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INTRODUCTION

I. Organizational Structure

On any given shift assignment at the Camp facility, the senior most staff of the highest rank on duty, and not lower than a JIO Senior, will be responsible for all activities of the facility and will have completed the Juvenile Corrections Officer Core course and 832 PC training.

Deputy Chief Probation Officer – Institutions



Probation Manager



Los Prietos Boys Camp (LPBC)

Deputy Probation Officer, Supervising (SPO)

Deputy Probation Officer, Senior (Sr. DPO)

Juvenile Institutions Officer, Senior (Sr. JIO)

Juvenile Institutions Officer (JIO)



Administrative Support Staff
Court & Community Schools
Behavioral Wellness
Medical (Wellpath)
General Services
Contract Staff
Volunteers

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II. Program Philosophy

The youth who are placed in the program are typically not newcomers to the juvenile justice system. Youth within the program often mistakenly believe that the self-destructive and criminal behavior they have adopted is the norm. Gang affiliations, out-of-control behavior at home, absence from school participation, frequent substance abuse, and ongoing criminal behavior are all symptomatic of disenfranchisement and a lack of self-control, discipline, and consistency.

By taking youth out of an inconsistent and negative environment with little or no structure, and placing them in a consistent and supportive program, a youth is given a sound foundation for change. The program stresses and rewards honesty, acceptance of responsibilities and consequences, hard work, efforts at self-assessment, and future planning. Youth are provided patient guidance and education. Staff are often cast in the roles of counselor, police officer, parent, and teacher.

The responsibility of the Probation Department is to provide effective probation supervision and services to enhance community safety. LPBC provides a safe and secure setting and environment for detained youth to participate in programming that is aimed at changing their behaviors long-term. LPBC strives to maintain a professional and cooperative working relationship with collaborative agencies and departments including the Juvenile Court, the Juvenile Justice Delinquency Prevention Commission, Santa Barbara County Education Office and the myriad of other agencies joined together by the common goal of youth success. Facility staff meet regularly with collaborative partners and facilitators to ensure that the work completed in the facility is current, consistent and appropriate to the youth in order to fulfill the mission and goals of the program.

III. Service Description

The purpose of the LPBC is to return youth to the community as more responsible and productive members of society.

A. Program goals

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1. To reinforce positive behaviors and attitudes in youth that are transferable to all areas of their lives.
 2. To develop strengths and skills in youth, so they can avoid criminal activity or gang involvement upon returning to the community.
 3. To develop self-discipline, self-confidence and personal accountability in each youth.
- B. Program objectives
1. To increase basic educational competencies and academic achievements.
 2. To provide counseling and education to promote responsible behavior and the avoidance of drug and alcohol use or abuse.
 3. To provide opportunities for vocational training and development of a positive work ethic in order to increase employability and job readiness skills.
 4. To increase the youth's ability to resolve conflicts in a non-violent manner.
 5. To provide aftercare services to assist the youth and their families with reunification and to strengthen the parents' ability to monitor and supervise the youth upon his return home.
 6. To serve the Court and the community as a cost-effective sanction and a therapeutic dispositional alternative.

IV. Program Summary

Established in 1944, Los Prietos Boys Camp is a county-owned, twenty-four-hour, correctional/treatment facility located on seventeen acres of wooded land in the Los Padres National Forest. This program, set in a rural environment twenty miles from the City of Santa Barbara, provides residential services for designated adolescent

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males between fourteen and eighteen years of age. Available program services include regular and special education curricula in an on-campus high school; individual, group, family, and substance abuse counseling; and vocational training and participation on community work service crews. Attending to this closely supervised and supportive placement are Probation institutions staff, Medical personnel, Behavioral Wellness clinicians, and County School personnel. There is also a network of private counseling agencies and volunteers who aid LPBC staff in the rehabilitation of the youth.

Youth being considered for placement at LPBC must meet specific intake criteria. These criteria include an initial screening between referring and program personnel along with the submission and review of a screening checklist and attachments, clearance by medical and Behavioral Wellness personnel, possessing six (6) months or more of custody time, and possessing the necessary self-control to benefit from a varied and challenging program in an open, minimum-security residential setting.

The objectives of the LPBC Program are to provide a consistent, structured, supportive and predictable environment in which a youth can be encouraged and enabled to make the necessary behavioral changes that will allow him to function legally and productively in the community. Residing in a rural camp setting with a maximum of fifty (50) youth requires a high degree of cooperation and provides for opportunities to develop conflict resolution skills and foster positive social relationships. The youth must, with assistance, learn to exist cooperatively with others, accept the responsibilities and consequences for their behavior, and to work through problem areas. The development of understanding regarding behavior and consequences, of gaining internal and external behavior controls, and improving self-esteem are primary goals of the Camp program.

The in-camp program is twenty-six (26) weeks in length, with an additional aftercare follow-up period of up to three (3) months. A seventeen-week (17) program is also available and is typically reserved for younger youth who benefit from shorter period of program interventions and time out of the home. Youth electing to conform to program guidelines and expectations can complete the program within these periods. As incentives, youth who display consistently positive behavior can shorten their stay in Camp. Should a youth exhibit negative, uncooperative, and unmotivated behavior and thus fail to “earn his weeks,” he can spend a longer period in Camp.

*LPBC has a 96-bed maximum Board of State and Community Corrections (BSCC) rated capacity.

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Each youth progresses through the program on the basis of a casework/treatment plan formulated from input provided by his family, probation officer, Behavioral Wellness counselor, teachers, and probation staff. All probation and school staff who work two or more shifts during waking hours with the youth register their behavioral voting evaluations on a weekly basis.

All youth committed to the LPBC program shall have fair and equal access to all available services, placement, care, treatment, and benefits, and no person shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status.

V. Los Prietos Boys Camp Program Components

The Santa Barbara County Education Office operates Los Robles High School on the campus of LPBC. This school is an essential component of the educational and therapeutic process and specializes in remedial work. Much of the program involves individualized instruction. However, each youth is involved in at least five (5) instruction classes daily. Class size varies from ten (10) to twenty (20) students with some one-to-one tutorial situations. Classroom work is designed to enable the student to recover as much “lost ground” in learning as is possible and is closely linked with all rehabilitative aspects of the program.

All youth attend school five (5) days per week and complete assigned homework. Teaching staff from Santa Barbara County Education Office provide an individualized and remedial instruction education program. Resource, Special Education, English Language Learner and credit recovery classes are also provided. All youth are to comply with clearly defined behavioral expectations.

In addition to the regular school program, the Regional Occupational Program (ROP) offers students opportunities to learn valuable vocational skills while earning school credits. A small class size is conducive to close, hands-on, personalized instruction. Youth that graduate from high school may be offered on-line college course work in addition to vocational training opportunities. Youth who graduate high school and the LPBC program are provided the opportunity to receive Camp scholarships to a university, a college and/or vocational trade schools.

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Youth are encouraged to participate in some type of job-training position while in Camp. Jobs include but are not limited to: the kitchen (culinary arts), laundry, clerical, maintenance, and landscaping. Youth who successfully complete assigned duties earn points that are added to their weekly behavioral voting evaluations. To further use the employment experiences a youth gains in the program, the youth can receive letters defining job performance and resumes upon graduation.

The Camp Forestry Crew Program, Business Center and community service crews provide intensive education and training in the use of various hand/power tools, landscaping and landscape architecture, irrigation installation, completion of wilderness work projects for the U.S. Forest Service, wildlife education, vegetation identification, nursery management and re-vegetation projects. During training segments, the crews stress safety, teamwork, honesty, reliability, and task completion. Stressing these qualities will assist in the development of a positive work ethic that can benefit the youth and the community they serve.

There are several components of the counseling program in Camp. Each youth is assigned two JIOs (Squad Counselors), who have a caseload of five (5) to ten (10) youth. The squad forms a living group in the dormitory, and many activities in the daily routine are centered on this group. Staff provide individual problem solving assistance and small group discussions and guidance.

In addition to squad counseling, each youth is assigned to a Behavioral Wellness clinician who conducts an initial intake evaluation and who provides services and makes referrals accordingly. A county psychiatrist is also on site weekly and is available on-call and for routine consultations. Individual family counseling sessions at Camp and in the community are also available. Community-based organizations provide a variety of other educational and counseling sessions and volunteers from 12-step programs facilitate weekly meetings for the youth. Physical training and recreational activities are important aspects of the Camp program. Fitness, conditioning, sportsmanship and teamwork are stressed, and participants are challenged to create and improve their personal goals.

Aftercare plans are developed for each youth prior to his release from the Camp program. The youth, Camp staff, counselors, family members and the Probation Officer provide input to ensure that the plan is multi-faceted and addresses the youth's need for services and support upon his release from the structure of the Camp program. Aftercare services are geared to enhance the continuation of

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positive momentum a youth experiences at the time he successfully graduates from LPBC. A Community Transition Officer (CTO) is assigned to assist in transition planning prior to their release and provide additional supervision upon their return home.

VI. Facility Record-keeping, Statistics, and Communication/Correspondence

The following records, statistics, and communication/correspondence systems are maintained to ensure efficient operation of the facility; legal and proper care of the youth; maintenance of the individual youth's records; supply of information to the juvenile court and those authorized by the court or by the law; and release of information regarding the youth:

A. Records and Statistics:

1. BSCC Quarterly and monthly Profile Surveys (due by the 10th)
2. Department statistics (due by the 8th)
3. Performance Measures (due by the 10th)
4. Squad Sheet (weekly voting, case review)
5. Average Daily Attendance
6. Escape/AWOL Report (quarterly)
7. Consolidated Daily Attendance Report (due by the 5th)
8. Institutions Status Report (due by the 10th – to the Director)
9. BSCC Camp Population Report (due by the 10th)
10. Home Visit Information Sheet (weekly – to law enforcement)
11. Monthly Incident Report

B. Facility Logs:

1. Intake & Departure
2. Case files (maintained in lockable cabinets in the AOP office)
3. Chronological (Chronos) Sheets (in dorm binders & case files)
4. Visitor/Guest Log
5. Emergency Drill Log (fire/earthquake/evacuation drills) documented at a minimum, on a quarterly basis
6. Emergency Power Generator Test Log (quarterly)
7. Fire & Life Safety Building Inspections
8. Building Security (documented on End of Shift Reports)

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9. Vehicle Maintenance (monthly inspections)
 10. Shift assignment Log (duty sheets)
 11. Camp Screening Checklist Log
 12. Transportation documented via Transportation chronos or WSRs
 13. Dorm 15 minute safety check log
 14. Monthly water usage log
 15. Digital video surveillance recordings (DVR)
 16. Unannounced Rounds~ PREA (Prison Rape Elimination Act) Compliance Checklist
 17. Bunk Search Log
- C. In addition to the above, information is communicated throughout the facility via Worker Special Reports (WSR), End of Shift Reports (ESR), e-mail directives, the County Intranet and IMPACT.
1. WSRs for all incidents which result in physical harm or serious threat of physical harm to anyone (staff or youth), the use of force, or death of anyone (staff, youth or another person), shall be prepared by the staff involved and submitted by the end of the shift unless additional time is necessary and authorized by the Manager or designee.
- D. Case Confidentiality
- Juvenile Probation records, including all petitions filed, reports of the Probation Officer, and all other documents contained in the file that are submitted to the Court may be inspected by the following:
1. Court personnel
 2. The youth who is subject of the proceedings
 3. The youth's parent(s) or guardian
 4. The attorneys for those parties
 5. Any other person designated by the Welfare and Institutions Code (WIC)
 6. District Attorneys in conducting a criminal investigation
 7. Child Welfare Services in conducting dependency proceedings
 8. School official pursuant to the provisions of Sections 827(b) (1) through 827(e) WIC.

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- E. Probation files on occasion are subject to a Subpoena Duces Tecum, which is a legal document to produce records. When such a Subpoena is received, the SPO must be notified immediately. If the subpoena is signed by a Judge and the request for records is ordered to be delivered to the Court either by mail or in person, the subpoena must be obeyed. If the subpoena has been issued by an attorney, law firm (other than as indicated in section C), or process server, the requestor should be notified that the record may not be released except in compliance with a valid Court Order.
- F. Any probation, facility or Court documents released as outlined in Section D or E above shall be documented in detail in the youth's case file on the Criminal History Record Information Release Sheet, (Pro-27).
- G. Purging of Probation Records
- Probation records may be purged five years after the termination of probation/Juvenile Court jurisdiction.
1. Program documents containing a youth's name or identifying information (e.g., squad sheets, discipline lists, crew rosters, etc.) that are not transferred to the Probation file will be purged no sooner than one year, but no later than two years after distribution, unless a sealing order is received from the Court.

Pro-27

Admin. Manual
Chapter 1103
1203.10 PC
826 WIC

VII. Reporting of Legal Actions

The facility Manager will notify the Institutions Deputy Chief Probation Officer of any legal action pertaining to the Los Prietos Boys Camp. The Deputy Chief shall submit to the Board of State and Community Corrections (BSCC) a letter of notification on each legal action, pertaining to the conditions of confinement, filed against persons or legal entities responsible for the operation of the juvenile facility.

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VIII. Video Surveillance Recording within Facility

LPBC is under 24-hour video observation, which is reviewed for various reasons, including de-briefing of an incident, evidence of a potential new crime, staff compliance with rules, regulations and Prison Rape Elimination Act (PREA), and potential staff and youth disciplinary issues.

- A. Sr. DPOs are assigned to conduct a review of video in each general area of LPBC (Dorms, Gym, Kitchen, School).
- B. Random footage will be viewed from different days and shifts to insure a broad representation of activities in the facility.

IX. Enhanced Dorm Monitoring Procedures

In order to monitor compliance with minimum standards for juvenile facilities as set forth in Title 15, Section 1328 as well as PREA, a periodic review of the dorm security logs, as well as the corresponding video recordings will be completed in the facility.

Unannounced rounds will be conducted by Sr. JIOs and above on the AM and PM shifts and documented on the Probation Department on the End of Shift report.

X. Immigration and Customs Enforcement Requests

- A. Through the normal course of duties, the JIO will have occasion to be contacted by ICE officials to inquire about a juvenile committed to LPBC.
- B. Should ICE make contact with LPBC to inquire about a youth under the jurisdiction of the Juvenile Court, including those 18 years of age or older, the ICE agent should be informed that absent a court order pursuant to §827(a)(1) WIC, no specific information will be released, including any confirmation they are detained.
- C. If the inquiry is regarding a youth not currently in custody, staff should indicate the individual is not housed in the facility.

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- D. Upon receipt of the inquiry, the Sr. DPO, Sr. JIO or JIO will notify the SPO who in turn will notify the Manager and an event chrono will be completed in IMPACT.

XI. Introduction to the Juvenile Justice Process for Juvenile Offenders

This is a brief overview of the juvenile justice process for the juvenile offender. For specifics, please refer to the Welfare and Institutions Code (WIC) or the Juvenile Services Manual.

- A. Unlawful conduct comes within the provisions of the following codes:

1. Penal Code
2. Welfare and Institutions Code re: Youthful Offenders (WIC)
3. Education Code
4. Vehicle Code
5. Fish and Game Code
6. Health and Safety Code
7. Business and Professions Code

- B. Chronology of Processing Juvenile Offenders

1. Referral to Probation
 - a. If the youth offender is arrested and either released to a parent or booked into juvenile hall, the youth may be referred to the Probation Department by law enforcement and a crime report will be submitted.
 - b. Law enforcement will specify the particular cases they want reviewed for referral to Juvenile Court by submitting an

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3. Section 628.1 WIC (Home Supervision)
 - a. If the youth meets one or more of the criteria for detention under Section 628 WIC, but the Juvenile Hall staff or Probation Officer believes that a 24-hour secure detention is **not** necessary, he/she shall release the youth to his/her parent, guardian, or responsible relative on Home Detention.
 - b. As a condition for such release, the Juvenile Hall staff/ Probation Officer shall require the youth to sign a written promise that they understands and will observe specific conditions of Home Detention release. Such conditions will include a determined curfew and school attendance requirements related to the protection of the youth or property of another, or to the youth's appearance at Court hearings.
 - c. A youth who violates a specific condition of the Home Detention release which they has promised in writing to obey may be taken into custody and placed in a secure detention facility, subject to Court review at a Detention Hearing.
 - d. Home Detention may include the use of Electronic Monitoring or Global Positioning Systems (GPS) monitoring.
4. Juvenile Court Petition for a Detained Youth
 - a. If the youth is detained on a felony per criteria in Section 628 WIC, a Juvenile Court petition must be filed within forty-eight (48) hours (excluding non-judicial days) after being taken into custody.
 - b. If the youth is detained on a misdemeanor when there is not a threat or act of violence, and there is no possession or use of a weapon, a Juvenile Court petition must be filed within twenty-four (24) hours, excluding non-judicial days.

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- c. Before filing said petition, the Probation Officer must thoroughly investigate the matter by conferring with law enforcement, District Attorney, parents, the youth, and witnesses, etc.
- 5. Supplemental Petition

A supplemental petition may be filed if the youth is in violation of probation (Section 777 WIC), or if a new hearing is requested because of special circumstances (Section 778 WIC).
- 6. Juvenile Court Hearings
 - a. The Detention Hearing is designed to determine where the youth will reside pending the next Court hearing.
 - b. The Probation Officer/JIO must release the youth from custody if the petition filing criteria as noted above has not been met.
 - c. The Probation Officer shall prepare a written explanation when a youth is held in custody for more than 24 hours, is released, and no petition is filed.
 - d. An Adjudication Hearing determines whether or not the allegations of the petition are true. If a youth admits a part or all of the allegations, the matter is then continued to the Disposition Hearing for sentencing. The Probation Officer will submit a Court Report with a recommendation for wardship, placement, and terms and conditions.
 - e. If the youth denies all of the allegations and the petition is not dismissed, the matter may be set for a Readiness and Settlement Hearing. The Probation Officer, District Attorney, and youth's attorney discuss the petition at the Readiness and Settlement hearing, and may or may not come to an agreement.

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- f. If the youth continues to deny the allegations of the petition, a Contested Jurisdictional/Adjudication Hearing is set. A trial will be conducted before the Juvenile Court Judge without a jury. Juvenile Court proceedings are confidential, and spectators are not allowed (exceptions are authorized by certain laws). Confidentiality prohibits Probation staff from discussing the case with people who are unrelated (not a party) to the Court process.
 - g. If all the allegations are found to be untrue, the petition is dismissed.
 - h. If all or a portion of the petition is found true, a Disposition Hearing will follow within the time limits specified in Section 702 WIC.
7. Court Reports
- At the Disposition Hearing, a court report is submitted to the Juvenile Court by the Probation Officer which includes the social history, offense, victim's statement, school progress, prior record, and ability to pay restitution.
8. Court Orders
- a. The Court may declare the youth to be a Ward of the Juvenile Court pursuant to Section 602 WIC.
 - b. The Court may order the youth placed on probation not to exceed six (6) months under terms and conditions without declaring wardship (Section 725a WIC). The youth may also be placed on informal probation for a period not to exceed six (6) months (654.2 WIC). The youth may also be placed on probation for one year under terms and conditions without declaring wardship (790 WIC)
 - c. Said youth may be placed under the supervision of the Probation Officer. Said youth may also be ordered to reside

676 WIC
827(b)(1) WIC

358 WIC
280 WIC
281 WIC
706 WIC

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with his/her parents, relatives, or foster parents under specific terms and conditions.

- d. Extra-parental placements such as Los Prietos Boys Camp, private institutions, or the Department of Juvenile Facilities (DJF) may be ordered when deemed appropriate.
9. Section 707 WIC
- A youth may be prosecuted under the general law (adult court) per Section 707 WIC, if the youth meets the criteria specified in this section. If the youth is found to be unfit as a juvenile, the Juvenile Court will then direct the District Attorney to file a complaint against said youth in Adult Court. Section 707 WIC proceedings must be initiated after a petition has been filed on behalf of the youth, and before the youth enters a plea. The Probation Officer will prepare a report regarding fitness of the youth pursuant to Section 707 WIC.
10. Supervision of Court Wards
- a. After the youth has been placed on probation by the Juvenile Court, he/she is assigned to a Probation Officer for supervision and implementation of a treatment plan. Each case is evaluated as to the appropriate level of supervision with the assistance of a risk and needs assessment tool. The Probation Officer works closely with the schools, law enforcement, and other public or private agencies serving youth to ensure the treatment plan goals are appropriate and meet the needs of the youth. The youth is to be included in those community programs that best meet his/her needs.
 - b. After the youth has been supervised for an appropriate period of time and has abided by the terms and conditions of his/her probation, probation is terminated by the Court and the Juvenile Court may order his/her record sealed.