
 - b. Staff should not leave their assigned post when youth are out of their rooms.

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- c. Staff should avoid engaging in prolonged conversations with a youth that takes away from group supervision.
 - d. When the group is in the living unit, staff should stay in front of the staff counter as often as possible.
- 12. JIOs are not to engage youth in contests or demonstrations of strength (arm wrestling), horseplay, martial arts, or any other unauthorized physical contact.
- 13. Staff is not to touch youth in any unauthorized manner.
- 14. Staff is not to enter a youth's room alone. Staff is required to have another staff at the room entrance.
 - a. This does not include the routine delivery or retrieval of meals, hygiene items and trash.
- 15. The DPO Sr., Supervising Probation Officer (SPO) or Manager may notify law enforcement immediately whenever a serious new law violation occurs within the Juvenile Hall. Examples are:
 - a. Significant assaults on staff or others.
 - b. Serious assault by a youth on another youth.
 - c. Drugs or narcotics are found on a youth or on juvenile hall premises, or if weapons of any kind are found.
 - d. Other cases, as appropriate that are of a serious nature.
- 16. Criteria for youth working in any area outside the units:
 - a. Selected youth must be on Security Status (S). Exceptions are to be approved by SPO/DPO Sr.

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- b. Youth selected shall be approved by Sr. JIO, or higher ranking officer.
 - c. Although it is expected that the size of the work crew will only be as large as necessary to complete the job, the maximum number is three youth to one JIO. In some instances, this may be increased with prior approval from the DPO Sr., SPO or Manager.
 - d. Youth must wear appropriate safety equipment as approved by the shift supervisor.
 - e. Youth may not operate spray bottles of chemicals or other items which are a direct threat to security in the units.
 - f. The Intake Sr. JIO, or MCR personnel must be made aware of which youth will be away from the unit, where they will be located, and which staff will be supervising them. This information will be entered in the Unit Activity log in Impact
17. Use of Unit bathroom area:
- a. Staff of the same gender will post at the bathroom entrance to give unobstructed attention to the youth using the facilities. When youth are showering, staff of the opposite gender are not permitted in the unit except in exigent circumstances.
 - b. Staff will make every effort to ensure the safety and privacy of transgender and intersex youth when youth are using the bathroom or shower, or dressing or undressing.
 - c. No more than four (4) youth at a time are to be allowed in bathrooms at the Santa Maria Juvenile Hall (SMJH).
 - d. Male and female youth are not allowed in the bathroom/shower area together.

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18. Staff is not to become isolated or out of MCR/camera view on a one-to-one basis with youth of the opposite gender away from the group.
19. Staff are to keep the unit counters clear of items not to be used or viewed by youth.
20. When volunteers or other program staff are present, JIOs still have full responsibility for supervising youth, and are never to rely on others to supervise youth.
21. Youth are not to operate the television, which is to be played at a reasonable decibel level, in a manner that does not impede being able to hear radio traffic from MCR and other staff.
 - a. In order to effectively control what music is being broadcasted in the facilities, public radio stations will not be aired within the units or in areas that youth have access.
 - b. All music that will be played for the youth shall be pre-approved by the DPO Sr., SPO or Manager, and will be screened for appropriate content. The following music genres will not be considered due to lyrics and music beats that can influence mood/behavior:
 - 1) Rap
 - 2) Heavy metal Rock
 - c. Appropriate time periods for use of music.
 - 1) Staff will determine if youth are displaying appropriate behavior that would allow music to be played.

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- 2) Youth will not touch or have access to the music player.
 - 3) Youth will not control volume.
 - 4) If youth fail to comply with expectations, the music will be turned off.
 - 5) Volume level will always be set so it will not compete/interfere with unit operations, as well as safety and security.
- d. Music will not be authorized during the following activities:
- 1) School hours (unless part of an educational activity)
 - 2) Programming (except as a tool to facilitate mental health interventions)
 - 3) Recreation time in the yard
 - 4) Sleeping hours
 - 5) Transportation runs
22. Shaving equipment and other articles distributed to youth are to be returned to staff upon completion of the activity.
- a. Shaving is done with close staff supervision.
23. Unless placed on MED SEP by Medical Staff, youth should not be in their rooms during the day to rest. After hours, or when Medical Staff are not available, the DPO Sr. may place a youth on MED SEP. A WSR will be completed along with a Medical Referral. MED SEP will also be documented on the Roster, Unit Log, Unit white board and in the youth's chrono.

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24. When appropriate, Behavioral Wellness counseling should be sought as soon as possible for a youth who is upset, distressed or making a request for a Behavioral Wellness clinician.
25. While supervising youth, staff are not to hold or carry any liquid beverages. All beverages are to be kept on the staff counter in a covered container.
 - a. This includes supervising youth in the unit, yard, classroom, visitation, medical and at intake or when escorting or youth throughout the facility.

III. Behavior Expected of Youths

- A. Youth are expected to conduct themselves in a proper manner at all times. Every time the group is brought out of their rooms, the staff must restate the behavioral expectations regarding the rules, noise level, movement, body contact, respect toward staff, programs, etc.
 1. Horseplay, arm wrestling, gambling, leg wrestling, excessive noisemaking, profanity, hazing of other youths, and any other disruptive, dangerous, provocative or otherwise objectionable behavior is not permitted.
 2. Threats, nicknaming or any other types of unpleasant, derogatory or destructive verbal activity is to be discouraged and controlled with counseling or disciplinary action if it persists.

NOTE: Protection of those youth in our care is the highest priority.

3. Any talk of escape, “jumping” of staff, riot, “rat pack,” or anything of the kind is strictly forbidden, and the instigators are to be confined in their rooms pending investigation and administrative review.
4. Youth are required to have groomed hair and dress appropriately.

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5. Youth are permitted to have mustaches, sideburns, and beards.
- B. Various lines are painted on the floors to indicate restricted areas.
 1. Youth are not to enter these areas without JIO permission.
 2. When in their room, youth may stand at their door provided they are not communicating with someone, causing a disruption, or have been told by staff to stand behind the line.
- C. Youth must wear jumpsuits while inside the building, except when designated activities dictate more appropriate dress (e.g., P.E.). Youth must wear the appropriate sized clothing.
- D. Youth are to be involved in some activity when they are in the living areas, and are not to wander aimlessly. They are to remain seated in the living unit unless in transit to some destination or otherwise engaged in an approved activity.
- E. No banding together into groups is permitted among the youth.
- F. Youth are not permitted to enter the rooms assigned to other youths, except in emergency cases, or if supervised by staff during clean-up, etc.
- G. Youth are not to sit on tables, desks, backs of chairs, stand on furniture, or in any other way to misuse the equipment and furnishings of juvenile hall.
- H. No tattooing by youth is allowed while in custody.
- I. No body piercing by youth is allowed while in custody.
- J. Youth are not to use profanity.

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IV. Medical Separation

- A. If a youth is noticeably ill or injured, he/she is to be placed on medical separation until the doctor or nurse examines him/her. After hours or on weekends, the on-call physician may be contacted.
- B. Make a log entry in the Unit Log, notify the DPO Sr. in charge, and send a “Request for Medical Attention” form to the doctor requesting that the youth be examined. Document all in a WSR and make a chrono entry in the youth’s IMPACT file.
- C. After medical examination, the doctor, or nurse after consultation with the doctor, may place the youth on medical separation.

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V. Youth Behavior

- A. Mentally Disordered/Impaired Youths:

Occasionally a youth will exhibit strong maladaptive behavior which will require special attention from the juvenile hall staff.

- 1. When such a situation arises, the DPO Sr. in charge must be immediately informed so that the proper steps can be taken to insure the security of the facility while also meeting the needs of the youth.
- 2. In extreme cases where the youth poses a serious and immediate danger to him or herself, and appears mentally disordered/impaired, staff must comply with the following procedures:
 - a. Secure the youth safely, in the least restrictive manner possible, with continuous staff observation and contact the DPO Sr. or SPO;

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- b. Contact Behavioral Wellness:
 - 1) During normal working hours, the on-site or assigned Behavioral Wellness staff shall report to the youth in crisis. If they are not available on site or cannot come to the juvenile hall, the DPO Sr. will call and arrange for another Behavioral Wellness staff to report to the juvenile hall, if possible.
 - 2) After hours and on weekends the DPO Sr. /JIO Sr. will telephone the S.A.F.T.Y. (Safe Alternatives For Treating Youth) Team, and request that they evaluate the youth in person.
- c. If Behavioral Wellness does not respond within a reasonable period, the DPO Sr. in charge is to contact the SPO.

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B. Claustrophobia

- 1. Occasionally, a youth is admitted who is claustrophobic. This condition can be brought on by placement in confined spaces or spaces that a person does not have control over entry to and exit from; it can be marked by hysteria, crying, and great anguish. At other times, it is marked by extreme withdrawal and heavy sweating.
- 2. Staffing permitted, youth who appear to be claustrophobic, and are not a danger to staff, may be let out of their room and allowed to sit next to their room door or in the dayroom.
- 3. A Worker's Special Report (WSR) must be completed in this matter and a Request for Medical and Behavioral Wellness services should be submitted to medical and Behavioral Wellness staff.

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- C. Injuries and drug and alcohol-related problems
1. During the intake process, if a youth is in need of immediate medical attention because of an injury sustained prior to admission, has a drug or alcohol-related condition, or is intoxicated to a point that he/she cannot care for himself/herself, the Intake Officer will direct the arresting agency to take the youth to the nearest hospital to be medically cleared before the youth may be admitted to the juvenile hall.
 2. This policy applies whenever there is a concern for the youth's health and safety because of his/her physical condition and allows the Intake Officer to delay the admission even though he or she has been medically cleared. In this case, if the youth's physical condition is such that the youth's health may still be compromised by admission to the juvenile hall, the Intake Officer shall still require the arresting agency to maintain control of the youth until such time that he or she can be safely admitted.
 3. If a medical problem develops after the youth is admitted, staff are to seek medical attention for the youth from the facility doctor or nurse on site. If it is after hours, staff will call the on-call physician. The youth may be transported in a County vehicle to the hospital, or call 9-9-1-1 for ambulance service if there is an emergency. Whenever a youth is taken to the hospital under emergency circumstances, the on-call SPO and facility director shall be immediately notified.
- D. Medical observation
1. When a JIO, in conjunction with medical staff, determines that a medical problem exists, or if medical instructions are received, a youth must be closely observed, and the staff is to:
 - a. Make appropriate log entries.
 - b. Immediately inform other staff on duty.

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- c. Check the youth every 15 minutes, or as otherwise indicated by medical staff.
2. Medical situations that may require monitoring a youth and/or administering emergency medical treatment may include:
 - a. Convulsions
 - b. Profuse vomiting
 - c. Coma symptoms
 - d. Active hallucinations
 - e. Serious drug withdrawal
 - f. Diabetic ketoacidosis
 - g. Shock
 - h. Head injuries
 - i. Seizures
 - j. Pregnancy complications
3. Information related to potential medical problems may come from the parents when they complete the youth's Health History and Medical Consent form, the youth's assigned Deputy Probation Officer, the youth, or juvenile hall medical staff.
4. Should a serious illness arise or a serious accident occur, the parents of the youth are to be notified as soon as reasonably possible.

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E. Sexual Harassment

1. Any youth who harasses, embarrasses, or otherwise teases juvenile hall personnel or other youth relative to sexual orientation or in a sexually demeaning fashion is to be counseled relative to zero tolerance for sexual harassment, misconduct, or discriminatory behavior. A referral to Behavioral Wellness will be made and a WSR will be written if disciplinary action is initiated. Matters of this sort are to be staffed with a DPO Sr. /JIO Sr. and reported to the SPO or Manager.

F. Masturbation

1. Masturbation normally will never be mentioned or reported, if youth perform the act in their own rooms, alone, and without other extenuating circumstances.
2. If the act is performed with others or intentionally in front of others, the youth is to be counseled to cease the conduct and be separated from the group. A WSR shall be written and a referral submitted to Behavioral Wellness.

VI. Rooms and Furnishings

A. Condition of rooms

1. Each room must be neat and clean at all times.
2. Sleeping arrangements
 - a. Youth must sleep with their heads uncovered.
 - b. One youth per bed slab at all times.

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3. Books shall be limited so as not to present a fire hazard.
 - a. No hard cover books are allowed in youths' rooms unless as necessary and approved for educational purposes.
 4. No pictures, drawings, keepsakes, or anything of the sort will be permitted to be hung, glued to, or otherwise affixed to the walls, windows, or lights in the rooms.
 5. The walls, windows, lights, and all other fixtures shall be kept free from defacement/covering.
 6. Rooms in the juvenile hall are painted with chalkboard paint to allow for artistic expression for youth. Youth receive chalk implements to use according to established practice. Youth abusing the privilege will have the chalk removed.
- B. Inspection of rooms
1. The primary purpose of the room inspection is to detect equipment or furnishings that are damaged or rooms that are defaced (tagged).
 2. Rooms are inspected daily on the 1st shift.
 3. The results are documented in Impact under "Room Inspections" and must include the name(s) of the youth(s) currently occupying the room and the discrepancies found.
 - a. Any damage noted should also be included on the Tools for Success room log affixed to the youth's door.
 4. Whenever a youth damages, alters, or defaces any of the furnishings or equipment at juvenile hall, a consequence should be imposed. If the damage is substantial, the matter may be referred to law enforcement for further investigation or the District Attorney for review of filing new charges, and restitution may be required.

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5. If the defacement can be easily repaired or cleaned, the youth shall do so.
6. All matters in which major damage has occurred shall be brought to the Administration for information and/or disposition.
7. Each time a youth is assigned or unassigned to a room, the room should be inspected according to the Tools for Success protocol and all damage noted.

C. Unit cleanup

1. The units are to be cleaned after breakfast, and after the youth retire for the evening.
2. Youth are responsible for sweeping and cleaning their own rooms under staff supervision.
3. Spray bottles and aerosol cans filled with cleaning solutions are to be operated only by staff; youth are to wipe and shine.
4. Two (2) staff are to be present in the unit whenever cleanup is being conducted. If it is not possible to have two staff present during cleanup, staff must notify the DPO Sr. or designee. There must always be a staff available to complete safety checks.

VII. Points System

- A. Juvenile hall has a points system whereby youth may earn privileges, which include extra phone calls.

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- B. Youth who have recently been disciplined for unacceptable behavior or poor attitude will normally be ineligible for the privilege of doing a work detail.
 - 1. Points can be earned by:
 - a. Superior room (from room inspection).
 - b. Exceptional conduct or behavior.
 - 2. Failure to earn Points can be due to the following:
 - a. Poor behavior
 - b. Foul language
 - c. Negative attitude
 - d. Disrespect
 - e. Untidy room
 - 3. Personal telephone calls beyond the one per week standard to parents or legal guardians may be earned by points. Phone calls to persons other than parents or legal guardians are not allowed, except in cases where the youth has requested an attorney call, or exigent circumstances requiring the need for a confidential call or a call to their Probation Officer is warranted. Additionally, with Administration approval, youth may be permitted to make other phone calls deemed beneficial to them because of mental health reasons, case management, or special circumstances.
 - 4. Points are recorded so that the youth can easily keep track of their progress.
 - 5. Points are to be awarded and tallied on the day they are earned and documented.

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6. Points are to be given based on objective criteria consistent with overall unit expectations.
7. Staff are not to give or remove points for behavior they did not directly observe. Additionally, staff are not to enter points information for other staff unless they were witnesses to the behavior in question.
8. Prior to the end of the 1st and 2nd shifts, youth are to be notified of their points earned. This allows for youth to speak to the specific staff awarding the points should they have questions.
9. Once a week, a youth may complete a reflection assignment to earn back up to 5 extra points.

VIII. New Admissions Unit Processing

- A. Juvenile hall staff should take a cautious approach when processing a new youth after a detention decision has been made. Their state of mind is unknown and staff must be cognizant of the risks associated with any type of violent outburst.
 1. A firm courteous approach, coupled with objectivity is best.
 2. Staff should help calm the fears of the youth without making any promises.
- B. Youths' clothing control
 1. Upon admission, if a youth's clothing is dirty or soiled it will be laundered. If it is infested with vermin, contaminated, or otherwise determined to be infectious, the clothing must be placed in a designated contaminated provisions "red" bag and laundered. The clean clothing is then stored in the youth property storage area until the youth is released.

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2. Upon admission, if a youth’s clothing is not contaminated or infested with vermin, it is stored in the youth property storage area.
3. During the admission process, the Intake Officer/JIO places a copy of the Personal Property List in the youth’s property bag.
4. Youth are not allowed access to their personal clothing during their detention, unless specifically in relation to a furlough or court appearance requiring access.
5. The following items are kept in the secure property storage in the front office/Intake Area:
 - a. Belts, money, suspenders, jewelry, wallets and other items of value, such as cellular phones, iPods, etc.
6. Youth may not exchange or give away any personal property.

IX. Releases (Permanent or Furloughs)

- A. Staff is to inspect the room for any damage which may have been done by the youth and report any damage to the DPO Sr. /JIO Sr. immediately.
 1. Youth will return all juvenile hall property, strip their beds, and remove books or other items from the room, leaving only a mattress and a pillow in the room. Youth should also clean their blackboard.
 2. Staff must document in the Impact Unit log, room inspections tab, that the room used by the youth has been inspected and cleaned.
- B. Staff will advise medical personnel that the youth is leaving and check for medication(s) that are to be released with the youth. Depending on the duration of the furlough, medication may be released.
 1. Youth are never to handle medication(s).

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- C. Staff will document all departures, permanent or furloughs, in the Unit and Intake logs, in Impact and in the youth’s chrono file.
- D. If an 18-year-old is being released, he/she may be released to him/herself and does not need to be released to a parent/guardian if his/her probation is being terminated or otherwise ordered by the Court. The youth shall sign all necessary paperwork him/herself and may have their medication released directly to them.
 - 1. If the 18-year-old youth, whose probation is being terminated, desires to be released just after midnight, he/she will be released to a parent/guardian, or other appropriate designee as approved by the SPO. If no viable transportation is secured, the youth will be released during regular business hours (i.e., 8 a.m. – 6 p.m.).
 - 2. 18-year-olds who are remaining on probation will be released during regular business hours (i.e., 8 a.m. – 6 p.m.), to a parent/guardian. In some cases, SMJH administration, the DPO or Court may designate a responsible caregiver to whom the youth may be released.
 - 3. Late night releases must be approved by a SPO or Manager.

X. End of Shift Reports

- A. At the end of each shift, the Sr. JIO, is to complete the EOS report template. This document contains valuable information to all staff within the facility, including, but not limited to:
 - 1. Date, population, staff on duty, transports, facility safety concerns, equipment concerns, including tracking of radios.
 - 2. Intakes, releases, fingerprinting/Live-scan and MAYSI-II completed.
 - 3. Unit Operations for the day, ISO, AS/MS Status, medical, mental health, and security concerns within the unit.

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- B. Each unit will complete their portion of the EOS report after each shift, specifically related to that unit. Staff are required to read the EOS reports for previous shifts to determine important behavior and programming issues.
- C. The DPO Sr. will complete a separate EOS that is forwarded to all Sr. JIOs, DPO Sr., SPO and Manager. This report will include information related to the intakes and releases, staffing, key control and other priority concerns.

XI. Population Levels and Overcrowding

- A. Management of unit population is of paramount importance to assure optimum safety and security.
 - 1. Youth may be doubled in rooms provided that consideration is given to the following:
 - a. Males and females are not to be bunked together.
 - b. Hostile youth or youth known to have violent tendencies are not to be bunked together.
 - c. Members from rival gangs are not to be bunked together.
 - d. Special needs youth or youth with notable sexually deviant history or adjudication are not to be doubled bunked unless deemed appropriate by the SPO, BW and medical staff.
 - e. Youth must not have more than two (2) years age difference to be bunked unless approved by Administration.
 - f. Any youth determined to pose a danger to other youth during the classification/intake process should remain un-bunked.
 - g. Prop 57/Unfit youth cannot be bunked without Administration approval.

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2. Youth pending transfer to the Division of Juvenile Justice (DJJ) following a Court disposition will not be allowed to be bunked without Administration approval.
- B. Juvenile Facility Capacity
 1. When the number of youth in a housing unit exceeds the maximum capacity for more than 15 calendar days in a month, the Probation Manager will provide a report of the overcrowding to the Board of State and Community Corrections.

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XII. Shower Time

- A. During the shower period, the youth may be confined to their rooms, and let out two (2) to four (4) at a time to shower. Two staff will be present at all times during showers.
 1. As youth come out of their rooms, they should bring their soiled clothes with them.
 2. All underclothing, socks, towels and brown wash cloths, as well as clean-up rags are laundered at juvenile hall and should be placed in one pile turned right side out.
 3. All other items can be placed into another pile to be laundered outside of the facility.
 4. Soiled laundry is put in the laundry carts, and stored in the unit laundry/clothing rooms.
 5. Staff will be vigilant while monitoring youth during the clothing exchange to identify damaged clothing, unauthorized number of clothing, or lack of sufficient clothing items. Any signs of self mutilation/self harm are to be documented in a WSR, a referral to Behavioral Wellness (medical if needed) submitted, and notify the DPO Sr. on duty.

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- B. Youth are expected to exercise appropriate hygiene and soap down while in the shower. They are not to engage in horseplay.
- C. Same sex staff are to maintain visual contact when the youth are showering.
- D. After his/her shower, each youth is to receive the correct items and size of clean clothing and precede back to his/her room.
- E. Staff will apply spray deodorant on youth to avoid youth spraying deodorant at staff or others.
- F. Staff will offer the youth an opportunity to use lotion at the conclusion of his/her shower, prior to dressing. Lotion should not be provided to the youth for later use and/or taken back to their room.
- G. After the shower period, the bathroom area, laundry room, and the unit are to be cleaned, and water which may be on the floors is to be mopped up as dry as possible.
 - 1. At this time, the shower areas are to be mopped with a disinfectant solution.
 - 2. When this cleanup is completed, the group may be released from their rooms.
- H. 707(b) WIC youth are to be showered alone or with other 707(b) WIC youth.
- I. 18-year-old youth are to be showered alone or with other 18-year-old youth.
- J. Non-602 wards are to be showered alone prior to their detention hearing.

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XIII. Court

- A. Youth attending juvenile court are to wear juvenile hall clothes, including a jumpsuit, and maintain a neat and clean appearance, unless otherwise authorized or restricted by the court.
- B. The court officer will walk a maximum of five (5) youth to and from the court holding area, if not assisted by another staff.
 - 1. If there are more than five (5) youth that need to be walked to court at the same time, the court officer will seek assistance.

XIV. Hospital Supervision

- A. Unless otherwise directed, staff assigned to supervise a youth at the hospital will adhere to the following:
 - 1. Upon arriving at the hospital, contact the DPO Sr. /JIO Sr. to advise of location and to confirm contact information.
 - 2. Assess the surroundings, make contact with hospital security and brief with officer(s) that is being relieved.
 - 3. Post between the youth and the door and remain alert to any potential escape routes.
 - 4. Youth is to remain under direct supervision at all times; this includes use of the restroom. If opposite gender officers are supervising, hospital security is to be contacted to provide assistance/supervision.
 - 5. Youth is not permitted to handle any item that may be concealed or secreted or could be viewed as a potential weapon.
 - 6. In most cases, the immediate family will be allowed to visit with the youth. Direction should be received from the DPO Sr. /Sr. JIO.

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7. Any significant safety or security concerns are to be reported to the SPO/DPO Sr. immediately and subsequently entered into IMPACT.

8. Youth on a 5585 WIC hold awaiting placement at a mental health facility should not be maintained in iron restraints. The transportation/supervision officer should consult with the hospital medical staff regarding removal of iron restraints and the availability of hospital soft restraints should the need arise. No youth should remain restrained on an ongoing basis while on a 5585 WIC hold, unless the youth's current behavior warrants restraints based on the medical professional's opinion that soft restraints are necessary.