

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

TO: ALL STAFF

BULLETIN #: D-1300

APPROVED BY: STEVE JACKSON
CHIEF PROBATION OFFICER

REPLACES: 5/2/2016

ISSUE DATE: 11/1/2018

SUBJECT: SAFETY AND SECURITY

POLICY

The Probation Department is responsible for the safety and security of youth, staff, visitors and the general public. Typically, unsafe conditions are created by physical plant conditions, operational practices, and/or practices or behaviors of individual employees, clients, or visitors.

Every department employee is responsible for identifying, assessing, and addressing safety risks; no employee is exempt from this responsibility.

PROCEDURE

A. Safety Concerns

1. When an employee observes a safety/security risk, he/she will address the risk immediately.
2. If the situation is one that the employee cannot immediately correct on his/her own, he/she will discuss the situation with the immediate supervisor or duty officer.
3. If the situation cannot be corrected by the employee and/or the supervisor, the employee shall prepare a Safety Condition Report (Attachment A) detailing the safety concern, along with any suggestions for improving or resolving the situation.
 - a. This memo shall be distributed as follows:
 - i. Employee's immediate supervisor;
 - ii. Juvenile Detention Facility Supervisor (JDfs) responsible for that work unit;
 - iii. Administrative JDfs
 - iv. Administrative Assistant Deputy Chief Probation Officer (ADCPO)
 - v. Department Safety Officer
 - vi. Chief Probation Officer
 - vii. Employee originating the memo

4. The Administrative ADCPO shall work with the Administrative JDFS and other staff as necessary to address the safety/security concern.
5. The Administrative ADCPO shall cause a written response to the originating employee within 5 business days. If the employee is not satisfied with the response, he may appeal to the Department Head or his designee, who will respond in writing within 10 business days.
6. The Administrative ADCPO as well as the Department Safety Officer shall be responsible for maintaining a permanent file on safety concerns, located in the Detention Office Secretary's office.

B. Fire Prevention

1. Staff members should always be on the alert for fire hazards such as electrical outlets, expended fire extinguishers, and improper trash storage.
2. Maintenance staff members will conduct monthly fire safety inspections on each unit (Attachment B)
3. It is essential that employees make fire prevention a basic part of their daily activities.
4. All staff members shall be attentive to maintaining good housekeeping standards to augment fire safety, including:
 - a. Prevention of hazardous electrical material
 - b. Fire drills
 - c. Fire control equipment check
 - d. Self-Contained Breathing Apparatus (SCBA) checks
5. SCBA equipment is stored in the staff office on Units 1, 2, and 3, and outside the staff restroom on Units 4 and 5.
 - a. Whenever it becomes necessary to remove equipment from a unit, it will be noted in the memo book by the Administrative JDFS in charge of equipment.
 - b. Return of the equipment must also be documented in the memo book.
 - c. This information should also be documented on the monthly equipment inspection form.

C. Evacuation of the Facility

1. Possibly the single most important factor in a comprehensive Fire and Life Safety Program is the ability to effectively evacuate the facility.

2. The first notification of a potential problem should alert staff to immediately begin to implement procedures that will identify the location, magnitude of the situation, and the areas needing to be evacuated, if necessary.
3. A minor fire in a room may indicate the need to evacuate only the room involved, provided that flames, heat, and smoke are confined to the room of origin.
4. Fires of a larger magnitude, communicating fire, heat, or smoke beyond the room of origin, may require evacuation of a complete section or the entire facility.
5. Areas that are utilized as assembly areas or safe areas of refuge need to be equipped with necessary barriers and staff to maintain security.
6. Staff members need to account for all staff, residents, and visitors throughout the entire evacuation process.
7. Certain areas of the institution may not be suited for evacuation during the drills; therefore, a walk-through that includes use of emergency keys, manual override devices, and other equipment should suffice.
8. The emergency Evacuation Plan shows proper evacuation routes and is posted in appropriate locations.
9. Exits are unobstructed at all times.
10. Exits are clearly visible and properly marked. Exit lights and emergency lighting is tested, and documentation is available.
11. No locks, padlocks, chains, or other devices are permitted on any door that is required to have panic hardware.
12. All doors utilized for evacuation purposes have a reliable secondary means of release at each door and lock.
13. Fire hydrant, O.S. &Y. Valve, PIV, and all fire department connections are well marked.
14. Facility has adequate number and type of fire extinguishers located not more than 50 feet from any area in a building.

D. Monthly Inspection

The facility will be inspected monthly to insure that:

1. Wastebaskets are noncombustible.

2. Electrical cords are in good condition (not spliced, frayed, or overloaded).
3. Heat producing items are unplugged after use (iron, coffee pots, etc.).
4. Offices are checked so that heat-producing items are turned off before leaving for the day.
5. Proper three-wire grounded extension cords are used.
6. Extension cords draped across ceilings, run under floor mats, or carpeting are prohibited.
7. Extension cords are not used in lieu of permanent wiring.
8. Extension cords and flexible cords are not to be affixed to structures.
9. Unauthorized multi-plug adapters, cube adapters, or multi-plug extension cords are not used.
10. A minimum of 30 inches of clearance is maintained in front of all electrical control panels.
11. Electrical control panel covers are always kept closed.
12. Altered or homemade electrical appliances are prohibited.
13. Trash is removed from facility on a daily basis.
14. Trash, weeds, dumpsters, and other combustibles are at least 20 feet away from buildings.
15. Gasoline and other flammable liquids are stored in separate approved containers. (Policy prohibits storage within the main facility.)
16. Amounts of combustible materials are limited and controlled.
17. Mattresses are of the approved type, and meet all flame retardant needs (tags attached).
18. Storage is well arranged with required aisle width (36 inches).
20. Plastic, polyurethane, styrene-butadiene furnishings are prohibited.

E. Daily Inspections of Facility

1. The Duty Officer will make a routine inspection of the facility, perimeter, and grounds during his/her respective shift and record the information on the Daily Shift Report.

2. Any problem requiring immediate attention will be directed to the appropriate party.
3. Administration regularly reviews the Daily Shift Report and ensures appropriate follow-up has been completed.

F. Daily Inspection of Youth, Living Units, and Youth Rooms

1. The unit shift leader is responsible for a daily inspection of his/her respective unit and recreation yard.
2. Individual rooms will be randomly searched daily.
3. Should a concern arise that requires immediate attention, unit staff will advise the Duty Officer.
4. Staff who conducts the room inspections and searches are to utilize the Daily Inspection/Room Search Checklist form. (Attachment C)
5. Room inspection and searches shall be conducted when the youth is out of the room.
 - a. For the 6am to 2pm shift, staff shall inspect the rooms when youth are in school or outside recreation.
 - b. For the 2p-10p shifts, staff shall conduct inspections and searches when the youth are outside for recreation or programming in the dayroom.
6. Staff will enter the room to check if the youth's room is neat, clean and bedding is folded.
7. Staff will be look to see if the sink is clean wipe down, no toothpaste in the sink.
8. Toilet is flushed and toilet paper is stack neatly in the toilet paper holder.
9. Bedding is folded. Blankets, sheets and pillowcase should be folded and stacked on top of the mattress.
10. Youth are allowed to have three books (soft cover), a bible, court papers as well as items earned through behavior incentives or approved by Detention Administration.

G. Annual Inspections

1. The following inspections will be conducted annually and administratively reviewed:

- a. Facility (Juvenile Justice Delinquency Prevention Commission)
- b. Facility (Juvenile Presiding Court Judge)
- c. Fire Safety (French Camp Fire Department)
- d. Building Safety (San Joaquin Community Development Department)
- e. Health/Sanitation (San Joaquin Public Health)
- f. School Programs (San Joaquin County Office of Education)

H. Key Controls

1. Each housing unit key set is labeled (e.g., 4-1, 4-2, 4-3).
2. Unit keys shall be accounted for by shift leaders at the start of their shift, by documenting on the unit shift report the key set number next to the name of the staff person assigned those keys.
3. If a staff member takes unit keys home accidentally, he/she shall return them to the facility immediately.
4. All other frequently used keys are secured in the Intake area and accounted for by the Duty Officer on each shift.
5. Duplicate and “special access” keys are secured in the Administrative area and are accounted for by the Office Secretary.

I. Storage and Maintenance of Chemical Agents

1. Chemical agents assigned to the housing unit are passed between staff at shift change and are carried on their person.
2. All unassigned chemical agents are stored in a locked cabinet in Intake/Booking at Juvenile Detention.
3. At annual Chemical Agents Update training, all staff are trained on checking expiration dates and testing the chemical agent prior to the start of each shift.
4. If there are any issues with the chemical agent or it is empty, staff shall contact the Duty Officer for a replacement.

J. Weapons and Ammunition

1. Knives are prohibited from being brought into Juvenile Detention.
2. Weapons, magazines, and ammunition are prohibited from being brought into Juvenile Detention.

K. Security Review

1. The Deputy Chief Probation Officer will annually review, evaluate, and maintain a record of security measures.
2. The review and evaluation will include the internal and external security.
3. Records of annual inspections and evaluations are maintained in Division administrative files, located in the Office Secretary's office.

L. Population Count and Safety Room Checks

1. Staff members are to count the number of youth in the unit/dorm prior to the start and end of each shift and document it on the shift report.
2. All staff members should make routine counts throughout the shift to ensure the accuracy of the count.



SAFETY CONDITION REPORT

TO: _____ DATE submitted: _____
Immediate Supervisor/Department Head

LOCATION & DESCRIPTION OF CONDITION AND/OR PROCEDURE:

(If applicable, provide your solution to the problem. If this is a report to the Department Head, please submit prior correspondence with immediate supervisor):

CONDITION DISCUSSED WITH: _____, DEPT. SUPV.

Submitted by (Optional): _____ Dept.: _____
Print Name Signature Ee Contact #:

All employees (except SEIU represented employees)

Employee shall report any health and safety concerns first to their immediate supervisor. If not satisfied with the decision, please reference your respective Memorandum of Understanding (MOU) and follow procedural steps outlined.

SEIU represented employees

Employees shall report any health and safety concerns first to their immediate supervisor. The supervisor shall have up to five (5) business days, depending on the immediacy of the issue, to respond in writing to the employee. If the employee is not satisfied with the supervisor's response, he/she may appeal the matter in writing to the Department Head or his/her designee, within five (5) business days. The Department Head or his/her designee shall respond in writing within ten (10) business days, depending on the immediacy of the issue. If not satisfied with the response, the employee may appeal, in writing, the issue to the County Safety Committee (submit this to County Human Resources/Risk Management or SEIU, Local 1021).

Action taken by department (if no action taken please indicate why it is not necessary or appropriate):

CONDITION CORRECTED: _____
DEPARTMENT SUPERVISOR / DEPARTMENT HEAD DATE

SIGNED: _____
Head

Distribution COPY - Department

Completed form to be forwarded to Department Head

Attachment A

SAN JOAQUIN COUNTY JUVENILE JUSTICE/PROBATION FIRE SAFETY INSPECTION GUIDE

YES = SATISFACTORY

NO = UNSATISFACTORY (EXPLAIN ON REVERSE)

N/A = NOT APPLICABLE

HOUSING UNIT/LOCATION: _____

DATE: _____

INSPECTOR: _____

YES NO N/A

1. ELECTRICAL			
a.	Extension Cords: Condition- Excessive Length (used in lieu of permanent wiring)		
b.	Appliances properly grounded		
c.	Motors		
d.	Wiring		
2. BREEZE WAYS/SALLY PORTS			
a.	Doors: Operational/kept closed		
b.	Free from obstructions		
c.	Properly lighted		
3. EXIT LIGHTS			
a.	Proper size		
b.	Proper watt bulbs		
c.	Working order		
4. EXIT WAYS			
a.	Properly lighted and marked		
b.	Free from obstructions		
c.	Are there two remote paths of exit travel from each cellblock or area?		
d.	Are reliable means provided to permit the prompt release of inmates from locked areas?		
5. FIRE DRILLS			
a.	Do all employees and staff members participate in a drill?		
6. SPRINKLER SYSTEM			
a.	Heads and controls unobstructed. (18 inch clearance)		
7. FLUES AND VENTS			
a.	Fire door operation		
b.	No combustible storage in room		
c.	Condition of filters in air conditioning system		
d.	Combustion air opening unobstructed		
8. HOUSEKEEPING			
a.	Staff room/neat and orderly		
b.	Adequate storage of janitorial and cleaning equipment in proper area		
c.	Oily rags, paint rags, in covered metal cans		
d.	No excessive accumulation of combustible litter		
9. GENERAL HAZARDS			
a.	Are the furnishings in use non-combustible? Check box if any of the following are in your facility:		
	☐ Furnishings padded with foam plastics or foamed rubber;		
	☐ Foamed plastic or foamed rubber padding on walls, ceilings, or floor;		
	☐ Are mattresses fire resistant?		
b.	Has any action been taken to alleviate the materials that have been hazard created by materials shown to have poor fire performance?		
10. FIRE DETECTION EQUIPMENT			
a.	Have smoke and/or heat detectors been provided?		
b.	Are they interconnected to the fire alarm systems?		
c.	Are detectors tested periodically and in operable condition?		
d.	Are all fire alarm system components (F/A standby stations, detectors, audible devices, batteries, etc.) in working order?		
NOTES:			

JUVENILE DETENTION FACILITY
Room Search Checklist

Unit: _____
6-2 JDUS: _____
2-10 JDUS: _____

Date: _____

RM #	MATTRESS	PILLOW	BLANKETS	BED SHEETS	PILLOW CASE	PAPERBACK BOOKS COURT PAPERS	VENTS, LIGHT FIXTURES, SPRINKLERS	SINK TOILET	TOILET PAPER	DOOR/ DOOR FRAME	GRAFFITI Destruction of County Property	CONTRABAND	J.D.O. REMARKS	JDO INITIALS	AM	PM
1																
2																
3																
4																
5																
6																
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THIS FORM IS TO BE SUBMITTED TO THE DUTY OFFICER AT THE END OF THE 2-10PM SHIFT DAILY.

Reviewed by JDFS: _____ Date: _____