

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT  
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-201.2

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REPLACES: 3/22/2016

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**SUBJECT: PERSONAL BELONGINGS/TELEPHONE USE**

**POLICY**

To ensure the safety and security of the institution, members and youth, all containers brought into the institution are subject to search. Items that present a clear hazard or may be immediately used as a weapon shall not be brought into the institution

**PROCEDURES**

A. Securing of Personal Items

Personal belongings that are brought into the institution shall be secured in an area where youth do not have access.

B. Officer Lockers

1. A locker, lock and key will be assigned to authorized officers to store personal belongings that are not acceptable in the institution and department issued safety equipment when off duty.
2. Backup keys to lockers will be kept in the locked key box in the Duty Officer's office.
3. Personal locks are not allowed and will be physically removed.
4. Officer lockers are property of the County and subject to search. If a search is needed, it shall be in the officer's presence, or with the officer's consent, unless a valid search warrant has been obtained or the officer has been notified that a search will be conducted.

C. On Units

1. Personal belongings that are acceptable in the institution may be hand carried to a unit or Camp Peterson in a clear see through container or bag.
2. These items shall be stored in the secured member rooms on the living units.
4. Personal Items in Camp Peterson shall be secured in the member closet or locked desk in a locked office.

D. Responsibilities

1. Each member will be individually responsible for any item they bring into the institution.
2. Each member is responsible to follow this policy.
3. Should an item be misused and/or stolen, the department will not be liable and under certain circumstances, discipline may be initiated.
4. Staff shall not bring any item into the institution to be used by, given to, or shared with youth without the written approval of Detention Administration.
5. Juvenile Detention Unit Supervisors will be responsible for enforcing this policy by officers under their supervision.

E. Prohibited Items

1. Examples of items NOT to be brought into the institution by members include, but are not limited to:
  - a. Firearms, knives or weapons
  - b. Pornography
2. Examples of items that may NOT be brought into the housing units or Camp Peterson, but may be locked in an officer locker include, but are not limited to:
  - a. Newspapers and magazines
  - b. Cell phones
  - c. Laptop computers and tablets
  - d. CD's, DVD's, personal stereos, etc.
  - e. Glass containers
3. Other agencies working in the facility, who do not have a locker must lock these items in their designated work areas that are not accessible to youth.

F. Allowable Items

1. Examples of items that may be brought into the housing unit by staff include, but are not limited to:
  - a. Personal medications and hygiene items (no glass/metal)
  - b. Meals
  - d. Plastic spoons, container and/or bags

G. Personal Telephone Calls

1. If a personal call needs to be made, approval needs to be obtained from the Duty Officer.