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**Notes and
References**

ADMITTANCE/RELEASE PROCEDURES

I. Admittance Procedures

A. All youth being considered for placement at Los Prietos Boys Camp (LPBC) must first be screened by LPBC. Prior to making a court recommendation, a DPO will complete a screening form for LPBC to be reviewed by the Deputy Probation Officer, Senior (Sr. DPO) or Probation Officer, Supervising (SPO) assigned to the LPBC program. This form and supporting documents, in conjunction with the established screening criteria that define eligible and ineligible youth, will form the basis for accepting appropriate youth into the program.

1. Placement screening criteria

a. Ineligible youths:

- 1) Youth who have a history of arson and/or other involvement in acts of fire setting.
- 2) Youth who were convicted in adult criminal court.
- 3) Youth who are actively suicidal.
- 4) Youth who are under age 14.
- 5) Youth with less than 180 days of confinement time for a 120-day program (17 week) or 240 days for a 180-day program (26 week). (Minimum confinement time is subject to review on a case-by-case basis.)
- 6) Youth who are insulin dependent, have a seizure disorder or extreme bee and dog allergies.

b. Eligible youth:

- 1) Youth who are 602 wards of the Juvenile Court.
- 2) Juvenile Court youth ages 14 to 18 years old and are pending or enrolled in at least the eighth grade.

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- 3) Youth who have the developmental capabilities, social maturity, psychological stability and self-control necessary to function in a large group setting.
 - 4) Youth with a history of escalating criminal activity who have the social skills and impulse control to benefit from a minimum-security LPBC program setting.
 - 5) Youth with the physical capabilities to safely participate on a significantly non-restricted basis. All youth will be medically cleared or appropriately restricted for strenuous activities by LPBC medical personnel.
 - 6) Youth who have demonstrated on-going problems at home, in school, and on formal probation requiring consideration for out-of-home placement.
 - 7) Youth who have sustained petitions for current or prior violent offenses pursuant to §707(b) WIC are to be screened and approved by the Director.
2. A screening form will be completed to include the following information and factors:
- a. Present offense
 - b. Prior record summary and confinement time (updated Custody Log Sheet will be attached)
 - c. Education/grade level, including special services
 - d. Primary language
 - e. Mental health history
 - f. Arson/fire setting
 - g. Gang affiliation
 - h. Drug/alcohol use

Empty box for Notes and References.

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- i. 300 WIC/physical/emotional/sexual abuse/neglect
- j. Prior attempts at rehabilitation
- k. Health considerations
- l. Custody status and level of involvement in youth's life
- m. Counseling needs/requirements

B. Classification/Bed Assignment

- 1. LPBC is a minimum-security site comprised of one non-secure dormitory. Informal classification occurs at screening and intake to determine appropriateness for the program. Youth are interviewed at the Juvenile Hall on a case by case basis in order to determine suitability and classification. Youth ineligible for placement in the dormitory setting are not accepted into the program. Upon intake, the following conditions are reviewed when making bed assignments:
 - a. Gang status/affiliation (does not preclude assignment to a squad due to the zero gang tolerance policy).
 - b. Co-defendants
 - c. Victims
 - d. Court ordered no-contact/association
 - e. Familial relationship with other youth
 - f. Incidents of violence in other detention facilities

Bed assignments within the dorm will be determined after careful consideration of these factors.

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2. Should a transgender or intersex youth be ordered and cleared by medical and Behavioral Wellness staff, staff must be respectful and aware of the following practices:
 - a. Staff shall respect every youth’s gender identity and shall refer to a youth by the youth’s preferred name and gender pronoun.
 - b. Youth will be required to wear the assigned clothes available at LPBC unless approved by the Manager.
 - c. Every effort should be made to ensure the safety and privacy of transgender and intersex youth when the youth is using the bathroom or shower, or is dressing or undressing.

- C. Orientation*
 1. Staff should be aware that the admission process could be traumatic to the youth. Care should be taken be responsive to youth in a trauma-informed, culturally relevant manner.
 2. During the initial intake, an orientation of a youth will be completed the day he arrives at LPBC. The youth will receive a copy of the program rules, guidelines and expectations as part of his orientation. Program staff will carefully explain to the youth the length of the program, program components and services, daily routines, and positive ways to adjust to the program. An orientation checklist will be completed on each youth entering the program.
 3. Youth also view a program orientation video the first time they arrive at camp.

*See Chapter 5115

Addendum
Orientation
Checklist

Addendum
Program Rules/
Guidelines

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- D. Upon admission, a youth will be provided:
 - 1. A shower
 - 2. An offer of food
 - 3. Phone calls to parent(s)/guardian(s)/attorney
 - 4. Documentation of secure storage of personal belongings

- D. Separation
 - 1. Aside from short-term (eight hours or less) medical separation in the facility sick bay, all youth needing to be separated for their own safety, or to ensure the safety of other youth or staff (whether for medical, mental health, or disciplinary reasons), will be removed from LPBC and housed in the Juvenile Hall. Removals will be pursuant to §777(a)(2) WIC (Violation of Probation) or §778 WIC (Change of Placement).

II. Release Procedures

- A. Temporary releases may also be allowed for parental/guardian transportation of a youth to routine medical/dental appointments per Chapter 5127, Medical Procedures, section (II)(E)(1)(a).

- B. Prior to a youth's graduation and release from the Los Prietos Boys Camp, his case plan is reviewed. If all is in order, the Programming and Transition Officer (PTO) will alert LPBC Administration, school staff, facility health care staff, mental health staff and assigned DPO of the youth's pending graduation through verbal or written notification.

- C. Before a youth is released, he will have met with his assigned PTO and been referred to:
 - 1. An appropriate public or community school as determined by Los Robles High School, his home school district and the youth's parent/guardian.

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2. Medical and mental/behavioral health professionals as appropriate.
 3. Community Based Organizations (CBOs)
- D. His parents or guardians will be notified of the date of graduation, and an appointment with the assigned DPO is set. The youth's property is processed for return, and the release of prescription medication (if applicable) is verified. A photo and a completed graduation checklist will validate the youth's identity.
- E. Prior to his release to his parent(s) or guardian, the youth is formally presented with his LPBC Graduation Certificate at a graduation ceremony. At this time, the youth's progress is acknowledged before the group with commendations from staff and the administration, as well as school personnel. Thereafter, the youth is signed out of the facility by his parent(s) or guardian and is officially released to their custody to begin the 30 days of Restorative Return portion of the program.

Addendum
Graduation
Checklist

Name _____

CAMP # _____

**SANTA BARBARA COUNTY PROBATION DEPARTMENT
LOS PRIETOS BOYS CAMP ORIENTATION CHECKLIST**

I. Program Information (Review and discuss)

SRDPO, SPO, OR ASSIGNED STAFF _____

- a. Camp rules, guidelines, permitted belongings, expectations and Behavior Management Program
- b. Description of program, behavioral evaluations, bonus weeks, activities, jobs, etc.
- c. Daily schedule, school program, work crews, sports, free time
- d. Grievance policy
- e. Phone calls, correspondence policy (seven stamps /envelopes provided on Wednesdays or as needed / Read Mail status
- f. Parental visitation

II. Orientation Checklist (Review with ward)

SRDPO, SPO, OR ASSIGNED STAFF _____

- a. Assessment and information docket
- b. Body check, anatomical chart, tattoo map
- c. Personal property/ personal property agreement explained and signed
- d. Youth's gang /Zero Gang Tolerance Contract signed
- e. Zero Tolerance – Gang writing/drawings/symbols/guidelines
- f. Battery & Assault on Probation or School personnel explained and signed
- g. O.C. (Pepper Spray) warning form signed
- h. Work Area Rules signed
- i. Universal Precautions signed
- j. LPBC camp rules explained and signed
- k. Behavior Management Program in Camp explained
- l. Emergency/Evacuation Procedure Orientation and Sign Off
- m. LPBC Interactive Journals and graduation plan explained
- n. Administer MAYSI mental health assessment and review scores

TRANSFER TO SR JIO _____

INTAKE COMPLETION ASSIGNED TO JIO _____

I. Dorm Staff Intake Checklist

- a. Intake Search/shower
- b. Verify Intake Tattoo Map
- c. Incoming SMJH personals searched/approved
- d. Correct # of days clothing assigned
- e. Full set shoes/boots
- f. Personal/bunk items issued (pillow, toothbrush, box, polish)
- g. Booking "Rights" call completed (parents/guardians/attorney)
- h. Chrono Sheet/date entered
- i. ESR Update

COMPLETION OF ABOVE VERIFIED BY SR JIO _____

II. Graveyard Shift Checklist

- a. Install Visiting Roster
- b. Install Phone Log
- c. Update voting/jobs list
- d. Update Bunk Chart
- e. Install MAR in medical cart log