

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

**Data from Calendar Year 2016**

<b>Kearny Mesa Juvenile Detention Facility</b>	
<b>Facility Address:</b>  2801 Meadow Lark Drive San Diego, CA 92123	<b>Date of Inspection:</b> May 30, 2017
	<b>JJC Chair:</b> Kimberly Allan
	<b>JJC Administrative Officer:</b> Scott Brown <b>JJC Admin. Assistant:</b> Amber Scott
	<b>Chief Probation Officer:</b> Adolfo Gonzales
	<b>Presiding Judge of the Juvenile Court:</b> Honorable Carolyn M. Caietti
<b>Facility Administrator:</b>  Timothy Hancock, Division Chief	<b>Telephone:</b>  (858) 694-4501
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## I. Executive Summary

### A. Institution Overview

#### 1. Population Trends

We were told that the facility staffing is a minimum of 1 to 10 during the day and 1 to 30 in during sleep time, which allows staff to better keep the youth safe and respond better to their needs (mental health needs). This has made the facility safer with a decrease in incidents in 2016, which continues in 2017. There has also been a decrease in the use of OC spray.

It seems that the recommendation by the Grand Jury for more group sports did not take this into consideration. Though there are really good reasons for group sports, the dynamics of living in a closed facility could exacerbate certain behaviors among the youth and make staffing issues more complex. Further, the uncertain, and sometimes short, length of stay at Kearny Mesa Juvenile Detention Facility does not allow for the true impact of the benefits of group sports.

*Quote from the Grand Jury Report:*

*Fact: No programs exist for organized events, games and books.  
Finding 03: Additional time allowing juvenile detainees to participate in joint recreational events would benefit the juveniles' eventual assimilation back into the community, as well as provide a learning experience of how to get along with others.*

#### 2. Educational Achievements

It was clear that the education services provided by Momentum Learning (Principal Joanne Finney) strive to help youth be on the path to completing high school and encourages (in a variety of ways) youth to attend college. The facility has had five graduations in 2016. AB216 has helped make this possible for Probation youth.

Principal Finney shared the issues that education services at KMJDF encounters because often youth are only there for three weeks. This transiency, and sometimes uncertainty, makes it hard for youth to maintain focus on education and on Career and Technical Education (CTE). It was also noted that there are no rooms on the grounds to handle students who are interested in CTE.

#### 3. Evidence-Based Programming Improvements

The use of evidenced based programming is commendable. It would be helpful-though we are concerned it may impact staffing-to report to the Commission about the evidenced based outcomes of each program. Evidenced based practices/programs are important in impacting behaviors and changing the lives of the participants. A report of these outcomes would substantiate the ongoing/continued need for their use<sup>1</sup>. The site also reported on research based programs which are used to educate participants. It would be informative if the site would routinely report how these programs educate the participants. It is clear in

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<sup>1</sup> <http://www.socialworktoday.com/archive/072009p22.shtml>

the report what the programs focus on but not whether there is a method to assess the learning by the participants. We have heard that participants are sometimes bored by the regimented way these programs are presented. Some participant involvement in the choice of these programs may alleviate this.

4. Serious Incidents Trends and Use of Pepper Spray

There were 93 incidents of Oleoresin Capsicum (OC or Pepper Spray) use in 2015. In 2016, use was reduced to 44 incidents. The reduction seems to be due to more training for Probation Officers (P.O.s) as well as youth and facility staff seeing each other as people due to a change in philosophy at Probation (calling youth by first names, P.O.s participating in sports with youth, etc.)

5. Coordination of Behavioral Health Services Care

Celia Engelman, LCSW did a clear presentation on how the mental health coverage is handled at the facility by the Stabilization, Treatment, Assessment, and Transition Team (STAT Team). Staff is onsite for emergencies during the day and also in the evening. The fact a “call” is made was a bit confusing. It seemed that STAT Team was off-campus. They have a trailer on campus and offices very close by. This underscored the ability to quickly respond to incidents and behavioral issues (suicides and other mental health emergencies).

6. Improved Transition Services and Results

There seems to be an improvement in transition services because of the passage of California Assembly Bill 2276 which amended Section 48645.5 (a) of the Education Code as follows:

*“Each public school district and county office of education shall accept for credit full or partial coursework satisfactorily completed by a pupil while attending a public school, juvenile court school, or nonpublic, nonsectarian school or agency. The coursework shall be transferred by means of the standard state transcript. If a pupil completes the graduation requirements of his or her school district of residence while being detained, the school district of residence shall issue to the pupil a diploma from the school the pupil last attended before detention or, in the alternative, the county superintendent of schools may issue the diploma.”*

B. Commission Recommendations

Overall we are very pleased with what we observed during our inspection. Tim Hancock and his team appear to be doing a great job with the resources they are given. We had an opportunity to speak with three boys that are in the TRU Unit. To hear how upbeat and positive they were about their time in that unit and their future was amazing. The Grand Jury report stated that the facility was over staffed and we disagree completely. If we really want to see change, to see minors not continue to do the revolving door behavior of going in and out of custody and lower the possibility of these minors going on into adulthood with the same criminal behavior then we as a County, State, Nation need to put money forward to back the talk. The TRU Unit has proven that with the extra staff and intervention they provide that they can turn minors around and give them their best shot at not returning to the Criminal Justice System. To continue to believe that a 1 to 10 ratio is going to make change is polar to the concept of true Restorative Justice Practices and the ultimate goal of giving these minors the

ability to be strong independent adults that have learned from their mistakes and won't return to custody.

We were pleased to see the significant reduction in the use of OC spray and hope with continued movement toward the Trauma Informed and Restorative Justice Practices the need for the use will continue to decrease. We believe that the new policy of addressing the minors by their first name and the efforts that the staff have made to make respect a two-way practice has and will continue to help the reduction of need for OC spray. Another piece of this is the fact that the Probation Officers actively participate with the minors during recreation time. This policy provides both minors and Probation Officers an opportunity to interact in a positive way which allows both parties to see the other in a different perspective. This change in the overall philosophy will certainly make a positive difference in the future data.

The food, as always, did not get positive reports from the minors but the fact that there has been a new policy put in place where bowls of fresh fruit are constantly available to the minors is a step in the right direction

We are pleased with the change in the education focus to having core classes, rather than the past practice of filling the minor's school time with electives.

#### 1. TRU Unit

- a. The Juvenile Justice Commission recognizes the accomplishments of the Trauma Responsive Unit (TRU) which offers trauma-informed interventions to a small subset of the overall population. With research establishing a high prevalence of trauma-related needs among youth involved with the juvenile justice system, it would seem likely that many more, if not all, of the population would benefit from trauma-informed and responsive staff members, interventions, and programming. The Juvenile Justice Commission recommends increasing the impact of the TRU Unit to serve a larger number of boys and girls. This may entail broad dissemination of trauma-informed training to all staff members or through expansion of the unit itself, with preference given to the approach that will meaningfully impact the largest number of youth incarcerated in the facility.
- b. The JJC recommends that Probation continue establishing a Trauma Response Unit (TRU) for girls.

#### 2. Hair care products/combs

Through discussion with African American and multiracial youth in the facility, it became apparent that they lack access to hair care products designed for the texture of their hair. Specifically, the young women indicated they do not have proper brushes to comb their hair, resulting in hair loss and damage. According to the American Academy of Dermatology<sup>2</sup>, African American hair is "unique in appearance and structure, and is especially fragile and prone to injury and damage." The Juvenile Justice Commission recommends that combs or brushes specifically for African American hair be distributed as a method of improving the cultural humility and responsiveness of the facility while meeting the most basic needs of the boys and girls.

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<sup>2</sup>The American Academy of Dermatology, "African American Hair," <https://www.aad.org/public/skin-hair-nails/hair-care/african-american-hair>, (n.d.).

3. Education

a. Computer and internet access

Review of the Pre-Inspection Worksheet and direct conversations with the youth indicated that 10 students are taking online courses for college credits through Grand Canyon University or Southwestern, Palomar, Mira Costa, and Cuyamaca Colleges. Currently, the facility limits internet and computer access to 2-3 hours per day. The youth enrolled in the online courses shared concern over the short time limit and the challenges it poses to completing and excelling in their courses. The Juvenile Justice Commission recommends increasing computer and internet access for college-going youth to be consistent with the guidelines for online courses, with the widely accepted standard as 6 hours a week per course credit.

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b. Career and Technical Education

Please urge the County Board of Supervisors to fund a trailer or a bus with staff to transport youth to CTE classes to broaden the experience of youth being detained for at least three weeks.

c. Community Programs

Task a specific staff instructor for short-term youth to build relations with community programs and education staff to be in continual contact for six months after a youth leaves the facility.

d. Evidence-Based Programs

<b>Name of Program</b>	<b>Evidence Based?</b>	<b>Best Practices/Educational/Support</b>
Alateen		Support group
Alcoholics Anonymous		Support Group
Narcotics		Support Group
PREA Education		Educational
Mindfulness		Educational
HIV/STD		Educational (Health)
Life Skills		Educational (Behavior Awareness)
Literacy Program		Educational
Literacy Through Character		Educational (Behavior Awareness)
Vocational Training Certification Courses at Southwestern		Career Education
Work Readiness		Career Education



Evidence Based Programs, Continued:

<b>Name of Program</b>	<b>Evidence Based?</b>	<b>Best Practices/Educational/Support</b>
Book Club		Educational (Behavior awareness)
Reading Legacies		Educational
Movie Night		Available to youth on a behavioral basis
Food Safety Education		Educational
Healthy Relationships/Parenting		Educational/Research based
Aggression Replacement Training	Evidence based <sup>3</sup>	
TCU Mapping Enhanced Counseling	Evidence based small group counseling <sup>4</sup>	
Criminal Conduct Substance Abuse		Educational (though mentioned in the report as Evidenced Based, could not find the listing)
T-4 Target Trauma Affect Regulation: Gide for Education and Therapy	Evidence Based <sup>5</sup>	
Seeking Safety	Evidence Based <sup>6</sup>	
Pet Therapy		Therapeutic (though mentioned in the report as Evidence Based, could not find the listing)
Moral Recognition Therapy (MRT)	Evidence Based <sup>7</sup>	
My Life My Choice		A comprehensive program but could not confirm it as Evidence Based and the California Evidence Based Clearing House rated it Medium <sup>8</sup>
Treatment Readiness Induction Program (TRIP)	Evidence Based <sup>9</sup>	
Hepatitis Education		There is no doubt that this effort is effective but it was confusing the list of links and resources – I am not sure that makes it Evidence Based
Curriculum Based Motivation Group	Evidence Based <sup>10</sup>	
Alcohol Education	Evidence based	Is also Educational/Behavioral Awareness - Materials from SAMHSA, NIMH and CDC
Tobacco Education	Evidence based	Is also Educational/Behavioral awareness – materials from a variety of sources
Reproductive Education	Evidence based	Is also Educational/Behavioral awareness – materials from a variety of sources
Oral Health Education	Evidence Based	Is also Educational/Behavioral awareness – materials from a variety of sources

<sup>3</sup> <https://www.samhsa.gov/treatment/mental-disorders/disruptive-behavior-disorders#evidence-based>

<sup>4</sup> <https://www.samhsa.gov/treatment/mental-disorders/disruptive-behavior-disorders#evidence-based>

<sup>5</sup> <http://www.advancedtrauma.com/Services.html>

<sup>6</sup> <http://www.treatment-innovations.org/seeking-safety.html>

<sup>7</sup> <http://www.moral-reconation-therapy.com/>

<sup>8</sup> <http://www.cebc4cw.org/program/my-life-my-choice-mlmc/detailed>

<sup>9</sup> <https://ibr.tcu.edu/projects/the-treatment-retention-and-induction-program-for-adolescents/>

<sup>10</sup> <https://www.ncbi.nlm.nih.gov/pubmed/17895731>

Evidence Based Programs, Continued:

<b>Name of Program</b>	<b>Evidence Based?</b>	<b>Best Practices/Educational/Support</b>
Nutrition Education	Evidence Based	Is also Educational/Behavioral awareness – materials from a variety of sources
Domestic Violence Prevention	Evidence Based	Is also Educational/Behavioral awareness – materials from a variety of sources
Alcohol and Other Drug Wellness	Evidence based	No details
Tuberculous Education	Evidence based	Is also Educational/Behavioral awareness – materials from a variety of sources

4. Telephone access

Discussion with staff and youth revealed unclear telephone usage policies for boys and girls with parents or caregivers who reside outside of the country. One young female indicated that she hadn't spoken with her mother in weeks because she has an out-of-country telephone number. Conversations with staff indicated one telephone in the facility that can make out-of-country calls, but that youth don't have regular or consistent access to it like they do the public payphones. To ensure equitable access, the Juvenile Justice Commission recommends creating policies and procedures that address regular contact with parents and caregivers who have out-of-country telephone numbers.

5. Critical Incident Reports and STAT Team

Review of the Critical Incident Reports revealed inconsistency in the use of the STAT Team during apparent mental health crises. The current reporting procedures do not clearly indicate when the STAT team is contacted or dispatched to assist youth during these critical moments. The Juvenile Justice Commission recommends altering current reporting procedures to specifically detail when the team is contacted, when they arrive and when they intend to follow-up with the youth.

6. LGBTQI Programming

Consider adding LGBTQI specific services and partnering with The Center in Hillcrest to provide those youths who identify with that community with some support while in custody. The Center could also be asked to provide training to staff on how to help kids who identify as LGBTQI.

## II. GENERAL ADMINISTRATION

### A. Population and Staffing Information

1. Average Daily Detainee Population (Booking)

	<b>Adult Male</b>	<b>Adult Female</b>	<b>Juvenile Male</b>	<b>Juvenile Female</b>	<b>Total</b>
Facility Capacity	0	0	279	80	359
Facility Average Daily Population	0	0	107	41	148

- 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

<b>Probation Staffing (As of date of inspection)</b>	<b># Filled</b>	<b># Open</b>
Director	1	0
Supervisors	12	1
Deputy Probation Officer	0	0
Correctional Deputy Probation Officer	120	22
Senior Probation Officers	5	0
Admin/Support	14	2
Other (Storekeeper & Laundry Worker)	3	0

### B. Admissions and Orientation

1. How are youth oriented to rules and procedures in a developmentally appropriate manner?

During the intake process, youth receive the KMJDF handbook (Spanish or English). It is a comprehensive age appropriate break down of the policies and procedures of the facility. Additionally, it includes other relevant information to assist the youth in preventing and reporting any discrepancies in their treatment. This orientation is provided verbally and in writing or with an interpreter if necessary for all youth including those who are limited English 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? As previously noted, the youth are informed of the rules via written information and verbally through an orientation.

5. Where are rules and procedures posted in the facility? The information is posted in the Living Units, Intake Booking and Release and Main Control.

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 & Books

Photos Phone Numbers & 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? Case records are stored electronically in the Probation Case Management System. Additionally, medical isolation, administrative hard files, privilege suspension are kept in the Watch Commander's office and are accessible to approved probation staff.

E. Classification, Review, and Housing

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

a. If yes, what classifications are used?

Age, physical size, level of sophistication Current Charges

Court Commitment Physical Disabilities

Gender Intellectual and Development concerns

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? Visits can be conducted within the first 48 hours of the youth's incarceration 8-8, Court ordered 8am-11am 12pm-4pm Monday through Friday; Thursdays from 630pm-830pm and Sundays 630pm-830pm. Christmas and Thanksgiving as well as coordinated special visits.
2. Who may visit youth? Check all that apply:
  - Parents/Legal guardians
  - Adult siblings
  - Minor siblings
  - Other: Court/Probation Officer approved visitors
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 identification and approved can visit.

How is this policy disseminated to parents/family members? We do not have a specific policy to address undocumented family members; however, rules and visiting hours are posted with a notation that a valid identification card is required.

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 or more if needed

b. Minutes per shower: 5

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

Soap Shampoo

Deodorant Combs

Toothpaste Lotion

3. How do staff members balance privacy and safety concerns? Youth are given an opportunity to shower in an individual room or in a shower stall, except with exigent circumstances or when viewing is incidental.

### III. Education Services

#### A. Staffing

##### 1. Positions Filled or Open

<b>Staff Type</b>	<b># Filled</b>	<b># Open</b>
Credentialed Teachers	13	0
Credentialed Special Education Teachers	3.5	0
(Special Ed) Teachers' Aides	2	2
Paid Tutors	0	0
Volunteer Tutors	0	0
Other (Classroom Assistants)	5	0

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

<b>Month</b>	<b>Avg. Student/Teacher Ratio</b>	<b>Avg. Daily Attendance</b>
January	9.38 / 1	131.27
February	9.62/ 1	134.66
March	10.0/ 1	139.73
April	9.51/ 1	133.18
May	10.1/ 1	141.43
June	9.63/ 1	134.80
July	11.5/ 1	156.11
August	11.35/ 1	158.85
September	10.08/ 1	141.10
October	10.51/ 1	147.90
November	9.7/ 1	135.79
December	9.15/ 1	128.08



B. Capacity and Attendance

1. Number of classrooms in the facility? 18

2. For each classroom indicated in Question 1, please indicate the following:

<b>For Each Classroom Used During the Calendar Year</b>	<b>Classroom Capacity</b>	<b>Average Number of Students per Classroom</b>	<b>Number of computers per classroom</b>
1	15	10.044	20
2	15	10.044	20
3	15	10.044	20
4	15	10.044	20
5	15	10.044	20
6	15	10.044	20
7	15	10.044	20
8	15	10.044	20
9	15	10.044	20
10	15	10.044	20
11	15	10.044	20
12	15	10.044	20
13	15	10.044	20

C. Absences

1.

<b>Absences During the Calendar Year</b>	<b>#</b>
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:

Court \_\_\_\_\_ Visitations \_\_\_\_\_  
Probation/Court Mandated Classes \_\_\_\_\_

D. Supplies

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

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

Course	# Textbooks	# Students

a. 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? 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 1-2 days
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 9<sup>th</sup> 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			
IEP Plan			
IEP Plan with ERMHS <sup>11</sup> Services			
IEP Plan with BSPs or BIPs <sup>12</sup>			
Total			

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 Psychologists School Social Worker Mental Health Caseworker
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	School district Psychologist and Vista Hill

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

<sup>11</sup> ERMHS – Educationally Related Mental Health Services

<sup>12</sup> BSP – Behavior Support Plan; BIP – Behavior Intervention Plan

7. General Education Teachers

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.

- a. What training do general education teachers have with regard to effectively teaching students with:
- i. a learning disability? Disability Awareness, referral process, CDE Diagnostic Center Mental Health Trainings, Differentiated Instruction, Co-teaching model: working with content area specific coaches, monthly staff meetings, SDCOE Professional Development Calendar.
  - ii. an emotional disturbance? Disability Awareness, referral process, CDE Diagnostic Center Mental Health Trainings, Co-teaching model with Educational Specialists, monthly staff meetings.
  - iii. significant attention issues? Disability Awareness, referral process, CDE Diagnostic Center Mental Health Trainings, Differentiated Instruction, models learned from peer edited journals, monthly staff meetings, SDCOE professional calendar, monthly staff meeting.

8. Credentialed Special Education Teachers

- a. How many credentialed special education teachers are at the facility full-time? 3.5 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: After repeated attempts to include the Parent/Educational Rights holder in IEP process a continued lack of engagement from Parent/care give to provide consent to assess and IEP development.

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? 2 students
- 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  
At what college? Southwestern, Palomar, Mira Costa, Cuyamaca, Grand Canyon University
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?  
52 Courses in PLATO Graphics Arts  
Small Business Entrepreneurial Skills
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? No students have been denied participation

I. Special Programs and Activities

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

Art Classes \_\_\_\_\_ Playwright Project \_\_\_\_\_

Words Alive \_\_\_\_\_ Book Club \_\_\_\_\_

2. What programs or situations would result in a student leaving the classroom during school hours?

Probation/court mandated classes, visitation \_\_\_\_\_

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 hrs/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 or 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

Are probation staff members permitted to refer youth for medical/dental treatment?  
 Yes  No
2. 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.
3. What medical equipment is available to respond to the medical needs of the youth in the facility? First Aid kits, SAEDS in multiple locations; Emergency Bag, oral and nasal airways, oxygen, glucose monitoring, cervical immobilization, etc.
4. 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
5. 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
6. 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
7. 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
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 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

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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 (ART)
  - b. Alateen
  - c. Alcohol Education
  - d. Alcoholics Anonymous
  - e. Alcohol and Other Drugs Wellness (AODW)
  - f. Book Club
  - g. Criminal Conduct Substance Abuse (CCSA)
  - h. Curriculum-Based Motivation Group
  - i. Domestic Violence Prevention
  - j. Food Safety Education
  - k. Healthy Relationships
  - l. Hepatitis Education
  - m. HIV-STD
  - n. Life Skills
  - o. Literacy Program
  - p. Literacy Through Character
  - q. Meditation Program
  - r. Mindfulness Program
  - s. Moral Recognition Therapy (MRT)
  - t. Movie Night Questions
  - u. My Life My Choice (MLMC)
  - v. Narcotics Anonymous (NA)
  - w. Nutrition Education
  - x. Oral Health Education
  - y. Pet Therapy

- z. PREA
- aa. Reading Legacies
- bb. Reproductive Health Education
- cc. Seeking Safety
- dd. Target Trauma Affect Regulation (T4)
- ee. TCU-Mapping Enhanced Counseling
- ff. Tobacco Education
- gg. Treatment Readiness and Induction Program (TRIP)
- hh. Tuberculosis Education
- ii. Vocational Training
- jj. Work Readiness

**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
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 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.)? 3 hours during the weekdays and 5 hours on the weekends
5. How do Probation Officers ensure that homework is completed before free-time activities occur? Homework is given on an as needed basis by the school and officers are then informed of the need to allow youth to work on the homework.

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: Keeping medication in their mouth without swallowing it.

### 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
3. 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. Refer to policy section 7.0 on Behavioral Control.
2. Are measures taken to ensure that due process is preserved?  Yes  No

Of a random sample of 25 grievances, approximately what percent of grievances/appeals related to disciplines are resolved in favor the youth? 0 %

F. Serious Incidents

1.

Incident Type	Number of Occurrences
Suicides	0
Attempted suicides	9
Deaths from other causes	0
Escapes	0
Attempted escapes	0
Serious assaults on detainees	27
Serious assaults on staff	11
Other serious incidents	57
Serious incidents above for which there is a written record	All

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"/> Assistant Chief |
| <input checked="" type="checkbox"/> Deputy Chief   | <input type="checkbox"/> Committee       |

5. Number of instances in the last calendar year: 130



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: 36

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: 2 (Restraint Chair)

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: 481

## 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? The staff entrance and outside of the law enforcement officer intake area.

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 Threat
- Other: Bees/Hostage Situation

### 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 and other food service training which is required; Professional Standards for school nutrition program. They are provided with LMS and PREA Standards 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:  
The youth do not work in the kitchen

#### 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 %  
What is the procedure for handling a youth's request for second helping/additional food?  
There is no procedure; five meals a day elevates the need for additional serving.

#### 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: County Intra-net
  - 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 Embracing Diversity & Encouraging Respect

### 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: Randomly and on an as needed basis

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?

<b>Training Type</b>	<b>Does Staff Attend?</b>	<b>How Often</b>	<b>Who Provides?</b>
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		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 <b>In</b> the Facility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Monthly	PREA E-BLAST
Reporting Requirements for Abuse, Neglect, or Maltreatment that Occurs <b>Outside</b> 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:

<b>Type of Misconduct By Staff Member</b>	<b>Occurred in Past Calendar Year?</b>	<b>To a Youth In Custody</b>	<b>To a Youth Out of Custody</b>
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input 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 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
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.
  - 1/23/2016 Youth Cook allegation staff touched her hand inappropriately (Touching youth in an inappropriate way) – Fact finding outcome was unsubstantiated. youth was in custody.
  - 7/14/2016 Youth Moncrief sexual relationship (Sexually Assaulting Youth) with Alpha Connection Staff (unsure if this occurred in 2016 calendar year) Apple Valley Sheriff’s notified, youth was out of custody.
  - 7/13/2016 Youth Bonds allegation staff commented on youth’s physical appearance fact finding completed unfounded, youth in custody.
  - 10/8/2016 Youth Conchola allegation of inappropriate pat search fact finding completed unfounded, youth in custody.

**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

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