

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

TO: ALL STAFF

BULLETIN #: D-599

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SUBJECT: MANAGING YOUTHS' BEHAVIOR

POLICY

The Probation Department, in collaboration with its service providers, will strive to maintain a home-like environment for youth housed in its Juvenile Detention facilities. All procedures related to supervision, control, and discipline of youth will comply with Title 15 and any relevant statutes. To maintain an environment that is safe and conducive to learning, detention staff will guide and direct the behavior of youth by setting clear expectations, providing a structured environment, role-modeling appropriate behavior, acknowledging good behavior, and responding to inappropriate behavior in a fair, consistent, and progressive manner. Staff are expected to have ongoing interaction and communication with youth to help foster a home-like environment. Each shift will be pre-planned to provide a number of programs/activities to keep youth both physically and mentally active throughout the day and evening. The Behavior Management System shall be followed for all youth sanctions and incentives.

PROCEDURE

A. Group Supervision

1. A comprehensive program of activities throughout the day is key to successful group control. When providing direction for the group, detention staff should keep in mind the following information:
 - a. Incentives for good behavior must be part of the daily program.
 - b. Praise and encouragement should be given whenever the opportunity arises.
 - c. Sarcasm, ridicule, threats, or public criticism of a youth by staff is not acceptable.
2. Detention staff should be aware of group dynamics and subtle changes (i.e. too much noise, unusual quietness, whispering, and general group tension). It is best to address a situation immediately rather than allow it to get out of control through inaction.
3. Detention staff shall position themselves in a manner that enables direct supervision of all youth and their respective activities at all times. Direct supervision allows staff to intervene or respond immediately to any given situation.

B. Expectations

An integral part of behavior management is ensuring that youth have knowledge of the rules and are aware of the potential consequences for unacceptable behavior. The Probation Department will obtain necessary assistance to ensure youth who have disabilities, limited literacy, or are English language learners fully understand the rules of conduct and disciplinary penalties associated with minor and major rule violations.

1. All detained youth will participate in an orientation prior to being assigned to a housing unit. The orientation shall be facilitated by the Intake Juvenile Detention Officer in an environment that allows the youth to communicate openly. The Intake JDO shall answer any questions, and complete the top section of the Intake Orientation Form found inside each youth's unit file (Attachment A).
2. The Intake Juvenile Detention Officer may also show the youth an orientation video if it is his/her first time to the facility or it has been six months since his/her last release.
3. Upon arriving at a housing unit, the JDUS will complete the lower portion of the Intake Orientation Form.
4. The Youth Handbook (Attachment B) will be reviewed with the youth by the JDUS and will be made available to youth on every living unit. The youth will be familiarized with rules and expectations regarding:
 - a. facility rules including contraband and searches and disciplinary procedures
 - b. facility's system of positive behavioral interventions and supports, including behavior expectations, incentives that youth will receive for complying with facility rules, and consequences that may result when youth violate the rules of the facility
 - c. age appropriate information that explains the facility's policy prohibiting sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment
 - d. identification of key staff and their roles
 - e. the existence of the grievance procedures, the steps that must be taken to use it, the youth's right to be free of retaliation for reporting a grievance, and the name of the person or position designated to resolve the issue
 - f. access to legal services and information on the court process
 - g. access to routine and emergency health and mental health care
 - h. access to education, religious services, and recreational activities
 - i. housing assignments

- j. opportunity for personal hygiene and daily showers including the availability of personal care items
 - k. rules and access to correspondence, visits, and telephone use
 - l. availability of reading materials, programming, and other activities
 - m. facility policies on the use of force, use of restrains, chemical agents, and room confinement
 - n. immigration legal services
 - o. emergencies including evacuation procedures
 - p. non-discrimination policy and the right to be free from physical, verbal or sexual abuse and harassment by other youth and staff
 - q. availability of services and programs in a language other than English, if appropriate
 - r. the process for requesting different housing, education, programming, and work assignments
 - s. a process for which parents/guardians receive information regarding the youth's stay in the facility that at a minimum includes answers to frequently asked questions and provides contact information for the facility, medical, school, and mental health
 - t. a process by which the youth may request access to Title 15 Minimum Standards for Juvenile Facilities
5. The JDUS of each living unit and the Camp will review general expectations with the youth at the beginning of shift.

C. Appropriate Behavior

Displaying appropriate behavior will provide youth with the opportunity to earn privileges. Examples of appropriate behavior include:

- 1. Courteous interactions with others
- 2. Maintaining good hygiene
- 3. Wearing clothing appropriately
- 4. Keeping room clean
- 5. Attending school
- 6. Participating in Unit activities
- 7. Following directions
- 8. Follow Youth Handbook rules

D. Incentives for Appropriate Behavior

1. Recognizing good behavior motivates youth to follow the rules and assists staff setting the standard for appropriate behavior.
2. Providing incentives encourages youth to display acceptable behavior.
3. Detention staff should strive to maintain a balance of responses to behavior (both positive and negative reinforcement) in the daily operation of each housing unit.

E. Institutional Rules

1. Informal Interventions

- a. Consequences for inappropriate behavior must be reasonable, timely, fair, and consistent.
- b. Minor rule violations shall be handled by informal interventions whenever possible.
- c. A youth shall have a right to review and appeal to the Duty Officer whenever there has been an informal intervention for a minor rule violation.
- d. Informal interventions do not require a hearing or formal notice that are required as part of the formal discipline process.

2. Minor Rule Violations

- a. Minor rule violations are behaviors that are forbidden by rules but are not immediately threatening or dangerous to the youth, staff, or other youth, or to the security of the facility.
- b. Examples of minor rule violations are included in Level 1 of the Behavior Management System and include, but are not limited to:
 - i. Refusal to follow staff directions/instructions
 - ii. Indirect swearing or minor disrespectful comments or tone of voice
 - iii. Not cleaning up after self
 - iv. Damaging one's property
 - v. Inappropriate dress or trading clothes
 - vi. Being late for an activity or programming
 - vii. Refusing to participate in activities
 - viii. Exchanging food
 - ix. Lying or cheating
 - x. Yelling/raising your voice at another person
 - xi. Taunting or making fun of another person, non-physical horseplay

3. Moderate Rule Violations

- a. Moderate rule violations are behaviors that are forbidden by rules that are not immediately threatening or dangerous to the youth, staff, or other youth, or to the security of the facility, but if not corrected immediately could have an impact on the safety of the youth, staff, or other youth, or on the security, efficiency, or operation of the facility.
- b. Examples of moderate rule violations are included in Level 2 of the Behavior Management System and include, but are not limited to:
 - i. Cursing at another person, offensive remarks, or gestures (i.e. racial name calling, intimidation)
 - ii. Being out of assigned area
 - iii. Possession of contraband (i.e. pencils, pens, staples, paper clips, tobacco, gang indicia, writings, sexually explicit photographs, extra food, extra clothing, or extra bedding)
 - iv. Planting contraband on another resident
 - v. Verbally threatening, intimidating, or using extortion
 - vi. Refusing to participate in school or programming
 - vii. Provoking a fight, gang gestures, comments, or signals
 - viii. Gambling
 - ix. Minor destruction of property (less than \$150)

3. Major Rule Violations

- a. Major rule violations are those that have an impact on the safety of the youth, staff, or other youth, or on the security, efficiency, or operation of the facility.
- b. Examples of major rule violations are included in Level 3 of the Behavior Management System and include, but are not limited to:
 - i. Possessing serious contraband (i.e. weapons, prescription drugs, illegal drugs/alcohol, lighters, matches, or sharp objects)
 - ii. Assault and battery on staff
 - iii. Fighting or inciting/conspiring acts of violence
 - iv. Major destruction of property (greater than \$150)
 - v. Escape (attempted)
 - vi. Sexually acting out or inappropriate sexual gestures
 - vii. Gassing or flooding room
 - viii. Stealing/possession of stolen property
 - ix. Tampering with security equipment, false alarm, or disrupting attempts of staff to maintain safety in the facility

E. Behavioral Agreement

- 1. A Behavioral Agreement (Attachment E) may be used for youth who consistently fail to follow unit rules and expectations.

2. Each week, a meeting is held with the assigned JDFS, Unit Staff, a representative from Behavioral Health Services, and a representative from the Youth Advocacy Unit to discuss the Behavioral Agreement and assess any improvements in the youth's behavior and to make any needed modifications.
3. The Behavioral Agreement includes guidelines for staff interaction with the youth and goal setting.

INTAKE ORIENTATION CHECK SHEET FOR NEWLY ADMITTED YOUTH

On _____, I _____ J: _____

I have received and read the rules and information for newly admitted youth within the San Joaquin County Juvenile Detention Facility Youth Handbook, along with the grievance procedure. Detention staff has answered my questions and I understand its process and content.

RESTRICTIONS/ALLERGIES _____

Intake Phone Call completed at time of booking: _____

Staff Initials

Youth's Signature

Date

Youth's Signature

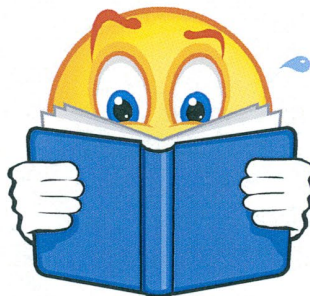
Date

ITEMS IN THE BOX ARE TO BE COMPLETED ON THE UNIT

Hygiene Pack Issued:	_____	_____
	Time	Staff Initials
Clinic Slip Completed and Submitted to the Clinic:	_____	_____
	Time	Staff Initials
Youth Logged in Unit Board and JJIS:	_____	_____
	Time	Staff Initials
Make My Day Form Started:	_____	_____
	Time	Staff Initials
Daily Recap Form:	_____	_____
	Time	Staff Initials

SAN JOAQUIN COUNTY JUVENILE DETENTION FACILITIES

YOUTH HANDBOOK



Welcome to the San Joaquin County Juvenile Detention Facilities

WHAT IS THE JUVENILE DETENTION FACILITY?

Juvenile Detention is a 135-bed facility used as a holding place for youth who have been accused of violating the law and are pending court proceedings or have been committed by order of the Court. Once you have arrived to the Juvenile Detention Facility and are booked in, your parent(s) and/or legal guardian(s) may be called to pick you up, or you may be admitted into the facility.

Camp Peterson is a 45-bed 360-day commitment facility that is ordered by the Court. Once a youth is accepted into the Camp program, he will be provided with a Youth Handbook that details the specific components and expectations of the program.

WHAT WILL HAPPEN WHEN I GO TO COURT?

If admitted into Juvenile Detention, you will be given a hearing date within 72 hours, not including weekends or holidays. At the Detention hearing, the judge will decide if you need to remain in Juvenile Detention pending your Court proceedings or if you can be released. The judge may order you to be on the Electronic Monitoring Program or on Home Supervision/House Arrest. At this hearing, the judge will read the charges that have been filed against you, and appoint you a public defender if you do not have an attorney. You may also be tried as an adult if you are 14 years of age or older for certain types of offenses.

Your next Court hearing will generally be the Jurisdictional Hearing. At the Jurisdictional Hearing, the judge will decide whether you were responsible for committing the offense or you may contest the matter and attend further Court hearings. If the charges are adjudicated, the judge may order that you meet with a Probation Officer who will develop a Social History Report, which will be used in deciding the disposition of your sustained offense(s). If the judge rules that you did not commit the offense, the Petition may be dismissed and you will be released from Juvenile Detention.

At the Dispositional Hearing, the judge will impose a disposition for the offense. These may include: being released from Juvenile Detention with or without formal probation supervision; being placed on Informal supervision for six-months; you may be detained in Juvenile Hall to serve a commitment, being committed to the Juvenile Camp program; being placed in another relative's home, a foster home, or a group home that may be either in California or out-of-state; or being ordered to serve a commitment at the California Division of Juvenile Justice (DJJ). If you are tried as an adult, you may be ordered to serve a commitment at a state operated facility.

If you are detained, you will have a legal right to access to your attorney, upon request. You will receive free postage for legal correspondence and free telephone access to your attorney.

In addition, the judge may also order other probation terms and conditions such as restitution to the victim, payment of fines and fees, completion of counseling programs, etc. All of these orders must be fulfilled before your wardship will be dismissed.

HOW WILL I BE TREATED?

San Joaquin County will insure that all youth within the facilities shall have fair and equal access to all available services, placement, care, treatment, benefits, and provides that no youth shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, immigration status, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV or other physical illness status.

This handbook and/or our Youth Advocate can provide you with the following information.

- Facility rules including contraband, searches and disciplinary procedures.
- Facility Behavior Management System of positive behavior interventions and supports, including behavior expectations and incentives that you will receive for complying with rules and consequences that may result when youth violate the rules of the facility.
- Age appropriate Information that explains policy prohibiting sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or harassment.
- Identification of key staff and their roles.
- Grievance procedures and steps that must be taken to use it, your right to be free of retaliation for filing a grievance, and the name of the person or position designated to resolve the issue.
- Access to legal services and information regarding the Court process.
- Access to routine and emergency health and mental health care.
- Access to education, religious services, and recreational activities.
- Housing assignment.
- Opportunity for personal hygiene and daily showers including the availability of personal care items.
- Rules and access to correspondence, visits, and telephone use.
- Availability of reading materials, programming, and other activities.
- Facility policies on the use of force, use of restraints, chemical agents and room confinement.
- Immigration legal services.
- Emergencies and evacuation procedures.
- Non-discrimination policy and the right to be free from physical, verbal or sexual abuse, and harassment by other youth or staff.
- Availability of services and programs in a language other than English, if appropriate.
- The process for requesting different housing, education, programming and work assignments.
- The process for parents/guardians to receive information regarding your stay in the facility that at a minimum includes answers to frequently asked questions and provides contact information for the facility medical, school and mental health (Parent Orientation).
- The process to have access to Title 15 Minimum Standards for Juvenile Facilities.

WHAT HAPPENS IF I STAY?

- Personal property will be stored in the property room for safekeeping.
- Money will be stored a separate safe.

- You will turn in your personal clothing and receive Juvenile Detention clothing to wear.
- You will be issued:
 - One (1) sweatshirt
 - One (1) canvas shirt and One(1) t-shirt
 - One (1) pair of socks and underwear
 - One (1) pair of pants
 - One (1) pair of shoes and One (1) pair of shower shoes
 - One (1) pair of pajamas
- A visual body search may be required for the safety and security of the facility.
- You will shower and wash your hair.
- You will be assigned to a housing unit based on several factors including but not limited to age, criminal history, current offense, sophistication and programming needs.
- If you are detained in Juvenile Hall to serve a commitment or you are being committed to Camp Peterson you will be provided with an approximate day of your release upon arrival to Unit 5 or Camp Peterson.
- All personal items will be returned to you when you are released.

WHAT WILL I EAT?

You will receive three (3) meals per day, plus an afternoon and evening snack. A menu is posted on each unit. If you are still hungry after you have eaten all your meal, you may request milk and cereal. Canteen is available on Friday evenings.

WHAT IF I GET SICK?

Medical Clinic and Behavioral Health Staff are housed at the Juvenile Detention Facilities. If you get sick, Juvenile Detention Staff will contact the medical Clinic. Juvenile Detention Staff will also contact Behavioral Health Services if they feel you are in need of their services. At any time, if you feel like you need to speak to someone from Medical or Behavioral Health, you may submit a slip and place it in the box provided on the housing unit. These slips are picked up daily.

WHAT IS MY DAILY SCHEDULE?

Monday, Tuesday, Wednesday, Thursday, Friday

6:15-7:00 a.m.	Wake up/Breakfast
7:00-7:30 a.m.	Hygiene
7:45-10:00 a.m.	School
10:00-10:15 a.m.	Break
10:15-12:30 p.m.	School

12:30-1:00 p.m.	Lunch
1:00-1:45 p.m.	Structured Recreation
2:00-2:30 p.m.	Shift Change
2:30-5:00 p.m.	CBT Classes/Structured Recreation/CLUB
5:00-5:45 p.m.	Dinner/Clean Up
5:45-7:30 p.m.	Structured Activities/Recreation/ CBT Classes
7:30-8:30 p.m.	Make Your Day Review/Showers
8:30 p.m.	Bedtime
8:30-9:30 p.m.	Late Bedtime/Unit Clean Up/Facility Clean Up

Saturday and Sunday

6:00 a.m.	Youth awakened/Beds are made
6:30-8:00 a.m.	Breakfast/Oral Hygiene
8:00-10:00 a.m.	Major clean up
10:00-12:00 p.m.	Structured Activities/Recreation/CBT
12:00-1:00 p.m.	Lunch/Oral Hygiene/Clean-up
1:00-1:45 p.m.	Structured Activities/Recreation/CBT
2:00-2:30 p.m.	Shift Change
2:30-5:00 p.m.	Structured Activities/Recreation/CBT/Religious Services (Sunday)
5:00-5:45 p.m.	Dinner/Clean-up
5:45-7:30 p.m.	Structured Activities/Recreation
7:30-8:30 p.m.	Make Your Day Review/Showers
8:30 p.m.	Bedtime
8:30-9:30 p.m.	Late Bedtime/Unit Clean-up/Facility Clean Up

WHAT ARE MY PROGRAMS?

SCHOOL

- The Juvenile Detention Facility provides school year round offered by the San Joaquin County Office of Education. You will earn credits just like you do in regular school and these credits will transfer with you when you are released. Attending school is mandatory. If you have any questions about the school program, please ask teachers or Detention staff.

RECREATION

- Planned activities, structured groups and free time are held after school, in the evenings, and on the weekends. You are expected to exercise at least one (1) hour per day, every day. During rainy days, you will be expected to exercise inside. You will have the opportunity for recreation and exercise a minimum of three hours a day during the week and five hours a day on Saturday, Sunday or other non-school days.

RELIGIOUS SERVICES

- Religious services will be offered at least once a week. Attending religious services is not mandatory. In the event services are cancelled, religious alternatives will be provided. Please advise Juvenile Detention staff if you would like a religious service or to speak to someone from a religion that is not currently being offered and we will attempt to make these arrangements. If you choose not to participate in religious services, you will be allowed to participate in other program activities during this time.
- A Chaplain is available for you to speak to once a week. If you would like to speak to the Chaplain, please fill out a request and place in the Youth Advocate box.

COUNSELING SERVICES

- Juvenile Detention staff are always available to talk with you regarding questions or problems you may have. Please let them know how they can help you. The Youth Advocate is available Monday through Friday for additional counseling services. You may complete the Youth Advocate request form and place it in the confidential box located on the unit labeled Youth Advocate Requests.
- Behavioral Health or Substance counseling is available upon request by completing the Healthcare Services request form and placing the completed form in the confidential box located on the unit labeled Healthcare Requests.
- Probation Officers are available Monday through Friday from 8:00 a.m. until 5:00 p.m. Please ask unit staff for assistance in contacting your Probation Officer.

PROGRAMMING/ACTIVITIES

- Cognitive Behavioral Training (CBT) will be offered to all youth after school and on weekends. Other programs are offered that address the needs of the youth.
- You will participate in various activities during your stay, which include arts and crafts, table games, video games, television, and have access to reading materials from our library, The Book Nook.

Additionally, there are special programs offered each month as well as various contests and sports competitions held throughout the facilities.

DETENTION FACILITY RULES

Rules have been established for the safety and welfare of both staff and youth. You must follow all staff instructions at all times.

UNIT EXPECTATIONS

Below is a list of rules that all youth must follow:

Follow staff requests	Follow dress code
Use appropriate language	Stay within assigned area
Respect your property	Participate in all programming
Maintain physical respect for others	Attend School
Respect other's property	No contraband
No gambling	No sagging
Loud or disruptive talking is not appropriate	No horseplay
No throwing or tossing of any material	Do not touch staff
No racial remarks	No gang talk
No profanity	Be honest
No gambling	Follow all Hygiene/daily routine
No sexual gestures	Follow Youth Handbook rules
Maintain appropriate boundaries	Follow all movement rules

- You must raise your hand for permission to leave your seat for any reason.
 - No passing or trading food with other youth.
 - Only one youth out of his/her seat at a time with permission from staff.
 - Staff will assign seating.
 - No talking during program, showers or movements.
 - Walk with hands behind your back.
- Clothing will be worn appropriately and shower shoes will only be worn at shower time.

Room Rules:

1. Check your room for contraband upon receiving your room assignment.
2. DO NOT bang on anything in your room.
3. Nothing allowed on the vents, windows, floors, doors and lights.
4. No shoes are allowed in your rooms.
5. Only three (3) books, a Bible, certificates, Youth Handbook, and your court papers are allowed in your room.
6. Before leaving your room, your bedding must be folded and stacked neatly at the end of the bed.
7. You are responsible for the cleanliness of your room.

8. Flush your toilet and keep your sink clean.
9. You may have five (5) pictures of family and friends. You may have two (2) posters of appropriate content on the walls.

General Rules:

1. You may not have any sharp objects in your room or on your person.
2. Writing or scratching on walls, trays, clothing or furniture, along with tearing of clothes or bedding is considered "Destruction of County Property."
3. You may be assigned unit work. Be willing to do your part.
4. Tobacco and any illegal drugs are prohibited in the facility.
5. All movements will be made in a single file line with your hands behind your back.
6. Any gang activity such as signing, graffiti writing or talk will not be tolerated.
7. Any gang related material will be confiscated

Chores/Clean up

1. Youth will be assigned a work day for chores and general clean up.
2. Major cleanup will occur during the weekend.

WHAT IF I AM NOT DOING WELL

The Juvenile Detention Officers will manage your behavior by utilizing the Behavior Management System (BMS) to determine if you are eligible for rewards or sanctions for your behavior each day. The following is a breakdown of the level violations:

Level 1 Violations

1. Refusal to follow staff directions/instructions
2. Indirect swearing or minor disrespectful comments or tone of voice
3. Not cleaning up after self
4. Damaging one's property
5. Inappropriate dress or trading clothes
6. Being late for an activity or programming
7. Refusing to participate in activities
8. Exchanging food
9. Lying or cheating
10. Yelling/raising your voice at another person
11. Taunting or making fun of another person, non-physical horseplay

Level 1 Sanctions

You will receive the following consequence if you engage in a Level 1 violation:

- Does not earn opportunity to participate in structured activity (group) for 30 minutes.

To help you think pro-socially and make better choices:

- *You will participate in all structured activities, including school, programming, and recreation.*

If it is a repeated Level 1 violation, you may have to complete a behavior contract to develop a plan to follow the rules.

If you continue the problematic behavior after redirection from staff, you will be considered for a Level 2 violation.

This is a general list of behaviors, not a comprehensive or complete list

Level 2 Violations

1. Cursing at another person, offensive remarks, or gestures (i.e. racial name calling, intimidation)
2. Being out of assigned area
3. Possession of contraband – pencils, pens, staples, paper clips, tobacco, gang indicia/writings, sexually explicit photographs, extra food, extra clothing, or extra bedding
4. Planting contraband on another resident
5. Verbally threatening, intimidating, or using extortion.
6. Refusing to participate in school or programming
7. Provoking a fight, gang gestures, comments, or signals
8. Gambling
9. Minor destruction of property (<\$150)

Level 2 Sanctions

“You will not make your day”

You will receive one of the following consequence if you engage in a Level 2 violation:

- Does not earn the opportunity to participate in structured activity (group) for 24 hours.
- Loss of specific privileges (phone, specific activity, etc.) 24 hours.
- Additional chores
- Probation or court notified of behavior
- Suspension of Dream Center privileges

To help you think pro-socially and make better choices:

- *You will participate in all structured activities, including school, programming, and recreation.*

Additionally, you may have to complete a behavior contract to assist you in making better decisions.

If you continue the problematic behavior or failure to follow your assigned sanction, you will be considered for a Level 3 violation.

To regain good standing youth must make her/his day for the week including attending and participating in school every day and has not engaged in any behavior violations that would restrict that youth from making her/his current day.

This is a general list of behaviors, not a comprehensive or complete list

Level 3 Violations

1. Possessing serious contraband- weapons, prescription drugs, illegal drugs/alcohol, lighters, matches or sharp objects
2. Assault and battery on staff
3. Fighting or inciting/conspiring acts of violence
4. Major destruction of property (>\$150)
5. Escape (attempted)
6. Sexually acting out or inappropriate sexual gestures
7. Gassing or flooding room
8. Stealing/Possession of stolen property
9. Tampering with security equipment; false alarm, or disrupting attempts of staff to maintain safety in the facility

Level 3 Sanctions

“You will not make your Day”

You will receive one or a combination of the following consequence if you engage in one of the above Level 3 violations:

- Does not earn the opportunity to participate in structured activity (group) for 48 hours.
- Filing of a new law violation on a petition or violation of probation
- Probation or Court notified of behavior
- Suspension of Dream Center privilege

This is a general list of behaviors, not a comprehensive or complete list

If you receive a major rule violation, but not a return to Court, you are entitled to a Due Process.

WHAT IF I AM PROGRAMMING WELL?

Youth are eligible for a variety of incentives such as:

The Canteen/Snack Shack:

The Snack/Shack is based on staff providing youth with points for engaging in pro-social behaviors. You earn Snack Shack points for participating in all programming. The Snack Shack is available once per week, at the Dream Center, to any youth who is in “good standing” the day of Dream Center/Snack Shack. A youth in “good standing” is any youth who has made his/her day for 7 days, including attending school every day and has not engaged in any behavior violations (no level 2’s, or 3’s) that would restrict the youth from making his/her current day.

Each youth will receive his/her canteen from the Snack Shack the day there unit goes to the Dream Center (Tuesday- Thursday); you must also be in good standing the day of Canteen.

You are also eligible for a weekly incentive based on your "made days" for one week. If you make seven (7) days in a row, you may pick one of the following incentives:

- Video Game Time (30 minutes)
- Friday Movie with a Snack
- Picture with Family at Visiting

Each day you make, you will choose from one of the following:

- Three (3) Activity Sheets
- One (1) Bookmark
- 30 minutes bedtime extension (Eligible with Level 1)
- Treat

WHAT ARE ROOM CHECKS?

Room checks are completed two times a day. Detention Staff will look for the following:

1. Bedding folded neatly and on your mattress
2. No writing or carving on door, walls, or windows
3. Floor is to be clear of books, magazines, and papers
4. Books and magazines are to be spread out on your mattress
5. Toilet is flushed
6. Sink is clean
7. No contraband, (e.g. pencils, pens, markers, matches)

**** You will be held accountable for what is found in your room and consequences will be imposed.**

**** Any damage to your room must be reported at the time of your room assignment.**

WILL SOMEONE READ MY MAIL?

Detention Staff will scan and may withhold mail if it:

1. Encourages acts of criminal violence or physical harm to any one person or group of people
2. Advocates and/or plans for an escape
3. Contains or promotes gang activity
4. Contains contraband

5. Advocates and/or encourages racial or ethnic hatred

WHAT IS THE USE OF FORCE?

The Use of Force is options of non-physical and physical intervention techniques available to the Detention Officers.

Restraints may be used by Detention Officers when less restrictive alternatives are ineffective in controlling the behavior. Restraints include handcuffs, waist chains and ankle cuffs. In addition, restraints are also used when ordered by the Court.

O.C. PEPPER SPRAY

Detention Officers may use O.C. Pepper spray to:

1. Disperse fights and unit disturbances
2. Remove threatening or violent persons from rooms if other means fail
3. Personally defend against violent youth

WHAT ARE THE EFFECTS OF O.C. PEPPER SPRAY?

O.C. Pepper Spray will cause:

1. Swelling of mucous membranes (burning, runny nose)
2. Involuntary closing of eyes (burning of eyes)
3. Gagging, coughing, shortness of breath
4. An intense feeling of burning on exposed skin

Although the physical effects of O.C. Pepper Spray are very uncomfortable and can last up to one hour, the effects are temporary with no lasting effects to skin, eyes, or lungs.

HOW CAN I AVOID BEING SPRAYED?

Whenever a Detention Officer announces an emergency, or declares his/her intent to use O.C. Pepper Spray, you MUST always remember to follow staff instructions:

1. Lay on the ground with arms crossed behind your back and head down.
2. Remain seated with arms crossed and head down.

Failure to follow staff instructions may result in you being sprayed.

Decontamination:

1. All exposed youth will be provided with cool running water and a shower to clean the affected area
2. You will be seen by medical staff for clearance

3. Detention Officers will provide clean clothing, if necessary

WHAT DO I DO IF THERE IS AN EMERGENCY?

If there is an emergency on the housing unit such as a fire, flood, etc. and the unit needs to be evacuated please be quiet, don't panic, and listen carefully to the staff for instructions on what to do and where to go.

WHO MAY VISIT ME?

Only the following people are allowed to have regular visits with the youth detained in the Juvenile Detention Facility:

1. Parents, grandparents, foster parents, legal guardians, or persons standing in loco parentis (as determined by the Probation Officer or the Court)
2. The child of the youth, who must be accompanied by one of the above
3. Siblings of the youth, who are five years of age or younger
4. Visitors under the age of five must be constantly supervised by the approved visitor. If the child is not able to behave during the visit, the visit may have to be terminated

SCHEDULING OF VISITS

1. Parents, grandparents, foster parents, legal guardians or persons standing in loco parentis may schedule a visit up to one week in advance by telephoning visiting staff at (209) 468-5244 between the hours of 1:00 p.m. and 8 p.m. on Tuesday, Wednesday, Thursday, Saturday, or Sunday
2. If a message is left by an eligible visitor, that information will be recorded on the Incoming Message Log to Schedule Visits. The Visiting Detention Officer will make a minimum of three (3) attempts of telephone contact with person to schedule the visit. These attempts will be documented in the Visiting Log

VISITING SCHEDULE

Visiting days and hours are as follows:

Sunday	Juvenile Hall –	2:30 p.m., 3:15 p.m., 4:00 p.m.,
	General Population	5:00 p.m.
	Juvenile Hall –	5:45 p.m., 6:30 p.m., 7:15 p.m.
	Restricted Youth	
Monday	Camp Visiting	6:00 p.m.- 8:00 p.m.

Tuesday Juvenile Hall – 5:00 p.m. 5:45 p.m., 6:30 p.m.,
General Population 7:15 pm

Juvenile Hall –
Restricted Youth 2:45 p.m., 3:30 p.m., 4:15 p.m.

Wednesday Juvenile Hall – 5:00 p.m., 5:45 p.m., 6:30 p.m.,
General Population 7:15 p.m.

Juvenile Hall –
Restricted Youth 2:45 p.m., 3:30 p.m., 4:15 p.m.

Thursday Juvenile Hall – 2:45 p.m., 3:30 p.m., 4:15 p.m.,
General Population 5:00 p.m.

Juvenile Hall – 5:45 p.m., 6:30 p.m., 7:15 p.m.
Restricted Youth

ARE TELEPHONE CALLS ALLOWED?

Friday No Visiting

Saturday Juvenile Hall – 5:00 p.m., 5:45 p.m., 6:30 p.m.,
General Population 7:15 p.m.

Juvenile Hall –
Restricted Youth 2:30 p.m., 3:15 p.m., 4:00 p.m.

1. When you first arrive at Juvenile Hall, you will be given one (1) free phone call to your parent(s) or legal guardian(s).

2. You may also call your lawyer or employer for

free.

3. If you have a block on your phone, Detention Officers will provide you with one free (5) minute phone call per week.
4. Making threatening or abusive telephone calls is not acceptable and will result in the loss of your telephone privileges.
5. All living units are equipped with telephones. You will be allowed to make collect calls with approval from Detention Officers.

WHAT IS THE GRIEVANCE PROCEDURE?

If you are experiencing a problem while at Juvenile Hall, and you feel you are not getting the problem solved through your Juvenile Detention Unit Supervisor (JDUS), you may choose to use the following procedure to explain your problem to the Youth Advocate.

1. If you feel you are being mistreated, abused, or denied basic rights, you should first discuss the situation with the Unit Staff or Facility Supervisor
2. If your grievance cannot be resolved, you may complete a written grievance and submit to the Youth Advocate
3. You may seek aid or advice from the Public Defender, a Private Attorney, or a Probation Officer

WHAT HAPPENS WHEN I GET RELEASED?

1. The Judge and/or a Probation Officer will decide the day and time you are released
2. Your personal property and money will be returned to you unless the Court places a hold on your property
3. Your parent(s) or legal guardian(s) will be asked to sign that you have received your valuables and clothes
4. Take all your court documents and be aware of any returning court dates

The San Joaquin County Probation Department is committed to maintaining an environment free from sexual abuse and sexual harassment of youth in its facility. There is **ZERO TOLERANCE** for anyone engaged in any form of sexual abuse or sexual harassment of youth. Sexual abuse and sexual harassment of youth is prohibited by Federal and State Law.

The San Joaquin County Probation Department participates in the U.S. Department of Agriculture (USDA) School Nutrition Program. The USDA prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, immigration status, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE JUSTICE CENTER**

MERIT POINTS BEHAVIOR CHART

ADMISSION DATE: _____

NAME: _____

COURT COMMITMENT DATA

DATE OF COMMITMENT: _____
 DAYS COMMITTED: _____
 WORK PROJECT: YES: _____ NO: _____
 POINTS: YES: _____ NO: _____
 TOTAL POINTS NEEDED: _____
 COMMENTS: _____

DAY	ROOM		PERSON		WORK		SCHOOL	BEHAVIOR		TOTAL		COMMENTS
	AM	PM	AM	PM	AM	PM		AM	PM	DAILY	ACCUM.	
FRI												
SAT												
SUN												
MON												
TUE												
WED												
THU												

ACCUMULATED POINTS EARNED: _____ WEEK TOTAL: _____ POINTS NEEDED BALANCE: _____

DAY	ROOM		PERSON		WORK		SCHOOL	BEHAVIOR		TOTAL		COMMENTS
	AM	PM	AM	PM	AM	PM		AM	PM	DAILY	ACCUM.	
FRI												
SAT												
SUN												
MON												
TUE												
WED												
THU												

ACCUMULATED POINTS EARNED: _____ WEEK TOTAL: _____ POINTS NEEDED BALANCE: _____

DAY	ROOM		PERSON		WORK		SCHOOL	BEHAVIOR		TOTAL		COMMENTS
	AM	PM	AM	PM	AM	PM		AM	PM	DAILY	ACCUM.	
FRI												
SAT												
SUN												
MON												
TUE												
WED												
THU												

ACCUMULATED POINTS EARNED: _____ WEEK TOTAL: _____ POINTS NEEDED BALANCE: _____

Attachment C

Enter the new information for this record and click on the Save button.

Incident Information

Incident Date		Time	
Reported Date		Time	
Type			
Location			
Reported By			

Persons Involved

Individual's Involvement	
Others	

Incident Details

Possible Events

Assault (36)	
Battery and Fighting (108)	
Communicating with Minors in room(s) (6)	
Continued Inappropriate Behavior (36)	
Destruction/Defacing County Property (36)	
Escape Attempt (108)	
Gang Remarks/Sign Language (36)	
Horseplay: Touching other Minors or Staff (18)	
Inappropriate or Demeaning Comments (36)	
Inciting Riot(s) (108)	

Events Occurring During Incident

Description

Attachment D



Steve Jackson CHIEF PROBATION OFFICER

Behavioral Agreement

I, _____ (Youth), enter into the following contract in order to create and maintain order and harmony on the unit. This contract will be reviewed _____ days from the date of signing, at which time it is subject to either being continued to renegotiated.

I, _____ (Youth), agree I will perform the following behavior (list target behavior):

I, _____ (Youth), also agree that I will receive the following sanctions if I choose to violate the contract by failing to perform the behaviors as described above (list negative consequence/loss of privileges):

I, _____ (Staff), agree that if _____ (Youth) performs the behaviors as described above, he/she will earn the following reinforcers in addition to avoiding any of the negative sanctions as outlined above (list reinforcers to be earned):

Both parties acknowledge that this contract is entered into voluntarily and that the terms and conditions will be respected. If performance is accomplished, the JDUS agrees that the youth shall not be denied privileges or receive other sanctions.

Youth

Date

Staff

Date

Juvenile Court and Field Services
575 W. Mathews Road
French Camp, CA 95231
209.468.4000

Juvenile Detention Facilities
535 W. Mathews Road
French Camp, CA 95231
209.468.4200

Adult/AB 109 Services
Canlis Building, 24 S. Hunter Street
Stockton, CA 95202
209.953.7812

Administration
575 W. Mathews Road
French Camp, CA 95231
209.468.4068

Attachment E