

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

Data from Calendar Year 2016

Girls' Rehabilitation Facility	
Facility Address: 2801 Meadow Lark Drive San Diego, CA 92123	Date of Inspection: July 11, 2017
	JJC Chair: Edward Weiner
	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
Facility Administrator: Timothy Hancock, Division Chief	Telephone: (858) 694-4501
Detention Facility Contact: Timothy Hancock, Division Chief	Telephone: (858) 694-4501

TABLE OF CONTENTS

I.	Executive Summary.....	5
A.	Institution Overview	5
1.	Population Trends	
2.	Educational Achievements	
3.	Evidence Based Programming Improvements	
4.	Serious Incidents Trends and Use of Pepper Spray	
5.	Coordination of Behavioral Health Services Care	
6.	Improved Transition Services and Results	
B.	Commission Recommendations	5
II.	General Administration	7
A.	Population and Staffing Information	7
B.	Admissions and Orientation	7
C.	Personal Property and Money	8
D.	Youth Records	8
E.	Classification, Review and Housing.....	8
F.	Access to Legal Services	8
G.	Telephone and Video Conferencing Access.....	8
H.	Family Visits	9
I.	Mail and Email	9
J.	Staff-Youth Communications.....	9
K.	Grievances	10
L.	Clothing and Bedding.....	10
M.	Non-Hazardous Furnishings	10
N.	Personal Hygiene and Showers	10
III.	Education Services	12
A.	Staffing	12
B.	Capacity and Attendance.....	13
C.	Absences	13
D.	Supplies	14
E.	High School Diploma and GED Programs.....	15

F.	Special Education	15
G.	Post High School/GED Programs	18
H.	Career Technical Education (CTE)	18
I.	Special Programs and Activities.....	19
J.	Independent Study.....	19
IV.	Health Care Services	20
A.	Medical Staffing	20
B.	Health Screening	20
C.	Medical and Dental Health Needs.....	20
D.	Intoxicated Youth	21
E.	Hunger Strikes	22
F.	Death.....	22
G.	Informed Consent/Involuntary Treatment.....	22
H.	Experimental Research.....	22
I.	Infectious Diseases	23
J.	Accommodations for the Disabled	23
V.	Programs.....	24
A.	All Programs.....	24
B.	Religious Practices	24
C.	Work Assignments	25
D.	Exercise and Out-of-Sleeping Room Activities	25
E.	Transition and Release	25
VI.	Security and Control.....	26
A.	Security Features	26
B.	Security Inspections.....	26
C.	Control of Contraband.....	26
D.	Searches	26
E.	Discipline.....	26
F.	Serious Incidents	27
G.	Use of Force	27
H.	Use of Oleoresin Capsicum (OC or Pepper) Spray	28
I.	Use of Restraints.....	28

J.	Room Confinement	28
VII.	Safety and Sanitation	30
A.	Fire Safety	30
B.	Control of Dangerous and/or Toxic Materials.....	30
C.	Environmental Control	30
D.	Physical Facility and Equipment	30
E.	Tools and Equipment Control	30
F.	Weapons Control	30
G.	Contingency and Emergency Plans	31
VIII.	Food Services	32
A.	Sanitation and Meal Service	32
B.	Adequate and Varied Meals	32
C.	Special Diets	32
IX.	Administration and Management	34
A.	Post Orders	34
B.	Policy Development and Monitoring	34
C.	Interpersonal Communication and Diversity Training.....	34
D.	Internal Inspections and Reviews	34
E.	Staff Background and Reference Checks	35
F.	Staff Training, Licensing and Credentialing	36
G.	Staff Misconduct	36
X.	Budget and Fiscal Concerns	38

I. Executive Summary

A. Institution Overview

1. Population Trends

This is an all-female unit.

2. Educational Achievements

- Project based learning started last year;
- Quarterly exhibitions are planned;
- Evening home work;
- Volunteer Tutors come in to tutor;
- All teachers are Response to Intervention (RTI) trained;
- College level classes are available through Google Classroom; and
- Career Technical Education (CTE) is available for Horticulture.

3. Evidence-Based Programming Improvements

- Commercial Sexual Exploitation of Children (CSEC) youth have a new class available, “My Life My Choice”.
- San Diego Youth Services holds Alcohol and Other Drugs (AOD) class.

4. Serious Incidents Trends and Use of Pepper Spray

Zero.

5. Coordination of Behavioral Health Services Care

Commercial Sexual Exploitation of Children (CSEC)

San Diego Youth Services (SDYS)

Suicide Prevention

6. Improved Transition Services and Results

There are increased community outings including a 5k Run. There is better communication with a youth's home school district in order to plan transition back to into the community and access to educational programs.

B. Commission Recommendations

1. The JJC recommends that Probation continue establishing a Trauma Response Unit (TRU) for girls.
2. Career Technical Education (CTE)

The Juvenile Justice Commission (JJC) recommends that Girls' Rehabilitation Facility (GRF) expand the Career Technical Education (CTE) classes available (currently Horticulture and Business). As part of the expansion, the JJC recommends finalizing the implementation of the CTE Small Animal Management “Tender Loving Canine” program.

3. The JJC recommends that GRF continues trying to align their educational curriculum with what is taught in traditional school districts.
4. The JJC recommends that GRF continue to strive for a more treatment-oriented and community-oriented approach.
5. The JJC recommends implementation of the "Missouri Model", which emphasizes keeping youth out of the system and providing support to make sure that they are successful once they leave.
6. The JJC recommends that menu at GRF be reviewed and upgraded. Food once again has been a complaint from the girls. Even though this is a consistent complaint in all the institutions, there does not seem to be any move toward correcting the situation.
7. The JJC recommends that GRF provide LGBTQI specific services and consider partnering with The Center in Hillcrest to provide support for those youth who identify as within that community. Additionally, The Center could be asked to provide some ongoing training to staff on how to help kids who identify.
8. The JJC recommends that GRF provide ethnically sensitive personal care products.

II. GENERAL ADMINISTRATION

A. Population and Staffing Information

1. Average Daily Detainee Population (Booking)

	Adult Male	Adult Female	Juvenile Male	Juvenile Female	Total
Facility Capacity	0	0	0	45	45
Facility Average Daily Population	0	0		23	23

- 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 / 15 Asleep: 1 / 30

Probation Staffing (As of date of inspection)	# Filled	# Open
Director	1	0
Supervisors	1	1
Deputy Probation Officer	0	0
Correctional Deputy Probation Officer	16	3
Senior Probation Officers	2	0
Admin/Support	1	0
Other		

B. Admissions and Orientation

1. How are youth oriented to rules and procedures in a developmentally appropriate manner?
The youth receive a staff and youth orientation. Also, the rules are posted around the unit.
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? Review, rules test

Where are rules and procedures posted in the facility? The rules and schedule are posted on the wall in the unit. The youth also receive a printed rulebook.

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, books, arts & crafts radios, dvd players

Hygiene products clothing, school binders

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? In file cabinets & locked room.

E. Classification, Review, and Housing

1. Are youth assessed upon intake to determine appropriate classification?

Yes No

a. If yes, what classifications are used?

Screen Supervisor for GRF MDT

Review of Court reports Interview with youth

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? (Baby visit)

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? Thursday 6-8pm, Sun 9-11 am
2. Who may visit youth? Check all that apply:
- Parents/Legal guardians
- Adult siblings
- Minor siblings
- Other: CASA, Wrapteams, Public Health Nurses
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? None
- a. How is this policy disseminated to parents/family members? N/A

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 parent's submitted grievances in the last calendar year? 0

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 and upon request

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: 6

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

Shower gel; deodorant lotion/moisturizer
shampoo feminine hygiene

3. How do staff members balance privacy and safety concerns? Safety comes first. Close doors. Privacy screen, blinds.

III. Education Services

A. Staffing

1. Positions Filled or Open

Staff Type	# Filled	# Open
Credentialed Teachers	2	0
Credentialed Special Education Teachers	0.5	0
(Special Ed) Teachers' Aides	2	2
Paid Tutors	0	0
Volunteer Tutors	0	0
Other (Classroom Assistants)	0.5	0

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

Month	Avg. Student/Teacher Ratio	Avg. Daily Attendance
January	10.93 / 1	21.68
February	11.31/ 1	22.61
March	12.36/ 1	24.72
April	12.36/ 1	24.67
May	12.15/ 1	24.29
June	9.75/ 1	19.5
July	10.5/ 1	21
August	11.53/ 1	23.05
September	10.34/ 1	20.67
October	12.24/ 1	24.48
November	10.92/ 1	27.84
December	12.16/ 1	24.31

B. Capacity and Attendance

1. Number of classrooms in the facility? 18
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	25	11.37	20
2	25	11.37	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? Never
 - 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:
Probation mandated programing In order to attend court

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 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

Math Manipulatives Art supplies – paint, markers, etc.

ChromeBooks _____

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? Up to 6 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? Students are assigned daily homework assignments-reading, writing

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 24 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 Specialist, and Transition Specialists. School districts are required by California Education Code to accept partial credits.

3. Percentage of students who are not academically prepared to complete work at a 9th grade level? Approximately 25%
- a. What interventions are used for these students? Students are provided differentiated instruction, accommodations that include but not limited to talk to text, small group instruction, use of technology, etc. Teachers are also using different instructional 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.
- b. 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	This is a general education responsibility	This is a general education responsibility	This is a general education responsibility
IEP Plan	191	16	207
IEP Plan with ERMHS ¹ Services	15	6	20
IEP Plan with BSPs or BIPs ²	18	5	23
Total	224	27	250

¹ ERMHS – Educationally Related Mental Health Services

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

2. Who determines if a student admitted to the facility has an IEP?
 - a. Name: Dulce Gonzalez
 - b. Title: Special Education Aide
3. How soon is this determination made after a student is admitted? 1-3 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.
5. How long does it typically take to obtain such records? Between 24 hours and no longer than one week.
6. 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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IEP Team designates	School Psychologist Mental Health Caseworker School Social Worker
Speech and Language Services	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	As identified by ERMHS	Occupational Therapist

- a. If the answer to any of the above is no, why not? _____
7. 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. Additional services are received from Disability Awareness and the CDE Diagnostic Center; Disability Awareness

- 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; Disability Awareness
 - ii. an emotional disturbance? Co-teaching with Educational Specialist; monthly staff meetings. Additional services are received from Disability Awareness and the CDE Diagnostic Center.
 - iii. significant attention issues? Differentiated Instruction; I co-teaching model; working with content area specific coaches; monthly staff meetings, SCC OE professional development calendar.
8. Credentialed Special Education Teachers
- a. How many credentialed special education teachers are at the facility full-time?
0.5 FTE
 - 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 and weekly
 - c. Do credentialed special education teachers instruct students in any classes?
 Yes No
9. 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? _____
 - f. Describe the most common obstacle to IEP compliance: Parents returning correspondence and obtaining consent for evaluation.

10. 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 reenrolled 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? 0
- e. In the last calendar year, how many students were referred by Probation to a Residential Treatment Center? 0

G. Post-High School/GED Programs

1. How many students are taking courses for college credit online? 10
- a. At what college? Southwestern Community College District Schools including but not limited to Palomar, Mira Costa, Grossmont, and Southwestern Community Colleges
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
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 have been denied participation

I. Special Programs and Activities

1. What other special programs or activities are take place in the classroom?

Art Class-Timken Art Museum Words Alive

Juvenile Book Club _____

2. What programs or situations would result in a student leaving the classroom during school hours? Probation mandated courses, court

J. Independent Study

1. What independent study options are available?

N/A _____

When is independent study used? Per the 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	24
Physician's Assistant	1	CFMG	0	24
Registered Nurse	1	CFMG	0	24 hours/day – 12 hour shifts
Licensed Vocational Nurse	2 and 3	CFMG	0	2 nurses 24 hours/day, 12 hour 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 hours.
Dental	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		As needed/requested
Vision	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LVN or RN	Snellen
Behavioral Health/Psychological	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		As indicated or requested
Sexually transmitted infections	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LVN or RV	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? Submit sick call slip _____
- b. dental services/treatment? Submit sick call slip _____

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? There are a minimum of 3 staff always on site and up to 6 or 7 in the daytime business hours.
4. What medical equipment is available to respond to the medical needs of the youth in the facility? First Aid kits, AEDS in multiple 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? 3
- 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? 2 to 4 minutes depending on the location; All Officers are CPR and AED certified
- b. an request for an inhaler? 2 to 8 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? 6 to 12 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, 2016 data reports 101 off site community specialty consults of various nature. This can include the 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: No Hunger Strikes in Calendar Year 2016

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

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 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. N/A

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. Aggression Replacement Therapy

b. Alateen

c. Alcohol and Other Drugs Group (AOD)

d. Children's Care Connection (C3)

e. Freedom from Exploitation

f. Healthy Relationships

g. Horticulture Class

h. Juvenile Court Book Club

i. Work Readiness

j. _____

k. _____

l. _____

m. _____

n. _____

o. _____

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: _____

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 unsentenced youth in the facility permitted to work or perform chores on a voluntary basis? N/A Yes No
2. Are unsentenced 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. See policy and procedure section 6.2 Recreation and Exercise
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.)? 4+
5. How do Probation Officers ensure that homework is completed before free-time activities occur? Provide structured homework time.

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 & Monthly
2. Are random reviews of security tapes conducted? N/A Yes No
- a. If yes, how often? As needed during the 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: _____

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.
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? 20%

F. Serious Incidents

1.

Incident Type	Number of Occurrences
Suicides	0
Attempted suicides	0
Deaths from other causes	0
Escapes	0
Attempted escapes	0
Serious assaults on detainees	0
Serious assaults on staff	0
Other serious incidents	0
Serious incidents above for which there is a written record	A0

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.
- Supervisor Assistant Chief
 Division Chief Assistant Chief
 Deputy Chief Committee
5. Number of instances in the last calendar year: 0

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.
 Supervisor Assistant Chief
 Division Chief Chief
 Deputy Chief Committee
5. Number of instances in the last calendar year: 0

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.
 Supervisor Assistant Chief
 Division Chief Assistant Chief
 Deputy Chief Committee
5. Number of instances in the last calendar year: 0

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: 0

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

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? Right of front door

G. Contingency and Emergency Plans

1. 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: _____

Other: _____

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: Required Monthly staff training and other required Food Service training provided to the kitchen staff in LMS. Additionally, the kitchen staff also received the monthly PREA and Work Safe Stay Healthy 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 County 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? 2900
4. Are youth protected from having food taken from them? Yes No
5. What approximate percent of calories are from the following:
Protein: 18 % Carbohydrate: 57 % Fat: 24 %
6. What is the procedure for handling a youth's request for second helping/additional food? It is offered when available. Fruit is always available.

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? Division Chief
2. How often are policies and procedures reviewed for accuracy and consistency with daily practices? Annually
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: County Intra-net (online)
 - 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:
LGBT CSEC Training
Trauma Informed

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: Monthly; and as needed

2. How often does the administrator in charge meet with the following groups to discuss operations and services:
- a. Probation staff members? As needed-bi weekly
 - b. medical staff? As needed-bi weekly
 - c. mental health staff? As needed-bi weekly
 - d. contracted programming representatives? As needed-bi weekly
 - e. school/education staff? As needed-bi weekly
 - 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 2 years	Probation Department
Conflict Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Every 2 years	Probation Department
CPR/First Aid	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Every 2 years	Outside agency
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 2 years	Probation Department
Identification and Treatment for Mentally Ill and/or Suicidal Youth	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Every 2 years	STAT Team and 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 2 years	Probation Department
Signs of Abuse or Neglect	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Every 2 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		

G. Staff Misconduct

1. Please provide the written policy for addressing staff misconduct. See section 914 in the Administrative Policy; see section 903 in the Institutional policy.
2. Please provide the written policy that ensures youth are not bullied by staff. See Section 2.4 "Rules and Professional Conduct."

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 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
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 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
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" 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.

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.): None