

**San Diego County Juvenile Justice Commission
2016 Inspection**

According to Welfare and Institutions Code 229, the Juvenile Justice Commission conducts annual inspections of the juvenile detention facilities in San Diego County. It shall report the results of such inspections together with its recommendations based thereon, in writing, to the Juvenile Court and to the Board of State and Community Corrections.

| East Mesa Juvenile Detention Facility | |
|--|--|
| Facility Address: 446 Alta Road, Suite 6100 San Diego, CA 92154 | Date of Inspection: July 20, 2016 |
| | JJC Chair: Kimberly Allan |
| | JJC Administrative Officer: Scott Brown JJC Admin. Assistant: Amber Scott |
| | Chief Probation Officer: Adolfo Gonzales |
| | Presiding Judge of the Juvenile Court: Honorable Carolyn M. Caietti |
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I. Executive Summary

A. Commission Recommendations

1. BHS needs to hire an on-site psychologist for East Mesa. BHS also needs to increase the number of on-site clinicians and psychologists in order to allow for improved youth access to services during daytime hours, nights and weekends. Currently the mental health staffing ratio at East Mesa is 1 staff member for every 17 youth, compared to 1 staff member for every 10 youth at Kearny Mesa. BHS should consider hiring unlicensed Ph.D. interns or psychologists.
2. Staff report that they have created youth-led support programs to deal with peer conflict. This is a great idea that should be implemented in more programs, as empowering youth to work together rather than apart should reduce the overall conflict level.
3. Adopt the violence intervention program that proved to be a successful pilot at Kearny Mesa Juvenile Detention Facility.
4. Establish a Trauma Response Unit (TRU) at East Mesa to assist minors who have experienced trauma, similar to the unit at Kearny Mesa. Creating a TRU unit at East Mesa will help identify higher at-risk youth, as well as provide a trauma-informed setting that would allow youth to acknowledge trauma and begin the healing process.
5. Continue to reduce the use of Oleoresin Capsicum (OC) (“pepper”) spray. Consider having officers carry small canisters only and/or store canisters in a nearby location rather than having officers wear canisters. Research methods of conflict de-escalation that are used in counties where pepper spray use has been discontinued. Research the usage of pepper spray at East Mesa in order to determine the types of incidents that give rise to the use of pepper spray and use a best practices approach to find alternatives to the use of pepper spray. Seek input from youth about best ways to reduce the need for pepper spray.
6. Consider bringing back correctional counselors. Staff additionally reports that there are currently no correctional counselors. Staff reports researching new evidence-based practices to use with inmates, as well as creating best practices and utilizing best practices approaches. However, dedicated correctional counselors could ensure a more successful transition of youth back to the community.
7. Consider reinstating the preparation of food on-site under the guidance of a nutritionist rather than having it brought in by the Sheriff’s Department. East Mesa was built with a state of the art kitchen facility which is not being used at this time. In addition, youth were able to earn a culinary certificate, but can no longer do so with the kitchen not being used. Consider reinstating a culinary certificate program, and consider allowing the youth to work in the kitchen to earn community service hours, as long as they are not pulled out of the classrooms to do so. Also, use food grown in the gardening program into meals at the facility.
8. Review and increase the CTE (Career Technical Education) options at East Mesa. The San Diego County Office of Education can develop and work with Probation to establish appropriate programs, including obtaining grants to fund such programs.
9. Consider instituting a program of having appropriately trained on-site mentors for youth, perhaps through partnerships with organizations in their home communities. Youth at the facility talked about the lack of mentors available to them due to their inaccessible location.

Youth reported that they would love to have mentors on-site to help them resolve peer conflicts, and to have someone to talk to outside of officers and therapists.

10. Institute the Puppies in Prison program and offer a career development certificate as a part of the program. Staff also mentioned a music program coming to East Mesa. Establishing this as a permanent program will provide youth with alternative ways to express themselves. Providing youth with more programs that allow them to develop job skills should help reduce conflicts and reduce the rate of recidivism.
11. The garden program is amazing; however, at the time of our visit only three youth were participating. This program should be expanded to allow more youth to participate and the vegetables grown in the program should be used in the state-of-the-art kitchen for youth meals.
12. This facility holds yearly P.O.S.T. training, LGBTQ training and PREA training, which shows that this facility has the minors' and staff's safety as a consistent priority.
13. The facility appears very clean and sanitary. There was adequate ventilation and the temperature was very comfortable.
14. Phase out Probation's non evidence-based programs and adopt the use of evidence-based programs for anger management and chemical dependency, as there are many great programs available. Providing different personal development programs is critical, but when there are so many that overlap too much, their effectiveness is diluted. Re-evaluate the programs that are currently being given with these considerations in mind.
15. Youth are provided Educationally-Related Mental Health Services ("ERMHS") services at the facility, including counseling, speech and language services and occupational therapy. Counseling is provided by a school psychologist; however staff reports that they utilize licensed social workers as well.

II. GENERAL ADMINISTRATION

A. Population and Staffing Information

1. Average Daily Detainee Population

| | Adult Male | Adult Female | Juvenile Male | Juvenile Female | Total |
|-----------------------------------|------------------------------|---------------------|----------------------|------------------------|--------------|
| Facility Capacity | 0 | 0 | 290 | 0 | 290 |
| Facility Average Daily Population | 1 (under adult jurisdiction) | 0 | 157 | 0 | 158 |

a. Has the facility exceeded capacity since the last inspection? Yes No

b. Does the facility house youth under California Welfare & Institutions Code Section 601 (truancy and status offenders)? Yes No

c. If yes, are youth adjudicated pursuant to WIC 601 separated from youth adjudicated pursuant to WIC 602 (delinquent youth)? Yes No

d. List the languages spoken by Probation staff members:

English _____
 Spanish _____

2. Probation Staffing Ratios

Awake: 1 / 10 Asleep: 1 / 30

| Probation Staffing (As of date of inspection) | # Filled | # Open |
|--|-----------------|---------------|
| Division Chief | 1 | 0 |
| Supervisors | 10 | 0 |
| Deputy Probation Officer | 0 | 0 |
| Correctional Deputy Probation Officer | 96 | 0 |
| Admin/Support | 10 | 0 |
| Other – Senior Probation Officer | 3 | 0 |

B. Admissions and Orientation

1. How are youth oriented to rules and procedures in a developmentally appropriate manner? During in-take process, youth receive the EMJDF handbook (Spanish if needed). It is a comprehensive age appropriate break down 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 No

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.

5. Where are rules and procedures posted in the facility? _____
Information is posted in IBR, Central Control and Housing units.

C. Personal Property and Money

1. Is personal property and money recorded, stored, and returned upon release? Yes No

2. Please list the types of personal property that may be kept in sleeping rooms:
Letters _____ Cards and books _____
Photos _____ Phone numbers and addresses _____

D. Youth Records

1. Are case records regarding individual youth kept on site? Yes No

a. If yes, what steps are taken to protect these records? All case records are stored in Probation's Case Management System (PCMS) and they are stored electronically. Additionally, Administration Separation hard files are kept in file cabinets in the administrative office.

E. Classification, Review, and Housing

1. Are youth assessed upon intake to determine appropriate classification? Yes No

a. If yes, what classifications are used?
Age and physical size (sophistication) _____ Commitment via Court Order _____
Gender _____ Current charge _____
Physical disability _____ Intellectual and Developmental _____

2. How often are reclassification reviews conducted? As needed

F. Access to Legal Services

1. Are youth permitted to have reasonable contact with their attorneys? Yes No

2. In the last calendar year has an attorney complained that they were not able to communicate with a youth/client? Yes No

3. In the last calendar year has a parent complained that their child was denied access to his or her attorney? Yes No

G. Telephone and Video Conferencing (Skype) Access

1. Are youth permitted to use the telephone/video conferencing (Skype) to contact:
 - a. Parents/guardians? Yes No
 - b. Anyone other than parents/guardians and attorneys? Yes No
 - i. 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)? Yes No
2. Are telephone calls monitored? Yes No
3. Are telephone calls recorded? Yes No
4. In the last calendar year has a parent/guardian complained that their child was denied reasonable access to the telephone? Yes No

H. Family Visits

1. What are the visiting hours for this facility? Monday – Friday, 3 p.m. – 8 p.m.
Sunday, A to L, 9 a.m. – 10 a.m. and M to Z, 10:15 am to 11:15 am
2. Who may visit youth? Check all that apply:
 - Parents/Legal guardians
 - Adult siblings
 - Minor siblings
 - Other: Visitors (usually other family) approved by court order / Probation Officer.
3. Is there ample space in the facility for visitation? Yes No
4. Are youth permitted to have private conversations with visitors? Yes No
5. Do probation staff members supervise visits? Yes No
6. In the last calendar year has there been an instance of a visitor bringing contraband into the facility? Yes No
7. In the last calendar year has there been an instance of a visitor threatening a youth or staff member? Yes No
8. Are there transportation alternatives for family members who want to visit youth? Yes No
9. What is the policy on undocumented parents/family members of a youth? Anyone with valid ID can visit.
 - a. How is this policy disseminated to parents/family members? Our policy does not specifically address undocumented family/guardian visits. However, visitation hours and rules are posted on the Probation website and in reception.

I. Mail and Email

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

J. Staff-Youth Communications

- 1. Are youth provided opportunities to communicate with staff in writing? Yes No
- 2. Are youth provided opportunities to communicate with staff verbally? Yes No
- 3. Are communication aids (translators, hearing aids, etc.) provided when necessary? Yes No

K. Grievances

- 1. Is there a formal grievance policy? Yes No
- 2. Are written grievances reviewed daily? Yes No
- 3. Are grievances tracked in some manner that would permit facility leaders to observe trends in grievance report? Yes No
- 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 No
- 5. Are youth made aware on a routine basis that they can express concerns about their detention to their attorneys? Yes No
- 6. Is there a formal grievance process available for parents? Yes No
 - a. If yes, how many parents submitted grievances in the last calendar year? _____

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

L. Clothing and Bedding

- 1. Are additional blankets available on request? Yes No
- 2. How often is bedding laundered? Weekly

3. How often are youth given clean clothes? Daily_____

M. Non-Hazardous Furnishings

1. Are mattresses and bedding fire-resistant and non-toxic? Yes No

N. Personal Hygiene/Showers

1. How frequently may youth shower?

a. Showers per week: 7

b. Minutes per shower: 5 minutes

2. Please list the hygiene products available to youth and indicate with an asterisk (*) which products are ethnically appropriate:

| | |
|-------------------|--------------------------|
| <u>Soap</u> | <u>Shampoo</u> |
| <u>Deodorant</u> | <u>Combs and Picks *</u> |
| <u>Toothpaste</u> | <u>Lotion</u> |

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 Services

A. Staffing

1. Positions Filled or Open

| Staff Type | # Filled | # Open |
|---|-----------------|---------------|
| Credentialed Teachers | 12 | 0 |
| Credentialed Special Education Teachers | 3 | 0 |
| Teachers' Aides | 5 | 1 |
| Paid Tutors | 0 | 0 |
| Volunteer Tutors | 0 | 0 |
| Other | 3 | 0 |

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

| Month | Avg. Student/Teacher Ratio | Avg. Daily Attendance |
|--------------|-----------------------------------|------------------------------|
| January | 12.91 / 1 | 155 |
| February | 12.83 / 1 | 154 |
| March | 13.58 / 1 | 163 |
| April | 12.67 / 1 | 152 |
| May | 13.45 / 1 | 148 |
| June | 12.72 / 1 | 140 |
| July | 12.09 / 1 | 133 |
| August | 15.18 / 1 | 167 |
| September | 14.2 / 1 | 142 |
| October | 14.1 / 1 | 141 |
| November | 14.83 / 1 | 178 |
| December | 14.58 / 1 | 175 |

B. Capacity and Attendance

1. Number of classrooms in the facility? 19 in the facility, 12 being used

2. 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 |
|---|---------------------------|---|--|
| 1 | 15 | 13.06 | 20 |
| 2 | 15 | 13.06 | 20 |
| 3 | 15 | 13.06 | 20 |
| 4 | 15 | 13.06 | 20 |
| 5 | 15 | 13.06 | 20 |
| 6 | 15 | 13.06 | 20 |
| 7 | 15 | 13.06 | 20 |
| 8 | 15 | 13.06 | 20 |
| 9 | 15 | 13.06 | 20 |
| 10 | 15 | 13.06 | 20 |
| 11 | 15 | 13.06 | 20 |
| 12 | 15 | 13.06 | 20 |

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? None

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:

Court
Probation Mandated Classes

D. Supplies

1. Does each student have their own textbook for each subject? Yes No

a. If not, what is the ratio of students to textbook for each subject:

| Course | # Textbooks | # Students |
|--------|-------------|------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

b. Please list the reason(s) why students may need to share textbooks:

2. Are the textbooks the most recent version available in California? Yes No

a. Who is responsible for making sure that textbooks are up to date?

i. Name: Joanne L. Finney Nathan Head

ii. Title: Principal Vice Principal

3. What school supplies are available to the students (pens, pencils, paper, etc.)?

Paper, golf sized pencils Scissors
Chrome Books Math manipulatives-compass, ruler, etc...
Art supplies-paint, markers, etc... Journals

4. What school supplies are students allowed to take to their rooms?

No supplies are allowed in rooms

a. Who is responsible for making sure there are adequate school supplies?

i. Name: Joanne L. Finney Nathan Head

ii. Title: Principal Vice Principal

5. Do students use computers on a daily basis in each classroom? Yes No

a. How many hours per day do students use computers? 2-3 hours

6. Are students limited in the amount of time that they can use a computer during the school day? Yes No

a. If yes, why? _____

7. Are students able to work on homework after the school day ends? Yes No

i. If yes, how? They may read literature, and take back work for credit recovery.

E. High School Diploma and GED Programs

1. On average, how soon after a student is admitted to facility does school staff have access to their previous records? Within 48 hours

2. Is SDCOE working to get partial credits earned in a facility recognized by a student's home district? Yes No

If yes, what is being done; if no, why not? Students receive a personal learning plan. That plan is such that partial credits are made whole. This has been the work of our Academic Counselor, Student Support Specialists, and Transition Specialists.

3. Percentage of students are not academically prepared to complete work at a 9th grade level? Approximately 25%

What interventions are used for these students? Students are provided differentiated instruction accommodations that include but are not limited to talk to text, small group practices that allow for student voice and choice while maintaining the expectation that students will be able to participate in all classroom activities as per the grade level standards.

a. Are these students assessed for IEPs? Yes No

i. If no, why not? Not all students who are below grade level need special education services. Many students who are below grade level have had major gaps in their education.

F. Special Education

1. IEP Plan

| Type of Plan | # Students with Pre-Existing | # Students Tested After Entry | # Students Who Receive After Entry |
|---|------------------------------|-------------------------------|------------------------------------|
| 504 Plan | 0 This is a gen ed issue | 0 | 0 |
| IEP Plan | 42 | 12 | 0 |
| IEP Plan with ERMHS ¹ Services | 14 | 9 | Based upon student need |
| IEP Plan with BSPs or BIPs ² | 5 | 18 | Based upon student need |
| Total | 61 | 39 | |

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

a. Name: Dulce Gonzalez

b. Title: Special Education Aide

¹ ERMHS – Educationally Related Mental Health Services

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

3. How soon is this determination made after a student is admitted? One to three days.

4. How are a student's IEP records obtained? JCCS utilizes a database that districts in San Diego County use and therefore, we have electronic access to special education records. We also apply for records using written and faxed request forms and as a calling the district's special education liaison.

How long does it typically take to obtain such records? Between 24 hours and no longer than one week.

5. For students with IEPs, please provide the following:

| Type of Service | Provided at Facility? | In a separate room? | How often is it provided? | Who provides? |
|------------------------------|---|--|---------------------------|---|
| ERMHS | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | As identified by ERMHS | School district Psychologist and Vista Hill |
| Counseling | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | IEP Team designates | School Psychologist |
| Speech and Language Services | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | IEP Team designates | Speech and Language Therapist |
| Occupational Therapy | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | As identified by ERMHS | School district Psychologist and Vista Hill |

a. If the answer to any of the above is no, why not? _____

6. General Education Teachers

a. What training do general education teachers have to recognize when a student requires an initial assessment to determine eligibility of special education services? All instructional staff members receive professional learning in the identification of students who have special needs. This training is completed by SDCOE Special Education Services, as well as from the site special education teachers and the site administrators and monthly staff meetings. There are also opportunities per the SDCOE Professional Development Calendar.

b. What training do general education teachers have with regard to effectively teaching students with:

i. a learning disability? Differentiated Instruction, Co-teaching model; working with content area specific coaches, monthly staff meetings, SDCOE Professional Development Calendar

ii. an emotional disturbance? Co-teaching model with Educational Specialist, monthly staff meetings

iii. significant attention issues? Differentiated Instruction, models learned from peer edited journals, monthly staff meetings, SDCOE professional calendar, monthly staff meeting

7. Credentialed Special Education Teachers

- a. How many credentialed special education teachers are at the facility full-time?
Three
- b. Do credentialed special education teachers participate in lesson planning and curriculum development? Yes No
- i. If yes, how often do they meet with teachers? Daily, Weekly, and PLC meeting
- c. Do credentialed special education teachers instruct students in any classes? Yes No

8. IEP Meetings

- a. Are IEP meetings held whenever annual meetings for an eligible student are due? Yes No
- b. Are IEP meetings held when an eligible student arrives in the facility and attends school? Yes No
- c. What is the average length of time between a student's arrival at the facility and his/her first IEP meeting? 25-30 days. Upon entry a thirty-day interim placement is developed. At the level end of the 30-day interim placement an IEP meeting is convened.
- d. Are IEP meetings held if a student is in the facility for more than thirty days? Yes No
- i. If no, why not? _____
- e. Are parents notified of the meetings? Yes No
- i. If yes, how? Written notice, phone calls, and electronic mail
- f. Describe the most common obstacle to IEP compliance: Parents returning correspondence and special education department consent for evaluations

9. General Special Education Questions

- a. Are staff trained to implement BSP's and BIP's? Yes No
- b. What resources available to accommodate students with special education needs?
All classes are provided with an Educational Specialist and/or aide dependent upon the needs and IEPs of the students enrolled on any given day. All staff are provided the list of accommodations, modifications and supports for their students.
- c. How many students are brought to the facility directly from school? N/A
- d. In the last calendar year, how many students were referred by the IEP Team at the facility to a Residential Treatment Center? 3

- e. In the last calendar year, how many students were referred by Probation to a Residential Treatment Center? This is a transition question for SD Probation

G. Post-High School/GED Programs

1. How many students are taking courses for college credit online? 15
 - a. At what college? Palomar, Mira Costa, and Southwestern. We did have a student enrolled in a full course of study at Grand Canyon University this past academic year.
2. Are students given information and counseling regarding community college and four-year college options? Yes No
3. Are students given information and counseling regarding financial aid options for college? Yes No
4. Are students given resources for college entrance exam preparation? Yes No
5. Do students in the facility take military readiness testing? Yes No
 - a. If yes, are they required to do so? Yes No

H. Career Technical Education (CTE)

1. What Career Technical Education (CTE) programs are available in the facility?
Horticulture IC3 and game design
52 different courses and pathways using Bicycle repair – to begin in August
PLATO
2. Do CTE opportunities have sufficient space and resources for the number of students who are interested in participating? Yes No
3. Are programs scheduled so all students can participate in all programs? Yes No
 - a. If no, how many students have been denied participation in one of these programs in the last calendar year? Students are not denied participation in CTE programming; CTE online programming enrollment is based upon the student's personal learning plan.

I. Special Programs and Activities

1. What other special programs or activities are take place in the classroom?
Art Classes
2. What programs or situations would result in a student leaving the classroom during school hours? Probation mandated courses, visitation.

J. Independent Study

1. What independent study options are available?
NA
2. When is independent study used? Per California Education Code, Independent Study is not permissible for students who are remanded to the Juvenile Court Schools.

IV. Health Care Services

A. Medical Staffing

| Staff Type | # Staff | # Contractors | # Positions Open | Avg. Number of Hour per Week at Facility |
|---------------------------|---------|---------------|------------------|---|
| Physician | 1 | CFMG | 0 | 16 |
| Physician's Assistant | 1 | CFMG | 0 | 40 |
| Registered Nurse | 1 | CFMG | 0 | 24 hrs./day 12 hr shifts |
| Licensed Vocational Nurse | 2 | CFMG | 0 | 2 nurses 24 hrs./day 12 hr. day shifts 1 nurse 24 hrs./day 12 hr. night shifts |
| Nurse Practitioner | 0 | | | |
| Emergency Medical Tech | 0 | | | |

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 checked="" type="checkbox"/> | LVN or RN | Upon intake, booking and screening/ questionnaire; Exam by LVN or RN within 6 hours of arrival; Physical exam within 72 hrs. |
| Dental | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | As needed or requested |
| Vision | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | LVN or RN | Snellen |
| Behavioral Health/Psychological | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | As indicated or requested |
| Sexually transmitted infections | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | LVN or RN | Public Health |
| Pregnancy test (if females are held in facility) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | LVN or RN | Clarity HCG |
| Other: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

C. Medical and Dental Health Needs

1. What is the procedure for youth to request:
 - a. medical services/treatment? Youth submits a sick call request form
 - b. dental services/treatment? Youth submits a sick call request form
2. Are probation staff members permitted to refer youth for medical/dental treatment? Yes No
3. On average, how many health services staff are available to respond to the medical needs of the youth in the facility? Staffing varies throughout the work day; six people on-site during daytime work hours and two on the night shift.
4. What medical equipment is available to respond to the medical needs of the youth in the facility? First Aid Kits, AED's in three locations, Emergency Bag, oral and nasal airways, oxygen, glucose monitoring, cervical immobilization, etc.
5. Are the youth's medical needs addressed in private treatment rooms only? Yes No
 - a. If yes, how many treatment rooms does the facility have? Three rooms
 - 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? Two to four minutes, depending on the location. All officers are CPR and AED certified.
 - b. a request for an inhaler? Two to eight minutes.
7. Call Slips
 - a. Who makes the determination whether or not a youth is seen after a sick call slip is turned in? The RN or PA triage the sick call slips
 - b. Of a random sample of 25 sick call slips:
 - i. How many were responded to? All
 - ii. What was the average response time? Six to twelve hours
8. Personal/Family Healthcare Providers
 - a. Are youth permitted to see their personal or family healthcare providers? Yes No
 - b. If yes, how is a visit arranged? Visits are arranged jointly with Probation
 - c. How many youth saw a personal healthcare provider during the calendar year? CFMG does not isolate this information. However, 2015 data reports 101 off-site community specialty consults of various nature. This can include a private MD.

D. Intoxicated Youth

1. Please provide the written procedure for handling youth under the influence of any intoxicating substances. CFMG does not accept intoxicated youth into the facility.
 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 No
 3. Who provides medical clearance for these youth? Hospital Emergency Room if indicated
 4. Did the facility detain any youth determined to be under the influence of an intoxicating substance? Yes No
- If yes:
- a. Was medical clearance obtained? Yes No
 - b. Were these detentions documented? Yes No
 - c. Were there documented safety checks at least once every 15 minutes? Yes No

E. Hunger Strikes

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. Death

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: None

G. Informed Consent/Involuntary Treatment

1. Is informed consent obtained, when appropriate, prior to the delivery of care? Yes No
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 No
3. Under what circumstance would a youth undergo an involuntary medical test or treatment? Life threatening or unconscious

H. Experimental Research

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

| Research Type | Permitted? |
|--------------------------|---|
| Behavioral/Psychological | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Biomedical | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Cosmetic | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Pharmaceutical | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Other: _____ | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

2. Do youth consent to participation in research? N/A Yes No
3. Do parents consent to participation in research? N/A Yes No
4. Describe any research studies in which youth in the facility participated in the last calendar year. None
-

I. Infectious Disease

1. Is there an infection control program that aims to ensure that safety of youth, staff, and visitors? Yes No

J. Accommodations for the Disabled

1. Does the facility accept youth with disabilities? Yes No

V. Programs

A. All Programs

1. Please list every program and/or service offered to youth at the facility either by probation staff members, a contractor, or a volunteer. (Examples of such programs are substance abuse counseling financial literacy education, anger management classes, conflict resolution skills, book club and/or counseling, incentive building or team leader programs.)
 - a. Treatment Readiness and Induction Program (TRIP)
 - b. Seeking Safety
 - c. Moral Recognition Therapy (MRT)
 - d. Curriculum-Based Motivation Group
 - e. Life Skills
 - f. Work Readiness
 - g. TCU- Mapping Enhanced Counseling
 - h. Literacy Program
 - i. Vocational Training Certifications (Southwestern College)
 - j. Aggression Replacement Training (A.R.T)
 - k. Criminal Conduct and Substance Abuse (C.C.S.A.)
 - l. Life Skills
 - m. Safe Dates
 - n. Horticultural Program
 - o. The Wellness Program
 - p. Planned Parenthood Program
 - q. PREA Education Program
 - r. Anger Management
 - s. Chemical Dependency
 - t. Probation: Literacy Program
 - u. Personal Responsibility
 - v. Reading Legacies
 - w. Religious Services

For each program listed above, please fill out the questions listed in Appendix A.

B. Religious Practices

1. Are youth religious services offered in the facility? Yes No
 - a. If yes, list the religious/faith traditions for which services are offered:
Catholic _____
Protestant _____

2. Are religious services offered in a language other than English? Yes No
 - a. If yes, list the languages in which services are offered:
Spanish _____

3. Are youth offered religious or faith-based counseling services? Yes No
4. Are youth permitted to keep religious texts in their sleeping rooms? Yes No

C. Work Assignments

1. Are un-sentenced youth in the facility permitted to work or perform chores on a voluntary basis? N/A Yes No
2. Are un-sentenced youth in the facility required to work or perform chores? N/A Yes No
3. Are sentenced youth in the facility permitted to work or perform chores on a voluntary basis? Yes No
4. Are sentenced youth in the facility required to work or perform chores? Yes No

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 No
3. Please provide the written policy for handling youth who refuse to participate in physical recreation/exercise. Please see Section 7.0 Behavior Control
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.)? 3 weekday / 5 weekend
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 No

2. Do facility probation staff members (“inside POs”) consult with the probation officer that will be assigned to the youth when they leave (“outside POs”) to discuss transition-related concerns? Yes No
3. Has the facility received any complaints from parents regarding the transition process? Yes No
4. Has the facility received any complaints from attorneys regarding the transition process? Yes No
5. 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.)? Yes No

VI. Security and Control

A. Security Features

1. Does the facility have ample security features (i.e. cameras, locks, alarms, etc.)? Yes No

B. Security Inspections

1. Does the administrator in charge ever visually inspect the facility for security-related concerns? Yes No

a. If yes, how often? Daily, Weekly and Monthly

2. Are random reviews of security tapes conducted? N/A Yes No

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

C. Control of Contraband

1. In the last calendar year has a weapon been found in the possession of a youth in the facility? Yes No

2. 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 No

3. If there have been a high number of incidents related to a specific type of contraband, please describe: Prescribed medication is "Checked" and passed on to other youth.

D. Searches

1. Do probation staff search sleep areas/rooms? Yes No

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

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

E. Discipline

1. Please provide the written policy for the discipline process. Please see section 7.0 Behavior Control

2. Are measures taken to ensure that due process is preserved? Yes No

3. Of a random sample of 25 grievances, approximately what percent of grievances/appeals related to disciplines are resolved in favor the youth? Approximately 5%

F. Serious Incidents

1.

| Incident Type | Number of Occurrences |
|---|-----------------------|
| Suicides | 0 |
| Attempted suicides | 2 |
| Deaths from other causes | 0 |
| Escapes | 0 |
| Attempted escapes | 0 |
| Serious assaults on detainees | 56 |
| Serious assaults on staff | 12 |
| Other serious incidents | 190 |
| Serious incidents above for which there is a written record | 260 |

2. Are there policies and procedures in place that describe the types of incidents and occurrences which must be documented on a daily basis? Yes No
3. Are these logs stored electronically? Yes No
4. 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?
 N/A Yes No

G. Use of Force

1. Are there written policies in place to ensure that force is used only when necessary? Yes No
2. Are there written policies in place to ensure that force is used only as long as necessary? Yes No
3. Is each instance of a use of force documented? Yes No
- a. If yes, are these documents reviewed by the administrator in charge?
 N/A Yes No
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 (If needed) | <input type="checkbox"/> Committee |
5. Number of instances in the last calendar year: 293

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 No
2. Are there written policies in place to ensure that OC spray is used only as long as necessary? Yes No
3. Is each instance of OC spray documented? Yes No
 - a. If yes, are these documents reviewed by the administrator in charge?
 N/A Yes No
4. What level of review occurs when OC spray is used? Check all that apply.

| | |
|--|---|
| <input checked="" type="checkbox"/> Supervisor | <input checked="" type="checkbox"/> Assistant Chief |
| <input checked="" type="checkbox"/> Division Chief | <input checked="" type="checkbox"/> Chief (if needed) |
| <input checked="" type="checkbox"/> Deputy Chief (if needed) | <input type="checkbox"/> Committee |
5. Number of instances in the last calendar year: 143

I. Use of Restraints

1. Are there written policies in place to ensure that restraints are used only when necessary? Yes No
2. Are there written policies in place to ensure that restraints are used only as long as necessary? Yes No
3. Is each instance of a use of restraints documented? Yes No
 - a. If yes, are these documents reviewed by the administrator in charge?
 N/A Yes No
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"/> Assistant Chief |
| <input checked="" type="checkbox"/> Deputy Chief (as needed) | <input type="checkbox"/> Committee |
5. Number of instances in the last calendar year: 1

J. Room Confinement

1. Are there written policies in place to ensure that room confinement is used only when necessary? Yes No
2. Are there written policies in place to ensure that room confinement is used only as long as necessary? Yes No
3. Is each instance of room confinement documented? Yes No

a. If yes, are these documents reviewed by the administrator in charge?

N/A Yes No

4. Number of instances in the last calendar year: 2,804

VII. Safety and Sanitation

A. Fire Safety

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

B. Control of Dangerous and/or Toxic Materials

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

C. Environmental Control (To be completed by the JJC Inspection Team)

1. Does the facility appear clean and sanitary? Yes No
2. Does the facility appear appropriately ventilated? Yes No
3. On the day of inspection, did the facility's temperature seem appropriate for the season and weather? Yes No

D. Physical Facility and Equipment

1. Does this facility have a court holding area? Yes 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 No
2. Is there a written policy to ensure the adequate control of tools? Yes No
3. Is there a written policy to ensure the adequate control of culinary utensils and equipment? Yes No
4. Is there a written policy to ensure the adequate control of medical equipment? Yes No
5. Is there a written policy to ensure the adequate control of supplies? Yes No
6. Is there a written policy to ensure the adequate control of vehicles? Yes No

F. Weapons Control

1. Are weapons of any types permitted in the facility? Yes No
2. Is there a weapons locker on site? Yes No
a. If yes, where is it located? Staff entrance and outside police intake

G. Contingency and Emergency Plans

Are there written plans in place for the following contingencies/emergencies? Check all that apply:

- Contagious disease outbreak (Tuberculosis, Flu, etc.)
- Earthquake
- Fire
- Power outage/failure
- Unit disturbance
- Other: Bomb Threats
- Other: African Honey Bees

VIII. Food Services

A. Sanitation and Meal Service

1. Are kitchen staff members trained regarding sanitation and food handling procedures? Yes No
2. Have kitchen staff members received any training in the last year other than training given to newly hired employees? Yes No
 - a. If yes, describe what the training included: Monthly staff training is provided. Training on professional standards for the school nutrition program and any additional updates on food services. All kitchen staff also receive monthly PREA on-line training and other county required on-line training.
3. Do youth work in the kitchen? Yes No
 - a. If yes above, have they been trained? Yes No
4. Are youth permitted to converse during meals? Yes No
 - a. If yes, may a youth seated at one table converse with a youth seated at a different table? N/A Yes No
5. Are meals served cafeteria style? Yes No
6. Are youth permitted 20 minutes or more to eat? Yes No
7. Who/what agency maintains the kitchen area? San Diego Sheriff's Department
8. Describe the types of work youth perform in the kitchen:
N/A

B. Adequate and Varied Meals

1. Is there a weekly menu posted? Yes No
2. Does a nutritionist, dietitian, or other health professional participate in the creation of the menu? Yes No
3. How many calories per day does a youth who eats all of the standard meals provided consume? Approximately 3100 calories per day – 5 meals: 2 Breakfast, lunch, dinner, and evening snack
4. Are youth protected from having food taken from them? Yes No
5. What approximate percent of calories are from the following:
Protein: 17% % Carbohydrate: 56% % Fat: 26% %
6. What is the procedure for handling a youth's request for second helping/additional food? There is no procedure. Five meals a day is sufficient and alleviates the need.

C. Special Diets

1. Can special diets be accommodated when medically necessary? Yes No

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

IX. Administration and Management

A. Post Orders

1. Do probation staff members have access to a detailed copy of their job description? Yes No
2. Do probation staff members have performance reviewed annually? Yes No

B. Policy Development and Monitoring

1. What is the title of the person primarily responsible for creating, updating, or modifying policies and procedures? Supervising Probation Officer
2. How often are policies and procedures reviewed for accuracy and consistency with daily practices? Monthly
3. Are policy and procedure manuals available onsite? Yes No
4. Does the manual include the title, and contact information of the staff member to whom one can report a grievance or complaint? Yes No
5. Does the manual include the title, and contact information of the staff member to whom one can propose a change to a policy? Yes No
 - a. If yes, list the number of manuals available: On-Line (county intranet)
 - b. Where are the manuals located?
Probation Department Sharepoint
6. Are probation staff members permitted to access these manuals? Yes No
7. Are contractors familiarized with these manuals during contractor orientation? Yes No
8. Are the youths' attorneys permitted to access these manuals via subpoena? Yes No

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 No
2. List types of diversity training attended by Probation staff members:
Embracing Diversity & Encouraging Respect
LGBT: Creating Safe Spaces

D. Internal Inspections and Reviews

1. Does the administrator in charge ever conduct a walk-through/visual inspection of the entire facility? Yes No
 - a. If yes, how often: As needed

2. How often does the administrator in charge meet with the following groups to discuss operations and services:
- a. Probation staff members? Bi-weekly or as needed
 - b. medical staff? Bi-weekly or as needed
 - c. mental health staff? Bi-weekly or as needed
 - d. contracted programming representatives? Bi-weekly or as needed
 - e. school/education staff? Bi-weekly or as needed
 - f. volunteers? As needed

E. Staff Background and Reference Checks

- 1. Do staff members have an initial background before they are hired? Yes No
- 2. Do staff members have reference checks before they are hired? Yes No
- 3. Do staff members meet with a psychologist before they are hired? Yes No
- 4. Do staff members undergo drug testing before they are hired? Yes No
- 5. Do staff members undergo periodic criminal history checks after they are employed?
 Yes No

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 | Who Provides? |
|--|---|------------------|--|
| Adolescent Development | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | As available | STAT Team/Probation |
| Appropriate Relationships/Boundaries with Youth | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Monthly | E-Blast monthly & Probation Department |
| Appropriate Disciplinary Techniques | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Annually | Probation Department |
| Confidentiality | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Every two years | Probation Department |
| Conflict Management | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Every two years | Probation Department |
| CPR/First Aid | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Every two years | Outside provider |
| Emergency Response | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Annually | Probation Department |
| Ethical Decision Making | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Every two years | Probation Department |
| Identification and Treatment for Mentally Ill and/or Suicidal Youth | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Every two years | STAT Team & CFMG |
| Identification and Referral of Youth for Special Education Services | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| Inclusion Methods for Youth with Disabilities or Special Needs | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | As available | Probation Department |
| Reporting Requirements for Abuse, Neglect, or Maltreatment that Occurs In the Facility | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Monthly | PREA E-Blast |
| Reporting Requirements for Abuse, Neglect, or Maltreatment that Occurs Outside the Facility | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Monthly | PREA E-Blast |
| Sexual Harassment | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Every two years | Probation |
| Signs of Abuse or Neglect | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Every two years | CFMG |
| Use of Force | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Annually | Probation Department |
| Use of Restraints | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Annually | Probation Department |
| Other: _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | Once per month | Probation Department |

G. Staff Misconduct

1. Please provide the written policy for addressing staff misconduct. See Admin Policy section 914
2. Please provide the written policy that ensures youth are not bullied by staff. See Section 2.4.10 Rules of Professional Conduct and Section 7.1.2.3 Behavioral Control
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 | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Sexually Assaulting Youth | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Verbally Threatening Youth | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Touching a Youth in an Inappropriate Way | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Commenting on the Physical Appearance of Youth in a Manner Outside Scope of Staff Member's Job Duties | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Entering a Youth's Sleeping Room for Any Reason that was Outside the Scope of the Staff Member's Job Duties | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.

Any of the above allegations would be thoroughly investigated, and reported up the chain of command (up to and including Internal Affairs), if necessary. Supporting documentation will be available during inspection.

X. Budget and Fiscal Concerns

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.): _____
