

CAMP ERWIN OWEN MANUAL – TABLE OF CONTENTS

1000	POLICY AND PROCEDURE MANUAL	1
1005	CARE, USE AND REVISION OF MANUAL	3
1010	GENERAL PHILOSOPHY OF THE CAMP ERWIN OWEN FACILITY	4
1015	RELATIONSHIPS WITH OTHER DIVISIONS AND AGENCIES	5
1100	CAMP ERWIN OWEN FACILITY STAFFING AND RECRUITMENT	6
1105	MANAGERS AND SUPERVISORS	8
1110	YOUTH SUPERVISING STAFF	11
1115	FACILITY SERVICE STAFF	13
1120	OFFICE STAFF	18
1125	VOLUNTEERS IN PROBATION AND INTERNS	20
1130	AGENCY PARTNERS	21
1200	WORK HOURS	23
1205	SCHEDULING PROCEDURES	24
1206	GUIDELINE FOR ROTATIONAL MANDATORY OVERTIME	26
1210	SHIFT ROTATION	29
1215	DRESS CODE AND UNIFORMS	30
1220	STAFF MEALS	31
1225	CAMP ERWIN OWEN VEHICLE POLICY	32
1300	REPORTING OF LEGAL ACTIONS	35
1305	DEATH, SERIOUS ILLNESS, OR INJURY WHILE DETAINED	36
1310	POPULATION ACCOUNTING	40
1315	PUBLIC RELATIONS	41
1400	TRAINING POLICIES	45
1405	YOUTH SUPERVISION STAFF ORIENTATION AND TRAINING	46
1410	FIRE AND LIFE SAFETY PLAN	48
1415	TRAINING AGENDA/OUTLINE FOR EXTRA HELP AND NEW STAFF	49
1420	EVALUATION PROCESS AND TRAINING OBSERVATION REPORT	55
1425	BASIC STAFF RULES	56
1430	WEAPONS POLICY	60
1440	COMMUNICATIONS	61
1445	KEYS	64
1450	TRANSPORTATION OF YOUTH	65
1455	SECURITY	67
1457	SEARCHES	71

1460	CRIME SCENE PRESERVATION.....	75
1465	SAFETY AND YOUTH SAFETY DORM CHECKS	78
1465.1	DIRECT SUPERVISION	79
1500	EMPLOYEE SAFETY and ACCIDENT PREVENTION.....	82
1502	FIRE AND LIFE SAFETY PLANS.....	85
1505	EMERGENCY PROCEDURES	88
1505.1	EVACUATION PLAN AND CHECKLIST	91
1506	EMERGENCY RESPONSE PLAN	96
1509	ACTIVE SHOOTER	99
1510	RIOT – CIVIL DISTURBANCE PROCEDURES	104
1515	HOSTAGE SITUATIONS.....	105
1520	ESCAPES.....	106
1522	BEHAVIORAL/MENTAL HEALTH EMERGENCIES.....	108
1523	SUICIDE PREVENTION PLAN.....	109
1525	MEDICAL EMERGENCIES	113
1528	CHILD ABUSE REPORTING.....	115
1535	DOOR AND FIRE ALARM SYSTEM	116
1540	EMERGENCY NOTIFICATIONS.....	118
1545	HANDLING THREATS	120
1550	PRISON RAPE ELIMINATION ACT (PREA)	122
1600	INTAKE PROCEDURES	127
1605	CLASSIFICATION	130
1605.1	TRANSGENDER AND INTERSEX YOUTH	137
1610	ORIENTATION	141
1612	SCREENING FOR THE RISK OF SEXUAL ABUSE	144
1615	RELEASE PROCEDURES	145
1620	HOLDING ROOM PROCEDURES	147
1625	ASSESSMENT AND CASE PLAN.....	149
1630	COUNSELING.....	150
1635	USE OF FORCE.....	152
1635.1	OLEORESIN CAPSICUM POLICY.....	159
1635.2	EXTRACTION PLAN	161
1640	USE OF PHYSICAL RESTRAINTS.....	166

1640.1 USE OF RESTRAINTS DEVICES FOR MOVEMENT AND TRANSPORTATION WITHIN THE FACILITY	168
1650 GRIEVANCES - YOUTH	169
1655 INCIDENT REPORTING, INVESTIGATION, AND REPORT WRITING	173
1660 DAILY LOGS	175
1700 CAMP ERWIN OWEN FACILITY PROGRAM	181
1705 ERWIN OWEN HIGH SCHOOL PROGRAM	185
1710 RECREATION, PROGRAMS, AND EXERCISE	188
1710.1 INSTITUTIONAL MUSIC, TELEVISION, AND MOVIE POLICY	191
1715 RELIGIOUS PROGRAM.....	192
1720 WORK PROGRAM	193
1720.1 AGRICULTURE PROGRAM.....	197
1725 VISITATION.....	198
1730 CORRESPONDENCE	201
1735 TELEPHONE – YOUTH	203
1740 ACCESS TO LEGAL SERVICES	205
1800 DISCIPLINE.....	206
1805 DISCIPLINE PROCESS	211
1810 DUE PROCESS - NOMCA PROCEDURE	213
1815 BEHAVIOR MANAGEMENT SYSTEM AND PENALTIES.....	214
1900 RESPONSIBILITY FOR HEALTH CARE SERVICES.....	217
1901 PATIENT TREATMENT DECISIONS	218
1902 SCOPE OF HEALTH CARE	219
1903 HEALTH CARE MONITORING AND AUDITS	220
1904 HEALTH CARE STAFF QUALIFICATIONS.....	221
1905 HEALTH CARE STAFF PROCEDURES	222
1906 HEALTH CARE RECORDS.....	223
1907 CONFIDENTIALITY	224
1908 TRANSFER AND RELEASE OF HEALTH CARE SUMMARY AND RECORDS BETWEEN FACILITIES.....	225
1909 HEALTH CARE PROCEDURE MANUAL	226
1910 MANAGEMENT OF COMMUNICABLE DISEASES	227
1911 ACCESS TO TREATMENT	228
1912 FIRST AID/AED AND EMERGENCY RESPONSE.....	229

1913	INDIVIDUALIZED TREATMENT PLANS	230
1914	HEALTH CLEARANCE FOR IN-CUSTODY WORK AND PROGRAM ASSIGNMENTS	231
1915	HEALTH EDUCATION	232
1917	FAMILY PLANNING, REPRODUCTIVE SERVICES AND SEXUAL HEALTH	233
1918	YOUTH WITH DEVELOPMENTAL DISABILITIES	234
1930	INTAKE HEALTH SCREENING	235
1931	INTOXICATED YOUTH AND YOUTH WITH A SUBSTANCE USE DISORDER.....	236
1932	HEALTH ASSESSMENT	238
1933	REQUESTS FOR HEALTH CARE SERVICES	239
1934	CONSENT AND REFUSAL OF HEALTH CARE	240
1935	DENTAL CARE.....	241
1936	PROSTHESES AND ORTHOPEDIC DEVICES	242
1937	BEHAVIORAL/MENTAL HEALTH SERVICES AND TRANSFER TO TREATMENT FACILITIES	243
1938	PHARMACEUTICAL MANAGEMENT	244
1939	PSYCHOTROPIC MEDICATIONS	245
1952	COLLECTION OF FORENSIC EVIDENCE	246
1953	SEXUAL ASSAULTS.....	247
1954	PARTICIPATION IN RESEARCH.....	248
2000	MEALS – YOUTH FREQUENCY OF SERVING.....	249
2001	MINIMUM DIET	250
2002	SPECIAL DIETS.....	251
2003	MENUS.....	254
2004	FOOD SERVING PLAN.....	255
2005	FOOD HANDLERS EDUCATION AND MONITORING	258
2006	KITCHEN FACILITIES, SANITATION, AND FOOD STORAGE	259
2007	FOOD SERVICES AND SUPERVISION	261
2008	MEAL COUNT AND COLLECTION PROCEDURES.....	262
2009	WELLNESS POLICY-PROGRAM FOR THE KERN COUNTY PROBATION DEPARTMENT – YOUTH FACILITIES (2008).....	264
2010	SLAUGHTERING PROCEDURE.....	267
2011	BUTCHERING.....	270
2100	PERSONAL HYGIENE, CLOTHING, AND LINEN.....	273

2105 PERSONAL CARE	274
2110 CLOTHING	276
2115 LINEN AND MATTRESS	277
2200 FACILITY SANITATION, SAFETY AND MAINTENANCE	279
2205 RECEIVING SHIPMENTS	280
2210 SMOKE FREE ENVIRONMENT	281
2220 INFECTIOUS WASTE	282

KERN COUNTY YOUTH FACILITIES

MISSION STATEMENT

We will provide safety and security within our institutions by maintaining a structured program that models dignity and respect to all, performing all duties with integrity, and working to achieve the goal of protecting society through incarceration, character development and redirection of behavior of delinquent youth.

GUIDING PRINCIPLES

- | | |
|------------------|---|
| Dignity | All employees, youth, and public deserve and will be treated with dignity and respect. |
| Integrity | We will perform all of our duties with integrity, taking pride in our work, respecting work of others and modeling responsible behavior that meets departmental expectations. |
| Safety | Safety and security are supported by providing a safe, clean, and healthy environment for staff, youth, and visitors. |
| Character | Our commitment to positive character development is focused on redirection of behavior through counseling, mental health services, and education. |
| Structure | Our programs will provide structure, discipline, consistency, and accountability in a fair and responsible manner. |

1000 POLICY AND PROCEDURE MANUAL

Title 15, Article 3, Section 1324

Facility administrators shall develop, publish, and implement a manual of written policies and procedures that address, at a minimum, all regulations that are applicable to the facility. Such a manual shall be made available to all employees, reviewed by all employees, and shall be administratively reviewed at a minimum every two years, and updated, as necessary. Those records relating to the standards and requirements set forth in these regulations shall be accessible to the Board on request.

The manual shall include:

1. Table of organization, including channels of communications and a description of job classifications.
2. Responsibility of the Probation Department, purpose of programs, relationship to the juvenile court, the Juvenile Justice/Delinquency Prevention Commission or Probation Committee, probation staff, school personnel and other agencies that are involved in youth facility programs.
3. Responsibilities of all employees.
4. Initial orientation and training program for employees.
5. Initial orientation, including safety and security issues and anti-discrimination policies, for support staff, contract employees, school, mental/behavioral health and medical staff, program providers and volunteers.
6. Maintenance of record-keeping, statistics, and communication system to ensure:
 - a. efficient operation of the youth facility.
 - b. legal and proper care of youth.
 - c. maintenance of individual youth's records.
 - d. supply of information to the juvenile court and those authorized by the court or by the law; and,
 - e. release of information regarding youth.
7. Ethical responsibilities.
8. Trauma-informed approaches.
9. Culturally responsive approaches.
10. Gender responsive approaches.
11. A non-discrimination provision that provides that all youth within the facility shall have fair and equal access to all available services, placement, care, treatment, and benefits, and provides that no person 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, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status, including restrictive housing or classification decisions based solely on any of the above mentioned categories.
12. Storage and maintenance requirements for any chemical agents related to security devices, and weapons and ammunition, where applicable.
13. Establishment of procedures for collection of Medi-Cal eligibility information and enrollment of eligible youth.
14. Establishment of a policy that prohibits all forms of sexual abuse, sexual assault, and sexual harassment. The policy shall include an approach to preventing, detecting, and responding to such conduct and any retaliation for reporting such conduct, as well as a provision for reporting such conduct by youth, staff or a third party.

The Camp Erwin Owen Administrative Manual has been developed, published, and implemented to provide consistency in the operation of the institution. It serves as an aid in the guidance and training of

staff and as a resource for all employees. The successful functioning of the Camp Erwin Owen facility depends on staff and administration working together in a cooperative effort with policies and procedures that are clear and appropriate. The Camp Erwin Owen Administrative Manual is meant to be used in conjunction with the Kern County Probation Department Administrative Manual.

Although not every phase of the operation of the facility can be covered in this manual, policies and procedures for successful and efficient daily operation are included. Because the manual is meant to be a flexible document, changes and additions are made as the need arises. Camp Erwin Owen staff are encouraged to be participants in the process of refining operations and should suggest amendments when appropriate.

This manual contains the following: Purpose and mission of the institution, an organizational chart of staff and administration; employee orientation, training and job responsibilities; ethical responsibilities; non-discrimination provisions and policy, legal and operational protocols and policies; procedures and criteria for intake, screening, classification, and release; reporting of incidents; policies on use of force; discipline, separation and restraints; procedures of handling deaths, suicide attempts and serious illness or injury; provisions for basic health care; provisions of Medi-Cal eligibility; security and emergency procedures; recordkeeping for inspections, safety and security protocols, operational reviews and chemical agents.

The statements, discussions and recommendations herein may be considered the official policy of the Camp Erwin Owen Administration.

1005 CARE, USE AND REVISION OF MANUAL

Title 15, Article 3, Section 1324

Responsibility and Care

Staff members are instructed to read and be familiar with the contents of the manual. All staff members assigned a manual are responsible for its proper care and maintenance. Electronic copies of the manual are available on all computers in the units and to supervisory staff.

Deputy Chief Probation Officer (1)

Senior Cook (1)

Probation Division Director (1)

Baumeister Barracks (1)

Assistant Division Director (1)

Durant Dorm (1)

Senior Deputy Probation Officer (5)

AG Office (1)

R.A.P. Office (1)

Senior Office Services Specialist (1) (Master)

Review and Revisions

This manual will be reviewed every two years for revisions and updates by a committee composed of the Camp Erwin Owen Senior Deputy Probation Officer, or any designees of the Probation Division Director. Updates may also be made at other times as deemed necessary. These directives will be referred to as an Institution Policy Order (IPO) and will also become effective on the date of the issued order.

Color Codes

The color coding uses different colors to represent issues that are immediate and urgent in regard to time sensitive decision making.

Red Sections are those involving critical incidents. The Staff member must immediately reference these sections for guidance in an emergency. Staff must become familiar with the policy in these sections.

Yellow Sections are those the Staff member will have more time to look up during a situation.

White Sections are not time sensitive and can be referred to as needed.

1010 GENERAL PHILOSOPHY OF THE CAMP ERWIN OWEN FACILITY

Title 15, Article 3, Section 1324

Statement of Philosophy

The following are the principles, standards, and goals for the Camp Erwin Owen facility, which are established and accepted by the Camp Erwin Owen facility Administration with the approval of the Juvenile Court, the Chief Probation Officer, and other Probation committees.

The Camp Erwin Owen Facility subscribes to the following principles:

Camp Erwin Owen is a commitment facility operated by the Kern County Probation Department for providing rehabilitation services to youth committed by the Juvenile Court.

1. We strive to maintain a positive outlook, attitude, and approach with a sympathetic understanding for youth.
2. The youth must be accepted without prejudice. All youth within the facility shall have fair and equal access to all available services, placement, care, treatment, and benefits. No person shall be subject to discrimination or harassment based on actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, immigration status, or HIV status. They must be guided, observed, controlled, diagnosed, and helped in every way possible. Rehabilitation is necessary if the youth is to accept the responsibility of his own behavior and role as an acceptable citizen.

Basic Functions

1. Secure physical care that prevents damaging effects of confinement.
2. Constructive individual and group activities, including a well-balanced school program, work program and behavioral/mental health support.
3. Counseling and guidance to help the youth adjust to the commitment setting.
4. Observe and document behavior to produce a report that provides a review of the youth's behavior to the Probation Department and the Court.
5. Maintain a treatment-oriented program designed to help initiate the rehabilitative process.
6. Care and guidance which includes the spiritual, emotional, mental, and physical welfare of the youth while maintaining a safe, secure facility.

1015 RELATIONSHIPS WITH OTHER DIVISIONS AND AGENCIES

Relationship with Probation Department Personnel

The Camp Erwin Owen facility is an arm of the Probation Department. Camp Erwin Owen provides a rehabilitative environment for the youth and maintains a close working relationship with the Deputy Probation Officers.

Relationship with Juvenile Court

The Camp Erwin Owen facility is an available resource to the Court for commitments. Eligibility for the program is based on set criteria which is regularly reviewed and approved by the Court.

Relationship with School Personnel

The school program for the Camp Erwin Owen facility is administered by the Kern County Superintendent of Schools, Court, and Community Services.

Relationship with Behavioral/Mental Health Personnel

The Mental Health program for Camp Erwin Owen is provided by Kern Behavioral and Health Recovery Services, a geographical provider contracted through Kern County Mental Health.

Relationship with Medical Personnel

The medical care for Camp Erwin Owen is provided by Kern Medical, Juvenile Correctional Services.

Relationship with Kern County and Community Partners

The Camp Erwin Owen facility has made a special effort to work closely and harmoniously with all agencies involved directly or indirectly with the treatment program. Such agencies include Kern County Parks, County health agencies, and various volunteer groups and service organizations.

Responsibilities of the Juvenile Justice Commission

To oversee and inquire into the administration of the treatment program and youth services supplied to the community, also, to inspect treatment facilities within the County to see that they are adequate in meeting the needs of the youth committed.

1100 CAMP ERWIN OWEN FACILITY STAFFING AND RECRUITMENT

Title 15, Article 3, Section 1320, 1321

Appointment

All employees of the Kern County Probation Department are appointed by the Chief Probation Officer pursuant to applicable provisions of law.

Qualifications

The Kern County Probation Department:

1. Recruits and hires employees, in accordance with all applicable civil service or merit system rules, who possess knowledge, skills and abilities appropriate to their job classifications and duties.
2. Requires, for all new safety employees, a medical evaluation and physical evaluation including a tuberculosis screening and evaluation for immunity to contagious illnesses of youth such as diphtheria, rubella, and mumps. Applicants are also tested for the use of illicit drugs.
3. Conducts a criminal records review on each new employee.
4. Requires, for all new safety employees, a psychological examination pursuant to Section 1031 of the Government Code.
5. Adheres to the minimum standards for the selection and training requirements adopted by the BSCC pursuant to Section 6035 of the Penal Code.

Volunteers, contract personnel, and other non-employees who may be present at the facility shall have clearance as required by law and shall be subject to the approval and control of the facility manager.

Upon appointment, all staff, volunteers, and interns receive initial orientation and training on policies relevant to facility operations, including training on anti-discrimination policies and zero tolerance policies related to PREA.

Staffing

TITLE	NUMBER OF POSITIONS
Probation Division Director	1
Assistant Probation Division Director	1
Senior Deputy Probation Officer / Duty Supervisor	5
Deputy Probation Officer I/II	1
Senior Youth Services Officer	12
Youth Services Officer	28
Youth Services Facilities Maintenance Worker	1
Youth Services Maintenance Worker	1
Youth Services Senior Cook	1
Youth Services Cook	2
Youth Services Support Services	1
Senior Office Services Specialist	1
Office Services Technician	1
Total	56

1105 MANAGERS AND SUPERVISORS

Title 15, Article 3, Section 1320

Probation Division Director

Under the direction of the Deputy Chief Probation Officer, the Probation Division Director is responsible for:

1. Administration of Camp Erwin Owen.
2. Development and implementation of policy.
3. Oversight of operational expenditures.
4. Selection, evaluation, and discipline of employees.
5. Program development.
6. Public relations and information.
7. Represent Camp Erwin Owen in Department meetings.
8. Interagency relationships.
9. Coordination of Camp Erwin Owen functions with other Department divisions.
10. General staff meetings and other meetings as required.
11. Statistics and reports as required, keeping all mandated deadlines.
12. Development and maintenance of an Administration operations manual, reviewing and updating on an annual basis.
13. Handling personnel grievances and discipline at appeal level.
14. Requests for facility maintenance and coordinating work with other departments and service agencies.
15. Reviewing all operational security and program procedures.
16. Maintaining current inspections for the facility and reviewing all reports for programs and operation compliance, at least annually.

Assistant Probation Division Director

Under the direction of the Probation Division Director, the Assistant Probation Division Director is responsible for:

1. Oversight of operations, programs, and activities of the facility.
2. Conferring with the Probation Division Director and making recommendations regarding day-to-day operations, staff assignments, policy decisions and changes in program.
3. Supervising security operations and procedures.
4. Supervising the disciplinary system for youth.
5. Supervising and assigning work to Senior Deputy Probation Officers and unit staff as required.
6. Presiding over regular Supervisor meetings and ensuring that staff meetings are held monthly.
7. Supervising maintenance of work schedules and making recommendations to Probation Division Director of staff needs or major changes and assignments.
8. Assisting with the maintenance of the operations manual.
9. Supervising the training program for new staff, extra help, and volunteers, as well as the on-going staff-training program.
10. Evaluating staff under his/her immediate supervision and coordinating all Camp Erwin Owen employee evaluations.
11. Handling personnel grievances and discipline, making recommendations to the Probation Division Director for appropriate action.
12. Coordinating supportive services with the Probation Administrative Division, Juvenile Medical Services, Deputy Probation Officers, Juvenile Mental Health Services provider, Erwin Owen High School, and Volunteers in Probation.
13. Acting as Probation Division Director in his/her absence.
14. Assisting Probation Division Director with supervision of services and operational expenditures.

Senior Deputy Probation Officer/Probation Supervisor

Under the direction of the Assistant Division Director, the Senior Deputy Probation Officer is responsible for:

1. Overseeing staff, programming, operations, and youth in Camp Erwin Owen.
2. Administrative responsibilities of institutional operations when superiors are unavailable, contacting on call administration as needed.
3. Assisting in planning and directing the program needs and daily living activities.
4. Reviewing and evaluating the work of assigned subordinate staff.
5. Assisting in the development and implementation of policies, procedures, and staffing requirements.
6. Maintaining facility security; inspecting grounds and living areas for proper maintenance, and adherence to rules and regulations.
7. Supervising line staff, volunteers, and interns in a coordinated program of providing care, health, safety, and security of youth.
8. Dispensing prescription medication as instructed by a physician or other qualified medical personnel.
9. Planning and conducting staff meetings and training sessions and preparing work schedules.
10. Oversight of serious incidents, program failures and new law violation procedures and protocols.
11. Preparing, maintaining, and reviewing case records and reports.
12. Investigation and review of disciplinary due process and youth's grievances.
13. Acting as liaison with other governmental agencies, school officials, non-profit agencies, and other divisions within the Department.
14. Counseling youth with unusual or more serious emotional, adjustment or behavior problems.
15. Ensuring Court Orders, departmental and divisional policies are carried out.
16. Assisting in staff discipline and making recommendations for action.
17. Performing other duties as assigned.

1110 YOUTH SUPERVISING STAFF

Title 15, Article 3, Section 1322

Senior Youth Services Officer

Under the direction of the Camp Erwin Owen administration and the direct supervision of the Duty Supervisor, the Senior Youth Services Officer is responsible for:

1. Acting as the first line supervisor in the housing unit operations or the operations of a designated area.
2. Acting as Duty Supervisor when directed.
3. Providing leadership and supervision in the daily unit routines, activities, and discipline, including orientation and direction to new youth.
4. Planning, supervising, evaluating, and reporting on the performance of subordinate staff.
5. Providing training to subordinate staff.
6. Observing and preparing reports on attitudes, behavior and adjustments of youth and other reports as required.
7. Maintaining daily physical condition of the housing units and completing maintenance requests as needed.
8. Attending meetings and departmental or specialized training as directed.
9. Planning and developing unit programs and activities.
10. Handling of youth's grievances, disciplinary issues, and due process at the lowest level.
11. Dispensing prescription medication as instructed by a physician or other qualified medical personnel.
12. Coordinating livestock, agricultural, construction, grounds maintenance, security transport and community service programs.
13. Performing other duties as assigned.

Youth Services Officer

The Youth Services Officer under the direction of the Camp Erwin Owen Administration and the direct supervision of the Senior Youth Services Officer is responsible for:

1. Assisting immediate superiors in the daily functioning of his/her assigned unit or designated area.
2. Counseling youth regarding personal and group living problems.
3. Assisting in providing orientation and explaining the purpose, rules, and programs of the institution.
4. Assisting in planning, organizing, and executing a complete program, meeting the needs of youth, including recreation, work, hygiene, health, and education.
5. Supervising youth during all aspects of Camp Erwin Owen programming.
6. Observing and reporting on the attitudes, behavior, and adjustments of youth.
7. Attending meetings and departmental or specialized training as directed.
8. Performing individual and group counseling.
9. Security, safety, and welfare of detained youth.
10. Assuming the responsibilities and duties of Senior Youth Services Officer when requested.
11. Completing reports and other documentation in a timely manner, as required.
12. Maintaining daily physical condition of the housing units and completing maintenance requests as needed.
13. Working with livestock, agricultural, construction, grounds maintenance and community service programs.
14. Initiating medical protocols or instructions and escorting nurse during evening medical pass.
15. Performing other duties as assigned.

Youth Services Officer Extra Help

The Youth Services Officer Extra Help is a temporary position. Under the direction of the Camp Erwin Owen Administration, and the direct supervision of the Senior Youth Services Officer and Youth Services Officer, the Extra Help Officer is responsible for all duties of the YSO. Extra Help may not have sole supervision of youth in the living unit or off-site appointments without CORE training. Extra Help may not carry O.C. spray unless they have completed O.C. and P.C. 832 training and have been on duty for at least nine months.

1115 FACILITY SERVICE STAFF

Youth Services Facilities Maintenance Worker

Under the direction of the Duty Supervisor, the Youth Services Facilities Maintenance Worker is responsible for:

1. The general maintenance needs of Camp Erwin Owen.
2. Developing and implementing regular maintenance schedules for the water system, sewer system, all heating and cooling systems, equipment, and Camp vehicles.
3. Determining priority work, keeping an accurate record of work done, supplies used and purchases and expenditures.
4. Maintaining and repairing all buildings, plumbing, and electrical and overseeing their repair.
5. Maintaining a working inventory system of all maintenance tools, equipment, and parts.
6. Meeting all Federal, State and County codes, fulfilling safety requirements.
7. Supervising, training, and evaluation of maintenance workers in the performance of facility maintenance work.
8. Writing reports as required and keeping maintenance logs up to date.
9. Maintaining adequate on-hand maintenance supplies.
10. Ordering, receiving, and accounting for maintenance supplies.
11. Preparation of reports as to cost, labor time, and supplies needed for future projects.
12. Maintenance emergencies.
13. Supervising youth in the training and performance of elementary maintenance, enforcing security, safety, and discipline.
14. Performing other duties as assigned.

Youth Services Maintenance Worker

Under the direction of the Facilities Maintenance Worker, the Youth Services Maintenance Worker is responsible for:

1. Assisting in the general maintenance needs of Camp Erwin Owen.
2. Assisting in the development of regular maintenance schedules for the water system, sewer system, all heating and cooling systems, equipment, and Camp vehicles.
3. Working with the Facilities Maintenance Worker to determine priority work, keeping an accurate record of work done, supplies used and purchased, and expenditures.
4. Assisting in the maintenance and repair of all buildings, plumbing, and electrical and overseeing their repair within their abilities.
5. Assisting in maintaining a working inventory system of all maintenance tools, equipment, and parts.
6. Meeting all Federal, State and County codes; fulfilling safety requirements.
7. Supervising youth in the performance of maintenance work, enforcing security, safety, and disciplinary procedures.
8. Writing reports as required and keeping maintenance logs up to date.
9. Maintaining adequate on-hand maintenance supplies.
10. Assisting in ordering, receiving, and accounting for maintenance supplies.
11. Preparation of reports as to cost, labor time, and supplies needed for future projects.
12. Assisting in times of maintenance emergencies.
13. Performing other duties as assigned.

Youth Services Support Services

Under the direction of the Duty Supervisor, the Youth Services Support Services is responsible for:

1. Maintaining linens, clothing, and inventory supplies.
2. Preparation and laundering of linen and clothing.
3. Assembling and issuing clothing of the correct size to youth.
4. Requisitioning linens, clothing, and inventory supplies from the warehouse by utilizing departmental inventory computer program.
5. Supervising youth in the performance of laundry and inventory details.
6. Instruction of youth in the proper use of equipment and in proper laundry methods.
7. Reporting on the attitudes and behavior of youth under supervision.
8. Documenting and maintaining information related to laundry and inventory activity and writing special incident reports as required.
9. Evaluating equipment operation and completing maintenance requests as needed.
10. Maintaining safety, security, and control within the facility.
11. Maintaining and updating facility SDS manuals.
12. Instruction of employees in the care and use of cleaning agents and equipment; issuing cleaning and housekeeping supplies.
13. Performing other job-related duties as required.

Youth Services Senior Cook

Under the direction of the Food Services Supervisor, the Youth Services Senior Cook is responsible for:

1. Preparation and serving of meals, component menu items, including main dishes, salads, desserts, bakery goods, butchering tasks, clean-up and other duties required in the food service area.
2. Receiving and accounting for food supplies.
3. Supervising other food service employees and youth in preparing and serving foods.
4. Establishing work schedules of kitchen staff and approving off duty requests in coordination with the Duty Supervisor.
5. Ensuring dining room, kitchen and respective equipment are kept clean and in good repair.
6. Ensuring all special medical diets are documented and in compliance.
7. Assisting in the on-the-job training and evaluation of other food service employees.
8. Organizing, supervising, and coordinating activities and operations of Dining Hall.
9. Evaluating site programs and making recommendations to appropriate staff.
10. Maintaining sanitary and orderly preparation, serving and storage areas.
11. Maintaining records and preparation of reports including, but not limited to, inventories, menus, HACCP forms and Child Nutrition Program Forms.
12. Coordinating use of food items with the livestock and garden program.
13. Maintaining control over knives and other kitchen equipment which might serve as potential weapons.
14. Maintaining security and control within the Dining Hall.
15. Documenting and maintaining information related to kitchen activity and writing a Special Incident Report as required.
16. Using a computer to enter and retrieve information.
17. Performing other job-related duties as required.

Youth Services Cook

Under the direction of the Food Services Supervisor and the Senior Cook, the Youth Services Cook is responsible for:

1. Preparation of main dishes, salads, desserts, butchering tasks, and bakery goods.
2. Assisting with ordering, receiving, and accounting for food and supplies.
3. Ensuring that dining hall, kitchen and equipment are kept clean and in good repair.
4. Providing supervision and training of youth in the preparation, serving, and storing of food.
5. Ensuring all medical diet protocols are followed correctly.
6. Maintaining sanitary and orderly preparation, serving and storage areas.
7. Assisting with and completing forms and reports including, but not limited to, inventories, menus, HACCP forms and Child Nutrition Program forms.
8. Maintaining control over knives and other kitchen equipment which might serve as a potential weapon.
9. Maintaining security and control within the Dining Hall.
10. Documenting and maintaining information related to kitchen activity and writing special incident reports as required.
11. Using a computer to enter and retrieve information.
12. Performs other job-related duties as required.

1120 OFFICE STAFF
Title 15, Article 3, Section 1320

Senior Office Services Specialist

Under the direction of the Camp Erwin Owen Probation Division Director, the Senior Office Services Specialist is responsible for:

1. Supervising Office Services Specialists for all Probation youth facilities.
2. Acting Office Services Specialist for Camp Erwin Owen (CEO).
3. Creating new documents and spreadsheets, when necessary, to keep all youth facilities cohesive.
4. Organizing all facilities for BSCC inspection.
5. Supervising CEO office staff to include prioritizing and assigning work, conducting CEO performance evaluations for office staff, ensuring facility office staff are trained and making hiring, promotion, and disciplinary recommendations.
6. Acting as Camp Erwin Owen personnel clerk, which entails assisting in preparation of necessary forms required upon hiring, promoting, and terminating staff. Control of employees' personnel files and other confidential materials.
7. Gathering CEO data and statistics for preparation of various reports, including bi-weekly, monthly, quarterly, and annual reporting. This includes gathering data for all youth facilities, when requested.
8. Keeping statistical reports, records, and logs pertaining to payroll, invoices, and other bookkeeping duties for CEO.
9. Preparation and approving CEO's payroll.
10. Developing and disbursing CEO's blue employee files for evaluations. Conducting periodic audits to ensure accurate file maintenance.
11. CEO's sales and reconciliation of meal tickets and petty cash fund.
12. Preparation, reviewing and reporting various fiscal data for CEO.
13. Compiling data for State School Lunch and Breakfast Programs for CEO.
14. Conducting monthly clerical meetings with CEO staff and facility Office Service Specialists.
15. Ordering office supplies and maintaining the office-supply storage room for CEO.
16. Performing data entry and word processing tasks and maintaining and updating forms and documents as required for all facilities when requested.
17. Performing other duties as assigned.

Office Services Technician

Under the direction of the Camp Erwin Owen administration and the direct supervision of the Senior Office Services Specialist, the Office Services Technician is responsible for:

1. New youth intake, including orientation for the youth and preparing youth files.
2. Scanning information for various documents.
3. Preparation of pre-release meeting schedule, transport notices for releases, failures, and various appointments.
4. Updating spreadsheets used in tracking progress of youth through the program.
5. Processing releases, release schedule.
6. Youth rosters including Dorm Roster, Cumulative Roster, Group Advancements.
7. Processing status changes
8. Preparation and routing of Special Cases list and Release Schedule.
9. Preparation and distribution of Job Roster with weekly job changes.
10. General clerical duties, including answering telephone questions, routing calls, directing vendors and other visitors and preparation of a variety of documents by ~~typing~~, performing data entry or word processing.
11. Logging and photocopying Special Incident Report, Grievance Report, Appeals and other documents for inclusion in youth files.
12. Preparation of failure or escape packets.
13. Backing up Microsoft Teams documents.
14. Performing other duties as assigned.

1125 VOLUNTEERS IN PROBATION AND INTERNS

Volunteers are involved in the Camp Erwin Owen facility in much the same way as in other institutions. They lend support, friendship and guidance to the youth and provide contact from the community. Volunteers may be involved in educational and athletic activities, musical entertainment, and craft projects.

Applications for those wishing to become volunteers for the Probation Department are processed by the Probation Volunteer Coordinator. After completion of a background check, they receive orientation in order to become familiar with the goals and policies of the Probation Department and its related institutions. Volunteers learn the rules of confidentiality and other policies of the department relating to their volunteer efforts. This includes training on anti-discrimination and zero tolerance policies regarding PREA issues. After completing the orientation, the volunteers are assigned to one or more of the institutions or to probation officers to work with individual youth.

Volunteers must always wear department issued Volunteer Identification Card while on facility grounds.

Student Interns

The classification of Student Intern is established for college students possessing a career interest in the field of corrections. The Student Intern:

1. Works under close supervision to learn to assume responsibility for the supervision, care and custody of youth in the Camp Erwin Owen Facility and to do related work as required.
2. Is responsible for becoming familiar with both theory and operations of a correctional facility by orientation, observation, and handling of work assignments in the Camp Erwin Owen Facility.
3. Performs a variety of work assignments and assists Youth Services Officers in supervising the routine, recreation, study, and work activities in the facility.
4. Observes institutional problems, methods, and procedures, and writes reports on the attitudes, behavior, and adjustment of youth.
5. Confers with other interns regarding work and learning experiences and attends training meetings as required.

Student Interns cannot:

1. Work alone with the youth at any time. They are to be under the supervision of unit staff at all times.
2. Initiate protocols or medical instructions.
3. Conduct Holding Room checks.
4. Administer discipline.

1130 AGENCY PARTNERS
Title 15, Article 3, Section 1320

Behavioral/Mental Health Services

Under the direction of Kern Behavioral and Health Recovery Services (KBHRS), the Program Director:

1. Provides individual therapy/counseling services to youth from an assigned individual counselor/therapist for the duration of their program.
2. Provides group therapy/counseling services.
3. KBHRS, and the Probation Department's Youth Programs and Supports Unit provide the following evidence-based programming:
 - a) *Aggression Replacement Training (ART)* – a group treatment model comprised of social skills development, anger control training, and moral reasoning training. ART involves three separate one-hour group sessions per week for ten weeks.
 - b) *Thinking for Change (T4C)* – an integrated cognitive behavioral change program that incorporates research from cognitive restructuring theory, social skills development, and the learning and use of problem-solving skills. It is also designed for youth within a correctional environment.
 - c) *Cognitive Behavioral Interventions – Substance Abuse (CBI-SA)*: designed for individuals who are moderate to high need in the area of substance abuse and the program is well-suited for criminal justice populations. This treatment is intense and consists of group therapy, practical application, and homework. Youth are guided through modules designed to help them change thought processes, regulate emotions, develop social skills, problem solving, and plan for success.
 - d) *Seeking Safety* is an evidence-based, present-focused counseling model to help people attain safety from trauma and/or substance abuse. It can be conducted in group (any size) and/or individual modality. It is an extremely safe model as it directly addresses both trauma and addiction, but without requiring clients to delve into the trauma narrative (the detailed account of disturbing trauma memories), thus making it relevant to a very broad range of clients and easy to implement.
4. Evaluates and screens all youth after their arrival to the facility to inform them of available mental health services, to identify potential medication needs and to develop an appropriate treatment plan.
5. Refers youth for psychiatric medication evaluations.
6. Monitors psychotropic medication regime.
7. Conducts crisis intervention and management through suicide risk assessments and Mental Health Consultation slips requested by institution and medical staff.
8. Conducts conflict resolution to resolve peer friction.
9. Provides on-site family counseling.
10. Provides community resource information for aftercare services to youth and their family.

Medical Staff

Under the direction of Kern Medical, and on assignment to the Camp Erwin Owen facility, the nursing staff:

1. Provides professional nursing care for youth.
2. Makes preliminary observations of youth's conditions and refers them, if needed, to a physician's care.
3. Assists the physician with physical examinations and treatments.
4. Instructs unit staff on medical treatments as required.
5. Requisitions and maintains stock of non-prescription first-aid needs.
6. Renders first aid.
7. Maintains adequate temporary and permanent medical records and makes reports to the physician and Administration.
8. Ensures that the youth who wish or need to see the physician are scheduled and available.
9. Schedules physical examinations and coordinates medical service with Kern Medical, Health Department, Probation Officers, and private health services as needed.
10. Dispenses medications.
11. Provides training for new staff and annual training for permanent staff.

1200 WORK HOURS

Administrative Manual, Section 1305

Work Hours Defined

Work hours, Absence/Tardiness, Shift Differential, Daylight Savings/Standard Time Conversions, Stand-by, Court Stand-by, and Overtime, will be applied in accordance with Kern County Probation Department Administrative Manual Article 1305.

Rest Periods for Employees

Facility employees working an 8-hour shift do not have predetermined break periods. One 15-minute break period is allowed during the first four hours, and one 15-minute rest period is allowed during the second four hours of each shift. Break periods should be arranged to fall at times that accommodate the needs of the Institution as an operation that runs 24 hours a day.

Overtime

Overtime work must be authorized, prior to its being worked, by one of the following:

1. Duty Supervisor
2. Camp Erwin Owen Assistant Probation Division Director
3. Camp Erwin Owen Probation Division Director

Compensation is given in the form of Compensatory Time Earned (CTE) or Paid Overtime (POT). Department policy specifies Compensatory Time Earned (CTE) accumulations up to 100 hours. Compensatory Time Off (CTO) may be taken in accordance with the Department Leave Policy in Section 1306.

Shift Differential Pay

To qualify for Shift 2, staff must work **at least 5 hours** between 3 p.m. and midnight. To qualify for Shift 3, staff must work **at least 5 hours** between midnight and 9 a.m. If staff works less than 5 hours in those shifts, they will not be eligible for shift differential for that shift.

1205 SCHEDULING PROCEDURES

Title 15, Article 3, Section 1321

Prison Rape Elimination Act, Juvenile Facility Standards Section 115.313

POLICY

Camp Erwin Owen shall schedule an adequate number of personnel sufficient to carry out the overall facility operation and its programming, to provide for safety and security of youth and staff, meet established standards and regulations, and to ensure that no required services shall be denied because of insufficient numbers of staff on duty, absent exigent circumstances.

In addition, Camp Erwin Owen will:

1. Have the sufficient number of supervisory level staff to ensure adequate supervision of all staff members. Personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, farm, forestry, kitchen, or maintenance shall not be classified as youth supervision staff positions.
2. Have a clearly identified person on duty at all times who is responsible for operations and activities and has completed the Youth Services Officer Core Course and PC 832 training.
3. Have at least one CORE trained staff member present in each living unit whenever there is a youth in the living unit.
4. Have at least one male staff member on duty at all times.
5. Maintain adequate administrative and support staff.
6. Meet specific staff to youth ratios. In addition to the minimum staff to youth ratio required, consideration will be given to the function of Camp Erwin Owen in determining the level of supervision necessary to maintain the safety and welfare of youth and staff.
7. Have at least two wide-awake youth supervision staff members on duty at all times regardless of the number of youth in residence.
8. Any instance when staffing is affected by exigent circumstances shall be noted in the Unit Shift Report.
9. In consultation with the PREA Coordinator, assess the staffing patterns, no less than annually, to determine if adjustments are needed to the following: staffing plan, prevailing staffing patterns, facilities deployment of technology and the resources available to ensure adherence to the staffing plan.

PROCEDURE

The shift coverage for the units in Camp Erwin Owen is arranged to meet the Title 15 standards for youth detention facilities: one wide-awake youth supervision staff on duty for each fifteen youth in detention during the hours that youth are awake and one wide-awake youth supervision staff member on duty for each thirty youth detained during the hours that youth are sleeping.

During most shifts, each unit is assigned a Senior Youth Services Officer or Lead Staff, and Youth Services Officer's.

A schedule is posted showing daily and weekly projected shift assignments. Staff are to check this schedule for their assigned shifts on a regular basis. If there are any questions about the schedule, contact the Duty Supervisor or Administration as soon as possible.

Staff notification of any schedule changes made after the Shift Schedule is posted will be made by written notice and placed into staff mailboxes and/or by telephone. This, however, does not remove the responsibility of each staff member to check the posted schedules regularly.

It is the responsibility of the Duty Supervisor to ensure proper staffing patterns are followed. In addition to minimum staffing patterns the Duty Supervisor will take into consideration the functions of the day in determining the level of supervision necessary. If a staff member is unable to cover a shift, an extra help Youth Services Officer or off-duty Youth Services Officer must be called in. Additionally, it is the responsibility of the Duty Supervisor to monitor the master schedule.

Any compensatory time earned by staff must be justified and marked on the master schedule and approved by the Duty Supervisor. Staff members are responsible for monitoring their own time accrual, and all requests for vacation, compensatory time off, and leaves of absence must be in accordance with the Kern County Probation Department Administrative Manual Section 1306: LEAVES OF ABSENCE.

1206 GUIDELINE FOR ROTATIONAL MANDATORY OVERTIME

Rotational mandatory overtime assignments will be used to fill shift vacancies due to department need, such as, but not limited to, minimum staffing, training, sick leave, 4850 FMLA and approved CTO/VAC. Every effort shall be made to allow staff to volunteer for posted shifts needing to be covered prior to making mandatory overtime assignments. The Administrative Liaison will be in charge of making pre-scheduled overtime assignments.

DEFINITIONS

For the purposes of this document, the term “officer” will refer to Senior Youth Services Officers (SYSO) and Youth Services Officers (YSO)

“Overtime credit” or “credit” shall refer to the situation where an officer works an overtime shift pursuant to the guidelines below, and as a result, their name will move to the bottom of the overtime list.

The term “overtime assignment” shall refer to those instances when an officer’s name has risen to the top of the rotational list and the officer has consequently been assigned an overtime shift pursuant to the provisions of these guidelines. Officers assigned to an overtime shift will be required to work the shift unless otherwise released from the assignment by the Duty Supervisor due to an illness or as otherwise stipulated in these guidelines. Willful failure to do so will subject the employee to disciplinary action.

“Regular days off” shall refer to an officer’s specific days off as related to their schedule. Regular days off begin at the end of the officer’s last regularly assigned shift. For example, when an officer is assigned to a day shift (6am-2pm) with Sat/Sun off, regular days off begin at the end of shift on Friday (2pm).

ROTATIONAL OVERTIME PROCEUDRES

1. All SYSOs and YSOs will be included in a rotational overtime pool for facility coverage. SYSOs trained to cover the Duty Supervisor desk and Senior Deputy Probation Officer will be included in a separate rotational overtime pool for Duty Supervisor desk coverage. When a SYSO is utilized in either capacity (facility coverage or Duty Supervisor desk coverage) they will rotate to the bottom of both rotational overtime lists.
2. Deputy Probation Officers, kitchen, maintenance staff, custodians, and support staff may be assigned overtime shifts as needed.
3. Officers will be placed on the rotational overtime list based on the actual shifts worked in order of seniority. For example, if there are (3) officers working overtime on Monday from 6am-2pm, all (3) officers will move to the bottom of the list at 2pm on that day after the shift is over. They will be the last (3) officers on the list in order of their seniority.
4. Rotational overtime lists will include a designation to differentiate Core trained and non-Core trained staff. There may be instances where a Core trained staff is required to fill a shift. In those cases, non-Core trained staff may be skipped over, but will remain atop the list.
5. The Administrative Liaison, under the direction of facility administration, will be responsible for making assignments to fill all uncovered shifts from the rotational list.
6. Overtime shifts will be filled as double shifts whenever possible. Officers will essentially schedule themselves or will be scheduled for a 16-hour shift (or possibly lesser hours should the extra shift be a special assignment shift that overlaps with a regular shift). Example: Officer Smith is assigned to Day Shift (6am-2pm). Officer Smith will be assigned either a Night (10pm-6am) or PM (2pm-10pm) shift on one of their regular days to work during that week. Attempts will be made to avoid having rotational assigned shifts occur on officers’ regular days off.

However, staff may volunteer for shifts on their regular days off and will receive credit for such shifts in terms of their position on the overtime list. Staff in non-traditional assignments (ex: Court Security, Ag) may be released from that assignment early and placed in unit coverage in complete their overtime shift.

7. Notifications will generally be made while officers are on duty. If the assigned officer is off on a regular workday, the supervisor will attempt to contact them at their home or cell phone number. A message or voicemail will not be considered notification.
8. Credit shall be given after staff fulfill their overtime assignment and names will be rotated to the bottom of the list. If an officer does not work a pre-scheduled or mandatory overtime shift, the employee will not be given credit and will return to their previous position on the rotational overtime list.
9. Medical transportations or other urgent/emergency holdovers that exceed 4-hours in duration will result in officers' names being rotated to the bottom of the list.
10. The facility administration will be responsible for overall management of the rotational overtime process. All modifications, directives, etc., related to the process will be communicated by the Probation Division Director or Assistant Probation Division Director.
11. The rotational overtime guideline will be posted and available to all staff.

FACILITY ADMINISTRATION RESPONSIBILITIES

1. Notify the Administrative Liaison of any changes in the facility roster that impacts rotational overtime status. Examples include: 4850, family sick leave, light duty, FMLA, new employees, extra help, retirements, termination of employment, off work, etc.
2. Review the rotational overtime guidelines as needed.

ADMINISTRATIVE LIAISON RESPONSIBILITIES

1. The Administrative Liaison will make the overtime assignments based on the number of staff needed at the facility. The Administrative Liaison will keep in mind current assignments and review pre-scheduled shifts as well as worked overtime shifts to avoid conflicts whenever possible. The Administrative Liaison will monitor the schedule daily for needed assignments. When possible, assignments will be made two days prior to the mandatory shift.
2. The Administrative Liaison will be responsible for reviewing and correcting any errors discovered in the schedule. If an officer requests to be made unavailable for a shift during the pay period (excluding VAC/CTO usage, the Administrative Liaison will follow up with the officer to make sure the requests are not excessive to avoid abuse.
3. Once the overtime assignments are made, the Administrative Liaison will notify the employee of their mandatory overtime assignment. Verbal notification in person is preferred. In addition to notifying the employee in person, or making contact via telephone, the Administrative Liaison will place a notice in the employee's mailbox. Staff are to verify schedules by checking the sign-in sheet. Any questions or discrepancies should be directed to the Administrative Liaison or Duty Supervisor as soon as possible.
4. The master schedule will be posted by the Administrative Liaison at least four weeks in advance to allow officers to volunteer for an overtime shift.
5. The Administrative Liaison will check the rotational overtime list daily to see who signed up for an overtime shift to update the master schedule.

DUTY SUPERVISOR RESPONSIBILITIES

1. The Duty Supervisor will cover sick leave replacements and other similar unanticipated staffing needs that will put the facility below minimum staffing levels. If a voluntary replacement cannot be found, the Duty Supervisor will utilize the overtime list and notify the next on-duty person, who is eligible to be assigned a mandatory overtime shift, that they will be held over. If the first person on the list is currently working (16) hours, the supervisor will utilize the overtime list and notify the next person in line that they will be held over.
2. The Duty Supervisor will check the rotational overtime list daily to see who has signed up for an overtime shift to update the rotational overtime list.
3. The Duty Supervisor will post the updated rotational overtime list at the beginning of each traditional shift (AM, PM Graveyard) in the areas where staff sign in.
4. Any time a supervisor makes an adjustment in the rotational overtime list; a comment must be made on the Duty Supervisor log justifying the change.
5. The Duty Supervisor may approve short notice VAC/CTO if staffing levels allow.

ALL STAFF RESPONSIBILITIES

1. Check the posted facility schedule to sign up for preferred shifts. Check with the Duty Supervisor prior to the end of shift daily to see if they have received a mandatory overtime assignment. The overtime list will be available in the Duty Supervisor's Office for staff to review.
2. May sign up for a shift up to the time Administrative Liaison makes mandatory assignments for the upcoming pay period.

1210 SHIFT ROTATION

POLICY

Each Division Director assigned to an institution shall designate a schedule for changing shifts. Senior Youth Services Officer assignments include night and night relief shifts. The Division Director may reassign a staff member out of the standard rotation because of institution workload, vacant and special assignment positions, or staff training. All assignments will meet the Board of State and Community Corrections requirements for proper staffing patterns.

Staff may request specific shift assignments by memorandum to the Duty Supervisor, but standard rotation and institution needs will take precedence over individual staff requests. All requests are subject to Assistant Probation Division Director and Division Director review for approval.

PROCEDURE

Shift change rotation for Camp Erwin Owen Youth Services Officers will occur every four months. Shift rotations for Senior Deputy Probation Officer and Duty Supervisors will occur every six months. Requests for shift rotation changes will occur only between like classifications. Youth Services Officers may rotate between living units and special assignments, including the Agricultural program, Owen Re-Entry Program, R-PACT and Security Transport. Senior Deputy Probation Officer and Duty Supervisors may rotate between programming, operations, and administrative assignments.

1215 DRESS CODE AND UNIFORMS

Administrative Manual, Section 1409

The following standards apply to all staff assigned to a Kern County Probation Department Institution. Refer to the Kern County Probation Department Administrative Manual, Article 1409 for the departmental dress code requirements.

Permanent Employees

Permanent staff will be issued uniform clothing to be worn while on duty. The uniform will consist of a green polo shirt with the department logo and staff name (first initial, last name), black pants and duty belts. Jackets will be available upon request; however, it is not mandatory for every staff member to be issued a jacket.

Extra Help Employees

Extra-help staff will be issued a departmental uniform shirt and pants. Windbreaker jackets from the warehouse inventory may be issued to extra-help staff as needed.

Senior Deputy Probation Officer

All SDPO's are issued green colored polo shirts with the department logo and staff name (first initial, last name) and black pants to be worn while on duty.

All Staff

- | | |
|-------------|--|
| Hats: | Department issued baseball cap or green or black cap with no logo; special assignment employees can request to wear headgear specific to their assignment. |
| Shoes: | Closed toe, non-skid, securely fastened for safety reasons. |
| Belt: | Black, brown, or tan. |
| Jacket: | Solid color, no logo, or insignia unless department issued. |
| Sweatshirt: | Solid color, no logo or insignia unless department approved. (Example: Baker to Vegas) |
| Shorts: | Staff may only wear department issued black shorts. While wearing shorts, staff must wear socks that are white, crew length, and not lower than the ankle. SDPO's/Duty Supervisors are not allowed to wear shorts at any time. |

The number of issued clothing items for each staff classification is outlined in the Uniform Authorization Form. No substitutions or upgrades will be allowed. A supervisor's review and approval are required before replacing county issued clothing or equipment. Items deemed in need of replacement are to be returned to the Warehouse.

Appearance

Uniforms are to be worn when reporting to work and until exiting the Institution. Shirts should be tucked in the waistline without excessive blousing which would hinder access to safety equipment. The Probation Department star or insignia must be visible at all times.

To ensure personal safety, accessories or jewelry that hang from the ear or neck, shall not be worn. While on duty, staff shall not wear any visible body piercing items.

Department issued clothing items may not be worn for personal use outside the facility. Staff may be authorized to modify their duty uniform if assigned a special project.

1220 STAFF MEALS

On-duty employees are authorized one meal per shift at no cost at the Youth facilities. Snacks are not provided for staff. On-duty staff are those who do not have a meal period and cannot leave the institution to eat. Staff who work a graveyard and morning shift consecutively are eligible to eat breakfast and lunch at no charge.

All meals are served in the Dining Hall. The soup and salad bar are self-serve, meals from the serving line will be dispensed only by a cook on duty. Staff must sign the Meal Roster prior to receiving food from either the salad bar or the serving line. On-duty staff shall coordinate their mealtimes to ensure adequate youth supervision.

Staff mealtimes are as follows:

Breakfast: 6:00 a.m. to 6:30 a.m.

Lunch: 10:30 a.m. to 1:00 p.m.

Dinner: 4:00 p.m. to 5:30 p.m.

Facility staff (including behavioral/mental health, Superintendent of Schools and support personnel who have a lunch period) may purchase a meal ticket using the following guidelines:

1. Meal tickets are available for purchase in the Camp Erwin Owen Front and Center office during regular business hours. Tickets may be purchased in advance. Ticket cost for full meal and soup and salad bar will be established by the Accounts Receivable office of the Department. Exact change is encouraged.
2. Staff and guests purchasing a ticket must write their name and date on the meal ticket. Tickets are attached to the clipboard as they are used.
3. Permission for guests to purchase meals is at the discretion of the Probation Division Director, Assistant Probation Division Director, or his/her designee. Guests will be approved only when they are at Camp Erwin Owen for official business, and it is in the best interest of the County.

1225 CAMP ERWIN OWEN VEHICLE POLICY

Administrative Manual, Section 1504, 1506

The Probation Department provides vehicles of many types to various divisions to perform a variety of necessary official functions. See Kern County Probation Department Administrative Manual, Sections 1504 and 1506.

Driving Safety

An employee is responsible for active awareness of his/her own physical condition and should not drive when their ability to drive safely is impaired by fatigue, illness, reaction to medication or any other reason.

An employee is expected to plan appropriately for any trip considering distance, road conditions and/or mandatory arrival times.

Drivers who operate Probation vehicles are not to exceed the posted speed limit. Remember, you represent Camp Erwin Owen and the Probation Department when you are driving, or a passenger, in these vehicles. County employees are subject to public scrutiny in the performance of duties, use of county time and property, and operation of county vehicles. When using a county vehicle, there shall be no unauthorized passengers.

Staff traveling through the Kern River Canyon and to Camp Erwin Owen encounter dangerous roads and adverse weather conditions. All staff are to exercise caution when making this commute in a probation vehicle. These precautions include reducing speed, leaving adequate stopping distances (no tailgating), and becoming more vigilant while driving. **Give ample time for the commute and do not** drive too fast for conditions.

Vehicle Maintenance

It is imperative that vehicle maintenance be done in a prompt manner. When a problem arises with a vehicle and it needs to be evaluated, the driver of the vehicle is to report the issue to the Duty Supervisor immediately. This would include any alert requiring service or concerns about the vehicle properly functioning. The County is obligated to use approved vendors only. It is the driver's responsibility to ensure a County approved vendor is utilized for maintenance, repair, or car washes. In addition, careful attention must be paid while inputting the exact odometer reading when re-fueling, using only 87 grade gasoline. All directives from the Fleet Manager or designee must be followed.

Failure to follow the directives of the Fleet Manager or designee may result in disciplinary measures being taken. Your full attention to these matters is important. Lack of attention to these matters could result in non-payment by the Department and **financial responsibility being placed on the drivers or responsible site/unit vehicle contacts.**

Disabled Vehicle

The following procedure will be followed when the vehicle you are driving becomes disabled:

1. If possible, move the vehicle completely off the roadway.
2. As soon as possible, notify the Duty Supervisor of the situation.
3. If the problem can be easily fixed (i.e., flat tire) complete the repair and continue to your destination. Be sure to tag the vehicle offline upon arrival so the vehicle can be properly serviced.
4. If the problem cannot be easily fixed or by continued driving could cause further damage to the vehicle it needs to be towed. During regular business hours, the vehicle needs to be towed by the on-call towing service to the appropriate repair shop. After hours, the vehicle needs to be towed to the Youth Detention Center. If the vehicle was involved in an accident, the vehicle must be placed in the Youth Detention Center west field (near the warehouse).

In the event the vehicle is inoperable and cannot be moved out of the roadway or if the incident occurs where there is no cell phone coverage, contact Control 1 on the radio. Inform Control 1 of your location, problem with the vehicle, number of occupants in the vehicle and ask them to contact the on-call towing service. In the event another commuter vehicle comes along, as many staff that will legally fit in the vehicle should proceed with the second vehicle. One person needs to standby with the disabled vehicle and wait for the tow truck. The vehicle is not to be left unattended on the side of the road.

Cleanliness

Staff must keep county vehicles clean. All staff using county vehicles are responsible for removing trash from the vehicle and holding others accountable on a daily basis. Report to maintenance and/or the Duty Supervisor any spills or damage to the vehicle.

Parking

County vehicles shall be parked in designated parking spaces. Personal vehicles shall be parked in the upper or lower parking areas only.

Roadways

Camp Erwin Owen has paved roads and unpaved access roads throughout the facility. Only authorized persons or staff may operate a vehicle outside of the designated parking areas.

Commuter Policy

Commuter vehicles are provided for the use of Camp Erwin Owen staff to facilitate mail, medical and supply distribution between the Youth Detention Center and Camp Erwin Owen.

Commuting to Camp Erwin Owen:

Duty Supervisors will fax the most current CEO Daily Schedule to the Youth Detention Center two hours before shift change (i.e., 8:00 p.m. for the 10 p.m. shift, 4:00 a.m. for the 6 a.m. shift and 12:00 noon for the 2 p.m. shift). Staff at the Youth Detention Center will place the faxed schedule with the Camp Erwin Owen mail.

The driver will pick up the mail briefcase, medical bag and schedule while picking up the keys. New staff are **not** to be assigned drivers until trained in the proper procedures. It is the staff's responsibility to verify all commuters are present **before** leaving the parking lot. If staff are running late, it is their responsibility to call fellow commuters to advise of the situation.

Commuters will wait until 20 minutes before the hour (i.e., 8:40 p.m. for the 10 p.m. shift, 4:40 a.m. for the 6 a.m. shift and 12:40 p.m. for the 2 p.m. shift) for any late arrivals or last-minute substitutes. Any staff not at the vehicle by that time will use their own vehicle to commute to Camp Erwin Owen.

The driver shall perform the daily vehicle inspection as required on the Daily Vehicle Mileage and Inspection Log (see attached). This log must be filled out completely and legibly with driver's name and vehicle mileage clearly printed for each commute.

If a problem with the vehicle occurs during the commute to Camp Erwin Owen, the driver is to advise the Duty Supervisor immediately upon arrival. The Duty Supervisor will take the vehicle offline or ask on duty maintenance staff to evaluate and report the vehicle status. If the situation requires the vehicle to be offline, the Duty Supervisor will note this in the DS log, on the board in Front and Center and on the daily sign in roster. The Duty Supervisor will also email the Fleet Manager with information regarding the vehicle issue with a copy to Camp Erwin Owen maintenance staff.

Upon arrival at Camp Erwin Owen, the driver will ensure the vehicle keys are locked in the key box, mail is delivered to clerical, medical briefcase is delivered to Nursing and the Daily Vehicle Mileage and Inspection Log is completed and given to maintenance.

Returning to the Youth Detention Center:

When leaving Camp Erwin Owen, the driver will pick up the vehicle keys from the locked key box. The driver is responsible for delivering the mail and medical briefcase to the Youth Detention Center. The driver will be sure any medical specimens needing transport to the Youth Detention Center medical are picked up from Nursing. The driver must also verify all commuters are in the vehicle before leaving. The driver shall perform the daily vehicle inspection and complete the Daily Vehicle Mileage and Inspection Log as required.

If a problem with the vehicle arises during the commute to Bakersfield, the driver will call the Camp Erwin Owen Duty Supervisor upon arrival at the Youth Detention Center. After relaying the vehicle issue, if the vehicle is to be taken off-line, the driver will complete a property tag labeled with the Fleet Manager's name and attach the tag to the vehicle keys. The driver will then give the keys to the Youth Detention Center Security Transport officer who will secure the keys for pick up by the Fleet Manager. The Camp Erwin Owen Duty Supervisor will note the vehicle is off-line in the D.S. log, on the board at Front and Center and on the daily sign in roster. The Duty Supervisor will also email the Fleet Manager with information regarding the vehicle issue with a copy to Camp Erwin Owen maintenance staff.

DO NOT leave the mail or medical briefcases, the commuter car keys, or medical materials on the Control counter at the Youth Detention Center. Youth Detention Center staff members are **not** tasked with distributing these items. **Mail, keys, and medical materials need to be sorted and distributed appropriately. Control and ST staff will be happy to assist you.**

Violations of Camp Erwin Owen Vehicle Policy

The following is the corrective action plan, should a staff member develop driving patterns outside policy, fail to comply with vehicle maintenance requirements, vehicle cleanliness or other commuter tasks and responsibilities:

First Offense: Verbal Counseling

Second Offense: General Counseling

Third Offense: Corrective Counseling

Fourth Offense: Written Reprimand

Continued failure to comply with these standards could result in further discipline.

1300 REPORTING OF LEGAL ACTIONS

Title 15, Article 4, Section 1340

In the event a legal action is filed pertaining to conditions of confinement, or against any person, persons, or legal entities which are responsible for the operation of Camp Erwin Owen, a letter of notification will be sent to the Board of State and Community Corrections. This letter will be submitted by the facility administrator as soon as possible after notification of filing of the legal action.

1305 DEATH, SERIOUS ILLNESS, OR INJURY WHILE DETAINED

Title 15, Article 4, Section 1341

POLICY

Death of a Youth

1. The facility administrator, in cooperation with the health administrator and the behavioral/mental health director, shall develop written policies and procedures in the event of the death of a youth while detained, which include notifications to necessary parties, which may include the Juvenile Court, the parent, guardian or person standing in loco parentis and the youth's attorney of record.
2. The health administrator, in cooperation with the facility administrator, shall develop written policies and procedures to assure there is a medical and operational review of every in-custody death of a youth. The review team shall include the facility administrator and/or facility manager, the health administrator, the physician responsible and other health care and supervision staff who are relevant to the incident.
3. The administrator of the facility shall provide to the Board a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted to the Board within 10 calendar days after the death.
4. Upon receipt of a report of the death of a youth from the administrator, the Board may within 30 calendar days inspect and evaluate the youth facility, jail, lockup, or court holding facility pursuant to the provisions of this subchapter. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.

Serious Illness or Injury of a Youth

1. The facility administrator, in cooperation with the health administrator, shall develop written policies and procedures for the notification to necessary parties, which may include the Juvenile Court, the parent, guardian or person standing in loco parentis and the youth's attorney of record in the case of a serious illness or injury of a youth.

Documentation of the death, serious illness or injury of a youth while detained and the conditions surrounding the incident will provide assistance to staff and administrators called to testify about it months or years after it occurred. It also provides information about conditions in a facility and may indicate where staff need additional training or where procedures are not serving the purpose for which they were designed.

In all cases of a suspected youth death, serious injury or injury, staff will intervene, initiate, and continue action to save life unless immediate intervention jeopardizes the safety of staff or other youth.

In the event a youth dies in custody, the circumstances and conditions surrounding the death shall be investigated by Kern County Sheriff's Department and Kern County Sheriff-Coroner's Office per Section 27491 of the Government Code.

PROCEDURE

Death of a Youth

In the event of a death, the Duty Supervisor shall immediately notify the next person in the established chain of command until the Chief Probation Officer has been advised. The Duty Supervisor shall ensure all staff follow the Crime Scene Preservation Policy and Procedure in Section 1460 of this manual.

Duties and Responsibilities

Unit Staff Discovering a Seriously Injured or Possibly Deceased Youth will:

1. Summon other staff for assistance as soon as possible and activate the security alarm, if necessary.
2. Intervene to save life by administering C.P.R./First Aid unless immediate intervention jeopardizes the safety of staff or other youth.
3. Notify the Duty Supervisor.
4. Summon for internal medical assistance, if available.
5. Call 911 for emergency assistance.
6. Assure the safety and security of other youth in the area and secure the unit or area; and preserve the scene.
7. Preserve the scene.

The Duty Supervisor will:

1. Respond to the location of the incident and ensure all unit staff actions were taken.
2. Notify the next level in the chain of command/facility administration.
3. In the event of a death, contact the Kern County Sheriff's Department and the Kern County Sheriff-Coroner's Office and request they respond to the facility.
4. If the incident occurred within a living unit, immediately remove all youth from the area and secure the Dorm Check Logs; place a new log in the unit and ensure staff maintains checks on other youth.
5. Once the situation is deemed safe, separate all involved staff to maintain the integrity of the law enforcement/internal investigation.
6. Request all involved staff complete a Special Incident Report regarding their actions and observations of the incident. Reports shall be completed by the end of shift.
7. Once a competent authority has declared the youth deceased, staff shall not move the body or any items from the body. This prohibition includes the removal of any medical items such as a heart monitor, IV needles or oxygen masks.
8. In the event a youth suffers a broken bone or injury or illness requiring admission to a hospital or a behavioral/mental health facility, a memo is to be prepared by the Duty Supervisor and emailed to the Juvenile Court and the Facility Administration. The memo is to include the following details:
 - a) Youth's Name.
 - b) Facility/Location where the incident occurred.
 - c) Date of Incident.
 - d) Type of Injury/Illness.
 - e) Circumstances of how the injury/illness occurred.
 - f) Parent/Guardian notification.

Facility Administration will:

1. Respond to the facility upon notification of a death in custody.
2. Ensure all Duty Supervisor and Unit Staff duties were performed, and all involved staff completed a Special Incident Report prior to the end of their shift.
3. Review all related reports and forward up the chain of command via the Deputy Chief of Institutions.

The Chief Probation Officer or his/her designee shall notify by phone and/or in person the following agency/person if a youth dies in custody:

1. The youth's parents, next of kin or appropriate other
2. Kern County Sheriff's Department
3. Kern County Coroner's Office
4. Kern County Presiding Superior Court Judge
5. Kern County Juvenile Court Judge
6. Kern County Administrative Officer
7. Kern County Chairman of the Board of Supervisors
8. Kern County Risk Management
9. Kern County District Attorney

Reporting Requirements

The Chief Probation Officer or his/her designee shall also meet the reporting requirements of California Government Code 12525 which states the agency in charge of the facility where the death occurred must submit a report in writing to the Attorney General of the State of California within 10 days after the death. The form: State of California Death in Custody Reporting Form BCIA 713 (Located with instructions immediately following this section) shall therefore be submitted within ten days to the following two agencies:

1. California Department of Justice**Criminal Justice Statistics Center**

P.O. Box 903427

Sacramento, CA 94203-4270

Fax: (916) 227-0427 or 227-3561

Email: marie.herbert@doj.ca.gov

Phone: (916) 227-5500

2. Board of State and Community Corrections

2590 Venture Oaks Way

Sacramento, CA 95833

Fax: (916) 327-3317

General Inquiries: Webmaster@bscc.ca.gov

Phone: (916) 445-5073

Review

Upon receipt of a report of the death of a youth, the Board of State and Community Corrections may, within 30 calendar days, inspect and evaluate the institution pursuant to established standards and regulations.

Once all investigative and internal reports have been completed, the facility administration shall coordinate and conduct an incident review. The review team should include the Deputy Chief of Institutions, the facility Probation Division Director and Assistant Probation Division Director, the health administrator, the responsible physician, behavioral/mental health staff, and relevant supervision staff involved in the incident. Although not required by Title 15, consideration should also be given to include County Counsel on the review team. The intent of the review is to identify any systematic problems or lessons learned from the incident in to improve relevant medical and operational policies and training. Upon conclusion of the review, the Deputy Chief or facility Division Director will complete a report detailing the purpose of the review, the review team members, background information of the youth, an incident summary, and a summary of the findings made by the review team. The report may also include observations and/or recommendations noted by the team. The final report should be forwarded to the Chief Probation Officer for review and then maintained in an administrative file.

Post Trauma and Counseling

If a youth's death occurs, obvious feelings of frustration, anxiety and sadness may result. This is an important time for staff and other youth to have available counseling, so they may express their feelings and sentiments regarding the incident.

To address these concerns, the facility administration will work closely with the facility behavioral/mental health provider to make services available for all effected youth as soon as reasonably possible. Facility administration will also contact the county Employee Assistance Program (EAP) to provide grief and trauma counseling for all affected staff as well as a critical incident debrief for all interested staff.

Contact Information for EAP: 1 (844) 416-6386 or email: anthemeap.com; access code: County of Kern

1310 POPULATION ACCOUNTING

Title 15, Article 4, Sections 1342, 1343

POLICY

The facility follows consistent means to gather information critical to operating the facility and to secure adequate funding and other resources. Population accounting provides the background and trend data by which the administration judge whether additional staff and facilities are needed and can support requests for additional operational funding. This information is also forwarded to the Board of State and Community Corrections so it can develop a statewide data on youth facility populations with which to respond to the information needs of the state's administration, the Legislature, the media, and the public.

The Office Services Specialist, under administrative direction, compiles monthly statistical reports. The following reports are initiated and distributed as indicated.

PROCEDURE

The Monthly and Quarterly Juvenile Detention Profile Survey (J.D.P.S.), and the Monthly Camp Erwin Owen Population report are submitted to the Board of State and Community Corrections (B.S.C.C.) within ten (10) calendar days after the first of the month. These reports are submitted to the Office Services Specialist at the Youth Detention Center by the fifth working day of the month via email. Signed reports by the Probation Division Director are kept at Camp Erwin Owen.

The monthly B.S.C.C. J.D.P.S. report indicates the following:

1. Population by commitment for misdemeanor or felony charges (15th snapshot).
2. Average daily population for the month.
3. Average daily population of youth in other jurisdictions due to lack of space.
4. Number of youth released early due to lack of space.
5. Number of days that Camp Erwin Owen exceeded the Board Rated Capacity.
6. Number of open mental health cases (15th snapshot); and
7. Number of youth receiving psychotropic medication while in detention.

The monthly B.S.C.C. Camp Erwin Owen Population report indicates the following:

1. Rated capacity for Camp Erwin Owen.
2. Highest, one-day detention population.
3. Daily population count; and
4. Total monthly population.

The quarterly B.S.C.C. J.D.P.S. report indicates the following:

1. Breakdown by age (one-day snapshot).
2. Average length of stay of all releases for the quarter; and
3. Quarterly report of assaults by youth on staff, escapes, suicide attempts and suicides.

1315 PUBLIC RELATIONS

Camp Erwin Owen has recognized the value of gaining public understanding of its role in the community and of encouraging public participation in certain aspects of the program. It is the goal of Camp Erwin Owen to gain and keep the public's confidence through a positive public relations program. Adherence to the principle of the Kern County Youth Facilities' Mission Statement when interacting with the public will ensure positive public relations.

Good public relations are directly related to the effectiveness of the program. The building of community support and public confidence is partially accomplished through the daily personal contacts of staff with workers and officials of other agencies and the public in general.

The identity of youth and their families shall be protected just as is done in police and Court settings. No employee will discuss youth, cases, or case information outside of the facility without the expressed permission of the Chief Probation Officer.

It shall be the Institution's policy to welcome adult visitors to see the facility and view the program in operation. Visitors are required to review and sign the PREA acknowledgment which outlines the position of the Kern County Probation Department to be committed to a **Zero-Tolerance** standard for sexual abuse and assault as stated in the Prison Rape Elimination Act (PREA) of 2003. Visits by small groups of people to the Institution should be encouraged. However, all visiting groups, individuals, and officials must receive permission to visit from the Chief Probation Officer, Deputy Chief, Division Director, Assistant Probation Division Director, Senior Deputy Probation Officer, or Duty Supervisor. All guests staying for a meal should receive an invitation from the above-mentioned sources and purchase a meal ticket.

Parents and relatives of youth in Camp Erwin Owen can also become positive interpreters once they are convinced that the program is sincerely interested in their children and is operating as effectively as possible. Parents are an important part of the youth's program. When possible, they are to be advised of the youth's progress or lack thereof. They must be notified of significant situations such as placement in the Owen Re-Entry Program or severe illness or injury. Whenever a parent express concerns either by phone or in person, they are to receive prompt attention, and if their concerns cannot be reconciled, they are to be referred to Administration. Documentation should be made in the youth's case file. Parents may also be referred to the Citizens Complaint Policy as outlined in the Kern County Probation Department's Administrative Manual, Section 1407.

California Department of Justice DIVISION OF CALIFORNIA JUSTICE INFORMATION SERVICES Nick L. Dedier, Director/CIO		INFORMATION BULLETIN	
Subject: Death in Custody Reporting Form (BCIA 713)	Re: 05-28-BCIA Date: 12-22-05	Contact for information: Criminal Justice Statistics Center 916-227-3545	

To: Police Departments
Sheriff's Offices
County Probation Departments
Department of Corrections and Rehabilitation Institutions
Department of Developmental Services
Department of Mental Health

Government Code section 12525 requires law enforcement agencies or local or state correctional facilities to report the death of a person in custody, within 10 days, to the Attorney General. The Death in Custody Reporting Form (BCIA 713), used to satisfy this mandate, has been revised.

The revised BCIA 713 better classifies and captures death in custody details via modification of the circumstance titles and choices. The revised BCIA 713 also eliminates the requirement that agencies provide copies of death in custody incident reports to the Department of Justice.

Amendment of a previously submitted BCIA 713 should be accomplished through submission of a second BCIA 713.

A BCIA 713 (11/05) and instruction guidelines are attached.

Sincerely,

For **BILL LOCKYER**
Attorney General

DOUG SMITH, Deputy Director
Division of California Justice Information Services

Attachments

DCJIS-t (Rev 6/99)

Attachment A

DEATH IN CUSTODY REPORTING FORM

BCIA 713 (rev. 11/05)

☐ ORIGINAL ☐ AMENDMENT**DOJ USE ONLY****RECORD KEY****AGENCY TYPE**

- ☐ Police
☐ Sheriff
☐ Probation
☐ State
☐ Other Local

AGENCY NCIC NUMBER**COUNTY****DATE OF DEATH**

MM / DD / YYYY

SUBJECT NAME

Last First Middle

CII NUMBER**DATE OF BIRTH**

MM / DD / YYYY

GENDER

- ☐ Male
☐ Female

RACE/ETHNICITY (Check One)

- ☐ Other Asian ☐ Korean
☐ Black ☐ Laotian
☐ Chinese ☐ Other
☐ Cambodian ☐ Pacific Islander
☐ Filipino ☐ Samoan
☐ Guamanian ☐ Hawaiian
☐ Hispanic ☐ Vietnamese
☐ American Indian ☐ White
☐ Japanese ☐ Asian Indian

DOJ USE ONLY**CUSTODY OFFENSE****CUSTODY STATUS**

(Check One)

- ☐ Process of Arrest
☐ In Transit
☐ Awaiting Booking
☐ Booked - No Charges Filed
☐ Booked - Awaiting Trial
☐ Sentenced
☐ Out to Court
☐ Other

CUSTODIAL RESPONSIBILITY**AT TIME OF DEATH**

(Check One)

- ☐ Process of Arrest
☐ City Jail
☐ County Jail
☐ Adult Camp or Ranch
☐ Local Juvenile Facility/Camp
☐ _____ and _____
☐ _____ file J
☐ Adult Operations Adult Programs (formerly CDC)
☐ Division of Juvenile Justice (formerly CYA)
☐ State Hospital

LOCATION WHERE CAUSE OF DEATH OCCURRED

(Check One)

- ☐ Not Applicable (Natural)
☐ Crime/Arrest Scene
☐ Facility - Administrative
☐ Facility - Booking
☐ Facility - Living
☐ Facility - Common
☐ Facility - Holding
☐ Facility - Medical Treatment
☐ Other

FACILITY OF DEATH

(Check One)

- ☐ Crime/Arrest Scene
☐ Local Hospital
☐ City Jail
☐ County Jail
☐ Adult Camp or Ranch
☐ Local Juvenile Facility/Camp
☐ Adult Operations and Adult Programs (formerly CDC)
☐ Division of Juvenile Justice (formerly CYA)
☐ State Hospital
☐ Other

MANNER OF DEATH

(Check One)

- ☐ Pending Investigation
☐ Natural
☐ Accidental - Injury to Self
☐ _____ tal - Injury by Other
☐ _____
☐ Accident Staff)
☐ Suicide nt Staff)
☐ Homicide Willful (Law Enforcement
☐ Homicide Willful (Other Inmate)
☐ Homicide Willful (Law Enforcement
☐ Homicide Justified (Other Inmate)
☐ Execution

MEANS OF DEATH

(Check One)

- ☐ Pending Investigation
☐ Not Applicable (Natural)
☐ Hanging
☐ R hotgun
☐ Club, Blunt Instrument
☐ Handcuffs, Fists
☐ Knife, Cutting Instrument
☐ Hanging, Strangulation
☐ Alcohol/Drug Overdose
☐ Execution: Lethal Gas/Injection
☐ Cannot Be Determined
☐ Other

DATA SUPPLIED BY (Please print the following information):**Agency:**

Name: _____

Telephone:

Title: _____

Send completed form to: Department of Justice

Address: Criminal Justice Statistics Center

P.O. Box 903427

Sacramento, CA 94203-4270

Facsimile: (916) 227-0427 or 227-3561

Telephone: (916) 227-3545

Instructions for Completing the Death in Custody Reporting Form - continued

	Other	Other than the above.
Facility of Death	Law enforcement agency or facility where the subject died.	
	Crime/Arrest Scene	Death occurred at the scene of the crime or at the scene of the arrest.
	Local Hospital	Local hospital used by an agency or facility to treat acute conditions or injuries. This category includes subjects who were in an ambulance in transit to a local hospital when medical personnel declared death.
	City Jail	Local city jail facility under the control of the police department.
	County Jail	Local county jail or other facility under the control of the county sheriff's department.
	Adult Camp or Ranch	Community correctional facilities or conservation camps.
	Local Juvenile Facility/Camp	Local juvenile facility, camp, or ranch under the control of the county probation department.
	Adult Operations and Adult Programs	Formerly the California Department of Corrections (CDC). This program resides within the Department of Corrections and Rehabilitation.
	Division of Juvenile Justice	Formerly the California Department of the Youth Authority (CYA). This division resides within the Department of Corrections and Rehabilitation.
	State Hospital	Department of Mental Health state hospitals (i.e., Atascadero, Metropolitan, Napa, and Patton).
	Other	Other than the above.
Manner of Death	Type of death based on available information.	
	Pending Investigation	This information is pending at the time the "Death in Custody Reporting Form" was submitted to the DOJ.
	Natural	A death due to natural circumstances such as old age, chronic illness, or disease.
	Accidental (Injury to Self)	A death resulting from an injury caused by an unforeseen, unplanned, or negligent event or circumstance.
	Accidental (Injury by Other)	A death resulting from an injury caused by an unforeseen, unplanned, or negligent event or circumstance by someone other than the subject.
	Suicide	The act of taking one's own life voluntarily and intentionally.
	Homicide, Willful (Law Enforcement Staff)	A death at the hands of a law enforcement officer that was determined, upon investigation, to be willful.

Instructions for Completing the Death in Custody Reporting Form - continued

Process of Arrest	The subject died while in physical custody or under the physical restraint of law enforcement officers (even if the person was not formally under arrest at the time); the subject was killed by any use of force by law enforcement officers; the subject died at the crime/arrest scene or medical facility prior to booking.
City Jail	A local city jail facility under the control of the police department.
County Jail	A local county jail or other facility under the control of the county sheriff's department.
Adult Camp or Ranch	Community correctional facilities or conservation camps.
Local Juvenile Facility/Camp	A local juvenile facility, camp, or ranch under the control of the county probation department.
Adult Operations and Adult Programs	Formerly the California Department of Corrections (CDC). This program resides within the Department of Corrections and Rehabilitation.
Division of Juvenile Justice	Formerly the California Department of the Youth Authority (CYA). This division resides within the Department of Corrections and Rehabilitation.
State Hospital	Department of Mental Health state hospitals (i.e., Atascadero, Metropolitan, Napa, and Patton).
Other	Other than the above.
Location Where Cause of Death Occurred	The subject's location at the time of an <i>unexpected</i> injury or medical condition that led to death.
Not Applicable (Natural)	Death was expected and was due to natural causes.
Crime/Arrest Scene	Death occurred at the scene of the crime or at the scene of the arrest.
Facility (Administrative)	Administrative offices within a facility.
Facility (Booking)	Booking area within a facility.
Facility (Living)	Living quarters such as a cell or room within a facility.
Facility (Common)	Areas used by many inmates simultaneously such as food halls, exercise rooms/yards, and TV rooms within a facility.
Facility (Holding)	Temporary holding cell within a facility.
Facility (Medical Treatment)	Medical ward or local hospital.

1400 TRAINING POLICIES

Title 15, Article 3, Section 1320

All new permanent and extra help Youth Services Officers will complete a minimum of 64 hours of in-service training prior to assignment to a regular shift in the facility. The training includes 24 hours of administrative training and training videos conducted by the designee of the Administration and a minimum of 40 hours of facility specific training conducted by the Institution Training Officers.

In addition to in-service training, full-time Youth Services Officers are required to attend Core and annual training pursuant to the Board of State and Community Corrections-Standards and Training for Corrections. This training is coordinated through the Department Training Officer. Extra Help Youth Services Officers may be offered additional training, if it is available.

CPR and First Aid training is provided for permanent staff. Staff may also be offered training on bloodborne pathogens and offered the Hepatitis B vaccine. The Probation Department Training Officer sets up the training and vaccinations.

Staff may be required to obtain licenses associated with slaughtering and have a working knowledge of livestock and food crops, equipment maintenance and local, state, and federal meat, health, and agriculture standards.

1405 YOUTH SUPERVISION STAFF ORIENTATION AND TRAINING

Title 15, Article 3, Section 1322

POLICY

Orientation, training, and personnel related regulations are based on the premise that a facility cannot operate without a properly trained staff. All staff shall receive at least 40 hours of training before assuming responsibility for the supervision of youth. The facility standard is 80 hours.

PROCEDURE

Training is designed to properly orient each Youth Services Officer in their duties, including:

1. Youth supervision duties.
2. The scope of decisions they shall make.
3. The identity of their supervisor.
4. The identity of persons who are responsible to them.
5. The persons to contact for decisions that are beyond their responsibility.
6. Ethical responsibilities.
7. Trauma informed and culturally appropriate approach.
8. De-escalation focused efforts.

CAMP ERWIN OWEN ADMINISTRATIVE MANUAL AND ORIENTATION

The Administrative Orientation is a review of policies and procedures included in the Camp Erwin Owen Administrative Manual. Prior to assuming any responsibility for the supervision of youth, each youth supervision staff member shall receive a minimum of 40 hours of facility-specific orientation, including:

1. Individual and group supervision techniques.
2. Regulations and policies relating to discipline and basic rights of youth pursuant to law and the provisions of this chapter.
3. Health, sanitation, and safety measures including suicide prevention, response to suicide attempts, basic HIV/AIDS, and bloodborne pathogens information.
4. Policies regarding use of force de-escalation techniques, chemical agents, mechanical and physical restraints are used.
5. Review of policies and procedures referencing trauma and trauma-informed approaches.
6. Procedures to follow in the event of emergencies such as escapes, active shooter, riots, bomb threats, homicides, suicide attempts, emotional crisis, and other incidents involving violence or potential violence.
7. Procedures to follow in the event of emergencies such as fires, earthquakes, floods, and other natural disasters.
8. Fire/life safety training.
9. Routine security measures, including facility perimeter and grounds.
10. Documentation, including Special Incident Reports, Shift Reports, and counselor duties such as setting goals for the youth and reviewing their progress in the program.
11. Staff development.
12. Zero Tolerance for inappropriate sexual behavior in accordance with PREA.
13. Kern County Probation Department Administrative Manual non-discrimination policies.

14. Updates on changes relating to policies and procedures, law, and basic rights of youth.
15. Crises intervention and mental health referrals to mental/behavioral health services; and
16. Documentation.

Prior to assuming sole supervision of youth, each Youth Supervision Staff shall successfully complete the requirements of the Youth Services Officer Core Course pursuant to Penal Code Section 6035.

Prior to exercising the powers of a Peace Officer, youth supervision staff shall successfully complete training pursuant to Section 850 et seq. of the Penal Code.

1410 FIRE AND LIFE SAFETY PLAN

Title 15, Article 3, Sections 1323, 1325

Reference Chapter 6, Section 1502 for all information on fire and life safety plans. The Fire and Life safety plan is an important component of our training program and is included in all employee orientations.

All employees will become familiar with evacuation procedures, fire drill activities and location of fire suppression equipment during the training process.

1415 TRAINING AGENDA/OUTLINE FOR EXTRA HELP AND NEW STAFF

Title 15, Article 3, Sections 1322

The following training agenda is provided and recorded as an alert to staff regarding topics covered during the training process.

Trainer: _____ **Date of Training:** _____

Trainee: _____

Note to Trainers: All items on the agenda shall be fully covered and signed off by the trainer. Time frame for the agenda and films is 8 hours. Trainees may be assigned to units for observation for the remainder of their shift. The agenda is not provided for trainees; however, they are encouraged to take notes throughout the training session.

Breaks should be given regularly. Films can be presented at any time during the day, such as after breaks.

Administration Issues and Ethics

These items will be covered by an Administrator or their representative.

Professional Demeanor - Always use courteous language and avoid sarcasm or derogatory terms. Do not become over familiar with the youth and in turn, do not allow them to become overly familiar with you. You are a professional who should remain nonjudgmental and objective in your interactions with the youth. Your behavior and language are closely observed and listened to by these youth. You are a role model, and your actions are important to the success of the youth at Camp Erwin Owen. Always be mindful of our Guiding Principles and Mission Statement.

Staff Discipline Process - The Kern County Probation Department has developed employee performance standards to inform employees what is expected of them and to explain appropriate work behavior. If an employee disregards these standards, discipline, from verbal admonishment up to and including termination, may result.

Peace Officer Bill of Rights

Relationships and Probationers - Male/female; youth/adult.

Correspondence with Youth - Not appropriate and may be cause for termination.

Relationships with other staff - Avoid conversations and behavior which could be misconstrued.

Harassment - Must be reported immediately to a Duty Supervisor or Administrator. The recipient of harassment may not have the final word on what, if any, action is taken against someone accused of harassment. Administration will make the ultimate decision. The Kern County Probation Department will not tolerate harassment.

Code of Silence and Honesty - Staff who observe illegal, unethical, dangerous, or inappropriate actions within the Institution or while on duty must report the incident to a Duty Supervisor or Administrator immediately. Not reporting makes you as involved as the instigator/perpetrator. Do not falsify any records or documents. All Institution paperwork is considered official documentation.

Use of Profanity at Work - Staff are never to direct profanity at youth. Do not use profanity in the presence of youth and be aware it may offend your co-workers.

Confidentiality - All information regarding a youth is confidential. Never provide information over the phone or provide information to anyone who has not been authorized. Phone calls from law enforcement or investigators should be referred immediately to the Duty Supervisor or Administration.

Controlled Substances - are not allowed within the Institution. Use of a controlled substance or alcohol while on duty or reporting for work while under the influence is cause for termination.

Department Issued Badge, I.D., and Driver's License - If lost, stolen or damaged, notify the Duty Supervisor immediately and submit a written report. Extra help will turn in Department issued items when they terminate.

Dress Code - Adherence to the institution and administrative dress code, which pertains to clothing and personal appearance is required.

Probation Department and Institution Manuals - You are required to read both manuals within two weeks and are responsible for the information. A few manuals are available to check out from the Administrative Liaison. Manuals are also located in the units and on the computer.

Use of Force Policy - Necessary and reasonable force may only be used to control a situation. Continued use of force after maintaining control is a direct violation of Probation Department Policy.

Non-Discrimination Policy – All youth within the facility shall have fair and equal access to all available services, placement, care, treatment, and benefits. No person shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability or HIV status.

Orientation Agenda

These items will be covered by the Training Officer

Training - Schedules and Expectations - Administrative Orientation is designed to cover many important policies, ethics and operational issues of the Department and Institution. We will not cover many of the fundamental, routine duties of the Youth Services Officer. The Unit Training Check Lists are designed to cover most of the routine, but critically important, duties and responsibilities of the position. All check lists and readings are due to your assigned Supervisor two weeks from your orientation. Failure to complete your training could result in termination.

Evaluation Process - Performance evaluations will be completed for all permanent and extra help employees with input from a Senior Deputy Probation Officer. These will consist of three-month, six-month, and one-year evaluations for probationary staff. Permanent staff will receive an annual Employee Performance Review (EPR). Extra Help staff will receive a termination evaluation at the end of their extra help term. Performance evaluations for permanent staff will be presented and discussed with the employee by a Senior Deputy Probation Officer or Administration. Evaluations for extra help staff will be presented and discussed with the employee by a Senior Youth Services Officer, a Senior Deputy Probation Officer or Administration.

Primary Objective of Probation - To reduce the incidence and impact of criminal behavior of youth and adults by developing and operating correctional programs that provide for public protection, providing investigation and enforcement services for the Court, holding offenders accountable for criminal conduct, and providing assistance to crime victims.

Probation Department Bureaus

Institutions

Field Services

Administrative Services

Camp Erwin Owen Staff Positions and Chain of Command

Probation Division Director

Assistant Probation Division Director

Senior Deputy Probation Officer

Senior Youth Services Officer

Youth Services Officer

Youth Services – Facility Maintenance

Youth Services – Maintenance

Youth Services - Support Services

Youth Services – Senior Cook

Youth Services – Cook

Senior Office Services Specialist

Office Services Technician

Extra Help Youth Services Officer - may be trained in service areas.

Policy Binder - is located in all units. Review regularly for information on policy and procedure changes implemented by Administration.

Computer Use Policy - Computers are available for work-related tasks and can be used to type incident reports. Staff will not load programs onto the hard drive or alter the configuration of the screen. Save personal documents to your folder on the hard drive to avoid exposing the system to viruses. Do not use external drives, modems, or other non-department accessories.

PREA - It is the position of the Kern County Probation Department to be committed to a **Zero-Tolerance** standard for sexual abuse and assault as stated in the Prison Rape Enforcement Act (PREA) of 2003.

Attitude/Teamwork - Approach your position and employment in a professional way. Be supportive of the purpose and responsibilities of the Institution and the Probation Department.

Basic Staff Rules are found in Section 1425 of the Camp Erwin Owen Manual and are provided here for you to read and ask questions. (See attached and review with trainees.) Staff are responsible for knowing and abiding by these guidelines.

Use of Tobacco Policy - The Board of State and Community Corrections mandates youth are entitled to a smoke free environment. Staff shall not smoke or use smokeless tobacco in the presence of youth.

Use of Institution Telephones - Phones are a necessary tool for communication and security of the Institution. When you answer a telephone, always identify yourself and your location by your full name and the area in which you answered the call. Personal calls should be kept to a minimum.

Keys - Security and Assignment - Each staff shall use assigned unit keys on their shift. Additionally, each staff will be assigned a Front and Center key. Report to the Duty Supervisor immediately if your keys are missing. While on duty, keys shall be attached to your person at all times. You will be asked to return keys to the institution immediately if you take them home.

Parking Lot/County Vehicle Policy – All occupants of County vehicles shall wear a seat belt. Report accidents or maintenance problems to the Duty Supervisor immediately. Do not park in marked or reserved spaces.

Use of Institution/County Equipment - All equipment is for County/Department purposes. Equipment should be maintained, and damage, malfunction, or loss should be reported to the Duty Supervisor immediately.

Religion in the Institution - Religious services are conducted by volunteers on Sundays and during some evening programs. Employees shall not share their religious views or become involved in religious services.

Meal Policy - On-duty employees are authorized one meal per shift at no cost. On-duty staff are those who do not have a meal period and cannot leave the institution to eat. Staff who work a graveyard and morning shift consecutively are eligible to eat breakfast and lunch at no charge. Facility staff, including behavioral/mental health, Superintendent of Schools and support personnel who have a lunch period, may purchase a meal ticket in the Office Services Specialist office.

Emergencies - Emergency procedures are outlined in the manual. Review and be familiar with them. Policy states Institution staff shall not pursue escapees outside the perimeter of the Institution unless directed to do so by the Duty Supervisor.

Searches and Property Inventory - Youth are searched each time they return to the unit from work crews, Auto Shop, and town trips. Bunks are searched at least weekly.

Availability - Extra Help Staff – There is a direct correspondence between the amount of time you are available, your ability to do the job and the number of hours you work. Requests for time off are considered on an individual basis. This is a 24-hour facility - you are expected to be available to work all shifts. We will attempt to schedule around college class schedules; however, you should be available to work any hours you are not in school. A school generated copy of your class or registration is required to verify your “not available” hours.

Schedules and Notification - Schedules are posted at Front and Center. Shifts added after posting will be left in your mailbox, or you will be notified in person or by phone. You are responsible for all shifts assigned to you on the posted schedules. If for some reason you are unable to work your shift, always notify the Duty Supervisor as soon as possible. You are on-call and expected to be available for coverage on short notice. Always notify the Duty Supervisor if you will be unavailable for coverage.

Timecards/Sign-in - All hours over 8 in one day and over 40 in a week must be explained on your card and approved by a Senior Deputy Probation Officer or Duty Supervisor. Always initial the sign in sheet - this is how we know you worked.

Punctuality - You should be in your assigned area at the start of your shift, not coming through the door. It is important to be on time so you can receive important information regarding safety and security issues from the previous shift.

Institution Forms – A review of all applicable forms necessary to assignment.

Medical Training Agenda - These items are to be presented by the Nursing staff.

Public Relations - It is the responsibility of each employee to maintain a good image and project a professional demeanor while working in or with the public. Always remember you are representing Camp Erwin Owen and the Probation Department. Your actions are being observed both on and off duty. Always be aware of how you present yourself to the community.

Volunteers - The volunteer program is very important to the overall success of Camp Erwin Owen. Volunteers are non-paid positions and are involved in all areas of the program. Their expertise is utilized for the benefit of Camp Erwin Owen and the youth. All volunteers are expected to conduct themselves as professionals and set a good example for the youth to emulate. All volunteers should be treated with dignity and respect.

Medical Procedures - Camp Erwin Owen provides complete medical and dental care for each youth. It is the responsibility of the County to provide an on-duty Registered Nurse who is under doctor's orders to administer prescribed medication and individual treatment as deemed necessary. All emergencies are taken to Kern Valley Hospital in Mt. Mesa. Non-emergency cases will be scheduled through Kern Medical when possible.

It is the responsibility of the Duty Supervisor to run medical call whenever the Nurse is not in attendance. All staff will follow the established procedure of administering medication and treatment to youth. Making accurate and complete notes on all documents is mandatory in order to cover personal and County liability and ensure that a youth's medical needs are met. Never try to determine the severity of a patient's complaint. Record the problem and pass the information to a superior for further consideration. All complaints should be considered important and left for a professional to accurately diagnose.

Kern County has a contracted dentist who treats youth when needed. Camp staff normally transport youth that need dental treatment. If a youth has a family dentist and his parents request their dentist treat him, then arrangements are made through the youth's Probation Officer.

Head Counts - Head counts are to be conducted on a frequent basis. Always know how many youth you are responsible for and maintain regular contact with them. A "skin" count is to be conducted every 15 minutes from 10:00 p.m. until 6:00 a.m. in each living unit and recorded on the Dorm Check Log.

Transporting - When transporting any group of youth from one point to another, it is a policy that the group moves in an orderly and controlled manner. All youth should be paired off and travel in columns of two. An officer shall position themselves in the rear of the group if transporting alone. This allows a better line of supervision and also provides protection from being hit by a thrown object. If two or more officers are transporting, one officer should be positioned midway and the other officer shall remain at the rear of the group. If the group is becoming loud and unruly, stop the group movement and establish order before continuing.

Discipline - In assigning discipline we must be fair, firm, and consistent. Counseling and formal discipline can be used to good advantage. Be non-emotional and objective when assigning penalties. Discipline or penalties will be approved by Lead Staff. All penalties should be handled as soon as possible and recorded on the penalty board. The type of penalty a youth receives depends on the nature and seriousness of the violation.

Youth Behavior Standard - Youth are aware that good behavior is rewarded, and negative behavior earns consequences. Penalties are usually a discretionary process and results in the loss of privileges that are commonly enjoyed by all youth. Camp Erwin Owen functions on the behavior modification principle and rewards are a factor in recognizing positive behavior. Penalties are an indication of negative or unsanctioned behavior.

Grievance Procedure - Camp Erwin Owen is required by law to allow the youth the right to file a grievance. The grievance procedure addresses violations of youth's rights. For further information, refer to Camp Erwin Owen Administrative Manual Chapter 7, Section 1650.

Dorms - Camp Erwin Owen is composed of two dormitories. Durant Dorm is the newest, located in the north portion of the institutional grounds and houses a maximum of 60 youth. Baumeister Barracks is the older traditional building that has been the foundation of the Camp program since the 1940's. The Barracks houses a maximum of 65 youth. Each dormitory is a complete living unit and meets all the needs of the youth except for feeding arrangements, which are met at the Dining Hall. All living areas should be kept clean and orderly.

Group Observation and Control - Group observation and control are an important and mandatory part of the staff's daily activities. During dorm supervision, you are to remain alert and attentive to the sights and sounds around you. Place yourself in a position that will allow the greatest line of sight and be prepared to support another officer in the event of an emergency. During any activity, always separate yourself from the other officers and mingle or seat yourself in a strategic location. It is staff's responsibility to protect youth from harming or harassing one another.

Recreation activities require that you be attentive and in full control of the activity. Staff should always remain detached enough from the activity to handle any emergency and have ample support supervision from other staff members. Always be conscious of the safe operation or use of equipment.

It is important that all staff are aware of the importance of supervising and directing the mealtime activity. Areas of concern are racial groupings, peer friction that could manifest itself during the meal, KPs showing favoritism by issuing extra food items to their friends, and the potential for one youth assaulting another youth. The key to proper meal supervision is to space staff in strategic positions and be cognizant of the sights and sounds around them. A quick reaction to a potential problem is the best way to avoid a situation that could leave a staff or youth injured.

Crisis intervention is important in defusing or controlling a potentially dangerous or hostile youth. Many decisions must be made spontaneously when confronted by a hostile or angry youth. Always remain calm and project confidence in your ability to control the situation.

Visits - Visits are allowed on Sunday or any major holiday with administrative approval. Exceptions can be made for special visits, which allow a youth's family to visit during the week due to hardships. Parents shall be informed of the visiting policy. Staff shall supervise visiting to ensure rules are followed regarding contraband and unauthorized visitors.

Contraband Awareness - Contraband is anything that is not permitted to be in the youth's possession while he is at Camp Erwin Owen. A list of articles allowed is presented to each youth upon his arrival. It is staffs' responsibility to be aware of this information. Random searches of youths' bunks and lockers shall be conducted on a regular basis to identify and confiscate contraband.

Work Crews - The Camp Erwin Owen work program is separated into AM and PM work schedules. Baumeister Barracks works in the AM and attends school after lunch. Durant Dorm has the opposite schedule. On Saturday, both dormitories are scheduled to work the entire day. On Sunday, agriculture and kitchen crews work a minimum day.

Each staff with a work crew should be familiar with equipment and supplies that are going to be used during the course of the workday. If you are not sure of the operating procedure of a piece of equipment or the potential hazards of supplies, always contact the Duty Supervisor for information and instructions.

A crew should not exceed a size that can be adequately supervised and never go beyond a 15 to 1 youth - staff ratio. Be aware of potentially dangerous conditions and point out any areas of concern to your crew. If the situation appears to be unsafe or hazardous, contact the Duty Supervisor.

1420 EVALUATION PROCESS AND TRAINING OBSERVATION REPORT

Each new staff member will be observed on a daily basis during initial training. The Training Officers will evaluate work habits during this training period.

New Youth Services Officers are classified as probationary employees during the first year of County employment. Full-time staff receive a formal evaluation at the completion of the third, sixth, ninth and twelfth months of service. The assigned Senior Deputy Probation Officer or designee will give the evaluation and answer any questions. At the end of one-year, full-time staff are eligible for permanent appointment. An evaluation will be given by the assigned Senior Deputy Probation Officer or designee and be reviewed by the Assistant Division Director and Probation Division Director.

Extra-help staff will be evaluated during their first term of employment at the completion of their third, sixth, and ninth month of service. The nine month, or termination evaluation, will also indicate whether or not the individual is recommended for rehire after at least a 60-day break in service. Individuals who are rehired for additional extra-help terms will be evaluated at the end of their nine months of service. A special evaluation may be initiated during any term if it is deemed necessary.

Promotional and support services staff have a six-month probation period.

Employee Performance Report

See Kern County Probation Department Administrative Manual Section 1403.

1425 BASIC STAFF RULES

Prison Rape Elimination Act, Juvenile Facility Standards Section 115.315, 115.341

Staff are expected to abide by and incorporate the Rules of Conduct, Section 1404-1 of the Kern County Probation Administrative Manual. Additionally, staff shall adhere to the guiding principles of the Kern County Juvenile Institutions Mission Statement: dignity, integrity, safety, character, and structure, as well as the following basic staff rules:

1. Camp Erwin Owen employees are expected to abide by the policies and rules of the Department and Institution and must be willing to accept direction, instruction, and correction from their supervisors. Cooperation and reasonably harmonious relationships with all staff factors in the evaluation of employee efficiency.
2. Corporal punishment shall not be used upon any youth. Striking, slapping, paddling, holding at rigid attention, enforcing physical exertion upon, or any such disciplinary action, is not condoned and is absolutely forbidden.
3. Force may be used only to prevent injury to self, other staff, or youth. In such emergencies, every reasonable or practical effort must be made to avoid hurting or injuring a youth. No more force is to be used than is necessary to control the situation. The Duty Supervisor shall be called in advance, or as soon as possible, to advise and assist in any situation where physical force appears necessary. A written report must be submitted before going off duty explaining full details of the incident.
4. All employees must conduct themselves in a dignified and courteous manner and show due consideration for the rights and feelings of youth, staff members, and the public. No person shall be subject to discrimination or harassment based on actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV status.
5. Profane, rough, crude, or harsh language is considered out of order and tends to invite similar language from the youth. Staff shall keep their conversation above reproach.
6. Employees may not leave their assigned posts without first securing approval from the supervisor in charge. Staff must not request other staff to leave their assigned posts without obtaining prior clearance from the Senior Deputy Probation Officer or Duty Supervisor. The only exception would be in emergencies where attempted prior contact would mean a delay in getting assistance to the area needed.
7. Employees shall report to their workstation prepared to begin their assigned duties no later than their scheduled time.
8. Upon entering the unit, staff of the opposite gender must announce their presence unless an opposite gender staff is currently working.
9. Upon reporting to the unit for duty, each Youth Services Officer must check the shift report and unit log. These documents provide information such as the number of youth in the unit, their classifications, new admittances, transfers, releases and other important information regarding safety and security issues. The shift report and unit log must be accurate and available at all times.
10. The Duty Supervisor shall conduct at least three rounds per shift in the living units or any location where a youth safety room or dorm check log is maintained to ensure the programming and operation of the unit is being conducted safely and within policy. Each round shall be documented on the youth safety room and dorm check logs. If the Duty Supervisor is unable to complete the required rounds during their shift, they shall document the reason(s) in a memorandum to the facility administration.

11. Youth Services Officers must be alert to the supervision needs of the group and work crews. The grouping of staff on the patio or at the counter while youth are awake or leaving a work crew unsupervised is a security hazard. Security checks shall be made at the beginning of each shift.
12. All youth shall be observed and supervised, with direct visual observation, at least every 15 minutes when youth are in the unit. Regular head counts will be made no less than every hour during waking hours. Holding Room checks shall be made and logged at irregular intervals, every 10 minutes throughout each shift. Suicide watch checks shall be made at irregular intervals not to exceed five to ten minutes apart. These shall be logged separately in the unit log with the names of the youth checked.
13. Each Youth Services Officer is to remain alert to ensure the safety of staff and youth. Allowing dangerous items such as glass, metal, wood, or other objects to accumulate in the desks, office areas or any area a youth may have access to, presents the potential for danger and should be avoided. Lead Staff are responsible for making sure a proper inspection of the unit has been conducted to ensure security, check for contraband, prevent damage, and provide for the general orderliness of the living quarters.
14. Each Youth Services Officer assigned a work detail will ensure the equipment and/or tools being used are in good repair and safe to use. All youth on the detail will be instructed regarding the proper use of any tool or piece of equipment being used. Gloves, safety goggles, face masks, etc. will be used when appropriate. Staff will also wear protective clothing and/or eye/face protection as the job requires. The work site will be cleaned, and all tools and equipment properly stored at the end of each shift. Any injury to staff or youth shall be reported immediately to the Duty Supervisor and the appropriate form(s) completed. Damage to tools and equipment shall be reported to the Facilities Maintenance worker or Agriculture Coordinator. When using a vehicle on a work assignment, youth will be seated safely and securely, if being transported. All vehicles will remain locked when not in use. Youth shall not drive or in any way operate vehicles, nor shall they ride on tractors, on the sides of trucks or any other unsafe portion of any vehicle.
15. Each staff member is responsible for the care of youth during the time they are committed to Camp Erwin Owen, however, staff are not to maintain contact with youth after their release. If contact following release is deemed therapeutic or necessary, prior clearance shall be obtained from Camp Erwin Owen Administration and assigned Deputy Probation Officer. Social contact with youth before or after working hours is not allowed.
16. Any employee who is unable to report for assigned duty due to illness or some emergency must notify the Duty Supervisor on duty at least four hours in advance in order to arrange for a replacement. Notification must be made personally and calls from others such as spouses, friends, or others will not be acceptable except in an emergency.
17. If you fail to report on time for your assigned shift but contact the Duty Supervisor to explain your delay prior to the scheduled start of your shift and arrive within 30 minutes of the start of your shift, you will record only the hours worked and may be subject to disciplinary measures. If you fail to contact the Duty Supervisor before the start of your scheduled shift, are more than 30 minutes late or fail to report for your scheduled shift, you may be subject to disciplinary measures. Contact the Duty Supervisor prior to reporting for work and the Duty Supervisor will advise if you are to report to your shift or if the shift has already been covered in your absence.
18. Staff shall never enter the Holding Room alone.
19. All unit staff must keep their assigned keys secured to their person. These keys must be left at the appropriate location upon going off duty. If keys are taken home, the Duty Supervisor must be called immediately upon discovery. You shall be directed to return the keys. Keys must never be given to youths for any reason.

20. The Lead Youth Services Officer in a unit shall ensure proper inspection of the unit has been made to ensure security, prevent defacement, to check for the possession of contraband articles and for the general orderliness of the living quarters.
21. A Special Incident Report must be completed by all staff involved and given to the Duty Supervisor to cover any incident not considered usual or routine in accordance with stated policies of this Institution. The Senior Youth Services Officer, Youth Services Officer/Lead Staff will investigate the matter and forward their findings to the Duty Supervisor. Examples of such incidents are as follows: any disciplinary action, any action where force and/or O.C. spray is used, any accident or injury, any severe emotional disturbance, bizarre behavior, serious complaints, unusual or serious conditions within the unit, medical incidents, and any and all breaches of security and/or other special information. Reports are due by the end of shift unless prior and expressed approval is given by the Senior Deputy Probation Office/Duty Supervisor.
22. Youth will, at all times, be protected from the effects of second-hand smoke. Staff shall not smoke or use tobacco in the presence of any detained youth, including while outside. By order of the Board of Supervisors, smoking is prohibited in all county buildings. Smoking or other use of tobacco is prohibited by law in all school and food preparation areas. Smoking will be prohibited on Camp Erwin Owen facility grounds with the exception of the following two locations:
 - a) The north parking area below Durant Dorm, just outside the chain barrier.
 - b) The south parking area just outside the Camp Erwin Owen main gate.
23. No County property, including food, leftovers, equipment, clothing, or supplies will leave the Institution for personal use. Occasionally, articles may be loaned out or in cases of items having no value to the County, given to non-profit organizations or government agencies. This shall be accomplished by a written request and subsequent permission by the Probation Division Director prior to any County property being loaned, borrowed, or used. Items loaned must be returned as soon as possible.
24. Each Youth Services Officer is to familiarize him/herself with the Institution's religious program policy and procedures. Staff must work within the policy framework when dealing with aspects of the program that are religious in nature. Promotion of any specific religious doctrine by staff is forbidden.
25. Pornographic material, material of an explicit sexual or mature nature, or periodicals such as *Penthouse* or *Playboy* are not to be brought on facility grounds.
26. Threats made by youth to any person working at Camp Erwin Owen or the public must be recorded in a Special Incident Report and forwarded to Camp Erwin Owen Administration, who will be responsible for making notification of the threats to the person identified as the victim.
27. Each staff member must read and be familiar with policies contained in the Camp Erwin Owen Administrative Manual and the Kern County Probation Department Administrative Manual. Questions regarding any policy should be directed to Camp Erwin Owen Administration.
28. Sleeping on duty is prohibited and will result in disciplinary action up to and including termination.
29. Staff members are not allowed to watch television, movies or listen to music after 10:00 p.m. or before 6:00 a.m. All program restrictions regarding youth use of television, radio or music remain the same.
30. Due to facility security, privately owned cellular phones and/or other electronic devices, such as iPads, tablets, laptops, headphones, etc., shall not be carried or used beyond the designated parking area or Front and Center. They also shall not be carried or used during off camp outings without administrative approval. Cellular phones shall not be carried or stored in the housing units and will be stored in the secure lockers located at Front and Center if not left in personal vehicles.
31. Use of telephones by staff should be work-related as much as possible. Personal phone calls should be kept to a minimum.

32. Staff operating a county vehicle shall obey all traffic laws, and if driving a department vehicle shall adhere to the Camp Erwin Owen Vehicle policy.
33. Staff shall not be on duty while under the influence of alcohol or a controlled substance. Any staff member who is taking medication that may impair job performance must report this to the Duty Supervisor or Administration prior to beginning work.
34. All information regarding a youth is confidential. Do not release, or allow to be released, any information regarding detained youth or youth of the Court to any unauthorized person.
35. One meal per shift is allowed to staff working an 8-hour day or afternoon shift at no charge. Staff required to purchase meal tickets will be charged. Refer to Section 1220 of this manual.
36. Personal property brought into the institution should be held to a minimum.
37. Restraint devices should be carried in cases.
38. Radios shall be carried in the Department issued radio holsters and secured with the attached strap or cord. Department issued lapel mics shall be worn with radios while on duty. Earpieces will be available to staff upon their request and may be worn.
39. Employees primary responsibility is youth supervision. If engaged in game playing or physical activities with the youth, staff must ensure there is adequate supervision of youth. When planning to participate in these activities staff should advise the Duty Supervisor. This includes athletic activities as well as games such as ping-pong, cards, or board games, etc.
40. Staff shall not commit any act while on duty which could damage or deface County property, harm or injure any other employee, or engage in any behavior for which criminal charges could be filed. Staff should exercise good judgment in their off-duty conduct. Any arrests, while off duty, shall be reported to the Duty Supervisor or Administration within 24 hours.
41. Staff shall report injuries, unsafe or hostile work situations and damage to any County property to their supervisor immediately or by the end of their current shift.
42. Employees are required to immediately report any knowledge, suspicion, or information they receive regarding an incident of sexual abuse or sexual harassment that occurred in the facility, any retaliation against detainees or staff who reported such incidents, and any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation.

1430 WEAPONS POLICY

Armed personnel who enter the facility will be required to secure their weapon in the metal gun lockers at Front and Center.

Probation staff shall not bring weapons onto the facility grounds unless authorized by the Chief Probation Officer. To carry a firearm while working in the capacity of a probation employee, the employee must be authorized by the Chief Probation Officer.

Pocketknives, hunting knives and other sharp tools are prohibited. Maintenance staff may be authorized to carry multi-purpose tools. Visitors in possession of holstered knives must secure these tools outside the facility grounds. Staff assigned to secure areas are discouraged from carrying items that can be detrimental to anyone's health and safety.

In reference to Penal Code and Administrative Code sections regarding weapons and drugs, "any person" implies a person not authorized by law. "Jails, camps or any place housing inmates under the custody of the Probation Officer" pertains to the Camp Erwin Owen facility.

1440 COMMUNICATIONS

Radio Procedures on Camp Erwin Owen grounds

Every staff responsible for supervising youth will be assigned a hand-held radio. Every staff will carry their assigned radio. The call sign of the staff will correspond to their work assignment. The radio number and the name of the staff using the radio is recorded on the shift report for each workstation. The duty assignments are identified as follows:

CAMP SECURITY 1	DIRECTOR
CAMP SECURITY 2	ASSISTANT DIRECTOR
CAMP SECURITY 3	SECURITY TRANSPORT
CAMP SECURITY 4	DUTY SUPERVISORS
CAMP SECURITY 5	INVENTORY/ LAUNDRY
CAMP SECURITY 6	CAMP BASE
CAMP SECURITY 7	MAINTENANCE
CAMP SECURITY 8	AGRICULTURE
CAMP SECURITY 9	BAUMEISTER BARRACKS
CAMP SECURITY 10	DURANT DORM
CAMP SECURITY 11	DINING HALL
CAMP SECURITY 12	SCHOOL

Staff call sign when using the radio will be the number corresponding to their work assignment followed by the first letter of their last name. For example, John Smith working in Durant Dorm would be "10S". If John Smith is working in Durant Dorm, but assigned to an Agriculture assignment, he would be Security 8S, and not Security 10S. Work assignments take priority over duty stations.

All communication made by Camp Erwin Owen staff will be on channel 13, "Camp Owen Direct" which is assigned to Camp Erwin Owen.

Radio Procedure Off Camp Erwin Owen Grounds

Hand-held Radio Procedures

When staff are assigned to work crews in the Kernville area, such as the Fish Hatchery, cemetery, or Rodeo Grounds, are completing maintenance related tasks such as refueling or trash run, are in pursuit of AWOL youth, or are transporting to the Kern Valley Emergency Room, they will operate the radios in the same manner outlined above.

Mobile Radio Procedures

(Currently not using – per Sheriff Department) (This section for training only)

The Security Transport Officer will log on to Channel 21, Sheriff's Administration. Before leaving Camp Erwin Owen grounds, the driver will transmit the following:

"CONTROL 1-CAMP 1, Clear to copy log on".

CONTROL 1 will acknowledge and say, "CONTROL 1" or "Go ahead".

CAMP 1 will give CAD ID number, vehicle number and cell phone number.

CAMP 1 will say, "10-8".

All further traffic will take place on Channel 21, Probation Dispatch.

When the vehicle departs for Bakersfield, the driver will transmit the following:

“CONTROL 1-CAMP 1”.

CONTROL 1 will acknowledge and say, “CONTROL 1” or “Go ahead”.

CAMP 1 will say, “10-16 with (# of youth) from CEO to YDC, beginning mileage X”.

****Please note, when a staff is transporting youth of the opposite gender, the beginning and ending mileage must be communicated for security reasons.**

CONTROL 1 will acknowledge and say, “10-4”.

When the Security Transport Officer arrives at the location, the driver will transmit the following:

“CONTROL 1-CAMP 1”.

“CONTROL 1 will acknowledge and say, “CONTROL 1” or “Go ahead”.

CAMP 1 will say, “10-97, ending mileage X. 10-6, Code 4”.

CONTROL 1 will say, “10-4” or “Copy”.

When the Security Transport Officer departs the Youth Detention Center for appointments, the driver will transmit the following:

“CONTROL 1-CAMP 1”.

CONTROL 1 will acknowledge and say, “CONTROL 1” or “Go ahead”.

CAMP 1 will say, “10-16 with (# of youth), (the address of the destination), beginning mileage X”.

Example: “10-16 with 1, to 5101 Stockdale Highway. Beginning mileage 50,108”

CONTROL 1 will respond and say, “10-4” or “Copy”.

When the Security Transport officer arrives at the indicated location, they will transmit the following:

“CONTROL 1-CAMP 1. 10-97. Ending mileage X. Code 4”.

CONTROL 1 will acknowledge and say, “10-4” or “Copy”.

When the Security Transport Officer returns to CEO, they will transmit the following:

Camp 1 will say, “CONTROL 1 – CAMP 1”.

CONTROL 1 will acknowledge by saying “CONTROL 1” or “Go ahead”.

CAMP 1 will say, “10-16 with (# of youth) from YDC to CEO. Beginning mileage X”.

CONTROL 1 will acknowledge and say, “10-4” or “Copy”.

When CAMP 1 arrives at CEO, the driver will say, “CONTROL 1-CAMP 1, 10-97. Ending mileage X”.

The Security Transport Officer will change from Probation Dispatch to the Sheriff's Admin channel and transmit the following:

“CONTROL 1-CAMP 1”.

CONTROL 1 will acknowledge and say, “CONTROL 1” or “Go ahead”.

CAMP 1 will say, “10-7”.

CONTROL 1 will acknowledge and say, “10-4” or “Copy”.

The Security Transport Officer will change from the Sheriff's Admin channel to CEO and transmit the following:

“SECURITY 4- SECURITY 3”.

SECURITY 4 will acknowledge and say, “Security 4”.

SECURITY 3 will say, "Returned to CEO with (# of youth), indicating how many of those youth are new".

SECURITY 4 will say, "10-4".

Below are commonly used codes for transport:

10-4 (Message understood)

10-6 (Away from unit)

10-7 (Out of service)

10-8 (In Service)

10-16 (Transport prisoner)

10-97 (Arrived at scene)

Code 4 (No assistance needed)

Telephone Procedure

Telephones are placed throughout the facility for business calls. Individuals may use the telephones for personal use when necessary and for emergencies. Personal calls may not interfere with official use and conversations should be kept brief. No personal long-distance phone calls may be charged to the County.

When a telephone rings, the person closest shall answer as quickly as possible, and shall state their location and identity.

Under normal circumstances, youth are not allowed to use the county telephones. Unauthorized use by youth may be cause for referral to Administration for disciplinary action. There are circumstances when the youth is allowed to call home. Those circumstances include arrival at Camp Erwin Owen, following a trip to the Emergency Room and upon placement or release from the Owen Reentry Program. It is the duty of the Lead Staff to verify the youth is calling a parent or guardian. These calls are to be logged in the Shift Report.

The telephone system is designed so outside calls cannot be made on any extension phone where youth may have access to them without permission. All outgoing calls must be made from the office or the barracks.

Inmate Phone System

The use of the Inmate Telephone System is available to all youth. Phones are available within the living units and rules for their use are outlined in the Youth Handbook.

Cellular Phones

Due to facility security, privately owned cellular phones and/or other electronic devices, such as iPads, tablets, laptops, headphones, etc., shall not be carried or used beyond the designated parking area or Front and Center. They also shall not be carried or used during off camp outings without administrative approval. Cellular phones shall not be carried or stored in the housing units and will be stored in the secure lockers located at Front and Center if not left in personal vehicles. Visitors are also subject to the policy above.

Department cell phones are available for staff to check out when needed.

Electronic Mail

See Kern County Probation Department Administrative Manual, Article 1507.

1445 KEYS

Title 15, Article 3, Section 1326

Camp Erwin Owen is a secure facility in an open setting. Doors are locked primarily to keep unauthorized persons out of restricted areas. Most locks are keyed to a master system.

In order to meet requirements from the Auditor-Controller, all storage areas have restricted access locks. Restricted locks are also used in administration areas.

All staff are issued a key to Front and Center, which allows access to the administrative office and the facility key box. Special area keys will be issued as required based on assignment.

Unit staff members obtain their keys from the facility key box located in Front and Center and keep them secured to their person. Keys shall never be handed to an unauthorized person or a youth. Keys are numbered and staff shall log their key number on the unit shift report at the beginning of each shift. If keys are taken home, the Duty Supervisor must be called immediately. Staff will be directed to return the keys. Any missing keys must be reported to the Duty Supervisor immediately. All efforts are to be made to locate the missing key sets. The Duty Supervisor will make a note in the Duty Supervisor's log regarding the key inventory check.

In order to prevent damage to locks and keys, staff shall follow these rules:

1. Do not force any key.
2. Use key to lock and unlock, not as a door opener or handle.
3. Request replacement for any damaged or bent key immediately. Repairs may result in the loss of a costly lock.

Vehicle Keys

All keys will be kept in a locked cabinet at Front and Center. All vehicles in use will be checked out, using the Vehicle Log in the key box. Any maintenance problems will be immediately reported to the Duty Supervisor. Keys are never to be left in the vehicle nor given to youth. The Duty Supervisor is to account for all vehicles at the start of each shift.

1450 TRANSPORTATION OF YOUTH

Title 15, Article 5, Section 1358(e)

1. Pursuant to legal requirements, hand restraints, leg restraints and/or waist chain may be used during transportation of youth as deemed necessary, based on the security evaluation by the Duty Supervisor. Use of restraints must be justified as necessary to prevent physical harm to the youth or another person or due to a substantial risk of flight. When youth are transported off site for activities other than work crews and incentivized events, they shall be secured with leg restraints at a minimum.
2. The least restrictive form of restraint shall be used consistent with the legitimate security needs of each youth. The Duty Supervisor may send two staff with a youth for security reasons. Type of restraint and restraint justification shall be documented on the Record of Medical Transport and/or the CEO Transport Notice.
3. At least one staff transporting youth off camp must have completed Youth Services Officer Core training.
4. When staff are transporting youth of the opposite gender, the beginning and ending mileage must be communicated for security reasons. This may be communicated to the Duty Supervisor or clerical upon leaving the facility and arrival at location.
5. One staff may be assigned to transport up to nine Camp Owen youth. The Duty Supervisor may assign additional staff based on security or safety concerns.
6. Staff shall carry appropriate Probation Department identification and departmental cellular phone or hand-held radio. Staff assigned a CAD ID will follow the Mobile Radio Procedures in the Camp Erwin Owen Administrative Manual, Chapter 5, Section 1440. **(Not currently using per Sheriff Department).**
7. All occupants of the vehicle are to use seat belts.
8. Transport staff shall use a county vehicle that has been appropriately maintained and inspected.
9. Obtain the medical transport sheet from the Medical/Security Transport Coordinator, verify date, and time of appointment and note destination to Kern Medical, Public Health Department or any private medical physician.
10. In case of an escape, staff shall notify Control 1, identifying themselves and providing information on location as well as a description of youth. Staff shall always remain with the group and make appropriate notifications to the Camp Erwin Owen Duty Supervisor. The Duty Supervisor will direct staff to pursue, only if appropriate, based on location, number of youth involved, etc.
11. In case of a medical emergency, the transport staff will immediately notify the Duty Supervisor and take care of the situation based on training and experience until assistance arrives, including activating Emergency Medical Services if necessary.
12. In case of a vehicle accident or other emergency, the transport staff will immediately notify the Duty Supervisor and wait for further instructions, keeping in mind the safety and well-being of the youth is of the utmost importance.

13. Always be aware of surroundings. If staff feel a security problem is evident while at an appointment, the safety of the youth is the first priority. Upon arrival, ask to be placed in a safe and secure location away from the public. If any problem arises, request assistance from any security personnel available at the appointment. Notify the Camp Erwin Owen Duty Supervisor and/or Youth Detention Center's Duty Supervisor especially when transporting alone. Staff may also radio Control 1 (Probation Dispatch) for assistance.
14. Staff will not sign consent for any surgery, operation, or admittance to the hospital. Contact the Duty Supervisor who will notify the youth's Probation Officer or Custody Intake for an authorized signature.
15. Youth are not left unattended under any circumstance. If a privacy issue comes up, discretion should be used. However, medical staff are not responsible for the security of the youth. If a youth needs to be unrestrained for any reason, staff are to contact the Duty Supervisor for instructions.
16. After the appointment, verify the doctor has signed and written all necessary medical information needed by the Nurse on the Record of Medical Treatment Sheet.
17. Transport back to the facility, log in time returned on the Medical Log, and take any prescriptions directly to the nurse for processing.

The Duty Supervisor or Youth Services Officer designee should supervise the preparation process on any youth being secured for transportation to the Youth Detention Center as a disciplinary problem and handle any emergency that might arise.

1455 SECURITY

Title 15, Article 3, Section 1326

Prison Rape Elimination Act, Juvenile Facility Standards Section 115.313

While other types of commitment facilities depend largely upon the characteristics of the physical plant to maintain custody of detainees, Camp Erwin Owen must depend primarily upon the skills of the Youth Services Officer to keep youth within the institution grounds. It is the responsibility of each staff member to do all possible to maintain custody of the youth. Security consciousness must enter every phase of the operation.

It is not possible to describe every situation and its proper handling; therefore, alertness and good judgment must be the primary guidelines for exercising good security measures.

On an annual basis, the Division Director will review, evaluate, and make a record of the security measures and procedures, including the internal and external security measures of the facility. In addition, the review will outline any adjustments to the staffing plan and video monitoring to protect residents against sexual abuse.

General Rules for Ensuring Security by Means of Supervision

The following general rules are listed for the guidance of staff:

1. All activities shall be supervised.
2. The whereabouts of youth within facility boundaries is to be known at all times.
3. Staff should become accustomed to testing locks each time a door is locked to be certain that the lock functions properly.
4. When an altercation develops between youth in a group activity, one staff member moves to control the problem, if possible. Other staff members, if present, control the group itself.
5. Supplies must be counted at the time of issuance and accounted for at the completion of the program in which they are used.
6. Staff should know how many youth they are supervising and be able to account for the location of each youth during and at the end of the activity.
7. It is the responsibility of all staff to move furniture or other materials that impede traffic and movement, lend themselves to contraband or represent an implement for escape.

Living Unit Security

1. Windows shall be checked and secured at the close of programming.
2. Doors to the staff toilet, utility room, laundry, barbershop, medical rooms, etc., should be locked at all times when not in use.
3. While circulating throughout the unit, staff should ascertain that at least one staff has ready access to the control counter. The other staff shall be directly supervising youth and unit activities.
4. All youth shall be observed and supervised, with direct visual observation at least every 15 minutes when youth are in the unit. All checks shall be documented. Regular head counts will be made no less than every hour during waking hours.
5. The central staff counters are to be manned by one staff only. At no time are youth to be behind the counter for any reason except cleaning.

Night Security after Lights Out

1. Visual checks of each youth and a count of the total unit population are to be made at intervals of no more than 15 minutes but should be staggered as not to form a pattern. Log each count when it is actually taken. Staff are required to walk to the end of the rows and visually check each youth to observe a youth's breathing, hair, or other to ensure the youth's safety and presence of more than a lump or possible diversion for escape.
2. Only one staff member is to be behind the control counter. This staff must be alert and is to remain in the control area for security reasons. The second staff is to walk down the aisles to conduct dorm checks, always remaining visually alert to any activity in the dorm.
3. The Duty Supervisor is responsible for operations and is expected to check the barracks/dorm and log the check at least three times during the shift.
4. All doors and equipment within the barracks/dorm are to be checked at each shift change to be sure all is secure and in working order.
5. After lights out, only one youth is permitted out of his bed at a time. The name of the youth, time and reason shall be logged.
6. Staff will prepare for lights out by inspecting lockers, bunks and checking locks. Staff will make these checks throughout the night.
7. Procedure for latrine breaks during lights out:
 - a) Youth sleep in underwear and shirts.
 - b) Youth must raise their hand and wait for staff to come to their bunk.
 - c) Youth will get shower shoes from locker, wrap themselves in a towel and relock the locker.
 - d) Staff will escort youth to latrine and back to bunk after latrine break.
 - e) Youth will put shower shoes back in locker, hang up towel and relock locker before returning to bed.
 - f) Staff will verify that the locker is locked by spinning the dial.

Group Movements

1. No group of youth should ever be moved without enough staff supervision to properly transport and handle emergencies. If the group is very small and there is only one staff member, the staff should walk behind so the entire group may be observed. If two or more staff are present, one should walk near the middle of the group. The group should be lined up in twos. There should be no conversation between the youth and there should be as little conversation as possible between the staff and youth.
2. Youth are never to be allowed to move in groups of more than three without staff supervision. All work crews will be picked up and escorted to the job site by staff.
3. Staff will monitor all youth moving using either hand-held radios or the telephone. Youth are to be instructed in the proper footpaths to follow whenever traveling the facility grounds. No short cuts are allowed.
4. A group must always be kept small enough to be supervised by assigned staff. In large areas, limitations must be set by the staff on movement, spacing and the quantity of equipment.

Outside Activities

Staff must be particularly alert when youth are participating in outside activities. The staff must maintain periphery observation of the entire group.

1. Groups shall be kept in full vision of staff.
2. Never allow an activity to take place behind staff's vision.
3. Outside work activity occurs during daylight hours unless otherwise directed by the Duty Supervisor.
4. Staff are to conduct periodic head counts of their work crews.
5. If instruction is necessary, only one staff should get involved and other staff, if present, must cover the group(s).
6. Staff should be familiar with possible escape routes.
7. In case of an escape attempt, one staff shall assemble the remainder of the group and return them to their respective living units. Staff should make an immediate notification of the escape to the Duty Supervisor.
8. Staff supervising P.E. activities shall not participate. In work programs and other group activities, it may be necessary for the staff to participate in order to motivate and display safe and proper use of equipment. The primary role of staff is to guide, lead, supervise, teach, and control the group.
9. All youth on administrative/disciplinary restriction are eligible to participate in P.E. unless behavioral problems exist that would not allow them to participate. If they are not allowed to participate in P.E., it must be noted in the unit log as to who and why.
10. Youth on medical restriction are allowed to attend outdoor P.E. Youth may also participate if they are on "P.E. as tolerated" or "walking P.E."
11. The Duty Supervisor is to be notified by radio whenever a group is taken out of the living unit.

Security in Other Areas

1. The Dining Hall, administration building, cowbarn, behavioral/mental health and school buildings are critical areas as far as security is concerned. There are those present who are not specifically trained in security measures such as attorneys, parents, behavioral/mental health staff and teachers. Consequently, staff must not only make sure their own procedures are proper but also must watch and compensate for errors made by others.
2. Clerical staff will ensure that all visitors and vendors sign in and collect a Visitors Pass at Front and Center, notifying the appropriate unit staff by telephone or radio as required.
3. It is the duty of all support personnel to be security conscious. Alertness and good judgment are the primary guidelines for exercising good security measures.
4. The primary objective of all staff who supervise work crews will be to maintain their safe custody. This must be done for the youth's benefit and to protect others.
5. Support personnel must give the youth constant supervision. It is often their responsibility to plan, organize and direct work, to delegate specific jobs to youth, to instruct them in the proper use of equipment and to enforce safety and disciplinary measures.
6. There shall be a minimum of three staff at school at all times for security purposes. Staff will monitor line-ups and classroom changes. Staff are to position themselves inside each occupied classroom to ensure quick response to calls for assistance or an emergency.
7. All entrances to facility grounds are to be monitored for unauthorized vehicle or foot traffic. The main security gates on the south end of the parking lot will be closed at 6:00 p.m. each weekday evening and reopened at 7:30 a.m. It will remain closed on weekends. The chain at the north end of the

parking lot will be locked after all PM shift staff have left the grounds every evening and reopened before 4:00 a.m. every morning to allow staff access to the upper parking area.

Night Security Measures

There are three types of security tours conducted during the evening and graveyard shifts. These tours are to ensure the facility grounds and Ag areas are secure. The assigned staff is to utilize radio communications with hand-held radios and car radios, designating their unit as Camp Base. The radio traffic is monitored by the Duty Supervisor and both dorms to alert any problems. Communicate potentially hazardous situations for back-up or law enforcement notification, i.e., dangerous animals or unruly trespassers. Be sure to have a functional flashlight. Use the site plan and checklist to determine areas to be checked. Touring patterns are discretionary, but must cover all roadways, buildings, and potential hiding areas.

1. Agriculture (Ag) Tour

The Lead Staff from BB will designate a staff from the unit to conduct a tour of the Agricultural area of Camp Erwin Owen. At 6:00 p.m., the staff and assigned BB youth as listed on the unit whiteboard are responsible for assisting staff in completing livestock maintenance tasks. Additionally, they ensure the irrigation systems are turned off. At no time are youth allowed to use keys or be in a restricted area unsupervised. They must not be sent into unlighted areas or allowed to approach nocturnal wildlife. Staff are to stay on main Camp Erwin Owen roads and not attempt to take short-cuts. Set the hand brake, take the keys, and leave the vehicle in park when leaving it. Once the Ag Tour is completed, staff must return youth to the unit and if necessary, send an email to the Ag Coordinator about any Ag related concerns or issues.

2. Security Tour

These tours shall be conducted by staff from one of the two living units, in random order as determined by Lead Staff. The initial tour at 6:00 p.m. is the responsibility of Baumeister Barracks staff. Additional checks may be made at staff discretion. After returning youth to the unit from completing the Ag Tour, the staff is to check and secure main gate, all doors and windows, ensure roadway chains are secured and visually check all security lighting. Report lighting malfunctions and dysfunctional locks on work orders for repairs.

3. Camp Tour

The camp tours are to be conducted at random intervals three times during the graveyard shift. The inspection is completed by the graveyard Duty Supervisor only. Doors and windows are to be visually inspected and tried manually, if necessary, to determine if they are secure. The gasoline pump, Dining Hall, school and office as well as all outbuildings should be checked, and secured if necessary. Staff must take keys that will give them access to any lock that might not have been secured properly. These checks will take approximately 30 minutes to one hour. Subsequent checks can be thorough driving inspections, stopping to investigate suspicious circumstances. These security checks will take about 20 to 30 minutes. If the Lead Staff determines a check should be conducted before 12:00 a.m., a brief driving inspection can be made with a more thorough check made at a subsequent camp tour. At least once each night, the level of the water tanks is to be checked and logged. The sewer pump area should be checked for signs of malfunction, e.g., sewage spill, unusual noise, etc.

Prior to the 4 a.m. arrival of Dining Hall staff, the chain at the north end of the parking area is to be unlocked and lowered to allow entry.

Any contact with visitors or unauthorized persons on Camp Erwin Owen grounds should be done with no less than two staff members for safety reasons. The purpose of the intervention is to determine their intentions. Staff should record the license plate number of any unfamiliar or suspicious vehicle parked on or near facility grounds.

1457 SEARCHES

Title 15, Article 5, Section 1360

Prison Rape Elimination Act, Juvenile Facility Standards Section 115.315

Searches shall be conducted to ensure the safety and security of the facility, and to provide for the safety and security of the public, visitors, youth, and staff. They will be conducted routinely and on a random basis. Searches shall, to the extent possible, be conducted in a manner that preserves the privacy and dignity of the person being searched. They will not be used for purposes of harassment, discipline, or punishment. Searches for transgender/intersex youth will follow section 1605.1 of the CEO Administrative Manual in compliance with Title 15, Section 1352.5. The following types of searches will be conducted at the times indicated:

Search of Person

Hand-held Metal Detectors / Walk-By Detectors

A search with a hand-held or walk by metal detector may be performed on any youth returning from work crews, visits or off-camp crews. Youth are subject to these searches at any time, especially if a staff member has reason to believe the youth may be in possession of contraband. It is made in the presence of another staff, if possible, and is conducted by staff of the same gender, if available.

Pat Down Searches

A pat-down search shall be performed on any youth returning from visits or off camp crews. Youth are subject to these searches at any time, especially if a staff member has reason to believe the youth may be in possession of contraband. It is made in the presence of another staff and is conducted by staff of the same gender except in exigent circumstances. All cross-gender pat-down searches must be documented and justified.

Strip Search

Strip search is defined as a search that requires a person to remove or arrange some or all of his clothing to permit visual inspection of the underclothing, breasts, buttocks, and genitalia. Strip searches shall comply with Penal Code Section 4030.

As a result of the law, strip searches are restricted. The Duty Supervisor must have specific reason to believe that the youth is concealing a weapon or contraband before seeking approval. Even with reasonable suspicion, no strip search may be conducted without prior written authorization, which shall include the facts and circumstances upon which the reasonable suspicion determination was made. Policy requires prior administrative approval before a strip search may be conducted.

If a strip search is authorized, no physical body contact will be made with the youth during a strip search, specifically the genitalia and buttocks. Strip searches are always to be conducted in an area giving the youth privacy and by two staff of the same gender as the youth.

A cross-gender strip search or cross-gender visual body cavity search is prohibited. The facility shall not search or physically examine a transgender or intersex youth for the sole purpose of determining the youth's genital status. If the resident's genital status is unknown, it may be determined during conversations with the youth by reviewing medical records, or if necessary, by learning that information as part of a broader medical examination conducted in private by a medical practitioner.

Transgender and intersex youth shall be strip searched in compliance with Title 15, Section 1352.5 and Section 1605.1 of the CEO Administrative Manual.

Visual and Physical Body Cavity Search

Visual searches of the stomach or rectal cavity of a person shall not be conducted by staff. If reasonable suspicion exists, based on specific and describable facts, to believe such person is concealing a weapon or contraband and that a strip search will result in the discovery of the weapon or contraband, the Duty Supervisor shall contact Administration.

By definition, a physical body cavity search is the physical intrusion for the purpose of discovering any weapon or contraband concealed in the body cavity. Only licensed medical staff can perform a physical body cavity search. The Duty Supervisor shall obtain a search warrant issued by a Magistrate before subjecting any youth to a physical body cavity search. The search warrant must specifically authorize the physical body cavity search. The Duty Supervisor shall contact Administration before transporting any youth to Kern Medical (KM) for a physical body cavity search. The persons who accompany the youth to KM shall ensure that KM staff perform the physical body cavity search in an area of privacy so the search cannot be observed by persons not participating in the search.

Visitor Searches

Facility staff may search visitors when necessary and with probable cause based on reasonable suspicion that a prospective visitor may have contraband or a weapon. Such searches shall be conducted using a hand-held metal detector or by visual inspection. These searches are limited in scope and are for the purpose of ensuring the safety of other visitors and for the security and sound operation of the facility.

Search of Facility

Searches for contraband are to be conducted routinely and randomly so no pattern can develop which might aid a youth in hiding contraband. Interior perimeter checks will be conducted each shift to attempt to control contraband being placed inside the secure perimeter of the institution grounds.

Bunk or Locker Search

Search of a youth's bunk or locker is usually accomplished when the youth is not present. This provides the staff member with an undistracted period for a thorough search. In those instances where the youth is present and a need to search the bunk or locker exists, the youth should be removed from the area until the search has been completed.

A search should be conducted in a systematic manner. Every effort should be made to search without leaving disorder and without damaging items. Some obvious areas of concealment include:

- a) The tops and bottoms of doors or grill gates. All holes and cracks in walls, floors and ceilings should be probed.
- b) Lighting switches and conduits should be inspected for signs of removal.
- c) Washbowls, toilets, and plumbing stacks, as well as their drains, should be inspected closely using a flashlight. Look in washbowl drains to ensure that nothing is suspended by thread, wire, or string.
- d) Shelves, drawers, and cabinets should be inspected.
- e) Mattresses should be inspected by use of a metal detector. If such equipment is not available, the mattress should be rolled or folded a few inches at a time along its full length while running the hands over the crimped surface. Check the seams of mattresses for signs of tampering.
- f) Books, magazines, and newspapers should be leafed through for elicited notes or messages. Pornographic or forbidden material is easily hidden inside approved periodicals.
- g) All furniture having hollow legs or braces should be inspected by probing or tapping. Furniture should be examined by using a mirror to inspect the hidden side. Mirrors are supplied in all units.
- h) Windows, window frames and overhead or wall ventilators should be examined with the aid of a mirror to inspect the hidden side. All windows should be checked for breaks.

- i) Containers may have to be emptied, and the contents searched. The contents should be replaced.
- j) Inspect bars of soap for evidence of hollowing and insertion of contraband items.
- k) Items such as ballpoint pens and mechanical pencils can have their working parts removed and contraband inserted.
- l) Youth clothing, such as shoes, jackets or hats should be thoroughly searched.

Dormitory and Facility Searches

A living unit or facility search involves much the same principle as bunk and locker searches. However, the responsible party for the contraband may not easily be discovered. The staff's duty is to gather as much information as possible in order for the Lead Staff to evaluate the matter.

Discovery of minor contraband items of unknown origin may only require confiscation of the items. In any event, the items should be noted on a report to the Duty Supervisor. In those cases where dangerous weapons or hint of escape is evident, an immediate report will be made to Duty Supervisor and a follow up investigation conducted. Items such as drugs, weapons, or any material that might be illegal will be immediately confiscated. The Duty Supervisor shall be contacted as soon as possible to ensure chain of evidence is followed.

When any contraband is found on a youth, the staff conducting the scan shall adhere to the following:

1. Ask the youth to identify the contraband and to voluntarily turn over the item(s).
2. If the contraband discovered on the youth is believed to be a weapon, additional staff will be summoned to assist in retrieving and securing the weapon as quickly and safely as possible.
3. All removed contraband shall be given to the arresting/transporting officer.
4. If the youth refuses to turn over the contraband voluntarily, the Duty Supervisor shall be notified immediately. The Duty Supervisor shall have the authority to accept or reject custody of the youth. If the youth is accepted, the youth shall remain on direct visual observation.
5. Once the contraband has been obtained, the youth shall be re-scanned (secondary body scan) to verify all contraband was removed.
6. If the contraband is discovered inside the youth's body and/or the youth is unable or unwilling to remove the item, the Duty Supervisor and medical staff shall be notified immediately. If the youth has not been accepted by the facility, the youth will be returned to the custody of the arresting/transporting officer for them to secure the suspected contraband in a manner dictated by law and their agencies policy.
7. When the youth is transported back from the hospital to the facility, the intake staff is to start the search and booking process over and re-scan the youth to verify all contraband was removed.

To prevent the introduction, transfer and concealment of weapons, drugs and other contraband inside the facility, all in custody youth may be scanned at any time. No specific articulable facts are required beyond the routine security precautions necessary to preserve the safety and security of the facility and the health and welfare of the youth population. When practicable, a body scan shall be required following:

1. Youth returning to the facility from court.
2. Youth returning to the facility from an outside medical appointment.
3. Youth returning to the facility from social or professional visits.
4. Youth workers returning to the facility after performing their assigned duties.
5. Youth returning to the facility from educational classes and/or vocational training.
6. Youth returning from temporary furlough or any other event that caused the youth to be removed from the secure area of the facility.

7. Youth who demonstrate signs or symptoms of drug intoxication.
8. Youth subject to an in custody or criminal investigation involving weapons, drugs or other contraband.
9. Information known to any officer or facility staff that a youth may be in possession of a weapon, drugs or other contraband.

Youth who are combative or refuse to cooperate with the scanning process shall be placed into an observation/holding cell and their activities monitored. If the youth's charges, history or behavior would otherwise qualify them for a strip search, the Duty Supervisor shall be notified immediately.

Imaging studies such as Computerized Tomography (CT) scan, Magnetic Resonance Imaging (MRI) or x-ray are medical tools used for medical purposes (i.e. screening tests and diagnostic studies). When necessary, an imaging study may be performed on a youth and by order of a qualified medical staff after a medical encounter/evaluation. Staff may request an investigative x-ray examination on a youth to identify contraband for use as direct evidence in disciplinary action and/or criminal investigation. Prior approval from a Probation Division Director or designee shall be obtained for investigative x-rays. After approval has been obtained, staff shall notify the imaging technician that the x-ray is for investigative purposes only. Physical force shall not be used to compel a youth's cooperation in the investigative x-ray process without a court order/warrant.

YDC & KCF Body Scanner and X-Ray

All youth, with the exception of those suspected or confirmed to be pregnant, shall be subject to a body scan during the intake process. Only staff who have successfully completed body scanner training and received prior authorization are eligible to operate body scanner equipment. All users conducting a body scan or otherwise within sight of the visual display of the body scan (e.g., monitor, image) shall be of the same sex as the youth or individual being scanned, or the gender of the scanned youth's preference as stated on the Transgender/Intersex Youth Preference Form. Furthermore, the body scanner viewing monitors shall not be in direct view of other youth. The body scanner shall not be utilized to scan any person, other than youth during the intake process and in custody youth, without prior approval from the Probation Division Director or designee.

Prior to custody being transferred, the intake/facility officer is to take control of the youth when the arresting/transporting officer arrives at the facility. Upon completion of the physical search, the youth shall be escorted to the body scanner. The youth shall not be permitted to use the restroom prior to being scanned. The handcuffs shall be removed prior to obtaining a scan of the youth unless it is deemed necessary for safety or security reasons for the youth to remain handcuffed. If the youth is to remain handcuffed, to obtain a better scan, the handcuffs can be repositioned from behind the youth to the front allowing their hands to be raised above their head during the scan, or a waist restraint cuffing system can be applied. The youth is directed to stand still on the marked footprints and look at the figure painted on the wall of the machine. The user shall conduct a full-body scan of the youth following the manufacturer's operation procedures. The scan will take approximately 4 seconds. If the scan result is clear, the user shall inform the arresting/transporting officer. Physical force shall not be used to compel a youth's cooperation in the body scanning process.

1460 CRIME SCENE PRESERVATION

Title 15, Article 8, Section 1452, 1453

POLICY

Camp Erwin Owen staff shall make every effort to prevent biological and/or physical evidence from being moved or contaminated within a crime scene. Safety, emergency medical treatment of the youth and security of the institution will have precedence over crime scene preservation.

PROCEDURE

Responsibilities – Senior Youth Services Officer/Lead Staff

Whenever an incident has occurred within the facility or on the grounds of Camp Erwin Owen that could be treated as a crime, responding staff shall ensure the following:

1. Suspect(s), victim(s), and witnesses shall be segregated. Do not allow youth to return to their bunk if it is the crime scene.
2. Suspect(s) and victim(s) will not be allowed to shower/clean up.
3. The Lead Staff shall inform the Duty Supervisor of the incident.
 - a) The scene shall be secured and, if applicable, the doors locked.
 - b) One staff will be assigned to secure the crime scene and remain there until relieved.
 - c) No one shall enter the crime scene until the investigator arrives.
 - d) The securing staff shall be responsible for initiating and maintaining the crime scene, requiring all people who enter the scene to sign their name, reason for being there, and the time they entered and left on the crime scene log.

Responsibilities – Duty Supervisor

1. Ensure that all staff follow procedure.
2. Notify the next person in the established chain of command.
3. If appropriate and after conferring with Administration, contact the Kern County Sheriff's Detective Division for investigative assistance. After normal working hours, contact the Kern County Sheriff's dispatcher and request the Detective Division or Patrol Sergeant.
4. If outside law enforcement is not called in, take steps to clear the scene. Bag and preserve the evidence and ensure appropriate reports are submitted.
 - a) In cases of sexual assault, if directed, all clothing being treated as evidence shall be gathered, bagged, sealed, and tagged with the date, time and signature of the gathering staff or witness.
5. Notify the parents or legal guardian of the suspect(s) and victim(s).

Responsibilities – Assistant Probation Division Director

1. Notify the Probation Division Director.
2. Respond to the institution, if needed and practical.

1465 SAFETY AND YOUTH SAFETY DORM CHECKS

Title 15, Article 3, Section 1326

Prison Rape Elimination Act, Juvenile Facility Standards, Section 115.313

POLICY

Youth safety dorm checks are essential and mandated to provide for the safety and security of the youth housed at the facility. Youth safety dorm checks are the direct visual observation of youth while asleep or when confined to their bunks. Direct visual supervision may be supplemented, but not replaced, by an audio/visual electronic surveillance system designed to detect overt, aggressive, or assaultive behavior and to summon aid in emergencies.

PURPOSE

Youth safety dorm checks are done to ensure youth are safe and in good health.

DEFINITION

“Direct visual observation” means staff must personally see the youth’s movement and/or skin. Audio/video monitoring may supplement but not substitute for either of the above.

PROCEDURE

While youth are asleep, confined to their bunks, on bed rest or in the dorm, youth safety dorm checks shall be made at random or varied intervals not to exceed 15 minutes. During the graveyard shift, visual checks of each youth and a count of the total unit population are to be made at intervals not to exceed 15 minutes. Youth on suicide watch shall be checked at irregular intervals between five and ten minutes. Youth on special or medical watch shall be checked at irregular intervals not to exceed ten minutes. Any youth who is isolated for any reason will be checked at irregular intervals not to exceed ten minutes. All dorm checks require direct visual observation. Youth shall not be concealed under their bedding or clothing.

All youth safety dorm checks shall be logged and initialed at the actual time of the check on the Dorm Check Log form. There is a comment section that should be used for special notations. The Dorm Check Log form is an official document.

Lead Staff shall ensure staff are aware of their responsibilities to make youth safety dorm checks. Lead Staff will periodically review dorm checks for accuracy throughout each shift and initial on the log. At the end of the shift, the Dorm Check logs shall be attached to the Unit Shift Report and routed to the Duty Supervisor office for review. Unit Shift Reports and Youth Safety Dorm Check Logs are maintained for storage.

The Duty Supervisor will make unannounced unit checks to identify and deter staff sexual misconduct or sexual abuse and periodically review dorm checks for accuracy throughout each shift and initial on the log. Staff are prohibited from alerting other staff members that these unannounced checks are occurring.

Staff who conduct late and/or inaccurately document Youth Safety Room or Dorm Room checks may be subject to disciplinary action. Upon discovery, the assigned Duty Supervisor may request from the staff(s) a written report. Upon receipt and administrative review, a copy of the report will be attached to the original log. The Report Request form and original report will be maintained in the staff(s) supervisor file until completion of their annual performance evaluation.

1465.1 DIRECT SUPERVISION

POLICY

At times it is necessary to provide one-to-one supervision for youth who pose a threat to their own safety due to their actions, threats, or behavior. It is preferred to provide individual supervision by staff the same gender as the youth, however, in emergency or crisis situations observation should be initiated by any available staff.

PURPOSE

To provide maximum supervision to ensure the safety of a youth.

DEFINITIONS

“Direct visual observation” means staff must personally see the youth’s movement and/or skin. This may be accomplished by constantly watching the youth through the window of a closed door.

“Direct visual supervision” means staff are constantly in the presence of the youth. This may only be accomplished with staff in the direct presence of the youth with no physical barriers or closed doors.

Video monitoring may supplement but not substitute for either of the above.

CONDITIONS

1. Whenever a youth is placed in restraints for out of control, self-destructive behavior.
2. When all other counseling and behavior control techniques fail in preventing a youth from harming himself, staff, or from causing major property damage.
3. When a youth displays destructive, violent, or bizarre behavior due to possible drug and/or medical conditions that could result in serious injury.

PROCEDURE

Responsibilities - Unit Lead Staff

1. Notify the Duty Supervisor of the situation. Staff may implement Direct Supervision and/or use of restraints (See Section 1645 – Use of Restraints) prior to notification *only when circumstances are such that the need is immediate for the safety of the youth, others or the prevention of major property damage.*
2. Ensure the assigned staff is fully informed about his or her duties and responsibilities to provide direct observation or supervision.
3. Initiate a Holding Room log to document the youth’s behavior, responses, and contacts by staff. Entries should be made at least every 10 minutes and include pertinent behavior and/or medical information on the youth, such as when given range of motion exercises, water, food, behavioral/mental health counseling or nurse visit.
4. Notify KHRS as soon as possible and submit a written referral.
5. Contact medical staff if the youth has sustained any injuries.
6. Keep the Duty Supervisor informed.
7. Maintain surveillance of the staff assigned to direct observation/supervision, giving support, and coordinating breaks when needed.
8. Coordinate the completion and compilation of all reports.
9. Coordinate with the Duty Supervisor in formulating a plan to return the youth to regular programming and supervision as soon as safely possible.

Designated Staff Assigned to Direct Visual Observation

1. Maintain sight supervision of the youth. Staff will not be reading, writing, or performing any other activity that would distract from observing the youth.
2. Limit conversation and comments to the youth to his behavior and program, if applicable and as directed by Lead Staff. Avoid getting involved in discussions about institution operations, staff, or yourself.
3. Keep the Duty Supervisor/Lead Staff informed of any changes in the youth's behavior or health and any other pertinent information.
4. Request assistance as needed.

Designated Staff Assigned to Direct Visual Supervision

1. Staff should be close enough physically to the youth so that they can intervene immediately to prevent the youth from harming himself or from destroying property. Do not get involved in reading, writing, or performing any other activity that would distract from observing the youth.
2. Limit conversation and comments to the youth to his behavior and program, if applicable and as directed by Lead Staff. Avoid getting involved in discussions about institution operations, staff, or yourself.
3. If restrained, the youth will be placed and kept on a mattress in the sitting or prone position. (See Section 1640 – Use of Physical Restraints)
4. In addition, staff will check the youth's extremities for a pulse and circulation frequently to ensure the youth's health and safety. The youth's extremities will be exercised to ensure full range of motion for at least ten minutes every two (2) hours as well. The staff will also ensure the youth's access to fluids, regular meals, routine medication, and a toilet.
5. Staff assigned to Direct Visual Supervision must be within sight and sound of other staff due to the potential for physical intervention with the youth.
6. Document youth's behavior.
7. Keep Senior Youth Services Officer/Lead Staff informed of the youth's behavior, changes in behavior or health and any other pertinent information.
8. Request assistance as needed.

Duty Supervisor

1. Keep in touch with Lead Staff and provide support as needed.
2. Initiate use of restraints as needed. (See Section 1640 – Use of Physical Restraints)
3. Respond and assess the behavioral and physical status of the youth as soon as possible.
4. Confer with behavioral/mental health personnel as necessary in order to formulate a plan to return the youth to regular programming as soon as possible and to handle any medical issue that may arise.
5. Confer with Medical staff on any pertinent medical issues regarding the youth.
6. Advise Administration of any situation involving a youth's threats or attempts at self-harm and the continued need for Direct Visual Supervision.

CAMP ERWIN OWEN
TRAINING DATA SHEET

TRAINEE: _____ **TITLE:** _____

ORIENTATION TRAINING DATE: _____

	Trainee Initials	Date
I have read the Kern County Probation Department Administrative Manual		
I have read the Camp Erwin Owen Administrative Manual		
I have completed the attached Training Checklist. My initials, along with my trainer's initials, indicate I understand the contents and concepts. I have asked questions regarding any areas that are unclear to me prior to signing this form.		
I have been trained and have completed the required readings during my initial training as required by Camp Erwin Owen administration. By signing this form, I acknowledge that I have completed the training, and that I also understand and will follow the established policies and procedures as set forth. I understand that it is my responsibility to remain current on Institution policies and procedures by routinely reviewing the manuals located in my work area.		
I understand the administrative issues and ethics as presented to me by Camp Erwin Owen administration or designee.		

Title	Signature	Date
Probation Division Director		
Assistant Division Director		
Senior Deputy Probation Officer		
Employee		

1500 EMPLOYEE SAFETY and ACCIDENT PREVENTION

Title 15, Article 3, Section 1323, 1325

General Safety

See Kern County Probation Department Administrative Manual Section 1506.

General Safety Rules

Occupational Safety and Health Act of 1970 requires employers to provide all staff with a safe place to work, which means a place free from hazards that might injure, disable, or kill. Employees must:

1. Obey all safety rules.
2. Ask for assistance if unsure of proper safety procedures.
3. Correct and report unsafe conditions.
4. Use proper protective clothing and equipment for the job.
5. Report accidents immediately. If you are hurt, get first aid promptly.
6. Use, adjust, and repair equipment only if qualified and authorized to do so.
7. Use the right tool for each job, use it correctly and safely.
8. Refrain from horseplay on the job.
9. Keep your work area clean.
10. Report any unsafe work situations to your supervisor immediately.

Qualifications for Duty

Personnel shall be mentally and physically fit for the work assigned. Should any employee believe that he/she is unable to perform their assigned work safely the Duty Supervisor shall be immediately informed.

Possession or use of intoxicating liquor or illegal drugs by any employee while on duty is prohibited by law. Any employee reporting for duty while under the influence of intoxicating liquor or drugs shall not be allowed to assume the duties of his/her position.

Quarterly and Annual Safety Meetings

All employees will attend a general safety meeting every quarter. The quarterly safety meeting will be held in conjunction with a unit meeting. Records shall be kept of the meeting, along with attendance roles, for three (3) years. The Safety Officer will coordinate the meetings and ensure proper documentation.

Senior Deputy Probation Officer

1. The Senior Deputy Probation Officer will schedule a quarterly safety meeting with employees, including extra help.
2. The quarterly safety meeting agenda may include:
 - a) Current safety memos and new information.
 - b) Review of all accidents in past quarter.
 - c) Review of monthly and quarterly inspections; and
 - d) Training.
3. The annual safety meeting agenda may include:
 - a) Quarterly agenda items.
 - b) Location of SDS sheets, how to read them and reporting exposures.
 - c) Fire extinguisher use and location; and
 - d) Disaster/emergency evacuation procedures.

The Senior Deputy Probation Officer will provide the Safety Officer with the notes and role from each of the safety meetings. The Safety Officer will maintain the records for all safety meetings for no less than three (3) years.

Probation Division Director

The Probation Division Director will provide the Senior Deputy Probation Officer and Safety Officer with any current safety memos, news, and reports of accidents.

Housekeeping

1. Work areas shall be kept free of debris. Suitable containers shall be provided for trash and waste.
2. Floors, aisles, and walkways shall be kept free of liquids, spills, obstructions, and other hazards which could cause slipping or tripping.
3. Materials in storage areas shall be stacked no less than eighteen inches from sprinkler heads or twenty-four inches from ceilings without sprinkler heads.
4. Overhead light fixtures, doors and exits are to be kept clear at all times.

Safety Officer

Under the direction of the Assistant Probation Division Director, a Senior Deputy Probation Officer will function as a facility safety officer and will:

1. Maintain the departmental safety program.
2. Coordinate all monthly, quarterly, and annual inspections.
3. Assist in planning and directing safety program needs and policy making.
4. Assist in training line staff regarding safety issues and emergency situations.
5. Ensure County, departmental and divisional safety policies are carried out.
6. Investigate and report on all major accidents; recommend appropriate preventative measures to contain and prevent them.
7. Assist administration in orientation and training development.
8. Post evacuation plans and coordinate evacuation drills.
9. Maintain records for safety orientation, training, drills, and inspections.

1502 FIRE AND LIFE SAFETY PLANS

Title 15, Article 3, Section 1323, 1325

POLICY

A fire prevention plan, monthly fire and life safety inspections by Camp Erwin Owen facility staff and annual inspections by the Kern County Fire Department will reduce the risk of fire within the institution.

PURPOSE

Fires are a constant potential danger in all areas, particularly service operations such as the kitchen and laundry. Employees must be familiar with possible sources and kinds of fire, the locations of fire extinguishers, and the actions to take if fire breaks out. Fires are classified as follows:

Class A - Normal combustible materials

Class B - Grease and oil

Class C - Electrical

Class D - Burning metal

Camp Erwin Owen is located in a high fire danger area. Flammable items include structures, landscape, furniture, bedding, wooden doors, cabinets, paint, etc. The chief danger in any fire is smoke inhalation and its restriction of oxygen, causing panic and/or emotional stress.

PROCEDURE

Fire extinguishers are located in the dorms, laundry, Dining Hall, Front and Center, Medical Office, and High School. Additional fire extinguishers are located throughout the various structures on facility grounds. Fire extinguishers are inspected and certified annually by a qualified provider. There shall always be at least one person on duty that is trained in general fire and life safety specifically related to this facility.

Evacuation drills are conducted at least monthly for the dorms and the school following the procedures outlined in this manual. Drills are documented in the unit and Duty Supervisor shift reports.

Combustibles shall be stored and handled only in approved containers. Extreme care shall be used at all times to prevent ignition. Combustible materials such as oil-soaked and paint covered cloths, rags, waste, shavings, rubbish, etc., shall not be allowed to accumulate. Such material shall be disposed of immediately and in the proper manner.

Frying pans, broilers, deep fat fryers, containers used to melt butter, and ranges appear to be the most common sources of fires. In the Dining Hall, fire protection of venting hoods and periodic cleaning and fireproofing of these and similar pieces of equipment shall be checked regularly to protect the institution. A container of baking soda should be readily accessible to enable the kitchen staff to put out a minor grease fire on the range top or in the broiler. A container of salt is a second choice for attacking these fires.

In attacking a fire, the first few minutes are the most important. The actions taken may well prevent serious damages or loss. The goal is to remove the fuel, the heat, or the oxygen. Class B and Class C fires generally require removal of the oxygen, while a Class A fire may also be fought by removing the heat or fuel.

Although various types of extinguishers are available, the facility uses the ABC dry chemical model. This is a multi-purpose dry chemical extinguisher.

The following steps are suggested in the event of any fire:

1. Turn off the equipment and cover it if possible. If possible, remove the source of fuel.
2. Sound the alarm, call for assistance and evacuate all staff and youth following the evacuation procedures in Section 1505.1 of this manual.
3. Using the fire extinguisher, spray directly on the fire.
4. Safety of youth is of primary importance - evacuate as needed.
5. The Duty Supervisor will ensure notification of the Kern County Fire Department (911), providing nature, location, and extent of fire.

Emergency Housing Due to Fire/Disaster

In the event of a fire at the Camp Erwin Owen facility, which is severe enough to render one or more dorms uninhabitable, the following plan of action will take effect:

1. Youth will be dispersed to temporary housing in the other dorm, utilizing the dayroom(s) to set up beds. Mattresses and bedding that are useable will be salvaged from the damaged dorm, and additional bedding and beds will be brought in from the warehouse as needed.
2. If additional housing space is required, the main kitchen dining room, gym and any existing classroom can temporarily be utilized.
3. In the event all the living units become uninhabitable, youth will be relocated.

Emergency Preparedness

Institution staff shall always be prepared for any emergency by keeping unit flashlights and lanterns operative. Routine checks will assure no one is caught with dead batteries. The institution battery supply will be maintained by the Office Services Specialist in an accessible cabinet in the supply storeroom.

In the event an emergency leaves the facility without water, water for drinking and cooking may be obtained from the two 32,000-gallon gravity flow water tanks. In addition, living units each have thirty gallons of emergency drinking water, and the Dining Hall has ninety gallons of emergency drinking water.

Fire Safety Inspections

Monthly Inspections

Monthly unit inspections are conducted by the Lead Staff and include fire safety and prevention. An inspection checklist covering cleanliness and fire/safety hazards is completed with each inspection and provided to the Safety Officer and retained for at least three years.

In addition, the Safety Officer or designee will inspect all fire extinguishers monthly for proper working condition. Inspection records will be reported to the Probation Department Safety Officer on a quarterly basis.

The Senior Cook is responsible for the Dining Hall Fire Safety Inspection. The Facility Maintenance Worker is responsible for the remaining areas that warrant inspection. The living unit and Dining Hall inspections are to be conducted the first Monday of the month. The maintenance inspections are to be conducted the first week of the month.

See Attachment D Following Chapter 6 for monthly Fire Inspection checklist.

Biennial Inspection

Biennially, the Division Director or Facility Maintenance Worker will contact the State Fire Marshall to make an inspection pursuant to Health & Safety Code Sections 13146.1(a) and (b).

Fire Suppression Pre-Plan

The Kern County Fire Department makes regular tours and inspections of Camp Erwin Owen.

Staff will routinely inspect grounds and buildings for potential fire and safety hazards.

The inspection form is a guide to assist staff in fire prevention awareness and identification of potential hazards during monthly inspections.

1. Temporary electric wiring must not be used except in emergency conditions, including extension cords.
2. Combustible materials should be stored where they will not come in contact with light fixtures or electrical appliances.
3. Water heaters, vents, and flues should be kept free of dust and other obstructions.
4. Storage of combustible materials must be limited to properly designated storage areas. Limited quantities of such materials may be stored in well-ventilated rooms approved for such storage purposes if they are kept in original containers with tight fitting lids.
5. Flammable liquids should never be used as a cleaning agent for such things as clothing, floors, furniture, tools, hands, etc.
6. Extreme caution must be taken to avoid the fire hazards created by Christmas trees, foliage, or other holiday decorations in the facility. Fire retardant fabrics or materials should be used.

Location and Total Number of Fire Extinguishers

Baumeister Barracks	(4)	Durant Dorm	(8)
Laundry Room	1	Wall Station	4
Staff Counter	3	Staff Counter	2
		Rooftop	1
		Mechanical Room	1
Auto Shop	6	Maintenance Shop	5
KBHRS Trailer 1	1	Meat Lab	1
KBHRS Trailer 2	1	Newman Youth Center	2
Chickens	1	Paint Room	1
Dining Hall	3	Quonset Hut	1
Front & Center	2	School Classrooms	2
Garden Office	1	School Gym	1
Gas Pumps	1	School Office	1
Hertz Hall	1	School RAP (Life Skills)	2
Hogs	1	Slaughterhouse	1
Maintenance Office	4	Vehicles 601, 602, 730, 826, 2114, 9703, 9701	6

Evacuation and Emergency Drills

Emergency drills are held weekly. All youth and staff will participate. Both dormitories will conduct these drills, but not necessarily simultaneously, nor at the same time of day. A record is transmitted to the Safety Officer and kept by each living unit for a minimum of two (2) years.

(Reviewed 6/25, Revised 6/25) **(RED SECTION)**

1505 EMERGENCY PROCEDURES

Title 15, Article 3, Section 1327

In any emergency, the person immediately responsible for the safety and welfare of the youth in the facility shall act according to policies, procedures, and directives, as well as reasonable judgment. The primary concern shall be the welfare of the youth and reasonable judgment may outweigh written procedures and thereby dictate alternative actions. It may become necessary to compromise the security of the facility if a disaster strikes or emergency conditions exist, and the safety and lives of the youth are at risk.

Facility specific policies and procedures have been developed for the following:

Fire

See Section 1502

Emergency Evacuations

See Evacuation Plan and Checklist in Section 1505.1

Active Shooter and Terrorist Attack

See Section 1509

Riot - Civil Disturbance See Section 1510

Hostage Situations

See Section 1515

Escape

See Section 1520

Other Emergencies

Loss of Power

Rain, wind, and electrical storms occasionally cause power failure. In such event, Lead Staff must take immediate command of the group and instruct them to be quiet and remain where they are (even sit down if you wish). Restrict all movement, noise, and talking. Remain calm and assure the youth of their safety, etc.

The telephone will then provide the only means of communication. If the telephone becomes inoperative, secure the unit, and notify the Duty Supervisor by radio or messenger.

In the event of power failure during darkness, the following general steps should be observed:

1. Bring youth under control quickly and firmly.
2. Lead Staff should obtain a flashlight as quickly as possible. Emergency lights, generators, flashlights, and lanterns are in the living units. Flashlights and emergency lighting are available in the Dining Hall.

Earthquakes

The major risk, in the event of a strong earthquake, is not the direct effect of the earthquake itself but the risk due to public panic. Very few people are ever injured or killed by earthquakes as such. They lose their lives or are injured in the collapse of old and unsafe buildings or in fires that get out of control.

1. When an Earthquake Occurs

Be calm. Do not run. Remain where you are, indoors or outdoors, but be alert for falling objects and try to avoid them. Indoors, protection from falling objects can be obtained by taking shelter under a desk, table, or bed. Outdoors, move away from buildings, as practicable, and avoid fallen wires.

2. After an Earthquake Occurs

Remain calm. Check for gas or water leaks, fires, and objects about to fall. Do not use telephone, except for an emergency. Locate and render assistance to any injured. Turn any radio sets available to local Emergency Broadcast Station for emergency information bulletins.

3. Recommended Procedure for Earthquakes When on Duty

- a) When youth are in the living units, order them to stand flat against the walls, in a doorway area, under beds or tables, and remain there until further instructed. Large ceiling spans are danger areas.
- b) When youth are in schoolrooms, instruct them to stand flat against the walls and remain calm.
- c) Reassure the youth verbally. Be confident, demonstrating decisive actions and manner.
- d) Evacuate any damaged buildings. Generally, follow fire drill procedures.
- e) Contact the Duty Supervisor or Administration, report damage, and learn if your help is needed at other locations. Do not leave your area if youth are present unless directed to do so. You will be given every opportunity to check on the welfare of your family.

4. Recommended Procedure for Earthquake If You Are Off Duty

- a) After taking care of any emergency at your home and/or your family, contact Camp Erwin Owen by phone, (760) 376-8500, if possible, to see if your assistance is needed. If phone service is out, report to work automatically.

National Emergency or Civil Disturbance

In the event of national or unusual emergency:

1. Notify Administration.
2. Alert off-duty personnel.
3. Maintain security and control.
4. Keep youth population as calm as possible.
5. Gather medical and food supplies.

Flood

The geographical location of Camp Erwin Owen effectively protects it from flooding. The natural terrain provides drainage away from living units; however, the possibility is always present that water damage may occur, and vital pathways or roads may be damaged or rendered useless if a sudden and/or severe storm occurs. Distribute rain gear to youth and prepare an assembly site (that is dry) on high ground.

Evacuation may become necessary. The procedure for fire drills and evacuations should be instituted. Notification would remain the same, with the ranking staff member(s) present making immediate decisions affecting the welfare of the youth, security decisions become secondary. See Evacuation Checklist attachment, section 1505.1.

Emergency Notification of Natural Disaster

The Duty Supervisor shall notify the next person in the established chain of command until the Chief Probation Officer has been advised of the situation. Once notified, the Chief Probation Officer or designee shall notify by phone the following:

1. Appropriate agencies (SCE, CalWater etc.).
2. Maintenance Staff.
3. Kern County Sheriff.
4. Kern County Presiding Judge.
5. Kern County Juvenile Court Judge.
6. County Administrative Office.
7. Kern County Chairman of Board of Corrections; and
8. Kern County Risk Management.

Should the emergency be a maintenance issue (water tanks, clogged plumbing, etc.), the Duty Supervisor shall immediately notify maintenance.

1505.1 EVACUATION PLAN AND CHECKLIST

Title 15, Article 3, Section 1327

If an order is made to evacuate, the primary concern shall be the safety of youth and staff present at the facility. Once the evacuation order is given, the Duty Supervisor will establish a Command Post at Operations located in Front & Center. The Duty Supervisor or member of Administration will immediately assume the role of Incident Commander (I.C.) and remain at Operations to coordinate the evacuation.

This plan is developed assuming there will be a timeframe to assess and implement an evacuation versus an emergency that requires an immediate response. In the case of an emergency, staff should contact Fire or Law Enforcement personnel and seek direction in responding to the emergency such as an isolated fire, gas explosion, or earthquake.

The Incident Commander should delegate responsibilities in each dorm to prepare and implement the evacuation. If CEO is to be evacuated for over 24 hours, the Youth Detention Center will be used as a staging area and become the Incident Command Post once the evacuation is complete. In a short-term emergency, the Incident Commander should rely on the expertise of emergency personnel to determine if a full-scale evacuation is necessary.

This plan is to be implemented in the event of a planned evacuation when adequate time is available to complete each function. In the event of an emergency where the immediate threat is loss of life, the Incident Commander has the discretion to modify this plan to maintain the health and safety of youth and staff present at the facility. Any modifications should be reported to the chain of command as soon as reasonably possible once the situation is deemed safe.

Duty Supervisor / Incident Commander – Responsibilities

INCIDENT COMMANDER CHECK-OFF SHEET

	Immediately Contact Chain of Command
	If needed, contact emergency personnel such as fire or law enforcement. Kern County Sheriff's Office Dispatch - <u>760-549-2100</u>
	Contact if transportation is needed: Kernville Union School District Transportation Coordinator Main Phone: <u>760-379-3651</u> Office: <u>760-379-4411</u>
	Contact medical staff and KBHRS Advise them of evacuation and prepare medical carts and files for transportation. Assign CEO staff to assist medical and KBHRS Staff.
	Arrange for minimum staffing at Camp Erwin Owen, if safe, to maintain facility security and check on livestock and the garden. These staff shall assist allied agencies if Camp Erwin Owen is used as an entry or exit point. In the event of a disaster, Camp Erwin Owen may be used as a staging area for emergency personnel.
	Collect Check-Off Sheet from the Units
	Collect Check-Off Sheet from Maintenance
	Collect Check-Off Sheet from Laundry
	Collect Check-Off Sheet from Clerical
	Camp Erwin Owen Administration will be responsible for notifying the Public Information Officer and releasing any details regarding the evacuation.

Once evacuation is complete, coordinate housing and program operation with the Institution Administration in conjunction with Camp Erwin Owen Administration. In the event multiple institutions are utilized, Camp Erwin Owen Administration will work with other divisions and develop a plan for ongoing programming and housing of the youth. The Camp Erwin Owen Senior Deputy Probation Officer will maintain supervision responsibilities of all Camp Erwin Owen staff and youth. In the event of a conflict with other divisions, Camp Erwin Owen staff will immediately report the situation to Camp Erwin Owen Administration pending resolution on the matter. The Duty Supervisor will inform employees and parents of evacuation.

Unit Staff – Responsibilities

Return all youth to the unit if practical. If not, escort youth to the staging area designated by the Incident Commander.

Check the boxes when tasks are done. When completed, give the unit check off sheet to the Incident Commander. When instructed, load the check-off sheet inventory in the transport vehicle.

UNIT CHECK-OFF SHEET

	Report head count to Incident Commander every 15 minutes.
	Medical protocols and inhalers
	Youth files.
	Unit Logs (Current logs only)
	First Aid Kit
	Work Cards
	Keys – Located in Front & Center
	OC Spray
	Radios
	Handcuffs
	Flashlights
	Shackles
	Hooks

Staging Area

At the direction of the Incident Commander, move youth to the staging area to ready for transport.

Upon arrival at the staging area, conduct a body count.

Staff will load vehicle with youth, maintaining a maximum 15:1 ratio. Once in the vehicle, conduct a count and report it to the Incident Commander.

Transition Facility – Arrival

Upon arrival at the transition facility, exit the vehicle and conduct a final count.

Secure youth in the transition facility.

During the evacuation period, Camp Erwin Owen staff will be assigned to the institution where Camp Erwin Owen youth are temporarily housed. This institution will become their duty station. In the event a Camp Erwin Owen Senior Deputy Probation Officer is not located at a particular institution, the Camp Erwin Owen Senior Deputy Probation Officer on duty will be the main point of contact. Camp Erwin Owen staff will report to, and be supervised by, Camp Erwin Owen Administration, Senior Deputy Probation Officer and/or Duty Supervisor during the evacuation.

Maintenance – Responsibilities

Check boxes when tasks are done. When completed, give the maintenance check off sheet to Incident Commander.

MAINTENANCE CHECK-OFF SHEET

☐	Check propane tanks
☐	Check water lines
☐	Check water wells
☐	Check sewer pumps
☐	Check refrigeration equipment
☐	Check electrical systems and battery backup systems
☐	Evaluate buildings for any damage
☐	Lock buildings
☐	Check staff housing

Additionally, the primary function during this time will be to conduct damage assessment and checking all vulnerable areas. Maintenance may be used to assist with transportation, feeding/caring for livestock, or remain at Camp Erwin Owen in a security detail. Maintenance will also assist emergency personnel by providing maps of Camp Erwin Owen to show water pipes, gas lines and other critical areas.

Office Staff – Responsibilities

From the CEO Manual, print 8 copies from section 1505.1 Evacuation and distribute them to Incident Commander, Duty Supervisor, Dorms, Laundry, and Clerical.

Retrieve the Evacuation binders located at the OST Intake desk. One is for the Duty Supervisor, and one is for the Lead Staff. Two empty binders are in the OSS office and used for exchange when the full binders are brought back to CEO.

Check boxes when tasks are done. When completed, give the clerical check off sheet to Incident Commander.

CLERICAL CHECK-OFF SHEET

PRINT

	Dorm Roster – Print 2, DS and Lead Staff Fax Dorm Roster to the Youth Detention Center at 661-868-4434
	VPT and Age Roster– Print 2, DS and Lead Staff
	Cumulative/Days Roster and Grading Sheet (Blank) – Print 1, Lead Staff
	DS Log (Blank) – Print 1, DS
	Shift Report (Blank) – Print 1, Lead Staff
	Dorm Check Log (Blank) – Print 1, Lead Staff
	Staff Phone and Staff Roster – Print 1, DS
	Transportation Sheet (Blank) – Print 2, DS and Lead Staff
	Youth Orientation Packets – Print 5, DS (2) Lead Staff (3)
	SIR, NOMCA, Grievance and Appeal Forms – DS
	Daily and Biweekly – DS
	Medication List – DS, Lead Staff
	Special Diet List (From Kitchen) – Print 2, DS and Lead Staff
	Create Transport Sheet for each vehicle. (Only 9 passengers per van).
	Email all printed sheets to the Duty Supervisor email group

COLLECT AND PACK

	Escape Book
	Visiting Book
	Medical Appointment Book
	Both Completed Duty Supervisor and Lead Staff Notebooks

Kitchen / Dining Hall – Responsibilities

1. At discretion of Administration, provide food for emergency personnel stationed at Camp Erwin Owen.
2. Maintain inventory, as appropriate, to prevent food waste and spoilage.
3. In the event of power/water failure, supply unit staff with nonperishable items for consumption. If food products become unusable or spoiled, dispose of in accordance with Health and Safety codes and other governmental policies/procedures.
4. Get a special diet list to Clerical.

Inventory and Laundry – Responsibilities

Report to the Incident Commander and assist facility staff in their functions. At the direction of the Incident Commander, staff may be assigned to bring items to assist in transport and temporary housing of the youth.

YOUTH COLLECT AND PACK

	All youth must take all their clothing they are wearing jeans, T-shirt, socks, boxers & shoes.
	Give youth a trash bag with their name on it to pack their items.
	Youth to pack all extra boxers from their bunks.
	Youth to pack sweatshirt, shorts, towels, sweatpants & jackets during cold months.

LAUNDRY – BAG INDIVIDUALLY

	Collect all socks
	Collect all towels
	Collect 2 shirts per youth of their colors
	Collect 1 extra sweatshirt per youth of their color
	Blankets, bedspreads, and sheets if not provided from the other facility and other non-clothing items such as boots, and glove will be determined by the Duty Supervisor.

NOTES: _____

1506 EMERGENCY RESPONSE PLAN

Title 15, Article 3, Section 1327

An Emergency Response Plan is located in each Unit, as well as the Duty Supervisor office. If evacuation and emergency drills are held during the day, staff with assigned work crews will assemble their youth and call the units they represent, reporting the names and numbers of those youth to confirm the location of each individual. Erwin Owen High School has its own fire drill and evacuation procedure and will coordinate with Probation staff regarding numbers and location of youth.

1. At the time a drill is called, the staff will instruct youth to "drop, cover and hold" (under desk or in doorway). Youth and staff will respond as directed, according to the situation cards dispensed by the Incident Commanders.
2. If the "prepare to evacuate" order is given, staff are to:
 - a) Have youth put on shoes. If it is cold, have them take a blanket.
 - b) Line up in an orderly manner by staff-designated exit.
 - c) Count all youth and account for all youth, including those not in the Unit.
 - d) Assess injury and damage -- prepare to report to Incident Commander when contacted.
 - e) Gather population roster sheets, first aid box, Unit Log, and hand-held radio.
3. Staff and youth are to remain in place, ready to evacuate, until contacted by the Incident Commander.
4. When the evacuation order is given, youth and staff are to exit the building to the staging area in a calm manner. Staff will have population roster sheets, Unit Log, first aid box and hand-held radio with them.
 - a) Durant Dorm - group will assemble on the black top area in front of the tool room.
 - b) Baumeister Barracks - group will assemble on the concrete slab next to the Quonset hut.
5. If youth from your unit are already at the staging area or are joining from the school, kitchen, cowbarn, etc., incorporate and account for them in your unit population. Report any discrepancy to the Incident Commander.
6. Staff and youth are to remain in the staging area until an "all clear" signal is given. Instruction will be given to return to school or Unit for the resumption of normal activities.

After each drill, the staff in charge of the unit will conduct a critique of the exercise outlining overall efficiency and pinpointing specific problem areas. Any apparent need for changes in procedure or the need for additional or contingency programming should be immediately brought to the attention of the Duty Supervisor or Administration.

A log will be maintained to record dates and relative efficiency of fire drills and/or training exercises. Lead Staff will be responsible for seeing that the pertinent information is recorded in the drill log.

Dining Hall Emergency Drill Procedure

1. When the alarm sounds, all youth will stop and exit the building by the nearest available exit.
2. If a meal is in progress, the ranking staff member present will assume control of those youth in the dining area and accompanying staff, see that the evacuation of that area is complete, and that someone is dispatched to call local fire authorities, if necessary.
3. The on-duty cook will be responsible for the KP crew, seeing that they are all quickly evacuated from the kitchen, storage areas and walk-in refrigerators.
4. After leaving the Dining Hall, all youth will make their way quickly down the hill to the parking lot area in front of the Camp Erwin Owen office. At this point staff will assemble the group and get a head count.
5. It is probable that youth from both dorms will be involved at this point. As soon as the count is verified, a check should be made with each unit to reconcile the count with unit supervisors who may have youth in the units also.
6. When the numbers are verified, roll can be taken.
7. When it has been determined that all youth and staff are out of the "danger" area, the person in charge may initiate fire suppression and/or auxiliary support for fire companies who should be arriving on the scene in the event of a real emergency.
8. Normal procedures for first aid or more serious injuries should be followed as outlined in the general section on emergency procedure.

Erwin Owen High School Emergency Drill Procedure

Alarm System

The alarm for fires and fire drills shall be the alarm system, which is affixed to the front of the school office. This alarm is operated by a key. The alarm pattern for fires and fire drill evacuation shall be a continuous ringing for a total of five minutes.

The "all clear" signal shall be sounded as intermittent rings in a series of three rings, pause, and three rings.

Evacuation and Security Procedures

1. At the sound of the alarm, students and staff shall evacuate the school buildings according to these procedures and following the herein designated evacuation routes.
2. Students are to follow all staff instructions during evacuation drills.
3. Teachers shall lead the evacuation of their class, with a Crew Chief at the end of the line checking to be certain that all students have evacuated.
4. Teachers shall carry out their class lists, and upon arrival at their designated places of safety, they shall count and check to see that all their students are present at their class's designated place of safety.
5. When it has been determined that all students have arrived at the designated place of safety, each teacher shall verbally signal to Erwin Owen High School Principal and/or designee that all the class members are safe.
6. In the event a student is missing, the teacher shall immediately alert the principal and/or designee as well as Probation staff.
7. At the "all clear" signal, each class shall return quietly as instructed to their respective classrooms, using the same route they used at evacuation.

School Evacuation Routes

All Erwin Owen High School classes, including Auto Shop and Life Skills, will evacuate to the main parking lot. Secondary rear classroom staircases may be utilized if main path or stairway is obstructed.

1509 ACTIVE SHOOTER
Title 15, Article 3, Section 1327

Entity

Camp Erwin Owen

Objective

To assist Supervision Staff in responding to an active shooter.

Definitions

Active shooter: An active shooter is defined as "...an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Intent

In order to preserve life, mitigate harm and address the reality of a potential active shooter event, these guidelines have been established to guide our response for such an event and for the purpose of maximizing survivability. Most importantly, quickly determine the most reasonable way to protect your own life and the lives of the youth around you.

Policy

The intent of most active shooters is to kill as many people as quickly as possible. Law enforcement response will include the concept of "surround and contain" to minimize the number of victims. Your job is to direct and help minimize where possible the killing of the youth and staff.

Alert

Upon discovery of an active shooter situation, as soon as possible and when safe to do so, clearly broadcast to all staff the following information via the "23 CAMP DIR" radio channel:

1. Description of suspect and possible location
2. Number and types of weapons
3. Suspects direction of travel
4. Location and condition of any victims

Upon notification of an active shooter situation, unit staff will, as soon as possible and when safe to do so, notify law enforcement via radio by adjusting radio channel to East Kern and contacting Control 1. You can also reach them at 661-868-4075 if no radio is available. Provide clear announcement on the radio of active shooter and the location. Information to the East Kern dispatcher should provide the following information:

5. Description of suspect and possible location
6. Number and types of weapons
7. Suspects direction of travel
8. Location and condition of any victims

Youth Services Officer, Senior Deputy Probation Officer or Administration in charge will meet and guide law enforcement officer if possible and appropriate. The goal of law enforcement is to locate, isolate and neutralize the shooter as quickly as possible to prevent additional injuries or deaths.

Potential Response:

RUN: Evacuate If Possible

1. If there is considerable distance between you and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person. If the gunfire/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.
2. Leave your belongings behind.
3. Keep your hands visible to law enforcement.
4. Take others with you, but do not stay behind because others will not go.
5. Notify East Kern dispatcher/law enforcement when it is safe to do so. Do not assume that someone else has reported the incident. The information that you are able to provide law enforcement may be critical, e.g., number of shooters, physical description and identification, number and type(s) of weapons, and location of the shooter.

HIDE: Hide Silently in as Safe of a Place as Possible

1. If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person's view.
2. Choose a hiding place with thicker walls and fewer windows, if possible.
3. Lock doors and barricade with furniture, if possible.
4. Turn off lights.
5. Silence phones, radios and turn off other electronics.
6. Close windows, shades, and blinds, and avoid being seen from outside the room, if possible.
7. If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire such as a brick wall, large trees, or buildings.
8. Remain in place until you receive an "all clear."

FIGHT: Take action to disrupt or incapacitate the shooter

1. As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
2. Attempt to incapacitate or disrupt the actions of the shooter.
3. Act with physical aggression toward the shooter.
4. Use items in your area such as fire extinguishers or chairs.
5. Throw items at the shooter if possible.
6. Notify law enforcement when it is safe to do so.

Locations

All locations should attempt to Run and Hide when the notification of an active shooter is broadcast. Officers who are authorized to carry firearms on duty should arm themselves if safe and possible to do so. If escape is not possible, fight using any item you can find to incapacitate the shooter.

Front and Center:

This location is one of the first locations upon entering Camp. If you cannot run, barricade yourself into one of the many offices and keep as quiet as possible. Turn down any radios or cell phones.

Baumeister Barracks and Durant Dorm:

Both locations are open military style barracks living. They have multiple doors in various areas of the units. Staff should:

1. Tell all youth to run and hide, directing them away from the shooting.
2. Once out of the location and away from the shooting, gather as many youth as possible and hide.
3. Turn your radio down and await an “all clear” to be broadcast.

Erwin Owen High School:

1. Tell all youth to run and hide, directing them away from the shooting.
2. Once out of the location and away from the shooting, gather as many youth as possible and hide.
3. Turn your radio down and await an “all clear” to be broadcast.

Camp Erwin Owen has many locations away from the main area and entrances. If you are located at Auto Shop, KBHRS trailers, Learning Center, chickens, hogs, garden, Dining Hall, Newman Youth Center, maintenance office or tool area and the active shooter announcement is broadcast, hide with your youth. Find a spot away from the shooting behind a locked door or in the field and await an “all clear” to be broadcast.

Command Post / Duties:

In any emergency, the person immediately responsible for the safety and welfare of the youth in the facility shall act according to policies, procedures, and directives, as well as reasonable judgment. The primary concern shall be the welfare of the youth and reasonable judgment may outweigh written procedures, thereby dictating alternative actions.

The Senior Deputy Probation Officer, the Duty Supervisor or Highest-ranking Officer on Camp shall become the Incident Command Officer.

1. Set up a command post in a safe area where all the staff and youth can gather.
2. Set up a liaison to the law enforcement command post in order to share information of returning staff and youth.
3. Identify the Lead Officer in the unit/command area.
4. Notify the Administration.
5. Assess staff available in command area and call-in staff if necessary.
6. Begin the process for full evacuation. (Evacuation 1505.1).
7. Continue to update the master sheet and relay information to the command post in Bakersfield.
8. The youth escape folder in Front and Center, behind the clerical desk, can be used to help identify youth who are missing.

SYSO / Lead Staff:

1. Take roll call of staff and youth and create a master sheet. This master sheet will be shared with the Incident Commander and updated as each group returns, or information is transmitted to the command area.
2. Take stock of injuries of staff and youth and seek medical attention for those that need it.
3. Create a master sheet of injuries with information of who and when injury occurred.
4. Notify behavioral/mental health to help with debriefing of affected youth.
5. Prepare group for a full evacuation of the facility – See evacuation policy 1505.1.

YSO / Extra Help:

1. Keep youth calm and prepare for evacuation.
2. Notify Lead Staff of any medical issues that arise while monitoring the youth.
3. Help direct behavioral/mental health to youth affected and in need of mental health care.
4. Prepare for full evacuation.

Administration:

1. Notify the Deputy Chief and Chief.
2. Report to the facility, if not already onsite.
3. Arrange for all facility staff to be called in for assistance of notification to parents and supervision of youth transferring to emergency housing at the Youth Detention Center and/or Crossroads.
4. Keep Deputy Chief and Chief apprised of situation.

Law Enforcement Response:

Law enforcement will arrive to respond to the emergency. Follow these recommendations:

1. Comply with the law enforcement instruction. The first responding officers will be focused on stopping the active shooter and creating a safe environment for the medical assistance to be brought in to aid the injured.
2. When law enforcement arrives at your location:
 - a) Remain calm and follow the officers' instructions.
 - b) Put down any items in your hands.
 - c) Immediately raise your hands and spread your fingers.
 - d) Keep your hands visible at all times.
 - e) Avoid making quick movements toward officers such as attempting to hold on to them for safety.
 - f) Avoid pointing, screaming and/or yelling.
 - g) Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the area or to an area to which they direct you.

All Clear

Once law enforcement confirms the threat has been neutralized, the Incident Command Officer will broadcast the "all clear" via radio channel CAMP DIR. Staff will be advised to transport youth in their care to the command post.

Terrorist Attack

The welfare and safety of youth is the prime consideration, security is secondary. The decision to evacuate the institution or release youth lies with the Division Director. However, the senior staff member in charge of the Institution may exercise discretion when danger is obviously critical and immediate. Attempt to coordinate any evacuation with the Kern County Sheriff's Office and/or California Highway Patrol. See Evacuation Checklist, Section 1505.1.

1510 RIOT – CIVIL DISTURBANCE PROCEDURES

Title 15, Article 3, Section 1327

Minor Disturbances

Staff shall take immediate steps to quell minor disturbances such as peer friction and defiance. If a group of youth is involved, all shall be immediately moved back to the unit and the Duty Supervisor notified. With approval of the Duty Supervisor, the youth involved may be placed on Administrative Restriction as necessary. Involved staff shall make an immediate verbal report of the incident to the Duty Supervisor followed by a written report of the incident.

Major Disturbances

In the event of a major disturbance, such as a riot, the following shall apply:

1. An attempt shall be made to immediately control any major disturbance. If necessary, the alarm system should be activated, and the radio used to request assistance.
2. The Duty Supervisor or Administration shall dispatch personnel to the area of the disturbance. If necessary, the Duty Supervisor or Administration will contact the Kern County Sheriff's Department for assistance.
3. After the disturbance has been controlled, the participants shall be separated, confined to their bunks, and placed on Administrative Restriction.
4. The appropriate staff shall make a verbal report to the Duty Supervisor and, as soon as possible but not later than the end of shift, prepare a detailed incident report. A thorough investigation will be conducted by the Duty Supervisor as soon as practical with a follow-up report.
5. All written reports shall be reviewed by Camp Erwin Owen Administration and then routed to the Deputy Chief Probation Officer and to the assigned Deputy Probation Officer for consideration for further court action.
6. If necessary, for the safety and security of the facility, consideration will be given to returning any involved youth to the Youth Detention Center pending completion of the investigation.

1515 HOSTAGE SITUATIONS

Title 15, Article 3, Section 1327

While performing their duties, staff should keep the safety and security of the facility in mind in order to minimize the possibility that a dangerous incident will occur. However, in the event a hostage situation arises, the following will apply:

The policy of all Kern County Institutions shall be consistent with the philosophy of the Kern County Sheriff's Department regarding hostages which are taken. No demand made by any person holding a hostage will be met in order to secure the release of the hostage, even if it is felt the safety of the hostage is in jeopardy.

If a hostage situation does arise within the institutions, an organized and common-sense approach must be taken to handle the situation. The following procedures will be followed in the event of such a situation:

1. The Lead Staff member shall immediately notify the Duty Supervisor, giving the exact location, the names of the suspect and hostage(s), and whether or not weapons are involved.
2. The Duty Supervisor will immediately request assistance from the Kern County Sheriff's Department. The Chief and Deputy Chief Probation Officers, the Probation Division Director and Assistant Division Director of the facility shall be notified.

Additional Responsibilities

1. Lead Staff: The Lead Staff in charge of the unit at the time of the incident shall take steps to lock down the unit and notify the Duty Supervisor. No one will be permitted to leave the unit unless approved by Administration.
2. Duty Supervisor: The Duty Supervisor shall make required notifications, including directing all other units in the facility to lock down, then respond to the area of the incident and assume the role of negotiator until relieved by competent authority.
3. Officer in Charge: The highest-ranking employee in the facility at the time shall be in charge of the situation and will assist the Sheriff's Department in making an evaluation as to how to proceed.

Hostage Movement

1. Insofar as possible, under no circumstances will a youth be permitted to take a hostage from the confines of the facility.
2. Prior to the arrival of Sheriff's Department personnel, and at the discretion of the hostage negotiator, limited movement of the suspect and/or hostage may be permitted within the facility for strategic purposes. It is advisable to delay taking action until trained personnel are on the scene.
3. In the event a death has resulted in a hostage situation, the decision to use deadly force shall remain entirely the responsibility of the Sheriff's Department personnel. Probation staff may act as advisors in this situation, but the responsibility shall remain with those trained in such matters.

Media

As in other situations, only the **Chief Probation Officer or designee** will respond to media inquiries.

1520 ESCAPES

Title 15, Article 3, Section 1327

POLICY

Through classification and proper safety/security practices, staff positioning, heightened awareness and communication, staff are to take steps to minimize the chance for youth to escape from custody. If an escape or attempted escape occurs, the first priority is the safety and security of the remaining youth and staff members. Staff shall use their assigned radio to communicate an escape is in progress while simultaneously bringing the group under control. A search for escaped youth shall only take place when it will not jeopardize the safety of the youth, staff, or security of the facility. Once the facility is secured, assigned staff designated by the Duty Supervisor, will be dispatched to search the immediate area.

It is important that staff exercise care not to jeopardize their safety by going into unsafe terrain or trying to physically subdue an angry youth without backup.

PROCEDURE

In the event of an escape, the following procedures will apply:

1. Broadcast over the radio that an escape has taken place and immediately ensure the group is secured and under control.
2. Relay the identity of the escapee, if known, and a physical description including race, type and color of clothing, hair color, body type, or approximate height and weight and other specifics that might be useful to identify the escapee.
3. Relay location and direction taken by the escapee, including street names if known. Landmarks can be used in lieu of street names, if necessary.
4. The Lead Staff shall conduct a head count after all youth are secured and report to the Duty Supervisor if they have staff available to participate in a search.
5. The Duty Supervisor will designate staff to begin a search of the immediate area while ensuring staff to youth ratios are maintained.
6. Designated staff will obey all traffic laws and make a reasonable and prudent effort to locate and apprehend the escapee by doing a search of the immediate area.
7. The Duty Supervisor or designee will make the proper notification pursuant to the Escape Notification form.
8. The Duty Supervisor will determine the length of time for the search based upon operational needs and safety and security concerns.
9. All staff members directly involved shall write a detailed Special Incident Report outlining all specifics of the escape and the action taken in response.
10. When youth are apprehended, they shall be searched, returned to Camp Erwin Owen, and checked for injury. The youth shall be placed in the holding room or supervised directly by staff until transported to the Youth Detention Center.
11. The Duty Supervisor will initiate the new law violation procedure for the escape and other applicable charges.
12. Upon apprehension, the Duty Supervisor or designee shall ensure all parties on the notification list are notified the escapees are in custody.

ESCAPES DURING TRANSPORT

POLICY

While transporting youth outside the facility, proper safety/security practices should always be implemented keeping in mind staff positioning, heightened awareness, and proper communication. Staff are to take steps to minimize the chance for youth to escape from custody. If an escape or attempted escape occurs, the first priority is the safety and security of the remaining youth and staff members.

PROCEDURE

In the event of an escape during a transport outside the facility, the following procedures will apply:

1. Immediately broadcast over the vehicle radio to Control One that an escape has taken place. Identify yourself (i.e., "Name" "Camp Erwin Owen Transport One"), relay your location and direction taken by the escapee, including street names if known, landmarks can be used in lieu of street names if necessary.
2. Relay the identity of the escapee and a physical description including race, type, and color of clothing, hair color, body type, or approximate height and weight.
3. Notify the Duty Supervisor of the escape and wait for any further instructions.
4. If no other youth are currently in your custody, under the direction of the Duty Supervisor, keeping the safety of staff in mind, obey all traffic laws and make a reasonable and prudent effort to locate and apprehend the escapee by doing a search of the immediate area.
5. The Duty Supervisor or designee will make the proper notification pursuant to the Escape Notification form.
6. The Duty Supervisor will determine the length of time for the search based upon operational needs and safety and security concerns.
7. All staff members directly involved shall write a detailed Special Incident Report outlining all specifics of the escape and the action taken in response.
8. When youth are apprehended, they shall be searched, returned to custody, and checked for injury. The youth shall be placed in the holding room or supervised directly by staff until transported to the Youth Detention Center.
9. The Duty Supervisor will initiate the new law violation procedure for the escape and other applicable charges.
10. Upon apprehension, the Duty Supervisor or designee shall ensure all parties on the notification list are notified the escapees are in custody.

1522 BEHAVIORAL/MENTAL HEALTH EMERGENCIES

Title 15, Article 8, Section 1329, 1437

POLICY

Camp Erwin Owen has in its population youth who are suicidal, potentially suicidal, or emotionally disturbed. It is policy that every possible precaution be taken to prevent youth from committing suicide and/or harming themselves or others. Camp Erwin Owen recognizes an interdisciplinary collaboration of supervision, medical, and behavioral/mental health staff is important in optimizing the behavioral/mental health of youth within the institution.

Staff always have the option to submit a behavioral/mental health referral and/or place a youth on Special Watch or Suicide Watch when they feel it is in the best interest of the youth.

Any emotional disturbance or attempted suicide should immediately be reported to the Duty Supervisor, Kern Behavioral and Health Recovery Services, medical and Administration, regardless of whether or not the behavior seems insignificant or attention seeking in nature. Any youth giving verbal, or physical emotional or suicidal indications shall be placed on Special or Suicide Watch.

(See Section 1605 - Classification)

Suicide Risk or Emotional Disturbance Responsibilities

In the event information is received that a youth is a potential suicide risk or having an emotional disturbance, the following procedures will be followed:

1. The staff member having knowledge of a possible suicide risk will place the youth on Special or Suicide Watch and implement procedures for potentially suicidal youth (see Section 1523 – Suicide Prevention Plan). Youth displaying emotionally disturbed behavior will be placed on Special or Suicide Watch. The Duty Supervisor will be notified.
2. The Lead Staff member will contact Kern Behavioral and Health Recovery Services behavioral/mental health personnel. If after hours, the Duty Supervisor will make contact with the after-hours KBHRS hotline at 877-300-4738. A behavioral/mental health referral will be submitted.
3. Note youth's suicide or special watch classification on the work card, behavior log and unit shift report. Initiate the running log that must be completed at the end of every shift noting the youth's attitude and behaviors.
4. Youth shall not be placed on work projects without close supervision and school shall be notified of youth considered suicidal or emotionally disturbed. If necessary, the youth will be kept in the unit for observation.
5. The youth will remain on Suicide or Special Watch until a clearance is received from KBHRS personnel. Youth supervision staff will provide direct supervision. Youth can only be removed from these classifications by behavioral/mental health staff. KBHRS personnel will create a report of treatment strategies including trauma-informed approaches for youth supervision staff. This report will include procedures to instruct the youth supervision staff on how to respond to the youth who exhibits suicidal behaviors.

1523 SUICIDE PREVENTION PLAN

Title 15, Article 8, Section 1329

POLICY

The facility administrator, in collaboration with the healthcare and behavioral/mental health administrators, shall plan and implement written policies and procedures which delineate a Suicide Prevention Plan. The plan shall consider the needs of youth experiencing past or current trauma. Suicide prevention responses shall be respectful and in the least invasive manner consistent with the level of suicide risk. The plan shall include the following elements:

1. Suicide prevention training as required in Section 1322, Youth Supervision Staff Orientation, and Training and the Youth Services Officer Core Course.
2. Screening, Identification Assessment and Precautionary Protocols
 - a) All youth shall be screened for risk of suicide at intake and as needed during detention.
 - b) All youth supervision staff who perform intake processes shall be trained in screening youth for risk of suicide.
 - c) All youth who have been identified during the intake screening process to be at risk of suicide shall be referred to behavioral/mental health staff for a suicide risk assessment.
 - d) Precautionary protocols shall be developed to ensure the youth's safety pending the behavioral/mental health assessment.
3. Referral process to behavioral/mental health staff for assessment and/or services.
4. Procedures for monitoring of youth identified at risk for suicide.
5. Safety Interventions
 - a) Procedures to address intervention protocols for youth identified at risk for suicide which may include, but are not limited to:
 - i) Housing consideration
 - ii) Treatment strategies including trauma-informed approaches.
 - b) Procedures to instruct youth supervision staff how to respond to youth who exhibit suicidal behaviors.
6. Communication
 - a) The intake process shall include communication with the arresting officer and family guardians regarding the youth's past or present suicidal ideations, behaviors, or attempts.
 - b) Procedures for clear and current information sharing about youth at risk for suicide with youth supervision, healthcare, and behavioral/mental health staff.
7. Debriefing of Critical Incidents Related to Suicides or Attempts
 - a) Process for administrative review of the circumstances and responses proceeding, during and after the critical incident.
 - b) Process for a debriefing event with affected staff.
 - c) Process for a debriefing event with affected youth.
8. Documentation
 - a) Documentation processes shall be developed to ensure compliance with this regulation.

Youth identified at risk for suicide shall not be denied the opportunity to participate in facility programs, services and activities which are available to other non-suicidal youth, unless deemed necessary for the safety of the youth or security of the facility. Any deprivation of programs, services, or activities for youth at risk of suicide shall be documented and approved by the facility manager.

This policy is intended to provide a written, organized approach to suicide prevention and intervention and address identification of youth at risk, monitoring and treatment, as well as staff training.

It is the intent of Camp Erwin Owen to affirm that all human life is to be protected. Youth housed at Camp Erwin Owen are, as a group, considered at-risk for potential suicidal behaviors. Suicide attempts are behaviors or statements which result in or have potential for resulting in intentional serious injury or death. Suicide threats are behaviors designed to make others believe there is intent to commit suicide. The preservation of human life will supersede all other institution concerns. All signs, threats and attempts will be regarded as real and dangerous even if appearing manipulative, superficial or lacking serious intent. Employees must take appropriate action in the event of suicidal or potentially suicidal behaviors.

A collaboration of supervision, medical and behavioral/mental health staff is important in optimizing suicide prevention within the institution. In addition to identifying physical plant characteristics that provide opportunities for accomplishing suicide, there are significant risk factors that prompt intervention to reduce suicide risk. Staff will receive ongoing training that will include, but not be limited to, identification of youth who present a suicide risk, appropriate monitoring of said youth's condition, necessary treatment and follow-up and proper use of rescue hooks to prevent suicide attempts. Youth identified at risk for suicide shall not be denied the opportunity to participate in facility programs, services and activities which are available to other, non-suicidal youth, unless deemed necessary for the safety of the youth or security of the facility. Any deprivation of programs services or activities for the youth at risk of suicide shall be documented and approved by the Duty Supervisor. Lead Staff shall initiate a running log on all youth as identified at risk for suicide until cleared by behavioral/mental health.

PROCEDURE

Upon intake to any Kern County youth facility, staff administer the MAYSI-2 Questionnaire. This entry level screening instrument is designed to alert or signal that a youth may have special needs or behavior tendencies that necessitate an informed response for classification and referral to behavioral/mental health personnel. If the MAYSI-2 alerts to a risk of suicide, administering staff will contact the youth's parent/guardian regarding past or present suicidal ideations, behaviors, and attempts. The administering staff shall inform Administration, behavioral/mental health, and medical by telephone and mental health consultation slip shall be submitted for youth at risk for suicide. In the weekly special cases meeting, youth supervision staff, behavioral/mental health and medical personnel shall discuss Maysi-2 scores. Notification is made to the parent/guardian any time a youth is placed on suicide watch. behavioral/mental health personnel will notify the parent, guardian or receiving agency of any special needs upon release from the facility. All youth supervision staff who perform the intake process shall be trained in screening youth for risk of suicide.

Recognition of risk factors and subtle indication of impending suicidal actions are an important part of a suicide prevention plan. Critical high-risk times, such as intake, housing reassignment, pre-release and sentencing are monitored by unit staff, Duty Supervisor, Deputy Probation Officers, and behavioral/mental health workers.

Staff always have the option to submit a behavioral/mental health referral and/or place a youth on Special Watch or Suicide Watch when they feel it is in the best interest of the youth. The Duty Supervisor is to be notified of any youth classified as Suicide Watch or Special Watch.

All designated areas will have Suicide Prevention Rescue Hooks as part of their security count. Additionally, all staff will be issued a sheathe for the rescue hook. Upon arriving to work, staff will conduct a security count and issue themselves a rescue hook for that shift. The rescue hooks will be worn by staff during their shift, thus decreasing response time and preventing suicide attempts.

When a youth is released or transferred to another unit, it will be the responsibility of Lead Staff to complete the required informational reports during that shift and have those reports transferred to the appropriate unit by placing the information into the youth's program folder.

Upon release from the facility, notification is made to the parent/guardian or receiving agency of the youth's placement on Suicide Watch.

Attempted Suicide Responsibilities

Senior Youth Services Officer or Lead Staff

When staff become aware of a suicide attempt, the Duty Supervisor shall be notified immediately.

In an emergency or volatile situation, a holding room placement may be required or assigning the youth a bed closest to the control counter may be necessary. The Duty Supervisor is to be notified immediately, unless the notification would increase the possibility of injuries to youth or staff. In such a case, the Duty Supervisor will be notified as soon as possible. Based upon the level of self-harm, it may be necessary to designate staff to maintain direct visual supervision at all times. (See Section 1465.1 - Direct Supervision).

1. Ask the youth if he has any injuries. If the youth appears to have a life-threatening medical condition, unit staff will call 911 immediately. Document this information and advise both the medical staff and the Duty Supervisor.
2. Staff shall conduct regular physical checks, with verbal contact, paying particular attention to the youth's health (heartbeat, temperature and breathing) or any other condition requiring medical attention. Provide counseling and crisis intervention for the youth as directed by the Duty Supervisor.
3. Ensure the youth is properly clothed, taking into consideration the decency, privacy, health, and safety of the youth.
4. Ensure the youth has access to water, food, medication, and a toilet.
5. KBHRS or the after-hours KBHRS hotline shall be notified, in person or by telephone, of all suicide attempts, threats or emotional disturbances as soon as possible. A written behavioral/mental health referral shall also be submitted in all cases.
6. Ensure the completed reports written by all staff involved in the incident, transportation, and observation of the youth are compiled and submitted to the Duty Supervisor.

Youth Services Officer, Extra Help or Designated Staff

1. Provide Direct Supervision as directed.
2. Counsel and/or intervene in the youth's behavior as necessary for the safety of the youth and others.

Duty Supervisor

1. Respond to the youth's unit as soon as possible to assess the youth's behavior and physical status.
2. Ensure KBHRS and medical staff have been notified and have responded, during regular duty hours.
3. Outside KBHRS regular staff hours, the Duty Supervisor shall contact the KBHRS on-call crisis hotline at 877-300-4738. If they are not available, the Kern Medical Psychiatric Technician is to be contacted at 661-326-2000.
4. Plan and coordinate the method of transport to KVER, the Youth Detention Center, or Bakersfield Behavioral Healthcare Hospital as appropriate.
5. Administration should be notified immediately for any suicide attempt.
6. Notify the youth's parent or legal guardian of the incident and the youth's condition.
7. An incident debriefing shall be conducted by the Duty Supervisor, behavioral/mental health staff and the designated staff to assist in evaluating the incident for areas of concern, improvement, and/or guidance. The debriefing shall occur as soon as practical following the incident.
8. An incident debriefing shall be conducted by the Duty Supervisor, behavioral/mental health staff and any youth affected by the incident. Behavioral/mental health will create a treatment plan for all youth affected including trauma informed approaches the youth supervising staff can utilize.
9. The Duty Supervisor shall write a Critical Incident Memo ensuring compliance with this policy. This memo shall be completed after a debrief of the incident has occurred. The report will then be forwarded to the Camp Erwin Owen Administration.

Camp Erwin Owen Administration

1. The Probation Division Director or Assistant Probation Division Director, in cooperation with the Duty Supervisor, behavioral/mental health staff, and medical services staff, will determine the best course of action in each case. All recommendations from service providers will be considered. In addition, input from line staff from the youth's dorm will be utilized in this process.
2. Youth may be transported/admitted to Bakersfield Behavioral Healthcare Hospital for further mental health evaluation and treatment as deemed necessary by Kern Behavioral and Health Recovery Services, Kern Medical, or by order of the Court.

1525 MEDICAL EMERGENCIES

Title 15, Article 8, Section 1412

POLICY

The health care administrator, responsible physician, and facility administrator will cooperate in assuring the youth access to first aid and emergency services. Youth supervision and health care staff will be trained to respond appropriately to emergencies requiring first aid.

First aid kits will be available in designated areas of the facility. The first aid kits will be periodically inspected by Camp Erwin Owen medical staff. The first aid kits will comply with the Responsible Physician's directives on contents, number, and location.

PROCEDURE

Routine medical complaints/conditions may be addressed by youth supervision staff using standard treatment protocols. The treatment will be followed by referral to the medical personnel for appropriate triage and review. Referrals may encompass verbal and written communication between youth supervision and medical staff. See Camp Chapter 10, Section 1905.

Emergencies or urgent medical referrals will be referred to medical staff immediately. The referrals may be made by the youth, the youth's family/guardian, the youth's attorney, school staff, KBHRS staff or the youth supervision staff.

The elements of this section will not prevent the Camp Erwin Owen staff from exercising discretion in expediting emergency procedures for life threatening situations. In addition, the Duty Supervisor will coordinate staff efforts to assist the medical staff in providing emergency care.

The following guidelines have been established by the Juvenile Correctional Services medical staff for youth supervision staff when requesting emergency medical triage:

1. If a youth is down on the floor, ground, or bunk due to a head, neck, back, hip injury, or is perceived to be unconscious, he will not be moved by Camp Erwin Owen staff until medical staff arrives and directs them to do so. Staff will provide blankets to cover the youth for warmth, if needed.
2. If a youth is experiencing a medical emergency, staff will immediately call 911 to activate Emergency Medical Services. Medical staff will then be notified and requested to respond.
3. Staff will medically intervene as necessary with first aid, in accordance with their training, until care has been transferred to EMTs or medical staff.

When calls are made for the medical staff to respond due to an injury or emergency medical condition, the verbal report will include:

1. Type of injury or condition.
2. Area of body injured or affected.
3. Cause of injury or condition.
4. Level of consciousness, if applicable.

Emergency situations that are beyond the scope of the medical staff will be addressed by contacting the Kern Valley Hospital emergency physician, Kern Medical emergency physician or charge nurse. Upon direction, the youth will be transported via ambulance or department vehicles. After hours, the Duty Supervisor will contact the on-call pediatrician at Kern Medical (661-326-2000) to address medical situations.

In the event of a medical emergency, serious illness or accident involving a youth, the Duty Supervisor shall follow the procedure for notifications:

1. Contact the on-call Administrator to notify of the incident. Advise the assigned Deputy Probation Officer via e-mail or voice mail.
2. The parents or legal guardian shall be notified as soon as possible by the Duty Supervisor in a timely manner.
3. In cases of medical emergency, serious illness or accident involving a detained youth, the designated Administrator or Supervisor shall notify the Deputy Chief Probation Officer – Youth Services Bureau and the Chief Probation Officer.

1528 CHILD ABUSE REPORTING
Administrative Manual, Section 1504, 1506
Penal Code Section 11166

The following policy is directly from the Kern County Probation Department Administrative Manual Article 1602, Section 11166 Penal Code—Child Abuse Reporting.

POLICY

The mandatory Child Abuse Reporting Law, PC 11166, requires employees of the Probation Department to report all suspected child abuse cases they encounter during the course of their employment. The responsibility for making the report rests with the individual employee. The employee may consult Administration to determine if there is sufficient probable cause to make a referral, however, it is the employee's decision and Administration may not advise or direct the employee not to file a report.

Guidelines

1. Each Division Director is responsible for maintaining a supply of State Department of Social Service Form, SS 8572 (Rev. 12/02) "Suspected Child Abuse Report." Each Division Director is further responsible for advising all staff where the supply of these forms is maintained.
2. When a departmental staff member determines a Suspected Child Abuse Report should be filed, the following steps will be taken:
 - a) The individual shall make an initial report immediately or as soon as practicably possible by telephone to - **Kern County Department of Human Services, Child Protective Services Hotline at 661-631-6011.**
 - b) The employee, upon completion of the telephone call, shall complete the Suspected Child Abuse Report Form SS 8572 in its entirety.
 - c) The employee shall fax a copy of the report to the Department of Human Services within 36 hours of receiving the information concerning the incident.
 - d) A copy of the report will be kept in the file maintained by the Probation Department.

Prerequisite of Employment

Penal Code section 11166.5 requires any person who enters employment with a law enforcement agency on or after January 1, 1985, must prior to and as a condition of employment, sign a statement, which shall be provided by the employer, indicating the employee has knowledge of Penal Code section 11166 and will comply with those provisions. This signed statement shall be retained by the employer.

1535 DOOR AND FIRE ALARM SYSTEM

Each living unit is equipped with door-activated alarms. These alarms are activated when regular programming is not in progress, to alert staff of unauthorized entry/exit.

Durant Dormitory

1. Alarm Sounds
 - a) Screamer - denotes alarmed door has been opened.
 - b) Pulsating - denotes smoke/fire present.
2. Red Alarm Panel (located inside storage room)
 - a) Flashing yellow light - denotes trouble in the smoke and fire detection system and location.
 - b) Flashing red light - denotes smoke or fire and location.
3. Switch Panel (lower left)

Switches:

- a) Will reactivate the system once manual alarm (pull down) has been keyed back into place or alarm/trouble has been corrected.
- b) Tests trouble/alarm bulbs.
- c) Instantly silences any alarm sounding.
- d) For repair/service use.

Lights:

- a) Yellow flashing light when "screamer" is activating. Steady yellow light once SILENCE switch (#3) stops the sounding of alarm. Remains lit until trouble is corrected.
- b) Red flashing light when pulsating alarm is sounding. Steady red light once SILENCE switch (#3) stops the sounding of alarm. Remains lit until manual alarm (pull down) has been keyed back into place and RESET switch (#1) has been depressed, or until alarm has been cleared by the Fire Department.
- c) A continuous yellow light denoting system is functioning properly.

4. Staff Responsibilities

- a) Immediately report the sounding of any alarm to your immediate supervisor.
- b) Follow Fire Drill procedures if pulsating alarm is activated. If "screamer" alarm sounds, depress silence switch and call Duty Supervisor for maintenance check.
- c) Open panel and depress switch #3 to silence alarm.
- d) Note the time, action taken and by whom, and who was notified in the appropriate log.
- e) Do not discontinue power to system.
- f) Do not handle anything inside the alarm system panel other than switch #3 (SILENCE switch) without administrative approval.

NOTE: KEY TO RED DOOR ALARM PANEL IS LOCATED ON THE DD KEY RING.

Baumeister Barracks

1. The door alarms sound any time the door is opened and silences when the door is closed.
2. Fire alarm is manually activated and is located behind the staff counter, below the penalty board (painted red).

Dining Hall

The Dining Hall is equipped with a fire and smoke alarm system monitored by Secure Systems Security. If the system transmits a signal to Secure Systems, Secure Systems staff will contact Camp Erwin Owen and advise the nature of the alarm. Secure Systems will not know the actual location within the Dining Hall transmitting the signal. They will advise as to the nature of the alert, either a Trouble, Supervisory or Alarm signal.

1. A Trouble signal indicates an error with the alarm signal devices, such as a dead battery or dirty/loose wire, etc.
2. A Supervisory signal indicates something is off on the control valve located in the electrical room on the Durant Dorm entrance ramp or on the control valve located on the west lawn. This is an equipment issue such as the wheel or pin of the valve may have been moved.
3. An Alarm signal means the sprinklers are going off, the hood system has been deployed, someone pulled the fire alarm, or we have fire and/or smoke in the building. Secure Systems will notify the fire department directly when they receive this signal.

The Trouble and Supervisory signals require the Duty Supervisor to acknowledge the alert and send a notice to maintenance, who will reset the device when they arrive for their next shift. Also, the Duty Supervisor will need to do the following:

1. Go to the electrical room on the Durant Dorm entrance ramp to ascertain the location of the signal. This room is opened with the Dining Hall key. The alarm panel is on the south wall with the key in the door panel. The alarm panel will note the location of the signal activation.
 - a) If notified of a Trouble signal, push the Trouble Ack button.
 - b) If notified of a Supervisory signal, push the Supervisory Ack button.

DO NOT PUSH the Reset button.

2. If the Alarm signal is activated and the Duty Supervisor is notified of this by Secure Systems, extreme caution must be taken. If the Duty Supervisor is able to determine the exact location of the fire alarm, advise responding fire personnel. **DO NOT** enter the electrical room if the doors are warm.

1540 EMERGENCY NOTIFICATIONS

Title 15, Article 3, Section 1327

POLICY

When incidents and emergencies occur in or at the facility, it is important the Duty Supervisor notify facility and Probation Department administration in a timely manner. Prompt and appropriate notifications to advise Administration of serious incidents and emergencies will ensure needed assistance is provided and potential problems are averted or minimized.

PROCEDURE

Responsibilities - Duty Supervisor

Emergencies and/or incidents requiring notification of the facility administration include, but are not limited to:

1. All O.C. spray incidents.
2. Any escape from custody.
3. Assault on staff, whether or not injury occurred.
4. Staff injury, if seeking medical attention.
5. Any violation of the Prison Rape Elimination Act (P.R.E.A.).
6. A serious internal problem which may need immediate attention:
 - a) A special case.
 - b) A parent problem or complaint.
 - c) Issues of cooperation with other agencies.
 - d) Discharge of firearms on County property.
 - e) Any suicide attempts.
 - f) A serious medical situation and/or if a youth is transported by ambulance.
7. A personnel problem which requires immediate attention, including Duty Supervisors emergency off duty requests.
8. Request for information by the media:
 - a) No information shall be released to the public or news media regarding detained or temporarily held youth, or incidents that occur within the institution.
2. Riot situation or civil disturbance.
3. A disaster or emergency situation that hinders the normal operations of the facility:
 - a) Fire
 - b) Earthquake
 - c) Power outage beyond 30 minutes.
 - d) Serious sewage problem.
 - e) Inoperable kitchen equipment resulting in the inability to prepare proper meals.

FLOOD

The Duty Supervisor shall make personal contact with the on-call administrator. The Duty Supervisor may continue to make notification up the chain of command ***only if instructed.***

Order of Notification (Chain of Command)

In the event of any emergency situation, notification shall be made to the chain of command as follows:

1. Assistant Probation Division Director – Camp Erwin Owen
2. Probation Division Director – Camp Erwin Owen
3. Deputy Chief Probation Officer
4. Chief Probation Officer

Notification may be made to other management staff when directed to do so by a member of the above-mentioned personnel.

1545 HANDLING THREATS

POLICY

Whenever a threat of personal injury or loss of life is made against any Probation Department employee, law enforcement officer, judicial officers, victim, witness, or any other person connected in any way to an individual under investigation, supervision, or control of this department, the following actions shall occur:

1. The matter will be brought to the attention of Lead Staff, Duty Supervisor, and Administration without delay.
2. The employee, the Senior Deputy Probation Officer/Duty Supervisor, and Administration will evaluate the authenticity and probability of the threat being carried out and review any information, written or verbal, which is available.
3. If the information and circumstances indicate that the party is likely to carry out the threat and has the capacity of carrying out such a threat:
 - a) The probation officer managing the case will immediately contact the intended victim and advise that person of the nature of the threat.
 - b) The probation officer managing the case will immediately contact the appropriate law enforcement agency and advise them of the details and nature of the threat and that, in the opinion of the Probation Department, a reasonable probability exists of the threat being carried out.
 - c) In the case of youth who have made threats of this type, the probation officer will notify the youth's parents, guardians, or custodians of the nature of the threat and advise them of their special responsibility to exercise supervision and control of the youth.
4. In the event the threats are directed toward a specific neighborhood or group of people, the Probation Officer will seek the assistance of the appropriate Police Department or the Sheriff's Department in advising that neighborhood or group of people.
5. The probation officer managing the case and any involved Youth Services Officer will immediately prepare a detailed memorandum including the details of the threat and discussions and actions of the department. The original of that memorandum will be placed in the case file with copies to the Probation Division Director, Deputy Chief Probation Officer, and to the Chief Probation Officer.
6. It is the position of the department, County Counsel, and established case law that our duty to warn potential victims supersedes the confidential relationship which exists between this department and its clientele. Departmental personnel do not need to fear a breach of confidentiality when they act in good faith in issuing a warning as described herein.

Bomb Threats

When a bomb threat call is received by any Probation Department location, the following procedures shall be immediately placed into effect:

Person receiving the call shall:

1. Speak calmly and keep caller on the line as long as possible. Ask caller to repeat message and make written notes of every word spoken by caller.
 - a) Ask caller for the location of bomb and the time it is set to detonate.
 - b) Ask caller if he realizes that many innocent people could get killed or injured if a bomb were to explode.
 - c) Listen closely to voice of caller to determine caller's age, sex, accent, speech impediment, education, knowledge of County, etc.
 - d) Immediately after caller hangs up, notify facility administration and, if directed, the Chief Probation Officer of the call. Notify the Deputy Chief Probation Officer if the Chief Probation Officer is absent.
2. Department Head shall:
 - a) Report the threatening call to the Bakersfield Police Department (661-327-7111) if threatened building is within Bakersfield City limits. Report the call to Sheriff's Office Watch Commander (661-327-3392) if threatened building is located in an unincorporated area of the County.
 - b) Call the County Administrative Office (661-861-2371) and report all known details of the threat and action contemplated.
 - c) Notify the General Services Department (661-861-2491) of the threat.
 - d) Designate an employee to meet arriving Police Officers or Sheriff's Deputies and escort them to Department Head and person who received the call.
 - e) Make decision whether or not to evacuate employees and youth from the facility. Notify Heads of other Departments whose offices are on the floors above, below, or contiguous to the office receiving the call if the decision is made to evacuate.
 - f) Conduct search of building, accompanied by Police or Sheriff's Deputies, if possible. Employees familiar with the work areas should be asked to assist in the search as they would be more apt to notice any unusual objects. If a strange or suspicious object is discovered, it is not to be touched, moved, or handled by searching personnel. Report its location and description to law enforcement personnel.
 - g) If a suspicious device is found:
 - i. Evacuate employees and youth from area.
 - ii. Notify Police and Sheriff (if officers have not arrived or have already departed).
 - h) Notify County Administrative Office.
 - i. Upon completion of search, make decision to re-enter building. Prepare full written report of entire sequence of events and actions taken. Report to be sent to the County Administrative Officer with copies to Director of General Services and responding law enforcement agency.

1550 PRISON RAPE ELIMINATION ACT (PREA)

Title 15, Article 3, Section 1350.5

POLICY

It is the position of the Kern County Probation Department to be committed to a **Zero-Tolerance** standard for sexual abuse and assault as stated in the Prison Rape Elimination Act (PREA) of 2003. This policy applies to all Kern County Probation Department employees, volunteers, visitors, and contract service providers. Engaging in a personal or sexual relationship with a youth(s) may result in termination of the employee, volunteer, intern, visitor, or contract personnel's status and subject to administrative and criminal sanctions. Any employee, volunteer, intern, visitor, or contracted service provider who is a witness to or has knowledge of any sexual abuse or assault shall immediately report it to a supervisor or administrator on duty. Anyone who knowingly fails to report the sexual abuse or assault of a youth, regardless of the source, shall be subject to disciplinary action and/or criminal charges. Any employee, volunteer, intern, visitor, contract service provider, youth is prohibited from retaliating against said personnel or youth for reporting allegations of sexual abuse or assault; therefore, confidentiality is of the utmost importance. Any person who is found to have violated this prohibition shall be subject to disciplinary action.

Allegations of sexual misconduct involving potentially criminal behavior involving staff or youth will be referred for investigation to law enforcement and/or the Kern County District Attorney as referenced in Kern County Probation Department Administrative Manual, Article 1615.

Any allegations of sexual abuse or sexual harassment involving a member of staff on youth or youth on youth behavior that clearly does not involve potentially criminal behavior will be referred for investigation to the PREA Institution Compliance Liaison who will designate a qualified investigator.

All youth shall have multiple internal and external methods available to them in reporting all forms of sexual misconduct, sexual abuse, sexual assault, or sexual harassment. Every youth will be issued a PREA pamphlet, which is also readily available in the unit. All you are encouraged to report all forms of sexual misconduct.

1. All youth have a right to speak with a youth supervision staff, teacher, medical, behavioral/mental health, parent/guardian, or other facility member.
2. All youth will have the ability to speak to outside agencies such as Alliance Against Family Violence and Sexual Assault, PREA Coordinator, and Probation PREA hotline.

PROCEDURE

1. Under the direction of the PREA Institution Compliance Liaison, designated staff will initiate an investigation as outlined in Section 1655.
2. The investigation shall be thorough and objective for all allegations, including third party and anonymous reports.
3. The investigation shall not be terminated solely because the source of the allegation recants the allegation.
4. Investigations involving staff, contractors or volunteers shall not be terminated solely because the subject of the investigation has terminated employment or association with the Department.
5. A youth found to have engaged in inappropriate behavior may be subject to disciplinary sanctions consistent with disciplinary due process.
6. A staff found to have engaged in inappropriate behavior shall be subject to appropriate corrective action or disciplinary sanctions up to and including termination.
7. Any collaborative member, contractor or volunteer who engages in inappropriate behavior will be reported to any relevant supervising agencies or partners.
8. Upon completion of the investigation, the Special Incident Report will be submitted to the PREA Institution Compliance Liaison for review.
9. Following the investigation, the youth will be informed of the results unless released from the facility.
10. The PREA Institution Compliance Liaison will retain copies of the report and report the nature of the incident to the PREA Coordinator for oversight.

**CAMP ERWIN OWEN
EVACUATION PROCEDURES
AND
EMERGENCY DRILLS**

On Friday March 31, 2023, at approximately 7:15 p.m., an Emergency/Disaster drill was conducted in Baumeister Barracks. Safety and Evacuation procedures for fire and disaster emergencies were explained to staff and youth. 15 youths and 4 staff participated in the evacuation drill. Directions, conduct, and assembly areas were outlined and explained.

Signature: _____

Name:

Title: SYSO.

Date: 3/31/2025 Time: 7:15 p.m.

Living Units: Baumeister _____ Durant _____ Date: _____

Evaluator: _____ Complete on the 1st Monday of the month.

STAIRWAYS

- Doors at each floor level are operational
- Stairways are free from obstructions
- Stairways are properly lighted

YES	*NO	N/A
_____	_____	_____
_____	_____	_____
_____	_____	_____

EXITWAYS

- Exit ways are properly lighted
- Exit ways are free from obstructions
- Are there two remote paths of exit travel from each living unit?
- Are reliable means provided to permit the prompt release of wards from living units?
- Is prompt release of inmates guaranteed by adequate correctional personnel continuously on duty with keys readily available?
- Is more than one set of keys readily available in case of loss or breakage during a fire emergency?

YES	*NO	N/A
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FIRE DOORS

- Operational
- Unobstructed (no wedges)

YES	*NO	N/A
_____	_____	_____
_____	_____	_____

FIRE HOSE (Standpipes)

- Cabinet door operational
- Hose in good condition
- Nozzle in Place
- Hose properly hung in rack

YES	*NO	N/A
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMERGENCY DRILLS

- Date of last emergency drill _____
- Do all employees and staff members participate in a drill?

YES	*NO	N/A
_____	_____	_____
_____	_____	_____

HOUSEKEEPING

- No combustibles stored under stairways
- Adequate storage of janitorial and cleaning equipment in proper area
- Oily rags, paint rags in covered metal cans
- No excessive accumulation of combustible litter

YES	*NO	N/A
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CARELESS SMOKING HAZARDS

- Designated smoking area with proper ash trays

YES	*NO	N/A
_____	_____	_____

C.E.O.

Monthly Fire Inspection Guide

Living Units

* Explanations:

1600 INTAKE PROCEDURES

Title 15, Article 5, Section 1350, 1484

Prison Rape Elimination Act, Juvenile Facility Standards,
Sections 115.315, 115.341, 115.342, 115.351, 115.381

Camp Erwin Owen accepts youth who have been committed to the program by the Juvenile Court. Youth who are committed are recommended to meet the following criteria:

1. Be a minimum of 14 and a maximum of 18 years of age at the time of commitment.
2. Have at least nine months of confinement time available for 90-day program, one year for 180-day program, and fifteen months for 270-day program.
3. Have medical clearance for participation in a work program.
4. Appear likely to benefit from a structured, physically challenging program and be mentally capable of progression to a constructive lifestyle.
5. Have been tried in, or considered for, less stringent programs.

Youth considered inappropriate for the program are:

1. Youth with significant mental health issues who would have difficulty in an open setting. Youth taking psychotropic medication should be stabilized before delivery to Camp Erwin Owen.
2. Those who have severe physical limitations, such as asthma requiring a nebulizer, active seizure disorders or diabetes requiring injections.
3. Youth whose criminal history poses a significant risk to the public if placed in an open setting. These generally are WIC 707(b) offenses.
4. Youth with a history of arson offenses, particularly those who start grass fires or are fixated on fire setting.
5. Youth with a history of molest or sexual offenses.

Intake Procedure - Clerical

The following documentation is required for intake process:

1. Current and past court reports which include information on previous case history and handling, pertinent family history, present offense and circumstances, school history, any known physical problems or limitations, and Deputy Probation Officer's summary and recommendations.
2. Youth file folder which includes information on youth's overall behavior patterns, restrictions, medical status, medications, mental health information and any known physical problems or limitations.
3. Youth's picture.
4. Current medical examination specifying known limitations and medical clearance for full participation in the program, parental consent form for medical treatment and court order for medical treatment or psychotropic medications.
5. CJIS and JDM printouts.
6. Estimated release dates for Medi-Cal updates.
7. Current NOBLE PACT Summary report..

Intake Procedure - Security Transport / Unit staff

Youth are entered into the program immediately upon arrival, and checked in according to the following outline:

1. Route medical file and accompanying medications to the Nurse on the date of arrival.
2. Remove all Youth Detention Center clothing and issue C.E.O. program clothing.
3. Assign a personal property number and place the personal property in storage bin.
4. Issue bedding and linens.
5. Issue a combination lock, writing board, pencil, one envelope, and name tag.
6. Issue necessary hygiene items.
7. Provide PREA pamphlet and have youth sign Acknowledgement of a Zero-Tolerance Policy toward any type of sexual abuse, misconduct, or assault.
8. Have the youth sign C.E.O. New Youth Sign-Off, Safe Handling of Boars/Sows at the Hog farm, and New Youth Intake Check Off sheets.
9. Complete a MAYSI-2 screening and a PREA assessment.
10. Provide Bill of Rights, Ombudsperson information, C.E.O. Youth Handbook, and C.E.O. agriculture handbook.

Intake Procedure - Lead Staff

1. Note arrival time in unit log. Include name, number of youth entering, and adjust count.
2. Assign bed space and place information on unit bunk chart.
3. Allow youth to make initial phone call home to parent or guardian and log on shift report (youth should be allowed to try a second time in first hour if unable to make contact the first time).
4. Ensure youth are offered a meal upon arrival.
5. Verify all intake paperwork is completed.

Wristbands

Wristbands will be affixed to all youth in Camp Erwin Owen. Upon detainment, the Youth Detention Center will issue all youth wristbands. The purpose of the wristband is for proper identification during daily activities including medical appointments, medication distribution, school testing, and will add another layer of identification.

Each youth shall be issued a wristband complete with name, date of birth, and current color photograph. The Security Transport/Control Coordinator, at the Youth Detention Center, will create the wristband during the intake process. The wristband will be applied by staff to the youth's left wrist after the suicide risk assessment has been completed. All new youth should arrive at Camp Erwin Owen with a wristband, if not the Office Services Technician-Intake will create a wristband.

Youth that have a wristband and are later placed on suicide watch shall have their wristband removed and placed with their belongings accessible for staff for identification purposes. When a youth is taken off of suicide watch, a new wristband will be created and applied to the youth's left wrist.

Youth receiving medication will be issued a yellow wristband that will be applied on the right wrist. Yellow wristbands will be applied by Lead Staff/Security Transport.

All youth will be advised to not remove, damage, alter, or misuse wristbands in anyway. If a wristband is damaged, Lead Staff will need to remove the damaged wristband and contact the Duty Supervisor about reissuing the youth a new wristband. New wristbands will be created by the Office Services Technician Intake. Yellow wristbands will be reissued by Lead Staff.

PERSONAL PROPERTY

Personal Property Procedure

1. When a youth arrives from the Youth Detention Center, his personal property accompanies him.
2. All property items that accompany the youth will be placed in a property bag and the contents recorded on the property inventory card. The designated staff will properly note all the items, giving a detailed description of each. The youth will sign the card indicating that all items are accounted for on the list. Staff will initial the card in the lower right-hand corner and make a copy of the inventory card for the youth's file. The property bag will be secured and placed in the property room in a storage bin.
3. Valuables such as money, jewelry, and other small personal items are to be itemized on the personals manila envelope, giving a detailed description of each and then signed by the youth. Staff will initial the envelope in the upper right-hand corner, and it will be secured in the locked file cabinet in Front and Center by the Senior Deputy Probation Officer or designee.
4. If the youth indicates that property is missing upon intake or is missing when he is released from Camp Erwin Owen, this information will be relayed to the Duty Supervisor immediately. Inventory staff will document the incident on a Special Incident Report.

Personal Property Received After Initial Intake

1. Items sent or delivered to youth that are not suitable to keep in the unit will be labeled with personal number by the youth and placed in the appropriate storage area within the unit. Staff will remove these items at least three times per week from the living units and secure in the individual property bins.
2. Items found to be inappropriate (due to value, size, etc.) will be given to the Duty Supervisor immediately.
3. Property that is inappropriate will either be removed from the premises by the youth's parent/guardian (if brought during visiting) or returned to the youth's Probation Officer.

Procedures for Dealing with Vermin and Ecto-Parasite Infested Clothing

1. Any personal property or clothing that is vermin and/or ecto-parasite infested or excessively soiled will be sealed in a plastic bag and the Duty Supervisor will be notified. The Duty Supervisor will make a reasonable effort to contact the youth's parent, legal guardian or assigned Probation Officer to have them bring clean clothing to exchange for the vermin infested or soiled clothing.
2. If the youth's parent, legal guardian or assigned Probation Officer does not respond or cannot honor the request for an exchange of clean clothing, the laundry staff will obtain permission from the youth to have the clothes washed. If the youth refuses, this will be documented on his property inventory slip with the date and time. The clothing will remain sealed in a plastic bag with a proper alert secured to the bag.
3. If the youth gives permission for his clothing to be laundered, the laundry staff will have the youth's clothing washed. Infested clothing shall be laundered as a separate load in accordance with the contaminated clothing policy. The Laundry staff will make sure the clothing is returned to the assigned storage bin.
4. If, in the opinion of the laundry staff, the personal clothing cannot be successfully laundered, the clothing will be resealed in the plastic bag and returned to the storage bin.
5. If youth is diagnosed upon intake with vermin, youth's personal clothing will be marked as infested.

1605 CLASSIFICATION

Title 15, Article 5, Section 1352,

Article 8 1418 Youth with Developmental Disabilities

Prison Rape Elimination Act, Juvenile Facility Standards, Section 115.342

POLICY

Youth are classified to ensure appropriate housing and programming, to maintain the security of the facility, and to provide for the safety of staff and youth. Classification is not a tool for punishment or discipline. A preliminary classification is done at the time of admittance and is focused on the health and safety of the youth, the safety of staff and the security of the facility.

Facility staff shall not separate youth from the general population based solely on the youth's actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability or HIV status.

In deciding whether to assign a transgender or intersex resident to a facility for male or female residents, and in making other housing and programming assignments, the agency shall consider on a case-by-case basis whether a placement would ensure the youth's health and safety, and whether the placement would present management or security problems.

A more complete classification shall be accomplished at the Special Cases Meeting. The overall classification system takes into account objective information obtained at the admission screening plus input from other sources such as the youth, available records, parents, school, behavioral/mental health, medical and probation staff.

Periodic reviews provide for flexibility and sensitivity to changing circumstances. Written documentation of the classification process aids in the coordination of youth's programs and consistent application of the classification system.

Facility staff shall not consider lesbian, gay, bisexual, transgender, questioning or intersex identification or status as an indicator of likelihood of being sexually abusive.

Security Levels

Youth are classified into four groups, earning promotion or demotion through positive or negative behaviors, learning Camp Erwin Owen rules, writing reports, and applying and testing for the next group level. (See Section 1700 - CAMP ERWIN OWEN FACILITY PROGRAM for more information on groups).

Each security level is assigned a corresponding shirt color. Staff shall issue shirts directly to each youth to ensure the consistency and reliability of the security process. Staff will ensure that youth will not have access to shirts other than that issued directly to them. Shirt color assignments are a part of the classification and security system of the institution.



Youth wearing green shirts are in the orientation phase.



Youth wearing yellow shirts are in Group I.



Youth wearing blue shirts may be in Group II or III.



Youth wearing maroon shirts have promoted to Group III and achieved the honor of Crew Chief. They have performed well in the program and are leaders of their work crews. Crew Chiefs live in either barracks.



Youth wearing gray shirts are Mayor. There is only one Mayor in each Barracks. Mayor status is a prized honor and indicates a high level of performance throughout the program. A Senior Youth Services Officer may bestow the honor of Mayor on any Group III youth they deem deserving.



Youth wearing white shirts have earned promotion to Group IV. Very few achieve this highest standard, as they must perform at an excellent level throughout their program, be mentors to lower group youth, and write several meaningful reports regarding their plans for life after release.



Youth wearing orange shirts are in the Making A Change program (M.A.C.). They receive intense supervision and few privileges. They eat, sleep, work, and attend school under direct supervision.

Special Cases Meeting

Special Cases (SC) meetings provide behavioral supports and ADA accommodations for youth. The Special Cases team will consist of representatives from unit staff, school personnel, medical staff, behavioral/mental health, the Duty Supervisor and Administration if available. Representatives from the different disciplines of expertise will respond to youth who would benefit from a more collaborative approach of support for behavioral issues and ADA issues. Behavior supports will be developed to assist youth who display problematic conduct and unsafe involvement in school, group activities and programming. Additionally, the Special Cases will review ADA issues and assure that appropriate accommodations are in place. The Special Cases Team will meet weekly on Wednesday to provide the above stated service.

PROCEDURE

1. Referral System
 - a) Any youth identified as needing behavioral or ADA supports can be referred to the Special Cases Team Meeting by probation staff, school, medical, and behavioral/mental health staff.
 - b) Any youth can be referred to the Special Cases Team needing an Individualized Program Support Plan (IPSP) due to difficulty in adapting, conforming, or complying with Camp life or its program.
 - c) All referrals shall be made via email to the ADA coordinator.
2. Special Cases Meetings
 - a) Special Cases (SC) meetings will occur weekly and will be chaired by the facility ADA coordinator and attended by members of the Special Cases Team.
 - b) The focus of the Special Cases meetings will be as follows:
 - i) Behavioral/mental health, medical health, and ADA accommodations.
 - ii) Special Education/Individualized Education Program (IEP)/Behavioral Intervention Plans (BIP), 504 Plan.
 - iii) Individualized Program Support Plans.
 - iv) Collaboratively discuss youth who may be struggling and potential interventions.
 - c) The ADA coordinator is staffed through the facility and will be responsible for documenting the meeting results and for updating/distributing the weekly ADA list to each living unit.

Assessment and Identification of ADA Issues by the Facility.

Medical - Completes medical screening for youth upon intake into the facility. All physical ADA issues are referred to the ADA coordinator, and medical staff will be present at the special cases meeting to discuss these disabilities and necessary accommodations. Initial medical screening also includes mental health related questions. Referrals are made to the behavioral/mental health if significant mental health symptoms are identified. Additionally, facility intakes are evaluated by probation staff, during which they administer the MAYSI-2 Questionnaire. Behavioral/mental health staff will continue to provide ongoing services, if indicated. If youth are identified as having a mental health related disability, their status will be communicated to the Special Cases team and ADA coordinator, and accommodations will be developed and implemented. Any youth suspected or confirmed to have a developmental disability is referred to the local Regional Center for the Developmentally Disabled for purposes of diagnosis and/or treatment within 24 hours of identification, excluding holidays and weekends.

School - In order to identify students with a history of receiving special education services and ensure that they are provided with the necessary supports, resources, and materials, specific intake procedures are followed upon entry into the youth detention facility. As part of the intake process at the facility, steps are taken to determine the student's previous district and school, grade, placement and whether the student previously received special education and/or related services. When the students come into school, a search of the counties database systems and contact with the district of residence is made to identify if the student is currently or previously identified with special needs. If a student has an IEP or a 504 Plan, school administration, special education teachers, and/or school psychologists review the plans and offer and provide services and supports analogous to the student's IEP or 504 from the district of residence. IEP and 504 meetings are held within 30 days of the youth's arrival to the facility. The school ADA coordinator assures that teachers receive copies of youths' IEP, 504, and BIP. The school continually looks to address the needs of students who may need special education services under IDEA. Upon intake to the facility, every youth's reading, writing, and math skills are assessed. School staff determines if youth have ADA issues and develop necessary accommodations for these youths. ADA issues for youth are forwarded to the SC Team and ADA Coordinator.

Probation - All youth who are placed in the facility will complete a MAYSI-2 screening tool for suicidal ideation, and referrals will be made by probation regarding mental health, education, and ADA issues. The facility ADA coordinator chairs the weekly SC team meetings, manages data, assures that the ADA referral process is occurring, and ensures that a list of ADA issues and accommodations is distributed and complied with. This list is distributed to all living units and updated weekly.

Data Collection

The ADA coordinator will be responsible for Special Cases team meeting minutes during and distributing pertinent Special Cases information to the units. In the absence of the ADA coordinator the Duty Supervisor will fulfill the obligations.

Suicide Watch

Youth who are placed on suicide watch will remain in this classification pending clearance from KBHRS or removal from the program for a behavioral/mental health assessment. Depending on the level of self-harm, a holding room placement may be necessary. They will not have any personal hygiene items or other items that might be used to cause self-harm. Bedding may be removed only with the authorization of the Duty Supervisor, and only if or when the items are being used or are likely to be used to cause self-harm or a suicide attempt. A suicide blanket is available if it is determined bedding and linen needs to be removed. Youth on Suicide Watch shall have their underwear, PE shorts, socks, and a tee shirt. At minimum, they will have their PE shorts. When clothing and bedding is removed, the Duty Supervisor will work with behavioral/mental health staff to determine when or if these items may be safely returned to the youth. Youth on suicide watch are not to go on work details.

Special Watch

Youth who may be classified as Special Watch require a less restrictive form of precautionary watch than those who are placed on Suicide Watch, but warrant close supervision due to history, emotional distress and/or responses to the MAYSI-2 questionnaire. These youth are not to go on work details outside of the living unit. Youth on Special Watch can only be removed from that classification by behavioral/mental health staff.

Special Medical Watch

Youth entering the institution with special medical needs and/or conditions will be identified by staff during the intake process. Youth entering Camp Erwin Owen are not routinely accepted into the program if special medical watch is required. If special medical watch is required while a youth is already in the program, the youth will be placed on the Special Cases list. Special needs and/or conditions may include, but are not limited to, diabetes, seizure disorders and asthma.

Medical Restrictions

Youth may be identified as having restrictions placed on their program activities, such as limited or no P.E., work details or other special instructions. Instructions will be documented on the unit shift report. Staff will be aware of each youth's program limitations and follow all medical instructions. These youth may work details as allowed by medical instructions.

Medical Isolation

Medical isolation is a restriction placed by the medical staff for the medical protection of youth and staff. Youth on medical isolation are restricted from any unit activity and confined to their assigned bunk or placed in the Holding Room until cleared by medical staff. Youth on medical isolation should be closely monitored and all information relating to their status should be documented and relayed to the medical staff. These youth are not to go on work details. Bunk and/or unit assignment should not change without medical clearance.

Medical Observation

Unit staff may place a youth on medical observation status if he displays physical symptoms related to such ailments as a cold or flu. The youth remains on his bunk pending examination by the medical staff at the next triage. Staff are to document this information on the Dorm Check log, Shift report and Triage list.

Medical Bed Rest

Medical staff are authorized to place a youth on medical bed rest status for a variety of medical reasons. The duration and conditions are determined by medical staff. These youth are restricted from program activities and work details.

Special Program Status

It may become necessary to make modifications to the basic program when dealing with youth who exhibit emotional or behavioral problems. Problems may include mental health issues, emotional instability, immaturity, or the inability to function normally within the group setting. A recommendation to place a youth on Failure to Promote (FTP) will be made by the Duty Supervisor or the youth's counselor. A recommendation to place a youth into the Making a Change program may be made by the Lead Staff, the youth's counselor, behavioral/mental health staff or the Duty Supervisor.

Making a Change (MAC)

MAC is utilized:

1. When the severity of a youth's behavior is so egregious as to warrant the strictest of penalties, and all other avenues to redirect the youth's behavior have failed.
2. When the youth's behavior presents a threat to others or to the security of the institution.
3. When youth are involved in gang related fights or assaults.

Generally, MAC will be considered after other forms of penalties have proven ineffective, although serious violations can warrant immediate placement on MAC. When recommending MAC placement, the youth's counselor or Lead Staff will generate a MAC recommendation outlining the reasons for requested placement.

1. The MAC recommendation will be submitted to the Duty Supervisor and will be reviewed by a committee at the weekly MAC meeting. The MAC committee will consist of the program Duty Supervisor in charge of MAC, Assistant Division Director, one staff member from MAC and a representative from KBHRS. It will be at the committee's discretion whether to place the youth in MAC. The committee's decision shall be documented on the MAC recommendation and returned to the youth's file. Youth may also be placed on MAC immediately for serious rule violations that compromise the safety and security of the institution.
2. When placing a youth in MAC, the Duty Supervisor will generate a Special Incident Report (SIR), if not placed using a MAC recommendation, outlining the reasons for placement. If a youth is being placed on MAC by the Duty Supervisor due to an SIR/NOMCA received, the Senior Deputy Probation Officer will note the reason for placement on the NOMCA as well as in the youth's file.
3. When a youth is placed in MAC, a notation will be made in the youth's file, unit behavior log and work card that he has been placed in MAC. Youth may be placed into MAC and receive penalty days at the same time.
4. MAC youth will still be a part of the regular program; however, they will be readily identifiable by wearing orange shirts and receive additional structured activity hours as well as intensive supervision. MAC youth will line up at the end of all formations during transportation. While on MAC, youth are assigned to work grounds and orderly duties.
5. While in MAC, youth will continue to receive weekly Kern Behavioral and Health Recovery Services (KBHRS) contacts as necessary. Youth already in KBHRS groups will continue in those groups regardless of being placed in MAC. MAC youth will not receive free time but may receive limited leisure and recreational activity depending on the group's behavior as well as staff's discretion.

6. Youth will be given grades of either Satisfactory or Unsatisfactory for the AM and PM shifts. Each shift grade will consist of either a half day credit or no credit towards their MAC graduation depending on their behavior for that shift. A youth's time in MAC doesn't start until the morning after his placement. This is to give him a chance to adjust to MAC before his first full day of grading.
7. Graduation will require 14 satisfactory days in a 21-day period. A second MAC placement will require 21 satisfactory days in a 28-day period. (This requires the youth to achieve an overall score of 70 percent for his first placement and 75 for his second.)
8. Youth will be released from MAC the morning after their final satisfactory day. All MAC releases will be in the morning shift and the youth must have a satisfactory day the day before.
9. If it becomes apparent the youth will not complete the program satisfactorily, the MAC staff will write an S.I.R. requesting failure from Camp and give it to the Duty Supervisor. The Duty Supervisor will notify Administration before beginning the failure process.
10. Youth in the MAC program will earn days toward their overall program commitment completion the same as youth not in MAC.
11. Upon graduation, the youth will be placed back in a yellow shirt and on Group I status. Youth must remain Group I for a minimum of two weeks. After those two weeks, youth will be allowed to try to promote to Group II unless they have not been at Camp for 30 days as a Group I and/or need to complete all penalty days assessed while in Group I.

Graduation will be noted in a MAC release report by the MAC staff along with notations in the youth's file, unit behavior log and work card.

Aftercare Returnees

Youth may be returned to Camp Owen for violations of their terms of Aftercare.

1. Youth will be returned by the Administrative Review Board.
2. The youth should not be considered for a return to Camp until after they have completed at least two stays in FTR.

Time in MAC for Aftercare Returnees is computed as follows:

1. Initial entry is for a minimum of 28 satisfactory days. Additional days may be added by the DRO but cannot exceed the youths term of commitment.
2. The youth's behavior in MAC will determine their actual release date. Earning satisfactory days is required to count toward graduation.
3. The youth's behavior in MAC will determine if any additional days are added for poor behavior.
4. MAC staff are to verify the completion of the PREA and MAYSI-2.
5. Once the youth has completed his time in MAC, he is to be released from Camp and back to Aftercare.

1605.1 TRANSGENDER AND INTERSEX YOUTH

Title 15, Article 5, Section 1352.5

POLICY

This policy establishes operational practices that reinforce the Probation Department's commitment to respect the dignity, privacy and individuality of all youth including transgender and intersex youth, creates a physically and emotionally safe environment for all youth, and ensures that all youth have equal access to all available services, care, and treatment. It is the policy of the Probation Department's youth facilities to receive, evaluate, house, and provide secure, safe, and humane custody of all youth who are lawfully committed or held for confinement until their lawful and appropriate release or transfer to another authority. The Probation Department has a responsibility to ensure all youth are treated with respect and that the rights of transgender/intersex youth are upheld with respect to their safety, mental health, and privacy. Actions that support positive adolescent development include modeling desired behavior such as: demonstrating respect for all youth; reinforcing respect for differences amongst youth; encouraging the development of healthy self-esteem in youth; and helping youth manage the stigma sometimes associated with differences.

PURPOSE

This policy provides guidelines for Kern County Probation Department staff to follow in order to comply with federal statutes and regulations, Board of State and Community Corrections (Title 15) and other California State and County of Kern standards, statutes, regulations, guidelines, directives, or requirements that:

1. Facilitate the elimination of discrimination against; and/or,
2. Address the appropriate treatment of; and/or,
3. Provide for the safety, security, and medical needs of transgender and intersex youth.

Definitions

Cisgender: A person whose gender identity corresponds to the gender they were assigned at birth.

Gender Expression: The manner by which gender is expressed through clothing, appearance, behavior, speech, etc.

Gender Identity: A person's sense of being male, female, some combination of male or female, or either male or female.

Gender Fluidity: A gender identity which can vary over time. A gender fluid person may at any time identify as male, female, any other non-binary identity, or some combination of identities. Their gender can also vary at random or vary in response to different circumstances. Gender fluid people may also identify as multi-gender, non-binary, and/or transgender.

Gender Non-conforming: A youth whose appearance or manner does not conform to traditional masculine and feminine gender norms.

Gender Variant: Individuals who display gender traits that are not generally associated with their birth-assigned sex. Gender-variant individuals may not identify as male, female or transgender.

Intersex: A youth whose sexual or reproductive anatomy or chromosomal pattern does not fit typical definitions of male or female.

Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex (LGBTQI): A diversity of sexuality and gender identity-based cultures. It may be used to refer to anyone who is non-heterosexual or non-cisgender, instead of exclusively to people who are lesbian, gay, bisexual, or transgender. To recognize this inclusion, the letter Q is for those who identify as queer or are questioning their sexual identity. The letter I stand for “intersex” which is defined above.

Sex: The physical anatomy and underlying chromosomal and hormonal biology that determines whether someone is male, female or intersex. Also referred to as “birth-assigned sex.”

Sexual Orientation: A person’s emotional, romantic, and sexual attraction for member of the same, opposite or both genders.

Transition: Altering one’s birth sex is a complex progression that occurs over a long period of time. Transition includes some or all of the following: telling one’s family, friends and/or coworkers; making personal, legal, and medical adjustments; changing one’s name and/or sex on legal documents; undergoing hormone therapy; and possibly undergoing one or more forms of surgery.

Transgender Youth: A youth whose gender identity is different from the youth’s assigned sex at birth.

PROCEDURE

When determining whether youth are transgender/intersex, the following should be taken into consideration:

1. Youth’s appearance or behavior does not match the gender marker on the arresting/transportation paperwork or youth’s identification.
2. Youth’s self-report. If there is doubt or a question concerning the validity of the self-report, the staff shall notify the Duty Supervisor and medical staff. No youth shall be compelled to disclose their sexual orientation or gender identity. If a youth discloses, the staff should talk with the youth about it in an open and non-judgmental fashion.
3. Arresting/transporting officer has alerted the staff or Intake Officer to the youth’s transgender/intersex status.
4. Youth’s history, if known.

Upon intake or at any point during a youth’s stay at any Kern County Probation facility, when a youth identifies as transgender or intersex, staff shall:

1. Notify the Duty Supervisor and medical staff.
2. Complete the Transgender/Intersex Youth Preference Form along with the youth. Copies of the completed form will be kept in the living unit, placed in the institution file, recorded on the Behavior log and work card, and the original will be routed to the institution Director via the Chain of Command. If a youth transfers to another Kern County Probation facility, a copy of the form will be transferred to that facility.
3. Use the youth’s preferred pronoun and preferred name when addressing the youth. All formal facility documentation will list the youth’s legal name. The Daily Grade Report will list the youth’s legal name and will have the youth’s preferred name listed as an “AKA.” Gang or slang names that otherwise compromise facility operations may be prohibited at the discretion of facility Administration and decisions made on this basis shall be documented.
4. Use respectful language and terminology that does not further stereotypes about transgender/intersex people.
5. Provide youth with institutional clothing and undergarments consistent with their gender identity as identified on the Transgender/Intersex Youth Preference Form and allow youth to present themselves in a manner consistent with their gender identity.

Searches:

1. Physical searches for the sole purpose of determining youth's anatomical sex are prohibited.
2. It is the Probation Department's youth facilities' policy that staff of the same sex as the youth are to conduct searches except under exigent circumstances or when performed by a medical professional (see Section 1457, Searches, of the Camp Erwin Owen Administrative Manual).
3. If there is prior knowledge that a youth is transgender/intersex, the staff performing the search should be of the same sex as identified on the Transgender/Intersex Youth Preference Form. Youth shall not be physically searched in a manner that is humiliating or degrading.

Housing:

1. Camp staff shall make an individualized assessment of each transgender/intersex youth when considering bunk placement. The safety and security of the facility and the well-being of the transgender/intersex youth shall be the primary concerns when deciding where to house within the unit.
2. All transgender/intersex youth will be provided access to individualized showers for their privacy. Privacy accommodations should not prevent transgender/intersex youth from full integration into daily programming.

Medical:

When medical staff has a need to perform medical assessment/treatment of a transgender/intersex youth, the medical door may be closed, with consideration given to institution security needs. The youth/medical staff may request a staff to be present. Medical staff will follow all standards of care specified by the medical provider's protocol in treating transgender/intersex youth.

If, prior to arriving at the facility, a transgender/intersex youth has been receiving transition-related medical care, such as hormone therapy or supportive counseling, the medical staff shall consult with the youth's medical providers and, if appropriate, continue providing all transition related treatments that are medically necessary according to the medical staff and the youth's provider and accepted professional standards.

Behavioral Health:

Transgender/intersex youth shall have access to behavioral health providers qualified to provide care and treatment. A Mental Health Consultation Slip shall be submitted by staff upon notification of a youth being identified as transgender/intersex so that a behavioral health professional, along with the youth, can determine if services are needed.

KERN COUNTY PROBATION DEPARTMENT

TR Merickel
Chief Probation Officer



Transgender/Intersex Youth Preference Form

Youth's Legal Name: _____
(please print)

Date of Birth: _____

Preferred Pronoun: _____ (i.e. he/she)

Preferred Name: _____

Preferred Clothing (list): _____

While in custody at Kern County Probation facilities, I would prefer to be searched by a staff of the below indicated sex when possible (**circle one below**). I understand this preference will be respected unless the situation is an emergency*, there is no one of that sex available in the facility or the failure to conduct a search will jeopardize the safety of the staff or youth in custody. I understand I can change my choices at any time.

Search Preference: Female Male No Preference

Youth signature: _____ Date: _____

Witnessing staff name:

Staff: _____ Date: _____

A copy of this form will be posted in the youth's living unit, placed in the institution file, documented on the Behavior and Observation Card, and the original will be forwarded to the Director via the chain of command. If a youth is transferred to another Kern County Probation facility, a copy of this form will be transferred to that facility.

* "Emergency" means a significant disruption of normal facility procedure, policy or operation caused by civil disorder, single incident of mass arrest of youth or natural disasters such as flood, fire or earthquake; and which requires immediate action to avert death or injury and to maintain security.

1610 ORIENTATION
Title 15, Article 5, Sections 1350, 1353

POLICY

Orientation provides youth with information about facility procedures, services, and activities with which they must be familiar to function successfully. Orientation is intended to reduce rule violations and decrease staff time spent answering basic questions. If youth are to be held accountable for following the rules and exercising their rights and privileges, staff have an obligation to inform the youth of those rules, rights and privileges before problems develop.

The goal of orientation is to familiarize youth with the operation of the facility. While handbooks are useful, there must also be verbal and/or visual explanation of the handbook. The material must be presented to the youth in a language he is able to understand and supplemented with video orientation if feasible. All youth must have an orientation process that is accessible based on their needs, including youth with disabilities, English Language Learners, or youth with other limitations such as limited literacy skills.

Bilingual Services (LEP)

It is the policy of Camp Erwin Owen to ensure that all persons, including non-English speaking or Limited-English Proficient (LEP) youth, are provided equal access to all available services and information including medical, behavioral/mental health, programming, and court related matters. Camp Erwin Owen is committed to ensuring that all programs and services are accessible to LEP clients.

All staff are responsible for ensuring the public and youth are treated with dignity and respect, identifying the language needs of clientele, and utilizing available bilingual resources to assist those clienteles when necessary. Effective communication and programming will be achieved with non-English or LEP clients through bilingual staff, written materials, and court contracted interpreter translation services. Equal access to the court system and equal access to all is the cornerstone of the administration of justice. If staff identify youth or parents with LEP needs, information should be shared with Deputy Probation Officers or the court to assist with delivery of services in issues relating to national origin or language services. This policy is established to ensure compliance with Federal/State laws and/or mandates.

PURPOSE

Staff may be able to ease the transition to incarceration by taking time to listen and respond to individual concerns and questions during orientation and intake.

Orientation will be conducted by the assign YSO counselor within 7 days of the youth's arrival and will include information on the following:

1. The length of the program (90 days, 180 days, or 270 days)
2. Facility's system of positive behavior 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.
3. Facility rules, grading system, contraband, searches, and disciplinary procedures.
4. The existence of the grievance procedure, 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.
5. Access to legal services.
6. Access to immigration legal services.
7. Contraband and searches.
8. Access to routine and emergency health care services.
9. Access to recreational activities.

10. Access to behavioral/mental health services.
11. Access to religious services.
12. Access to educational services.
13. Information about the court process.
14. Housing assignments.
15. Availability of personal care items, opportunity for personal hygiene and daily shower.
16. Correspondence, visiting and telephone use.
17. Availability of reading materials, programs, and activities, in a language other than English if appropriate.
18. Identification of key staff and their roles.
19. Facility policies on use of force, use of restraints, chemical agents, and room confinement.
20. Immigration legal services information.
21. Emergency and evacuation procedures.
22. Non-discrimination Policy and the right to be free from physical, verbal, or sexual abuse by other youth and staff.
23. PREA notice and flyer. 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.
24. A process by which youth may request access to Title 15 Minimum Standards for Juvenile Facilities. Youth are advised of access to Title 15 in the Youth Handbook.
25. The 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. Youth Handbooks will be available to parents in the lobby, and upon request made to the Duty Supervisor.

PROCEDURE

Lead Staff will verify that the youth receives his orientation shirt, the Youth Handbook and initial one-page orientation form designating the youth's counselor and mentor (a Group III or IV youth assigned to help him during his first week). The date, the new youth's name and the assigned mentor will be written on the dorm whiteboard to facilitate this process. On completion of the MAYSI-2 Assessment, the Lead Staff will document and initiate a KBHRS referral and/or place the youth on Special or Suicide Watch as necessary.

During the first meeting with the counselor, the youth will be orientated on:

1. How to make bed properly.
2. How to maintain locker.
3. Location of buildings and boundaries.
4. Clothing and property rules.
5. How and when to use medical services.
6. Proper manner to address staff and visitors.
7. School rules.
8. Visiting rules for Group I.
9. Expectations of the Camp goals report.

Counselor will continue to help youth with orientation basics until he passes verbal test. Once test is passed, usually within 7 days, youth will be issued his first group program shirt. Youth's counselor will have the youth sign acknowledgment that youth received proper orientation. The forms signed by youth and staff will be filed in youth's program folder and youth will be issued his first group program shirt.

Youth who are disabled, have limited literacy, or do not speak English will receive written and verbal assistance from a Youth Services Officer. Communication will be made in a language understood by the youth or interpreter's services will be used. Youth shall be provided information regarding their right to see Title 15, with clear and understandable instructions as to the procedure involved in the process. This information shall be explained to each youth during the orientation and written instructions are included in the Camp Erwin Owen Youth Handbook.

1612 SCREENING FOR THE RISK OF SEXUAL ABUSE

Title 15, Article 5, Section 1350.5

Upon entering the facility all youth will complete Maysi-2, and Prison Rape Elimination Act (PREA) screening. An at risk of sexual abuse screening will be performed at the Youth Detention Center before the youth is transferred to Camp. The Transport Officer will verify that the youth received his at risk of sexual abuse screening and a copy will be attached to the youth's detainee information sheet. The screening will provide information on the following:

1. Physical, behavioral health and safety issues.
2. Physical, intellectual, developmental, and mental disabilities or mental illness.
3. Level of emotional and cognitive development.
4. Gender non-conforming appearance or mannerisms, or identification as lesbian, gay, or bisexual, transgender, queer, or intersex.
5. Age, physical size, and stature.
6. Current charges and offense history.
7. The youth's perception of vulnerability.
8. Any other specific information about the individual youth that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other youth.

In addition to collecting information from the screening, other information could be sought from conversations with the youth during the intake process and by reviewing court records, case file, facility behavioral records, and other relevant documentation from the youth's file. Pertinent information about the youth shall be documented in an informational Special Incident Report, case file, work card and not be exploited to the youth's detriment by staff or other youth. Youth supervision staff shall remain respectful and engage the youth in such a way that they are mindful to the youth's past and/or current traumatic experience, while being culturally and gender responsive to the youth's needs.

1615 RELEASE PROCEDURES

Title 15, Article 5, Section 1351

POLICY

Youth must be identified by full name and date of birth prior to being released. Personal property will be returned at the time of release. Notification is to be made to the youth's parent or legal guardian, youth's Probation Officer, Youth Detention Center Control, medical, behavioral/mental health, and school staff.

PROCEDURE

Generally, youth released from Camp Erwin Owen are placed on a furlough program by the Deputy Probation Officer. In some instances, a youth may be released to a parent or guardian without being placed on the typical furlough program. In either case, the following procedures will apply:

1. Prior to release, the youth will be listed on the release schedule.
2. The Duty Supervisor will notify the parent or guardian of the release.
3. Notification of release will be transmitted to the medical provider, behavioral/mental health, school staff, Youth Detention Center Control, and the Deputy Probation Officer.
4. The medical provider and behavioral/mental health will authorize the release of any prescription medication. A medical release form will be issued and signed by the parent, guardian, or Deputy Probation Officer. The youth's medical folder will be delivered to the Youth Detention Center nurse.
5. At the time of release, Security Transport will verify authorization for release and have appropriate release documents signed by the youth, the transporting officer and the parent or guardian.
6. Any personal property will be released to the youth who will sign a receipt for the property. The youth will change into his personal clothing and turn in all facility clothing to be inventoried. If the youth borrows facility clothing for release, the Deputy Probation Officer will be contacted in order to ensure the return of the borrowed clothing in a timely manner.
7. Transitional and reentry services for post-dispositional youth will include, but not be limited to medical and behavioral health, education, probation supervision and community-based services, and will be coordinated in conjunction with their assigned Probation Officer and supervision case plan.

Disciplinary Release

Youth being transferred to the Youth Detention Center as program failures or pending new law violations are processed in the following manner:

1. Youth is to be transported to the Youth Detention Center with a completed Arietis report and Detainee Information sheet. Youth's yellow folder is to be transported to the Youth Detention Center after completion of the Institution Removal Report. In the case of a new law violation, a Probable Cause Declaration and Juvenile Disposition report are to be included.
2. Make sure all property is removed from locker and personal property storage and transferred with the youth to the Youth Detention Center. Have youth sign person property envelope and clothing/personal property slip.
3. Send medication, protocols, and blue medical folder with transport officer for delivery to Youth Detention Center nurse.
4. Notify parent/guardian, Youth Detention Center Intake, Intake supervisor, assigned Probation Officer, Behavioral/mental health, medical, school, Camp Erwin Owen Administration, and clerical.
5. An Institution Removal Report or Probation Report will be submitted to the Probation Officer within two court days.

Medical or Behavioral/Mental Health Hold

When youth are transferred to the Youth Detention Center for medical or behavioral/mental health reasons, the following process is carried out:

1. Youth is to be transported to the Youth Detention Center with a completed Arietis Report and Detainee Information sheet.
2. Send medication, protocols, and blue medical folder with transport officer for delivery to the Youth Detention Center nurse.
3. Notify parent/guardian, Youth Detention Center Intake, Intake supervisor, assigned probation officer, behavioral/mental health, medical, school, Camp Erwin Owen Administration, and clerical.
4. For a behavioral/mental health assessment, a Special Incident Report or memo must be sent via email to the J.P.P.S. contact and the youth's Probation Officer.

Temporary Release

Youth may be temporarily released for special reasons with the prior approval of the Deputy Probation Officer. Reasons may include, but are not limited to home passes, medical appointments, funeral services, placement interviews, or special school or military testing. Applicable temporary release paperwork must be completed prior to the youth's release.

1620 HOLDING ROOM PROCEDURES

Title 15, Article 5, Section 1354

Prison Rape Elimination Act, Juvenile Facility Standards, Sections 115.342

Welfare and Institutions Code Section 208.3

The Camp Erwin Owen program is designed to create an open living environment. As such, emphasis has never been placed on isolating or removing a youth from the program unless the youth becomes ill with an infectious disease, or the youth is so disruptive he represents a serious security risk whereby his safety or that of others is in question. Placement in the holding room is not a disciplinary measure, but a safety or security measure and a form of administrative separation. Any time a youth must be placed in the holding room, Administration must be notified, and a Special Incident Report must be written. Normal programming and privileges are suspended for the duration of placement in the holding room. The temporary denial of privileges does not include the youth's basic needs. Placement in the holding room shall not be used before other less restrictive options have been attempted and exhausted unless attempting those options poses a threat to the safety or security of any youth or staff. Placement in the holding room shall not be used to the extent that it compromises the mental and physical health of the youth.

Situations causing holding room placement:

1. In case of illness, medical personnel must specifically state the reason for and length of isolation. Staff will follow established procedure for the care of the youth.
2. The youth becomes assaultive or combative, a suicide risk, a security risk or is emotionally unstable to the point that closer observation is necessary. The holding room shall not be used for the purpose of punishment, coercion, convenience, or retaliation by staff.
3. The youth is being held in the holding room pending transportation to the Youth Detention Center for program failure, new charge(s), or mental health assessment.

PROCEDURE

1. The Duty Supervisor shall be notified for authorization if a youth must be placed in the Holding Room. The only exception for prior approval is in the most volatile situations, which requires notification to the Duty Supervisor as soon as possible.
2. If the youth has been placed in the holding room in restraints, the restraints should be removed as soon as possible. Should a youth not demonstrate enough cooperation to have the restraints removed within ten minutes, a Duty Supervisor must be notified to review the use of restraints. Any time in restraints beyond ten minutes requires Administration approval.
3. No youth shall be left in the holding room without irregular room checks not to exceed ten minutes coupled with video surveillance by assigned staff. At no time should video monitoring be used in lieu of physical room checks. Medical and behavioral/mental health personnel shall be contacted as soon as possible upon placement of a youth into the holding room. If not present, and there is an immediate medical or mental health concern, staff shall follow standard protocols for medical issues or emergencies.
4. Staff must give particular attention to the youth's physical condition. For safety reasons, two staff shall be present when entering the holding room, except when waiting for a second staff member would jeopardize the health and safety of the youth. Staff should always ask the youth if any injuries were sustained after a force application or altercation, which results in a holding room placement.

5. When a youth is placed in the holding room, while under the influence of a controlled substance or alcohol and/or injured, medical staff, when on duty, shall be summoned to evaluate the youth's physical condition and possible treatment. Both visual and physical inspection of the youth's health shall be monitored by staff on an on-going basis.
6. If a youth's physical condition appears abnormal, staff shall immediately contact medical personnel for further evaluation. If it appears to be a life-or-death situation, the Duty Supervisor will make the decision to either call 911 or transport the youth by vehicle to the Kern Valley Emergency Room.
7. When a youth is placed in the holding room, every effort will be made to have him seen by the KBHRS staff if on duty. If the KBHRS staff is not available, a referral must be made.
8. When a youth is in the holding room, the Lead Staff must initiate a Holding Room Observation Log to ensure staff document room checks, medical checks, mental health contacts, when food and fluids are offered or given, and keep it until the youth is removed from the room. The Duty Supervisor shall respond to the holding room as soon as possible to assess the situation. The Duty Supervisor will also make an entry in the Holding Room Log and initial it. The form is to be attached to the Special Incident Report and delivered to the Duty Supervisor upon the youth's removal from the holding room.
9. At no time will a youth be held in the holding room more than four consecutive hours without evaluation from Administration or their designee. Once this period is reached, an explanation is required for a youth's continued hold. These exceptions can include an attempted escape, waiting transportation to the Youth Detention Center or a youth continues to be agitated to the point he is a danger to self or others. The youth shall be medically cleared for continued retention every 24 hours. Also, a behavioral/mental health opinion must be secured within 24 hours. The Duty Supervisor will document the reasons for continuing or ending placement.
10. Any youth that remains in the holding room through the period of a normally scheduled meal will be given the opportunity to eat in the holding room. If the Lead Staff feels it is necessary to delay the meal due to the youth's hostile or unstable behavior, the Duty Supervisor will be immediately notified for approval. At no time will a scheduled meal be indefinitely denied, barring special medical considerations.
11. Youth will be provided with regularly scheduled medication while in the holding room. The method for dispensing medications to youth in the holding room will be based on the behavior of the youth and approved by the Duty Supervisor.
12. Youth in the holding room shall have their underwear, P.E. shorts, socks, and a T-shirt. A suicidal youth would, at a minimum, have his P.E. shorts. A suicide blanket is available if it is determined bedding and linen is a safety risk.
13. Any time a youth is placed in the holding room, all staff involved must complete an incident report detailing their role in the placement and/or observation. Lead Staff will include the reason for placement, the less restrictive means of control attempted, and the Duty Supervisor's approval of the placement.
14. Any time a youth is returned to the general population from a holding room placement, an individualized plan is created for the youth to include goals and objectives to be met.

1625 ASSESSMENT AND CASE PLAN

Title 15, Article 5, Section 1351, 1355

When a youth arrives at Camp Erwin Owen, a trained Case Manager will be assigned to him. The Case Manager will use the most current Probation Risk-Needs Assessment tool to develop the youth's Institution Standard Case Plan. The Institution Standard Case Plan will be used by probation, behavioral/mental health, and school to determine the youth's treatment needs. The information will identify the following criminogenic needs of the youth:

1. Antisocial Behavior
2. Antisocial Personality
3. Criminal Thinking
4. Criminal Associates
5. Family
6. School
7. Leisure/Recreation
8. Substance Abuse
9. Stabilizing factors

Standard Case Plan - Initial Institution

Within 30 days of admission into the facility, an Initial Institution Standard Case Plan will be completed. A copy will be placed in the youth's permanent file and be available for the review board. Treatment will primarily target any stabilizing factors and top dynamic criminogenic needs as determined by the most recent Probation Risk-Needs Assessment. The youth's YSO counselor will develop a plan that includes documentation of objectives and time frames for resolutions of identified problems. This will also include descriptions of program resources needed and individuals responsible for assuring that the plan is implemented. The YSO counselor will also conduct periodic evaluations of progress toward meeting objectives and review this progress and plan with the youth.

Standard Case Plan - Institutional Periodic Review

A review of the Institution Standard Case Plan will be made by the case manager no less than every six weeks while the youth is at Camp Erwin Owen.

Standard Case Plan - Institution Transition Review

A final review of the Institution Standard Case Plan will be completed prior to the scheduled pre-release meeting in order to be utilized for transition planning. This plan will be reviewed at the pre-release meeting that is scheduled approximately three weeks prior to a youth's projected release date. The transition plan shall be developed with input from the family, supportive adults, youth, and Regional Center for Developmentally Disabled (where applicable).

1630 COUNSELING
Title 15, Article 5, Section 1356

Counseling

The Standard Case Plan is used to determine the type of counseling and casework services each youth will need during their commitment to Camp Erwin Owen. The Group Advancement Board (GAB) consisting of representatives from behavioral/mental health, education, institution staff and Probation Supervision will review the plan to provide a teamwork approach for treatment each time the youth promotes in the program. The youth's criminogenic needs are targeted to determine the type, scope, and duration of treatment. Treatment and resources include but are not limited to:

1. Substance abuse, family crisis and reunification, individual and group counseling, cognitive behavioral therapy, and public or behavioral/mental health services.
2. Vocational and educational instruction with the emphasis on individual need. Immediately upon entering Camp Erwin Owen, each youth is assigned a Youth Services Officer as counselor. The assigned counselor encourages and assists the youth throughout their program. The counselor's assistance includes:
 - a) Facilitating the youth's contact with parents or guardians, Probation Officer, clergy, other supportive adults, and attorney.
 - b) Assisting with social and personal needs or concerns that may arise.
 - c) Counseling the youth in correcting or redirecting misbehavior.
 - d) Teaching youth relevant social skills, including how to work as part of a team, follow instructions, handle disagreements, deal with disappointment, be respectful, polite, and courteous, and how to be clean and neat.
 - e) Using Motivational Interviewing skills to increase the youth's readiness to make a positive change, reducing his likelihood of recidivism.
 - f) Assisting youth in promoting through the group level structure of Camp Erwin Owen.

The goal of counseling and treatment is to reduce the risk of re-offending. The pro-social changes the youth makes during his commitment program are the key to his success and stability once he is released back into the community. Counselors should always refer to the Counselor Duties and Responsibilities document located in the Forms Master folder within the Dorms folder for a complete list of counselor duties.

Counseling

All Youth Services Officers (YSO.) are assigned youth as a case load and are responsible for:

1. Working out problems with the youth.
2. Counseling assigned youth no less than 60 minutes each week.
3. Counseling includes working with family problems, reviewing citations and counseling youth to assist in correcting misbehavior.
4. Providing access to available resources to meet the youth's needs.
5. Documenting weekly comments and necessary information in the weekly chronology section of the youth's file.
6. Maintaining the case file and writes narrative reports.
7. Maintaining and completing Standard Assessments and goals.

The counseling program is designed to assist the youth with identifiable personal problems and needs. The assigned counselor will encourage and assist the youth in contacting his parents/guardians, attorney, clergyman, probation officer or other, authorized public official. Services are provided which are intended to meet the goals of the program and are appropriate for the population at Camp Erwin Owen. The services provided include:

1. Substance abuse counseling, cognitive behavioral therapy, family crisis and reunification counseling, socialization skills, individual and group counseling.
2. Access to public and behavioral/mental health services.
3. Vocational training and educational instruction with an emphasis on individual need.

In addition to their regularly assigned duties of dorm/barracks coverage, Senior Youth Services Officer will be responsible for supervising Youth Services Officer on their respective shifts, reviewing reports, and assisting in training staff in working with their assigned cases.

YSO counselors will:

1. Test youth for promotion.
2. Review and completely sign off Group Advancement packets for promotion.
3. Youth promoting to Group III or IV will have the YSO counselor:
 - a) Approve the youth as eligible for promotion.
 - b) Arrange for the youth to be tested for promotion by the Duty Supervisor.
 - c) Pass all completed packets to the GAB for review.

All Group Advancement forms are to be submitted to the Duty Supervisor by Tuesday at 6:00 p.m., prior to the Wednesday GAB reviews.

YSO working an A.M. shift in Baumeister Barracks may call their youth out of school for counseling only if no other time can be arranged. Generally, time after breakfast, lunch and work call can be allotted to allow at least one YSO each day the opportunity to see their counselees without removing them from school. No youth is to be called out of school without notifying the Duty Supervisor in advance. The YSO will contact the school to evaluate any impact missing school will have on the youth.

Each lead shift YSO in each living unit (Senior Youth Services Officer or Youth Services Officer Lead Staff) is to assess each of his or her caseload carrying staff needs for that shift, assess work assignments, deployment of staff and staff needing time to complete counseling or report writing. This is to be cleared through the Duty Supervisor.

1635 USE OF FORCE

Title 15, Article 5, Section 1357

Introduction

Use of force is a means of overcoming resistance to control the threat of immediate harm or to gain control or compliance. Force can be used when it is deemed reasonable and necessary to effect an arrest, overcome physical resistance, prevent escape, in defense of self, defense of others and to ensure the safety and security of the facility. The use of force may occasionally be necessary for the safety of staff and youth in custody. It often brings with it the hazard of injury to staff and youth as well as the potential for abuse, liability, and litigation. The purpose of physical force is not to punish, retaliate or injure, although injury may result from the use of force. Policy and procedures are developed to direct staff regarding when the use of force is appropriate. Staff should only use the amount of force necessary and objectively reasonable to control the youth. Staff shall evaluate each situation in light of the particular circumstances of each case and shall use other available resources and techniques if reasonably safe and feasible. Staff must be prepared to justify their actions with any level of force.

This policy is meant to compliment, not contradict, the Department's Use of Force policy found in section 1706 of the Administrative Manual. Adherence to Title 15 standards applicable to youth facilities are included in this policy. Staff are encouraged to bring to the attention of management any observed discrepancies.

Definitions

The term "force" means physical contact with a person by hand or instrumentality to gain control of that person when verbal command is unavailing, inappropriate, or futile in the circumstances. Force shall not mean or include routine or incidental physical contact with a person as is necessary to take the person into actual, physical custody during a routine arrest situation when the arrestee does not offer physical resistance. Similarly, force does not mean or include the application of handcuffs on a youth, prior to movement for security reasons, when there is no physical resistance by the subject/youth.

Regarding "reasonable and necessary" force, as stated in Title 15, Section 1302, "Reasonable and necessary force refers to the amount and type of force that an objective, similarly trained, experienced and competent youth supervision staff, faced with similar facts and circumstances, would consider necessary and reasonable to ensure the safety and security of youth, staff, others, and the facility."

Training

Youth Services Officers receive training in the use of force during the Standards and Training for Corrections C.O.R.E. class and in PC 832 training. De-escalation and use of force training is also included during the 80 hours of facility-specific training. Training includes alternatives to the use of force, use of less than lethal force and use of Oleoresin Capsicum spray. Officers receive ongoing use of force training annually.

Initial and regular training in use of force and chemical agents will also address known medical and behavioral health conditions that would contraindicate certain types of force and signs or symptoms that should result in immediate referral to medical or behavioral health.

Legal Authority

The California Penal Code gives peace officers the authority to use reasonable force in the following situations: P.C. 835(a) and PC 843.

P.C. 835(a): Any peace officer who has reasonable cause to believe that the person to be arrested has committed a public offense may use reasonable force to affect the arrest, to prevent escape, or overcome resistance. A peace officer who makes or attempts to make an arrest may not retreat or desist from their efforts by reason of the resistance or threatened resistance of the person being arrested nor shall such officer be deemed an aggressor or lose his right to self-defense by the use of reasonable force to affect the arrest or prevent escape or to overcome resistance.

P.C. 843: When the arrest is being made by an officer under the authority of the warrant, after the information of the intention to make the arrest, if the person to be arrested either flees or forcibly resists, the officer may use all the necessary means to affect the arrest. The California Penal Code, California Civil Code, and the United States Constitution provide strict penalties for officers who abuse their authority with excessive and/or unnecessary force and also provide protection against abuse by peace officer. It should also be noted an officer who uses excessive or unnecessary force may face administrative sanctions, civil litigation and State or Federal court action.

Whitley v. Albers, 475 U.S. Supreme Court 312 (1986): This ruling concerning the 8th Amendment of Cruel and Unusual Punishment when using force by correctional staff members against convicted prisoners. To show a violation of the Eight Amendment, a situation posing significant risk to the safety of both staff and inmates, the Court stated, the key question of whether the measures taken, “inflicted unnecessary and wanton pain and suffering” turns on whether the force was applied in a “good-faith effort to maintain or restore discipline or maliciously and sadistically for the purposes of causing harm.”

Graham v. Connor, 490 U.S. Supreme Court 386,396 (1989)

This ruling was concerning the “objective reasonableness” standard for use of force claims under the Fourth Amendment. The issue of whether force used by a peace officer is excessive requires thorough analysis of the facts and circumstances known to the officer at the time force was used. Reasonableness of force is from the perspective of the officer using force and is not based upon hindsight. This established a standard that peace officers are forced to make split second judgments in circumstances that are tense, uncertain, and rapidly evolving.

Scott v. Heinrich, 39 F .3d 912 (9th Cir. 1994)

This ruling was concerning the definition of “Civil Rights Violation.” This decision stated the court is not concerned about other, less intrusive means the officer(s) could have used. The case rejected the notion a Peace Officer has a duty to provide or experiment with some lesser intrusive or injurious level of force if, in fact, the use of deadly force is “objectively reasonable.” This reaffirms the “qualified immunities” protecting Peace Officers acting in a “objectively reasonable” manner.

Youth Behavior and Force Options

Youth actions are an important factor when determining the type of force used and to the degree required to control the situation. When reasonably safe and feasible, an announcement/warning of the potential use of force is required. Youth actions and force responses are generally defined by the following:

1. **Cooperative:** Most people fall into this category. They respond positively to an officer's presence and verbal directions. Cooperation is achieved through a combination of officer presence, verbal commands, and non-verbal acts. This category is considered a low, non-deadly force option.
2. **Passive Resistance:** Behaviors may include the following: non-responsive (youth ignoring commands), dead weight tactics (youth decision not to assist his movement), and resistive tension (youth tightening up muscles). To gain cooperation, a combination of officer presence, verbal command, control hold, firm grips, controlling device can be used as force options with minimal risk of injury. This category is considered a low, non-deadly force option.
3. **Active Resistance:** Youth has crossed the line of passive behavior and is now actively resisting and threatening to cause harm. Subject behaviors can cause a significant risk of injuries to both youth(s) and officer(s) involved. To gain control, officers can use a combination of personal weapons, control holds, take downs and chemical agents. This category is considered a moderate, non-deadly, intermediate level of force thereby elevating the standard of using these force options.
4. **Life Threatening:** This category includes actions that would cause substantial risk of serious bodily injury or death. This category is considered a high, deadly level of force option used as a last resort when other less than lethal force options are not reasonable.

If any Probation staff observes or reasonably suspects undue or inappropriate physical force is being used, intervention is required in order to stop it immediately, and the incident shall be reported to the supervisor immediately with a written report to follow. The matter will be investigated according to established departmental procedures as outlined in the Administrative Manual. Any use of force found to be inappropriate or not within department guidelines will result in disciplinary action which may include termination.

The following are considered prohibited techniques:

1. The binding of wrist and ankles to each other behind the back (commonly referred to as "hog tying")
2. Handcuffing youth to a wall, floor, or other fixture.
3. The use of a restraint chair.
4. Bilateral Vascular Neck Restraint, The Carotid hold, or anybody positioning designed to, or that could reasonably cut off blood flow or oxygen.

Factors to Determine the Use of Force Options

Any use of force must be judged by the standard of “reasonableness.” When determining whether to use force and evaluating whether an officer used reasonable force, a number of factors should be taken into consideration. Those factors include, but are not limited to:

1. The conduct of the youth being confronted (as reasonably perceived by the officer at the time).
2. Officer/youth factors (age, size, relative strength, known ADA accommodations, skill level, injury/exhaustion, and number of officers vs. youths).
3. Influence of drugs/alcohol (mental capacity).
4. Proximity of weapons of any kind.
5. Whether youth poses an immediate threat to the safety of officers or others and the seriousness of the threat.
6. Seriousness of youth’s institution rule violation.
7. Whether youth is resisting arrest by force.
8. Whether youth is evading arrest by flight.
9. Whether efforts were made to temper the severity of the force used (de-escalation).
10. Training and experience of the officer.
11. Potential for injury to citizens, officers, and youths.
12. Number of youths involved in the event.
13. How organized the youths in the disturbance appear to be.

At times, officers are called upon to make split seconds decisions. In such cases, the amount of time available to evaluate and respond to changing circumstances may impact an officer’s decision. When judging an officer’s decision, this fact shall be given due consideration and weight. While various degrees of force exist, each officer is expected to use only that level of force which is reasonable and necessary to successfully accomplish the legitimate law enforcement purpose in accordance with this policy.

Although not absolutely prohibited, Youth Services Officers should give additional consideration to the unique circumstances involved prior to applying any use of force or restraints. All instances will be documented to include:

1. Rationale for use or conditions that led to the conclusion that force, or restraints were necessary (specify whether and what kind of alternatives were tried/considered).
2. Individuals who reviewed these conditions and concluded that restraints were warranted.
3. Type of force or restraints used and in what manner.
4. How frequently the use of restraints was re-evaluated and by whom and result of such reassessments.
5. Change in conditions that led to the conclusion that restraints were no longer necessary.
6. When restraints were removed.
7. Length of time or total duration of restraint use.

De-Escalation Prior to and During Use of Force

Prior to the use of force, if reasonably safe and feasible, staff shall use strategies or techniques intended to reduce the intensity of the situation. Force should only be used after de-escalation efforts have been unsuccessful or are not reasonably possible. De-escalation of force shall follow the same guidelines as escalation of force. A youth's reaction or behavior to the degree of force employed and verbal directives given by staff during the time of restraint may lead the staff to de-escalate force. The force shall de-escalate or terminate as soon as possible, consistent with resuming and maintaining control of the situation.

Notification Procedures

The following procedures will apply whenever physical force is used:

1. Verbal notification to the Duty Supervisor will be made as soon as safe and practical. The circumstances surrounding the incident should be documented by all staff involved prior to the end of the shift, but not later than 24 hours after the incident. All reports will be forwarded to the Duty Supervisor and Administration for review. Reports will include the following:
 - a) Describe the incident.
 - b) Who was involved.
 - c) What force was used; and
 - d) Justification for action taken.
 - e) De-escalation attempts prior to use of force.
2. Any use of physical force requires prompt notification to medical and behavioral/mental health staff. Treatment will be administered if necessary. If medical or behavioral/mental health staff are unavailable or the situation occurs outside of regular staff hours refer to Section 1525 - Medical Emergencies.
3. The Duty Supervisor will advise the parent/legal guardian via phone, of the date and time of incident involving physical force, type of force used and if the youth sustained any injuries. The Duty Supervisor will not tell the parent/legal guardian the name(s) of staff involved, nor indicate there has been a determination of justification of use of force. Rather, if asked, the Duty Supervisor can advise the parent/legal guardian that all use of force incidents go through a departmental review process. Telephone notifications will be made prior to the end of the Duty Supervisor's shift whenever possible. If not possible, Duty supervisors will document the inability to notify on their shift report and telephone notifications will be made within 24 hours of the incident. If after three attempts within 24 hours notification efforts are unsuccessful that will be deemed sufficient. For Placement youth, the Duty Supervisor will email the assigned Probation Officer to determine if there is a suitable parent/guardian to notify and make notifications as deemed appropriate by the response.
4. When completed SIRs are reviewed by Duty Supervisors, they will check the "Parental Notification of Use of Force" log and document the date/time notification was made on the SIR cover page.
5. Every youth has the right to file a grievance if they feel the use of force was inappropriate. Refer to Section 1650 Grievances - Youth.

Administration will track and review all situations involving the use of force and will determine:

1. If policies and procedures were followed.
2. Whether or not Administration needs to review or revise the policies and procedures.
3. Whether or not to initiate an investigation.
4. Whether the documentation and follow-up could be defended in litigation.
5. Whether or not there are unresolved issues related to staff training and/or youth or staff trauma which are discovered through the debrief process or outside the debrief process. Staff are encouraged to notify KBHRS if any youth appears to be impacted by a use of force incident. See "Debrief Procedures" below.

Pursuant to GC 12525.2., all use of force incidents meeting the following criteria shall be reported to Administration in order to comply with DOJ annual reporting mandates.

1. An incident that involves the shooting of a civilian by a Peace Officer.
2. An incident that involves the shooting of a Peace Officer by a civilian.
3. An incident in which use of force by a Peace Officer against a civilian result in serious bodily injury or death.
4. An incident in which use of force by a civilian against a Peace Officer results in serious bodily injury or death.

Serious bodily injury is defined as an injury that involves substantial risk of death, unconsciousness, protracted or obvious disfigurement, or protracted loss or impairment of the function of a bodily member or organ. This may include, but are not limited to, loss of consciousness, wounds requiring excessive suturing, bone fractures, or concussions.

Debrief Procedures

A Review Committee shall review all use of force incidents at the Review Committee Meetings, which shall be scheduled at a minimum of once per month. Each incident will be reviewed at the meeting following the completion of the report and/or any subsequent investigations. Use of force incidents that result in a departmental administrative investigation will not go through this debriefing process.

The Committee may be comprised of:

1. The facility Director/Assistant Director.
2. The Duty Supervisor assigned to the area in which the incident occurred.
3. The officer(s) involved in the use of force incident.
4. A representative from Medical Services (if an injury resulted from incident).
5. A representative from the facility's mental health provider if required by facility administration.
6. A Use of Force instructor, if available.
7. Any other staff selected by Chief Probation Officer, Deputy Chief Probation Officer, or the facility's Division Director or Assistant Director, and
8. A R.A.P. officer from the facility.

Each use of force incident will be reviewed with the youth involved during their Notice of Major Corrective Action hearing or within 72 hours of the incident. The “Facility Use of Force Debrief Youth Questionnaire” will be completed and attached to the incident report and completed NOMCA.

The Review Committee will review each incident to identify strengths and weaknesses in policy and training. The goal of the Committee is to maintain optimal performance with regard to use of force incidents. Additionally, reviews will be used to mitigate the effects of trauma that may have been experienced by staff and/or youth involved. The Review Committee will use the Special Incident Debrief Form to document each incident review. The Debrief forms will be stored with facility Use of Force reports for the month in which it occurred.

1635.1 OLEORESIN CAPSICUM POLICY

Title 15, Article 5, Section 1357

Officers are only authorized to carry and use O.C. canisters approved and issued by the department. Three types of O.C. are available for use: the standard 1.5-ounce canister (MK-3), the high-volume canister (MK-9) and the 3-ounce canister (Tactical Unit).

The high volume (MK-9) O.C. spray is available to staff to be used primarily during large scale fights, riots and assaults involving multiple youth when de-escalation efforts have been unsuccessful or are not reasonably safe and feasible.

The (Tactical Unit) O.C. spray is provided for use during room extractions that pose a threat to the safety and security of the youth and officers involved.

Training Requirements

All facility staff authorized to carry O.C. spray while on duty shall complete an initial 8-hour chemical agents course certified by Standards and Training for Corrections (STC), Penal Code 832 training, STC Core training facility specific training and 9-months of initial service with overall "standard" ratings on performance evaluations and is recommended by supervisor for issuance. Training updates in chemical agents will be included during annual training to maintain competency in policy and procedures and remain current on Title 15 requirements. All staff shall have read, be familiar with, and follow the Kern County Probation Department Administrative Manual, Articles 1706 Use of Force and 1707 Use of Force-O.C.

The policy of the Kern County Probation Department includes the following guidelines:

1. O.C. should only be used by authorized staff in defense of self or if there is an immediate threat to youth safety or the safety of others and in accordance with section 1635 of this manual. Youth safety does not include youth who are exhibiting self-harming behaviors.
2. O.C. should only be used after de-escalation and non-chemical intervention efforts have been unsuccessful or are not reasonably safe and feasible. De-escalation and non-chemical intervention efforts shall be documented within the report.
3. Mere verbal threats of violence by youth do not, by themselves, justify the use of O.C. unless the use of O.C. is objectively reasonable based on the totality of the circumstances.
4. The application of O.C. shall not be continued once the youth no longer poses an immediate threat to youth safety or the safety of others.
5. Under no circumstances shall youth be threatened with the use of O.C. spray. Making an announcement/warning of the potential use of O.C. spray during an incident that warrants its potential use is required when reasonably feasible and is not considered to be threatening a youth.
6. Staff should be attentive of youth identified as having respiratory problems/diagnosis and should be aware of distress signs after O.C. application and during decontamination. Medical assessment and follow-up should address these issues and should be activated in any case of physical distress.
7. When possible, staff should also summon assistance by utilizing department radios, phones, or other communication devices.
8. Youth in other locations of the facility may need to be secured to allow additional staff to respond, since assisting with youth affected by O.C. requires close supervision. Decontamination with Sudecon wipes or water shall be offered to the youth as soon as possible.
9. Post-incident, decontamination methods shall include youth being issued a Sudecon wipe, allowed to wash with cool running water until the youth self-terminates, and being issued clean clothing and bedding. The beginning and ending times of the decontamination showers shall be documented in the Special Incident Report.

10. Youth exposed to O.C. shall not be left unattended until the youth is fully decontaminated or is no longer suffering the effects of O.C. Direct visual observation is required.
11. All staff authorized to carry O.C. spray will carry the standard MK-3 canister during their shift.

High Volume MK 9 O.C. spray canisters will be assigned to areas of the facility as follows:

1. A canister will be assigned to each unit. Unless authorization is given by facility administration for staff to carry the MK-9 for a specific situation, the canisters will remain secured in the staff office and accessed by authorized staff when circumstances justify deployment, as indicated above (primarily during large scale fights, riots and assaults involving multiple youth when de-escalation efforts have been unsuccessful or are not reasonably safe and feasible).
2. One canister will be assigned to the Operations Office and will be available to all Duty Supervisors on duty.
3. The following units will have an O.C. canister in the lockbox:
 - a. Baumeister Barracks
 - b. Durant Dorm
 - c. Operations office for all Duty Supervisors
 - d. Dining Hall
 - e. School Gym
 - f. Garden Office

Tactical Unit O.C. spray will be assigned to areas of the facility as follows:

1. A canister will be assigned to each unit. The canister will remain in a secured area until authorized for use in a room extraction (refer to extraction policy, section 1635.2 regarding use of Tactical Unit O.C.)

Reporting and Specific Staff Duties

All incidents involving O.C. spray will be reported immediately to the Duty Supervisor and facility administration. Special Incident Reports and O.C. Application Reports will be completed by involved staff before leaving their shift. The Duty Supervisor who is on duty the following shift after a use of O.C. Spray shall review and evaluate the available reports and sign the Probation Facilities O.C. Application Report.

Storage and Maintenance Requirements for Chemical Agents

All chemical agents/Oleoresin Capsicum canisters not currently in use (new and used) are stored securely in Baumeister Barracks and Durant Dorm. A log will be maintained to account for canisters issued to the units and each unit will account for canisters each shift as part of their security checks.

1635.2 EXTRACTION PLAN

POLICY

The purpose of this policy is to provide Institutional staff with guidelines on maintaining a safe and consistent method for the movement of an in-custody youth from one room or area to another. Each staff member is expected to use these guidelines to make decisions about the room extraction, the use of chemical agents and shield in a safe, impartial, lawful, and professional manner. Officers must only use that degree of force that is reasonably necessary to overcome resistance. The use of force, use of restraints and use of chemical agents employed during an extraction shall be in compliance with Kern County Probation Department and Camp Erwin Owen Administrative Manual, Sections 1635, 1635.1, 1640 and 1645.

PURPOSE

A room extraction shall occur when it is necessary for the movement of a youth who refuses to move voluntarily. It may be necessary to restrain a youth from self-harm, retrieve contraband or weapons, or to facilitate a move from one room to another for safety or security reasons or for the efficient management of the facility. Room extractions are security measures, **NOT** disciplinary mechanisms. They are used only in response to an imminent and serious risk to the safety and security of an individual or of the institution and should be the last resort when less restrictive measures are unsuccessful in gaining the youth's cooperation. The decision to conduct a room extraction with the use of chemical agents and shield must be legally justified given the facts and circumstances perceived by the officer at the time of the use. Prior to the use of the Tactical Unit O.C. spray, Duty Supervisor approval shall be obtained. If unable to obtain due to exigent circumstances, the Duty Supervisor is to be notified immediately after the use and extraction of the youth.

Definitions

1. "Extraction" is the involuntary removal of a youth from an area or room through use of physical force and authorized equipment.
2. "Shield" is a two handled, clear protective concaved defensive shield, 2' by 4' in approximate size, designed to protect officers from resistive, aggressive, or assaultive youth. It can be employed to restrict the movement of a youth by placing the shield between the youth and officers and physically guiding the youth to a safer position.
3. "Tactical Unit" is a 3oz. 2% Oleoresin Capsicum Extractor with hose attachment. It is designed to use during room extractions through an opening of a room door (underneath/food port). It discharges a fog formula through the tube and into the room.

Room Extraction Equipment

1. Extraction personnel may utilize basic safety equipment, based upon the circumstances of the extraction, as described below:
 - a) Shield
 - b) Protective Vest
 - c) Helmet with Face Shield
 - d) Protective Gloves
 - e) Shoulder, Elbow, and Knee Pads
 - f) Handcuffs, Leg Shackles, and Flex-cuffs
 - g) Oleoresin Capsicum Spray (O.C. Pepper Spray)
 - h) Tactical Unit O.C. Spray
2. All equipment issued for a room extraction shall be stored in a secured area designated by facility Administration.

Extraction Guidelines

1. The Duty Supervisor is to be notified and approve cell extraction in advance, barring any exigent circumstances.
2. The Duty Supervisor will be responsible for assigning a team leader to establish a team of officers to conduct the extraction.
3. The Duty Supervisor should ensure the members involved in the extraction do not include any staff member who was involved in any incident precipitating the need for extracting the youth. Alternate staff should be considered if staffing levels permit.
4. Prior to initiating an extraction, the medical and mental health status of the youth shall be considered: i.e., asthma, seizure disorder, developmental or physically disabled youth.
5. Officers must remain calm and professional and not allow emotions to cause a loss of good judgment, decision-making skills, or control.
6. Officers shall increase or decrease the level of force used as the youth's resistance or behavior increases or decreases. (Title 15, §1357 (a) (1))
7. Officers shall stop the use of force, restraints, and chemical agents once the immediate situation is under control. Excessive use of force is prohibited. (Title 15, §1357 (a) (1))
8. Officers shall take affirmative action to stop inappropriate, unnecessary, or excessive use of force and to report it immediately to the facility Duty Supervisor and shall complete a written report of his/her observations prior to leaving the facility at the end of the shift. Failure to intervene or report such an incident is a violation of this policy and may result in disciplinary action. (Title 15, §1357 (a) (2))
9. Officers may utilize only those control, compliance, restraining techniques, equipment, and training which are approved and provided by the Kern County Probation Department.
10. Medical and behavioral/mental health referrals will be submitted immediately via personal contact and/or written notification for every youth involved in an extraction. It is preferable to have medical standing by or immediately available after the extraction. (Title 15, §1357 (a) (3))

Extraction Procedure

1. Prior to initiating a planned extraction, authorization must first be obtained from the facility Duty Supervisor. The Duty Supervisor will designate a team leader and shall be present during the extraction.
2. An emergency situation may justify an immediate extraction. For this purpose, an “emergency” is a situation where failure to act sooner is reasonably judged by the officer to likely result in great bodily injury or death. Examples include: a youth attempting suicide, a youth assaulting another person, an emergency building evacuation. As in most situations, priority should still be given to communicating for assistance before entry is made.
3. Each extraction should include a minimum of four officers, if possible, plus the team leader. The number of officers used shall be at the discretion of the team leader.
4. The team leader will conduct a briefing prior to initiating an extraction to discuss any pertinent concerns.
5. The team leader will give each officer a specific assignment for the extraction. The strategic placement and duties of the officers are as follows:
 - a) **TEAM LEADER** - The person responsible for opening the door for the extraction will give the official signal to initiate the extraction. This decision will be made once all reasonable efforts have been made to allow the youth the opportunity to exit the room on their own. A youth that complies with a direct order to comply will not be presented with an extraction.
 - b) **SHIELD OFFICER** – The shield officer shall be the first to enter the room and make initial physical contact with the youth. Upon a signal from the Team Leader, the Shield Officer shall enter the room with the shield handles held at chest level with the top of the shield slightly above the officer’s nose. During the initial entry, the officer shall make contact with the youth in the upper chest area with the front of the shield and simultaneously guide the youth to the wall or floor.
 - c) **QUADRANT OFFICERS FOR UPPER AND LOWER BODY** - As the youth is immobilized against the wall or floor by the shield, two designated officers are responsible for securing the youth’s hands and arms. These officers will assist in securing the youth and applying the handcuffs. One designated officer is responsible for securing the youth’s legs and applying the leg shackles. This is all done in one rapid and coordinated action.
 - d) **BACK UP OFFICER(S)** – This officer(s) will follow the directives of the Team Leader which may include use of Oleoresin Capsicum and be responsible for collecting any dropped or discarded equipment. They may also replace any team member as directed.
 - e) **SCRIBE** – This officer will document verbal and behavioral responses when contact is made when attempting to gain compliance. Scribe will also note the time contact was made and document all levels of force that were applied (physical/OC).
3. Reasonable efforts to gain voluntary compliance from the youth shall be utilized prior to the use of force and/or the planned extraction procedure. An example would be the following 5-step process. During this contact, designate a Scribe to accurately document statements and behavioral responses made by the youth.
 - a) Ask the youth to comply with your directives.
 - b) Explain the consequences for non-compliance including the potential use of force and O.C. spray.
 - c) Ask the youth if there is anything you can do to get them to comply with your order.
 - d) Tell the youth you are lawfully ordering them to comply.
 - e) Take appropriate action.

Reporting and Documentation

Extractions shall be reported in writing on a Special Incident Report by each involved staff before the end of the shift but no later than 24 hours after the incident and forwarded for administrative review. Supplemental or supporting reports may be requested by a Duty Supervisor. An extraction check list shall accompany the final report(s). (Title 15, §1357 (a) (2)) See Attachment F, following Chapter 7).

1. Extraction reports shall include the following information:
 - a) Date and time when authorization for the extraction was granted by the Duty Supervisor.
 - b) A clear and factual justification for the extraction procedures, the officer's involved, and the results obtained.
 - c) All efforts and personnel utilized to attempt to remove the youth from the area prior to the implementation of the extraction procedures.
 - d) A description of the medical assessment and treatment of the youth after evaluation by medical staff with specific attention given to impact locations, if applicable.
 - e) If needed, an Oleoresin Capsicum Spray report will be completed by involved staff. In addition, the report shall include a description of all aftercare procedures that were provided to youth pertaining to decontamination from OC.
 - f) A notation of behavioral/mental health referrals made to assist the youth with problem issues.
 - g) Parent/guardian notification, including date, time and person notified if emergency medical treatment is needed.
 - h) Photographs of any injuries, room condition and/or contraband may need to be taken and attached to the Special Incident Report.
 - i) If any significant contraband is located, the chain of evidence must be maintained. For further information, refer to Camp Erwin Owen Administrative Manual, Section 1460 – Crime Scene Preservation.
2. An incident debriefing shall be conducted by the Duty Supervisor and the extraction team to assist in evaluating the incident for areas of concern, improvement, or guidance. The debriefing shall occur as soon as practical following the extraction.
3. Immediate medical care and behavioral/mental health referral.
 - a) Medical personnel and behavioral/mental health clinicians should be notified in advance and placed on stand-by to ensure timely aftercare services for any youth involved in an extraction. (Title 15, §1357 (a)(3)).
 - b) If the youth appears to have significant mental health issues or physical injuries that cannot wait until he is seen by medical or behavioral/mental health staff, the youth will be immediately transported to the nearest emergency medical facility.

Training

1. Institutional staff will receive training in the use of force during the Standards and Training for Corrections CORE class and in PC 832 training. Use of force training is also included during the 40 hours of facility specific training. Training includes alternatives to the use of force, use of force options, and use of chemical agents. Extra Help officers may be placed in Youth Services Officer CORE and PC 832 training based on operational needs.
2. Officers who attend training on any topic covered by this policy are required to resolve any conflict between that training and this policy, in favor of the provisions of this policy. This policy shall supersede any contradictory information in any training an officer may attend.
3. Officers required to participate in extractions will be provided with initial and on-going training.

Maintenance and Cleaning of Extraction Equipment

1. It shall be the responsibility of the extraction team leader to account for all equipment used during the extraction procedure after the incident and to report any damages to the equipment to the Duty Supervisor.
2. It shall be the responsibility of the extraction team leader to ensure that all equipment used during the extraction procedure is properly cleaned immediately after the incident.
3. The equipment used in the extraction procedure shall be maintained and cleaned on a regular basis when not in use by the designated Duty Supervisor.

1640 USE OF PHYSICAL RESTRAINTS

Title 15, Article 5, Section 1358

POLICY

Restraints are to be applied only on those youth who present an immediate danger to themselves or others, who exhibit behavior that results in the destruction of property or reveals intent to cause physical harm to self or others. Restraints are not for use as punishment or discipline, or as a substitute for treatment. The use of restraint devices that attach a youth to a wall, floor, or other fixture, including a restraint chair, or through affixing of hands and feet together behind the back (hogtying) are prohibited. Restraints should be utilized only when it appears less restrictive alternative would be ineffective in controlling the youth's behavior. The circumstances leading to the application of restraints must be documented. Acceptable restraint devices for facility use are handcuffs, leg shackles and waist chains.

The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain youth for movement or transportation reasons. Movement within the facility shall be governed by Section 1640.1, Use of Restraint Devices for Movement within the Facility.

Restraint devices include those which immobilize youth's extremities and/or prevent youth from being ambulatory. Except for short term use of force to gain immediate control, placing a youth in restraints requires the approval of the Duty Supervisor followed by medical assessment and input for continuing use. Behavioral/mental health referrals are also required.

There is a distinction between the use of force and the use of restraints. Use of force is an immediate means of overcoming resistance to control the threat of imminent harm to self or others. The use of restraints is a more sustained, prolonged intervention. Restraints should be removed as soon as possible. Should a youth not demonstrate cooperation to have restraints removed within ten minutes, a supervisor must be notified to review the use of restraints. Any time in restraints beyond ten minutes requires administrative approval.

It is sometimes difficult to determine when use of force ends, and application of restraints begins. Application of restraints for prolonged periods of time requires greater emphasis on medical concerns and involvement of medical and behavioral/mental health staff. Some acting out behavior may be symptomatic of a serious or life-threatening illness.

The use of physical restraints cannot be considered if known medical conditions would place the youth at risk when used.

Youth Services Officers are trained in the use of restraints through annual STC training and review these techniques during staff meetings.

PROCEDURE

Youth in restraints are provided with all the necessary food and fluids as well as provisions to accommodate toilet needs. Inquiries to youth as to their need of these provisions are to be made every 30 minutes and documented. While in restraint devices, youth shall be housed alone or in the Holding Room. Restraints shall not be used as punishment or discipline, or as a substitute for treatment.

Staff are responsible for reviewing medical instructions/restrictions of youth under their supervision on a daily basis. Youth in restraints shall be under direct visual supervision at all times.

All restrained youth will warrant an immediate medical and behavioral/mental health referral. Staff are trained in first aid and CPR, and face guards are available and located in each unit.

Staff will monitor restrained youth for medical and mental health risks including unresponsive, disoriented, lethargic, confused, hallucinations, sweating profusely, difficulty breathing, complaint of chest pain, abnormal speech, or inability to talk, and bleeding from mouth, nose, or ears. Written Observations of the

youth's behavior and any staff intervention are documented at least every 10 minutes. All activity is noted in a log.

Regulations require range of motion exercises of alternating extremities. In addition, staff will ensure youth in restraints have circulation.

Youth in restraints should be allowed to exercise extremities a minimum of 10 minutes every two hours. Extremity exercises will vary for sedate versus struggling youth.

Responsibilities of Lead Staff

1. Contact the Duty Supervisor when a youth displays behavior that may require placement in restraints for his own safety and/or the protection of others. Circumstances may necessitate the use of restraints immediately for the youth's safety and the Duty Supervisor should be notified as soon as possible.
2. Ensure continuous direct visual supervision and documentation by assigned staff.
3. Identify potential problems with youth in restraints and keep the Duty Supervisor informed.
4. Plan the course of action for applying restraints and make each staff members' role and responsibilities clear.
5. Apply restraints to the youth's legs and hands. *Hog-tying, or restraining the youth's hands and feet behind the back is not permitted.*
6. Notify medical and behavioral/mental health staff of the youth's placement in restraints via telephone and in writing by submitting a behavioral/mental health referral and placing the youth on the Medical Complaints list.
7. Document all efforts to deescalate the situation prior to placing a youth in restraints, the justification for placing a youth in restraints and all contacts and actions taken while dealing with the restrained youth.

Duty Supervisor

1. Keep in contact with unit Lead Staff and respond as soon as possible when a youth may require placement in restraints for his own or others safety.
2. Youth shall be placed in restraints with the approval of the Duty Supervisor or Administration and documentation must be completed to justify the reason(s) the youth is placed in restraints.
3. Follow all time frame and documentation requirements:
 - a) Review and document continued retention in restraints at least every 45 minutes.
 - b) A behavioral/mental health assessment shall be secured with the KBHRS staff on duty as soon as possible. If KBHRS staff are not on duty, the after-hours behavioral/mental health staff shall be contacted for consultation no longer than four hours after placement in restraints for the assessment of mental health needs.
 - c) Contact medical personnel or on call pediatrician at Kern Medical (1-661-326-2000) after hours for continued retention beyond two hours and again for continued retention every three hours.
 - d) Ensure continuous direct visual supervision and documentation is made every ten minutes on the Holding Room log of the youth's behavior and responses to contacts with staff.
 - e) Notification to Administration of any youth placed in restraints and justification.
 - f) Ensure documentation of all staff efforts, contacts, justification for placing the youth in restraints and continued retention in restraints.
 - g) After hours, provide for emergency medical referrals to Kern Medical as needed.

Staff assigned to Direct Supervision Refer to responsibilities in Chapter 5, Section 1465.1 - Direct Supervision.

1640.1 USE OF RESTRAINTS DEVICES FOR MOVEMENT AND TRANSPORTATION WITHIN THE FACILITY

Title 15, Article 5, Section 1358.5

The provisions of this section apply to the use of handcuffs, shackles or other restraint devices when used to restrain youth for movement or transportation reasons and the safety and security of the facility. Acceptable restraint devices for movement and transportation within the facility are handcuffs, leg shackles and waist chains.

Restraints are not for use as punishment, discipline, retaliation or as a substitute for treatment. An individual assessment of the need to apply restraints for movement or transportation by staff shall be documented with information that includes consideration of less restrictive alternatives, consideration of a youth's known medical or mental health conditions, and trauma informed approaches.

Youth Service Officers are trained in the use of restraints through annual STC training and review these techniques during staff meetings.

1650 GRIEVANCES - YOUTH
Title 15, Article 5, Section 1361
Prison Rape Elimination Act, Juvenile Facility Standards,
Sections 115.351, 115.352, 115.367

Youth detained in Kern County Probation facilities have the right to grieve issues relating to any condition of confinement including, but not limited to interpretation of rules, conduct of staff that includes mistreatment, harassment or violations of the non-discrimination policy, and quality and care within the facility. Disciplinary sanctions are reviewed by the appeal process.

In exercising the right to file a grievance, a youth shall be free from any threat, ridicule, or act of reprisal from staff. Youth shall be provided with information regarding their right to grieve, with clear and understandable instruction as to the procedures involved in initiating the grievance process. This information shall be explained to each youth during his orientation, posted in the living unit, and written instructions are included in the Youth Handbook.

Upon request, each youth shall be entitled to assistance from a non-involved staff member in pursuing a grievance issue. The right to seek staff assistance shall not in any way be delayed or impeded by other staff members. The exception to this would be when the safe operation of the facility may be affected. Under such conditions, staff will advise the youth that he will be allowed to pursue his grievance at the appropriate time.

Youth may deliver the grievance to any staff working in the facility or file the grievance confidentially. Confidential grievance boxes are located in each unit. There is no time limit on filing grievances.

1. The following issues will be referred to the proper entities for a response that have jurisdiction in these matters:
 - a) Any Court Order
 - b) Health Care Services
 - c) School Services
 - d) Behavior Health Services

Access

Grievance forms are available to all youth, without the need to request them from staff, in a designated area of each living unit.

Grievance Procedure

When an issue or complaint is initiated by a youth regarding their care and treatment at the facility, and the youth expresses a desire to seek resolution through the grievance process, the youth should first attempt to resolve the situation on his own, as noted in the Youth Handbook.

A formal grievance is initiated when a youth fills out and turns in a Grievance Form outlining the youth's statement of problem. Grievances will be tracked by an assigned number and monitored to assure that resolution is reached within specified time limits. The tracking number will include two digits for year and the next available consecutive number, i.e., 22-001. The Grievance Form must be accounted for when it is turned in. The Duty Supervisor will assign the grievance a number and add the information to the Grievance Tracking Log.

Youth may obtain a Grievance form from the designated area in the living unit. If the form is requested during an activity that precludes obtaining the form or during group movement, the form will be given to the youth as soon as possible thereafter. If there is a safety or security issue at the time of the request, staff will allow the youth to obtain the Grievance Form when the unit returns to safe and secure status.

Upon receipt of the Grievance Form, the youth will complete the appropriate sections. He will then summarize the issue(s) he is grieving. If further explanation is needed, he will be provided with additional paper. When completed, the youth will return the Grievance Form(s) to any staff member. A confidential grievance box is located in each unit if the youth wants the grievance to remain confidential.

The Youth Services Officer receiving the completed form will immediately document on the form the date and time the form was received from the youth, obtain a grievance number from the Duty Supervisor who will record the information on the Grievance Tracking Log. The tracking number will correlate with the Grievance Form and the Grievance Response-Staff Review Form. The youth will be issued a duplicate copy of the Grievance Form containing the initial date and tracking number assigned. The Duty Supervisor will investigate any grievance that has not been resolved within 72 hours.

Confidential grievances are retrieved daily by the Duty Supervisor from the confidential grievance box. The Duty Supervisor receiving the form will immediately document on the form the date and time the form was retrieved and issue a grievance number.

Any Lead Staff may resolve the grievance at the initial level through conflict resolution. It is encouraged that resolutions take place at the lowest appropriate staff level. The grievance will be responded to within 72 hours after it is submitted. If requested by the youth, a staff member will be assigned to assist the youth in completing the grievance. The youth will receive a duplicate of the completed Grievance Response-Staff Review Form, which includes a written statement of findings related to the decision(s). A grievance shall be heard by a Senior Youth Services Officer not directly involved with the circumstance that led to the grievance. The youth may elect to be present to explain their version of the grievance.

If the issue has been resolved during the initial review, it will be initialed by the Senior Youth Services Officer handling the grievance as well as the youth. A copy will be given to the youth, and the remaining copies will be routed to the Duty Supervisor for review. If the grievance is not resolved at this level, the youth will discuss the issue with a Duty Supervisor. The staff involved will be instructed to write a written response and the Duty Supervisor shall conduct any investigation. The Duty Supervisor will make a final determination on the issue grieved and will also include a written justification. The resolution of the grievance must occur within ten (10) business days unless circumstances dictate a longer time frame. The youth shall be notified of any delay.

Once the grievance is resolved, or if the youth no longer wishes to pursue the grievance, or at the final review, the youth will sign their acknowledgement and receive a copy of the Grievance Response-Staff Review Form. If the grievance is not resolved to the youth's satisfaction, the youth has the right to pursue legal action.

Upon completion of the Duty Supervisor's review, the form will be routed to facility administration, where the Grievance Response-Administrative Review Form will be completed. The Grievance Response-Administrative Review Form includes documentation of a finding related to the grievance and corrective action (if required).

Any youth wishing to file a nutritional complaint can submit a written Grievance Form. Failure to submit a written Grievance Form shall not prevent a nutritional complaint from being accepted. If the nutritional complaint is made verbally or in person, the staff receiving the complaint must assist the youth in transcribing the complaint on a Grievance Form. All nutritional-related grievances will be forwarded to the Senior Cook, who, along with Facility Administration, will determine if it is a civil rights complaint. If deemed to be a civil rights complaint, there shall be no attempt to resolve the complaint through the normal grievance process. All nutritional civil rights complaints shall be forwarded to the USDA Office of Civil Rights by the Civil Rights Coordinator. All unresolved grievances pertaining to food services will be forwarded to the Civil Rights Coordinator, after administrative review. The Civil Rights Coordinator is appointed by the facility Probation Division Director.

The Civil Rights Coordinator will be responsible to send copies of all food service grievances to:

USDA, Director
Office of Civil Rights, Room 326-W Whitten Building
1400 Independence Avenue
Washington, DC 20250-9410

The Civil Rights Coordinator will maintain a monthly log of the grievances pertaining to food services. The log will include the grievance number, date the grievance was received, the person responsible for collecting the data, and the date the grievance is forwarded to the Office of Civil Rights.

Administration will review all grievances. The Duty Supervisor will forward all completed grievances and justification documents for administrative review. The grievances will be thoroughly reviewed for proper procedure and adherence to policy. Upon completion of the administrative review, the Grievance Forms and all attachments will be forwarded to clerical for proper storage. All documents are available for review by the Board of State and Community Corrections.

Youth are afforded the opportunity to report incidences of sexual abuse and sexual harassment through the grievance process outlined in this policy. Youth may also seek third party assistance from fellow residents, parents/guardians, attorneys, or outside advocates in pursuing a grievance. The aforementioned third parties are allowed to file complaints on behalf of youth through the process outlined in the department's Citizen Complaint policy (Administrative Manual Section 1407).

Grievance Vs. Appeal - What is the Difference Between a Grievance and an Appeal?

A grievance is the youth's right to grieve issues relating to any condition of confinement. For example, rules, conduct of staff (Probation, school, etc.), conduct of staff that includes mistreatment, harassment or violations, quality and care within the facility.

An appeal can be made when a rule infraction has taken place and the youth does not agree with the decision, an AP or SIR. The appeal is to change the decision made by the Disciplinary Review Officer (DRO). Youth have the right to appeal the DRO's decision to administration in the following situations: new evidence is available which will affect the findings, procedural errors were made (failure to give youth notice of review, not given the opportunity to call witnesses, etc.), discipline youth received was different than received by others for the same misbehavior, youth feels he/she was treated unjustly by finding of DRO.

When Writing a Grievance, Youth Should:

- Provide information regarding the situation.
- Information to be given with clear and understandable writing.
- May only grieve one matter per grievance. If youth is grieving more than one matter, the youth must fill out a grievance form for each concern.

Youth Assistance with Grievance

- Staff that is not mentioned or involved in the grievance can help youth.
- If the youth requests assistance, the staff mentioned in the grievance cannot delay or stop a staff from helping the youth.

1655 INCIDENT REPORTING, INVESTIGATION, AND REPORT WRITING

Title 15, Article 5, Section 1362

Incident reports are submitted to the facility administration regarding any incident that results in physical harm, use of force or serious threat of physical harm to staff, youth, or others, or places the safety and security of the facility in jeopardy. It serves to inform other staff in detail of what is occurring in the unit so that they might carry on their duties from an informed position.

The Special Incident Report also serves to document information about the youth and or his program including rule violations, school behavior, medical and mental health concerns, and informational alerts. A thorough investigation should be completed to fully substantiate the information outlined in the Special Incident Report for any issue which compromises the safety and security of the institution.

The incident report shall be written by the person(s) involved and shall be submitted before the end of the shift unless additional time is necessary and authorized by the Duty Supervisor or facility administration. The staff will type their name and rank, sign, date and indicate the time of their signature and forward the report to the Duty Supervisor. Upon review the Duty Supervisor will sign and date. Reports sent back for corrections will note the original date and time as well as the revised and reviewed date and time. In cases of a very serious nature, which could result in civil suits or other legal entanglements, everyone involved in the incident shall write a full concise report of what occurred. The incident report must include what occurred, when it occurred, why it occurred, how it occurred, the attitude of the youth involved and what follow-up action was taken. It is imperative that the Special Incident Report is accurate and complete. Incident reports serve as legal documents. Whenever an incident occurs which may result in a new law violation, staff shall consult with a Duty Supervisor as to the legal requirement's pertaining to Miranda. Youth aged 15 and under prior to custodial interrogation and before waiver of any Miranda Rights shall consult with legal counsel in person, by telephone or by video conference. This consultation may not be waived. In certain cases, staff may be authorized an extension, not to exceed 24 hours, to complete the report.

Kern County Probation facilities have three types of Special Incident Reports:

1. Rule Violation – When a youth violates any rule as listed in the Youth Handbook that results in major corrective action (NOMCA).
2. Medical – When a youth becomes injured or ill other than a routine medical complaint.
3. Informational – When an incident occurs which may include maintenance issues, staff alerts and warnings, or issues which could impact the operations, safety, or security of the institution.

All Special Incident Reports shall include the following:

1. Name of the youth.
2. When the incident occurred.
3. Where the incident occurred.
4. Circumstances of the incident.
5. Who was involved in the incident.
6. Witness or witnesses to the incident.
7. Action taken by Youth Services Officer(s).
8. If O.C. is used, the method, start and end time of decontamination.
9. Medical and/or behavioral/mental health staff findings, if applicable.
10. Medical and/or behavioral/mental health staff treatment instructions, if applicable.
11. Any recommendations of the reporting Youth Services Officer, and

12. The Duty Supervisor will assign the SIR a number and add the necessary information to the electronic SIR Tracking Log.

Conducting an Investigation

The Senior Youth Services Officer or Lead Staff in the unit should conduct an investigation in order to gather facts and interview all involved parties to complete the Special Incident Report. Subordinate staff can be designated to complete all or portions of the investigation. If the investigator is unsure of any aspects of the investigation, they should collaborate with the Duty Supervisor for direction before beginning.

1. The investigation is to be conducted promptly to ensure preservation of relevant evidence and enable witnesses to more accurately recall the facts.
2. The investigator will determine who to interview, what questions to ask and if any evidence is to be collected. (See Section 1460 - Crime Scene Preservation for evidence collection).
3. The investigator will separate and isolate subjects, victims, and witnesses to preserve the integrity of their statements. The investigative interview should be conducted in a setting to allow privacy and eliminate distractions. If during the interview with a victim or witness and it is apparent, they may be involved in any way which could lead to a new law violation, they must be given the Miranda warning pursuant to legal requirements. Youth aged 15 and under prior to custodial interrogation and before waiver of any Miranda Rights shall consult with legal counsel in person, by telephone or by video conference. This consultation may not be waived.
4. The investigator is to generally use open-ended questions to allow those being interviewed to fully describe events. Start with basic information such as what happened and when, where it happened and who was involved and why. To clarify statements and attain additional information the investigator is to use specific questions.
5. The investigator should take notes during the entire investigative process to assist in documentation of the Special Incident Report.

The Senior Youth Services Officer or Lead Staff on duty will review the Special Incident Report for accuracy and completeness. Lead Staff who authors a report shall not review the report(s); another Lead Staff will conduct the review. They will ensure the Special Incident Report is saved to the youth's electronic file and route the original hard copy for administrative review.

The Duty Supervisor reviews the report, communicates any adjustments to staff and ensures the report is completed. After initialing, the Special Incident Report and NOMCA, if applicable, are passed on to the Assistant Division Director and Division Director for review. In use of force incidents, administrative review shall cite the need for further investigation or reflect the incident was deemed within policy. After administrative review, clerical will route the original to the unit program file.

Any report initiated that involves the use of force, physical harm to youth, death of an employee or youth or serious threat of physical harm to youth, shall be turned in prior to the involved staff members leaving for the day unless additional time is necessary and authorized by the Duty Supervisor or facility administration.

1660 DAILY LOGS

Designated areas throughout Camp Erwin Owen are responsible for maintaining a daily record of activity. Those areas are the Duty Supervisor's office, Durant Dorm, Baumeister Barracks, Dining Hall, Agriculture office and Youth Services Maintenance office.

Duty Supervisor Log

This is a daily record of operational and programming events recorded by the Duty Supervisor. Many of the items appearing in the unit shift report may also appear in this log. In addition, the Duty Supervisor Log will include the following:

1. Serious violations such as fights, AWOL's, etc.
2. Administrative Restriction placements and times.
3. Holding room placements and times.
4. Program suspensions.
5. Modified programming.
6. Camp failures.
7. New law violations.
8. Transport of youth off camp.
9. Staff coverage issues.
10. Medical notes and/or issues.
11. Total population count.
12. All visitors, volunteers, off-duty employees, etc., on facility grounds and why.
13. Major maintenance problems/repairs which impact the facility operation.
14. Vendor deliveries and locations.
15. Off camp work crews or recreational activities.

This log is essential in showing a summary of day-to-day operations at Camp Erwin Owen. Administration relies significantly on this log for information on activities occurring during their absence.

Unit Shift Report

The Unit Shift Report is a legal record. It is necessary all pertinent information be included in a legible manner. Items to be included in shift reports are:

1. All significant activities as they take place in the unit.
2. Count of the group. Counts are documented at the start and end of each shift. The count is regularly adjusted due to youth living unit changes and off-site activities.
3. Prescription Medical Call and who conducts it.
4. Security count accounting for keys, cuffs, radios, O.C. spray and fire extinguishers.
5. Work call, crews out and time of return. Note any special crews with different beginning and/or ending times.
6. Time unit departs and returns from school.
7. Youth placed on Administrative Restriction, their removal and who authorized it.
8. Evening activities such as P.E., church, or other programs that take place, times they begin and end.
9. Number of youth attending activities and location of activity, i.e., gym, BB, ballpark.
10. PM log must show structured programming every day. It must be structured and logged as the actual activity and must be a minimum of one hour.
11. Youth returned to living unit for medical, discipline or school referrals.
12. Transfer of youth to Baumeister Barracks or Durant Dorm. Note name(s) and who approved transfer.
13. Log full name of new youth and youth going home.
14. Youth on special visits and with whom.
15. Youth to the doctor, dentist, hospital, and their return. Indicate who transported.
16. Camp tours with times, staff conducting tour and any special incidents.
17. Inventory request sheet – when submitted and by whom.
18. Night shift logs: all youth who use the latrine and time.
19. All unit notes, staff alerts and medical notes of special treatment or bed rest.

Note: Youth are never to have an opportunity to read or handle logs.

Running Log

A running log is the documentation of a youth's behavior during a shift to allow staff, the Duty Supervisor or agency partners (medical or behavioral/mental health staff) to review a youth's behavior while on Suicide or Special Watch. The assessment is recorded on the log at the end of the shift and is to provide sufficient detail to determine if the watch should continue.

Dining Hall Log

This is a daily record of events which include:

1. Counts.
2. Ordering information.
3. Inventory.
4. Sharing of information.
5. Significant occurrences with youth.
6. Unusual events.
7. Maintenance needs and repairs.
8. Alerts.
9. Special youth information, i.e., diet restrictions.
10. Any other pertinent information.

This log is the main line of communication between the members of the food service program. As such, it is essential that all important information be noted.

Agriculture Log

Daily logs are located at each area of Ag for the purpose of monitoring daily activities, production, and fee inventory.

Noble[Home](#) [Search](#) [Reports](#)**MAYSI-2**

Current Subject:

MAYSI-2

- | | | |
|---|---------------------------|--------------------------|
| 1. Have you had a lot of trouble falling asleep or staying asleep? | ☐ Yes | ☐ No |
| 2. Have you lost your temper easily, or had a "short fuse"? | ☐ Yes | ☐ No |
| 3. Have nervous or worried feelings kept you from doing things you want to do? | ☐ Yes | ☐ No |
| 4. Have you had a lot of problems concentrating or paying attention? | ☐ Yes | ☐ No |
| 5. Have you enjoyed fighting, or been "turned on" by fighting? | ☐ Yes | ☐ No |
| 6. Have you been easily upset? | ☐ Yes | ☐ No |
| 7. Have you thought a lot about getting back at someone you have been angry at? | ☐ Yes | ☐ No |
| 8. Have you been really jumpy or hyper? | ☐ Yes | ☐ No |
| 9. Have you seen things other people say are not really there? | ☐ Yes | ☐ No |
| 10. Have you done anything you wish you hadn't, when you were drunk or high? | ☐ Yes | ☐ No |
| 11. Have you wished you were dead? | ☐ Yes | ☐ No |
| 12. Have you been daydreaming too much in school? | ☐ Yes | ☐ No |
| 13. Have you had too many bad moods? | ☐ Yes | ☐ No |
| 14. Have you had nightmares that are bad enough to make you afraid to go to sleep? | ☐ Yes | ☐ No |
| 15. Have you felt too tired to have a good time? | ☐ Yes | ☐ No |
| 16. Have you felt like life was not worth living? | ☐ Yes | ☐ No |
| 17. Have you felt lonely too much of the time? | ☐ Yes | ☐ No |
| 18. Have you felt like hurting yourself? | ☐ Yes | ☐ No |
| 19. Have your parents or friends thought you drink too much? | ☐ Yes | ☐ No |
| 20. Have you heard voices other people can't hear? | ☐ Yes | ☐ No |
| 21. Has it seemed like some part of your body always hurts you? | ☐ Yes | ☐ No |
| 22. Have you felt like killing yourself? | ☐ Yes | ☐ No |
| 23. Have you gotten in trouble when you've been high or have been drinking? | ☐ Yes | ☐ No |
| 24. If yes, is this fighting? | ☐ Yes | ☐ No |
| 25. Have other people been able to control your brain or your thoughts? | ☐ Yes | ☐ No |
| 26. Have you had a bad feeling that things don't seem real, like you're in a dream? | ☐ Yes | ☐ No |

When you have felt nervous or anxious:

- | | | |
|--------------------------|---------------------------|--------------------------|
| 27. have you felt shaky? | ☐ Yes | ☐ No |
|--------------------------|---------------------------|--------------------------|

28. has your heart beat very fast? ☐ Yes ☐ No
29. have you felt short of breath? ☐ Yes ☐ No
30. have your hands felt clammy? ☐ Yes ☐ No
31. When you have felt nervous or anxious has your stomach been upset? ☐ Yes ☐ No
32. Have you been able to make other people do things just by thinking about it? ☐ Yes ☐ No
33. Have you used alcohol or drugs to help you feel better? ☐ Yes ☐ No
34. Have you felt that you don't have fun with your friends anymore? ☐ Yes ☐ No
35. Have you felt angry a lot? ☐ Yes ☐ No
36. Have you felt like you don't want to go to school anymore? ☐ Yes ☐ No
37. Have you been drunk or high at school? ☐ Yes ☐ No
38. Have you felt that you can't do anything right? ☐ Yes ☐ No
39. Have you gotten frustrated a lot? ☐ Yes ☐ No
40. Have you used alcohol and drugs at the same time? ☐ Yes ☐ No
41. Has it been hard for you to feel close to people outside your family? ☐ Yes ☐ No
42. When you have been mad, have you stayed mad for a long time? ☐ Yes ☐ No
43. Have you had bad headaches? ☐ Yes ☐ No
44. Have you hurt or broken something on purpose, just because you were mad? ☐ Yes ☐ No
45. Have you been so drunk or high that you couldn't remember what happened? ☐ Yes ☐ No
46. Have people talked about you a lot when you're not there? ☐ Yes ☐ No
47. Have you given up hope for your life? ☐ Yes ☐ No
48. Have you EVER IN YOUR WHOLE LIFE had something very bad or terrifying happen to you? ☐ Yes ☐ No
49. Have you ever been badly hurt, or been in danger of getting badly hurt or killed? ☐ Yes ☐ No
50. Have you ever been raped, or been in danger of getting raped? ☐ Yes ☐ No
51. Have you had a lot of bad thoughts or dreams about a bad or scary event that happened to you? ☐ Yes ☐ No
52. Have you ever seen someone severely injured or killed (in person - not in movies or on TV)? ☐ Yes ☐ No

KERN COUNTY PROBATION DEPARTMENT
EXTRACTION - CHECK LIST

Name of Youth: _____

Facility: _____

Date/Time: _____

Extraction Team

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

EXTRACTION

Youth poses a Safety & Security threat to himself or facility: ☐ Yes ☐ No

Compliance Questions:

- | | |
|--|--|
| 1. Ask the youth to comply with your directives: ☐ | 4. Ask the youth if there is anything you can do to get them to comply with your order: ☐ |
| 2. Explain the consequences of non-compliance: ☐ | 5. Take appropriate action. |
| 3. Tell the youth you are lawfully ordering them to comply: ☐ | |

Supervisor Authorization – Date/Time: _____

Initiation of Cell Extraction – Date/Time: _____

- | | |
|--|---|
| 1. OC Spray: ☐ Yes ☐ No | 3. Tactical Plan Developed: ☐ Yes ☐ No |
| 2. Medical/MH Staff Notified: ☐ Yes ☐ No | 4. Tactical Entry Preparation: ☐ Yes ☐ No |

POST EXTRACTION

- | | |
|--|---|
| 1. Compliance ☐ Yes ☐ No | 5. Evidence Scene Preservation: ☐ Yes ☐ No |
| 2. Injuries to Youth: ☐ Yes ☐ No | 6. Extraction Team – Debriefing: ☐ Yes ☐ No |
| 3. Injuries to Staff: ☐ Yes ☐ No | 7. Scribe Report of Extraction |
| 4. Extraction Clean-Up: ☐ Yes ☐ No | |
| | A. Youth's refusal to comply F. Assaultive Behavior? |
| | B. Youth's statements G. Weapons? |
| | C. Youth's behavior H. Justification |
| | D. Youth's body language I. Authorization |
| | E. Youth's actions J. Extraction/Result |

Print Name: _____

Signature: _____

ADMINISTRATIVE REVIEW

Duty Supervisor: _____

Assistant Director: _____

Division Director: _____

1700 CAMP ERWIN OWEN FACILITY PROGRAM

The Camp Erwin Owen program is a commitment program ordered by the Juvenile Court. The program utilizes a behavior modification system based on a system of pro-social modeling which determines eligibility for group advancement, group privileges and when youth are released.

Youth can be assigned a 90-day, 180-day or a 270-day program. The Youth Services Officers supervising the program document positive and negative comments on the roster as they supervise youth. At night, positive comments are added and the youth is assigned a level for the following day. The final roster is posted for all youth to view the following morning. Upon release, the remainder of the commitment is served on furlough in the community.

The initial program assessed may be subsequently increased due to program rule violations. Types of rule violations can be minor, moderate, or major in nature and may add additional days to the youth's program. Discipline that leads to days being added to the youth's program must be fair and firm.

Overview

The Camp Erwin Owen program is intended to accomplish the following objectives:

1. Reinforcement of positive behavior.
2. Increase number of skills learned.
3. Increase parent/family involvement.
4. Increase youth's accountability and self-reliance.
5. Reduce negative behaviors.

The program within Camp Erwin Owen is dependent upon the philosophy and goals mandated by the Juvenile Court, Juvenile Justice Commission, Chief Probation Officer, the Deputy Chief Probation Officer, and the Director of Camp Erwin Owen.

Our philosophy stresses the proper treatment of delinquent youth, ensuring that emotional and physical needs are cared for. Each youth is an individual subject to humane treatment. Camp Erwin Owen offers a diverse program, intended as a meaningful attempt to rehabilitate the male youth in its care. The treatment program uses a behavioral model to facilitate change and individual responsibility. Loosely based on Social Learning theory, the program emphasizes positive reinforcement of good behavior and strives to instill a sense of self-worth and personal accountability by providing many opportunities for youth to learn successful behavior.

A behavioral system is used that provides privileges, group status and early release opportunities. Through a system of fair and consistent reinforcement, staff members aid the youth in changing unproductive behaviors and thereby create attitudinal improvement as well. Understanding that the young men entrusted to our care are in need of rehabilitation to correct delinquent values and behavior, the Camp Erwin Owen program and staff strive to promote the development of socially acceptable and functional behavior. This is accomplished by providing a healthy, productive, and positive residential environment that incorporates evidence-based practices, education, and work experiences. In using a behavioral approach, in which desired changes are reinforced, misbehavior is penalized and staff, as role models, display correct behavior, the youth are encouraged to advance toward their return to the community all the while learning to take responsibility for their own actions.

As stated in section 880 of the Welfare and Institutions Code, Camp exists to "...give better opportunity for reform and encouragement of self-discipline..." It is a complex and difficult task that requires sound organization, cohesive teamwork, and a serious commitment by all involved.

Group Advancement

There are four group levels at Camp Erwin Owen. When a youth becomes eligible to advance to a higher group by virtue of days in program and positive behavioral milestones accomplished, he petitions his Counselor to advance. Group Advancement takes place weekly to consider all youth submitted for advancement. The assigned program Duty Supervisor, Assistant Director (or appointee), behavioral/mental health staff and a school representative will review and evaluate all Group Advancement applications submitted by youth.

Each youth must meet certain minimum standards (time in program, and behavioral/educational tasks) to advance from one group level to the next as outlined in the Youth Handbook. Each successive group level carries with it more privileges and higher standards of behavior.

The attainment of a specific group level is not a prerequisite for release. A youth can be released as a Group I or II. Youth may drop from a higher to lower group for serious misbehavior and/or consistent lack of effort. A youth may be demoted for failure to meet group level criteria.

Group Advancement Board (G.A.B.)

G.A.B is ideally comprised of at least three members: The Assistant Probation Division Director or designee, P.M Lead Staff from the youth's unit, and a Duty Supervisor. Any Youth Services Officer may participate if other duties allow.

G.A.B meets once each week to review and evaluate all applications for Group Advancement and interview each youth trying to advance to Group IV. G.A.B also reviews recommendations for group demotion from counselors or if the youth was demoted due to major corrective action.

The G.A.B. panel acts as the quality control agent over the treatment program making sure that the youth are making reasonable effort to meet rehabilitative objectives. They also monitor staff input and effort on behalf of their caseload, providing feedback to counselors on the quality of their counseling and reporting work.

The G.A.B. panel will meet on Wednesday directly after the pre-release meetings.

Group Advancement Mechanics

Each youth must meet certain minimum standards (time in program, criminogenic/NOBLE goals, and behavioral/educational tasks) to advance from one group to the next higher group. Each successive group carries with it more privileges and higher standards of behavior.

The attainment of a specific group is not a prerequisite for release, i.e., conceivably, a youth can be released from Group I or II. Likewise, youth may drop from a higher to lower group for serious misbehavior and or consistent lack of effort. A youth may also be demoted for failure to meet group obligations.

When a youth becomes eligible to advance to a higher group by virtue of length of time in program and positive behavioral milestones accomplished, he will petition the G.A.B., with the assistance of his counselor, to advance. The G.A.B will meet weekly to consider all youth submitted for advancement.

Receipt of a major Special Incident Report may cause the youth to be demoted to a lower group. The matter will be reviewed at the next G.A.B and the demotion will be affirmed, modified, or reversed.

Obligations and Privileges of the Groups

As the youth progresses through the program, he should be able to demonstrate increased knowledge and skills as he benefits from the counseling and instruction he receives from staff. Likewise, his behavior should become more stable (with less misbehavior) the longer he is in the program. To encourage and facilitate this process, incentives are attached to each group.

As he moves through the four stages, the youth has to demonstrate his increasing proficiency and behave with increased responsibility. In Group I very little is expected, and minimal privileges are available, whereas Group IV has very important responsibilities and very attractive privileges.

Group I: Youth first entering Camp Owen begin in Group I orientation and are faced with learning a variety of rules and behaviors. Youth are encouraged to quickly adopt an attitude of cooperation and willingness to learn and work by giving them a chance to earn their way out of Group I into Group II. The youth will be a Group I for a minimum of 30 days. However, orientation tasks and proficiencies must be completed for the youth to earn his unit shirt. The youth should complete the orientation phase within 10 days of his arrival.

Privileges:

Board games; may participate in team sports; work as orderly and/or on general work crew, two-hour visit with parent, child, or legal guardian only on patio. Access to telephones during free time activities, if not on penalty status; no off-camp, commissary, or Newman Youth Center activities.

Group II: By the time a youth is eligible for Group II he should be fully acclimated to the Camp Erwin Owen routine and expectations. Rewards for his initial efforts are significant additional privileges. As he progresses in Group II, the youth performs additional tasks. He must complete a minimum of 90 days to graduate from Group II.

Privileges:

May participate in off-camp work projects; commissary and Newman Youth Center if at a level 3, weight room, eligible for permanent job; five and one-half hour visit (10:00 a.m. - 3:30 p.m.) with parents, legal guardian, child and (up to six) grandparents in Camp Owen picnic area; access to telephone during free time activities, if not on penalty status.

Group III: By this stage a youth should be well into the swing of the program and exhibiting consistently good behavior with improved social interaction. He shows a sense of awareness and responsibility not only for his own actions, but invests an effort in helping others, contributing to the stability of the living unit/work crew. He will remain in this group for a minimum of 90 days.

Privileges:

Eligible for Crew Chief; commissary and Newman Youth Center if at a level three, weight room, may participate in off-camp outings; off-camp visits (11:00 a.m.- 1:00 p.m.); access to telephones during free time activities, if not on penalty status; may earn bonus days off his program.

Group IV: As the youth nears the end of his commitment, he should be consistently demonstrating exemplary behavior and competency of all required skills. There is no higher state for the youth to advance to, but he must continue to successfully perform those positive behaviors established in earlier groups.

Privileges:

Eligible for Mayor, commissary, and Newman Youth Center if at a level three, weight room, off-camp visits from 11:00 a.m. - 3:00 p.m., access to telephones during free time activities, if not on penalty status; eligible to address pre-release board for early release, eligible to have black shoes, may earn bonus days off his program.

Re-Promotion

For a youth to be eligible to re-promote, he will need to complete goals set for him by his counselor and the Duty Supervisor. The youth is still expected to know and be responsible for group level rules, however, will not be required to submit another application for Group Advancement or rewrite the written reports. School progress reports, penalty status and penalty day expectations remain the same.

Re-Promoting to Group II

1. Two weeks minimum as Group I.
2. No penalty or sanctions for the week prior to promotion.
3. Satisfactory school report.
4. Responsible Thinking plan.

Re-Promoting to Group III

1. Three weeks minimum as a Group II.
2. No penalty or sanctions for 2 weeks prior to re-promotion.
3. Satisfactory school report.
4. Completion of Responsible Thinking plan.
5. Permanent job.
6. Re-Test by Duty Supervisor over rules.
7. Complete a NOBLE intervention with counselor.

Bonus Day Program

In an effort to encourage positive reinforcement and lasting change, all youth will be given the opportunity to earn bonus days off their program. The bonus day program allows youth who have promoted and worked hard for change to be rewarded.

1. Group III: Group III youth will earn one day off their program for each penalty and sanction free week. If youth are placed on penalty, sanctioned, or demoted, they will not earn any bonus days for that week.
2. Crew Chief: Crew Chiefs will earn one day off their program for each penalty free week.
3. Mayor: Mayors will earn one day off their program for each sanction and penalty free week.
4. Group IV: Group IV youth will earn two (2) days off their program for each sanction and penalty free week.
5. Student of the Month: Student of the Month will receive five (5) days off their program. Runners-up will receive two (2) days off their program. This award can only be received once during a youth's Camp Erwin Owen commitment.
6. Employee of the Month: Employee of the Month will receive (5) days off their program. If the youth receives the Employee of the Month more than once, he will receive (fifty) commissary credits.
7. KBHRS Groups: Completion of an A.R.T or C.B.I group will earn five (5) days off a youth's program.
8. All youth have the opportunity to earn four (4) days per month off their program. They must have no SIR. or AP. during the calendar month.

1705 ERWIN OWEN HIGH SCHOOL PROGRAM

Title 15, Article 6, Section 1370

POLICY

The Kern County Superintendent of Schools operates school programs at the Probation Department youth detention and commitment facilities. The Juvenile Court education programs are alternative programs that serve the educational needs of students under the protection or authority of the Juvenile Court and are authorized by Education Code Section 48645 through Section 48645.6. All teachers are fully credentialed and authorized to teach under the California Education Code Section 44865. The entire course of study shall comply with the State Education Code.

The mission of Alternative Education is to meet the unique educational, social, and emotional needs of our diverse student population in a safe and nurturing environment to encourage students to develop an enthusiasm for life-long learning and pursue post-high school opportunities.

Each student shall be provided with a learning environment that is physically, emotionally, and intellectually safe. Youth shall be provided a rigorous, quality education that responds to the different learning styles and abilities of students and prepares them for high school graduation, career entry and post-secondary education. All youth shall be treated equally, and the education program shall be free from discriminatory action. Staff shall refer to transgender, intersex, and gender-nonconforming youth by their preferred name and gender.

Administrators from Erwin Owen High School and Camp Erwin Owen meet regularly to coordinate and evaluate the school programs. Culturally responsive and trauma-informed approaches should be applied when providing instruction. Education staff will collaborate with the facility administrator to use technology to facilitate learning and ensure safe technology practices.

The facility receives an annual certification from the Superintendent of Schools that their program complies with minimum standards. The facility administrator shall request an annual review of each required element of the program by the Kern County Superintendent of Schools, and a report of review checklist on compliance, deficiencies and corrective action needed to achieve compliance. Such a review, when conducted, cannot be delegated to the principal or any other staff of any juvenile court school site. The Superintendent of Schools shall conduct this review in conjunction with a qualified outside agency or individual. Upon receipt of the review, the facility administrator or designee shall review each item with the Superintendent of Schools and shall take whatever corrective action is necessary to address each deficiency and to fully protect the educational interests of all youth in the facility.

In the event of a program suspension beyond one full school day, institution and school administration will provide educational instruction to all youth in the living units as required by Title 15 of the California Administrative Code. Except as otherwise provided by the State Education Code, expulsion/suspension from school shall be imposed only when other means of correction fail to bring about proper conduct. School staff shall follow the appropriate due process safeguards as set forth in the State Education Code including the rights of students with special needs. School staff shall document the other means of correction used prior to imposing expulsion/suspension if an expulsion/suspension is ultimately imposed.

PROCEDURE

Students are enrolled within one school day of admission. All students are tested and assessed upon entry into all school programs to establish an approximate reading and math level. Youth shall be interviewed after admittance and a record maintained that documents youth's:

1. Educational history.
2. School progress/school history.
3. Home language survey and the results of the state test used for English language proficiency; and
4. Needs and services of special populations as defined by the State Education Code, including but not limited to students with special needs, discipline problems or those identified as English Language Learners.

Supplemental instruction shall be afforded to youth who do not demonstrate sufficient progress towards grade level standards.

Upon enrollment, education staff shall comply with the State Education Code and request the youth's records from his prior school(s), including but not limited to transcripts, Individual Education Program (IEP), 504 Plan, state language assessment scores, immunization records, exit grades, and partial credits. Upon receipt of the transcripts, the youth's educational plan shall be reviewed with the youth and modified as needed. Youth should be informed of the credits they need to graduate. The preliminary education plan shall be developed for each youth within five school days.

The educational program is integrated into the facilities' overall behavioral management system and security systems. There is continued communication between the school staff and institution staff on any decisions that may affect the educational programming of students. Educational instruction is provided to all youth regardless of their security status. Absences, time out of class or educational instruction, both excused and unexcused, shall be documented.

All State and Federal laws and regulations are observed for individuals with special educational needs, Individualized Education Program (I.E.P.), 504 Plan or those with Limited English Proficiency (L.E.P.) and/or English Language Learners (E.L.L.). Students with special needs are identified upon entry into the school programs. The number of special education or English language authorized teachers will be in compliance with all state and federal caseload mandates and the additional paraprofessional support required to provide the level of services needed will be available to work with students. Education shall be provided to all youth regardless of classification, housing, security status, disciplinary or separation status except when providing education poses an immediate threat to the safety of self or others.

High school credits earned for all course work are transferred to the students' home schools and can be applied toward graduation requirements. The students are required to earn at least the state minimum requirements of credits and pass all state required proficiencies for graduation.

Instructional time of 240 minutes is provided to the students each school day. The program operates year-round and can serve students from first to twelfth grade. Attendance is mandatory, and all absences are verified. Class size does not exceed 1 to 20 as required by Title 15. All students receive the standard aligned curriculum, with instructional strategies designed to respond to the different learning styles and abilities of students. The County Superintendent of Schools shall provide appropriate credit for course work completed. Course of study shall comply with the State Education Code and include, but not be limited to, courses required for high school graduation.

Information and preparation for the High School Equivalency Test as approved by the California Department of Education shall be made available to eligible youth. Youth shall be informed of post-secondary education and vocational opportunities. Administration of the High School Equivalency Tests as approved by the California Department of Education shall be made available when possible. Supplemental instruction shall be afforded to youth who do not demonstrate sufficient progress towards grade level standards.

Provisions for Special Populations: All state and federal laws and regulation shall be observed for all individuals with disabilities or suspected disabilities. This includes but is not limited to child find, assessment, continuum of alternative placements, manifestation determination reviews and implementation of Section 504 Plans and Individualized Education Programs.

The youth will receive his school transition and re-entry plan during his pre-release meeting. At this time, he will be given his transcripts, what he needs to complete and what school he will be attending.

If post-secondary education opportunities are available to the youth, he will receive all needed information during his pre-release meeting.

School staff will document a daily score for the youth of Above Standard (A.S.), Standard (S) or Below Standard (BS) on the facility grade sheet. An AS or BS score will be documented with a reason for the score. This information is integrated into the facilities overall behavioral management system and security system.

School staff will be advised of administrative decisions made by probation staff that may affect the educational programming of the student.

Program Suspension

In the event of a program suspension, the Duty Supervisor will notify the school of the suspension. In cases where institutional security would be compromised by continuing educational programming in a group setting, institutional staff will assist school staff in carrying out independent study programming in the living units to ensure school curriculum continues to be delivered to all youth. The Duty Supervisor will assist unit staff in the coordination of unit schooling and assure the school has assistance in transporting learning materials to the units affected by the program suspension. The method of instruction will depend on the security issues regarding the suspension, but all efforts will be made to continue the educational programming in a group setting conducive to student/teacher feedback and learning.

Work Program

Youth involved in special work programs at Camp Erwin Owen will earn school credits for the work performed. Special work programs include but are not limited to the Butcher Program, Slaughter Program and ServSafe Program.

1710 RECREATION, PROGRAMS, AND EXERCISE

Title 15, Article 6, Section 1371

POLICY Youth in commitment facilities need opportunities to participate in recreation, programs, and activities. The purpose of this period is to give youth an opportunity to release excess energy reserves, teach new skills and principles of good sportsmanship, develop leadership qualities, and provide a tension release.

PROCEDURE

Camp Erwin Owen maintains regular recreation programs and physical education components that are available for all youth in the facility. Recreation activities include daily access to approved reading materials, watching television, listening to music, and various games. Trauma focused, cognitive, evidence-based best practice interventions that are culturally relevant and linguistically appropriate, or prosocial interventions and activities designed to reduce recidivism. Current evidence-based treatment programs include Aggression Replacement Training (ART), Thinking for Change (T4C), Cognitive Behavioral Intervention-Substance Abuse (CBI-SA) and Seeking Safety. Additional daily programming is offered to address the needs of the youth. Exercise activities include outdoor sports, exercises, and indoor activities for days when the weather does not permit outdoor activities, as determined by Camp Erwin Owen Administration. Activities and programs are available for three (3) hours each school day and five (5) hours on non-school days, one hour of which involves large muscle exercise. Upon administrative approval, access to recreation and programs may be suspended for a period not to exceed 24 hours. The Duty Supervisor shall document the reasons why suspension of recreation and programs occurs.

All youth who are medically cleared to participate should be involved in exercise and recreation activities. Youth who are on Administrative Restriction or restricted program status are entitled to one hour of daily exercise which may be with other youth or alone, as behavior and program status dictate. Documentation shall indicate any youth's refusal of the opportunity to exercise and/or their request to end the activity early.

Medical conditions may restrict or limit a youth's ability to participate in exercise activities. Those youth will be allowed to go outside with their unit group for fresh air exposure unless medical staff direct otherwise.

Recreation: All youth shall be provided the opportunity for at least one hour of daily access to unscheduled activities such as leisure, reading, letter writing, television, radio, and video games.

Youth Services Officers typically do not participate in exercise activities or games. They provide activity orientation, group supervision and coaching. Staff may participate in limited activities with youth on receiving prior approval from their Lead Staff.

Exercise areas are key points for incidents. It is essential that staff supervise recreation and conduct inspections of exercise areas. Staff are to be aware of the group tone, the number of youth involved, and proper staff coverage.

Programs

All youth shall be provided with the opportunity for at least one hour of structured programming daily. This structured programming should include, but not be limited to, trauma focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate for the youth. They should be pro-social interventions and activities designed to reduce recidivism and based on the youths' individual needs.

Programming can be provided by various sources including County Office of Education, mental health providers, community-based organizations, faith-based organizations, or Probation staff. Programs may include but are not limited to the following:

1. Cognitive Behavior Interventions.
2. Management of Stress and Trauma.
3. Anger Management.
4. Conflict Resolution.
5. Juvenile Justice System.
6. Trauma-related Interventions.
7. Victim Awareness.
8. Self-Improvement.
9. Parenting Skills and Support.
10. Tolerance and Diversity.
11. Healing Informed Approaches.
12. Interventions by Credible Messengers.
13. Gender Specific Programming
14. Art, Creative Writing or Self-expression.
15. CPR and First Aid Training.
16. Restorative Justice or Civic Engagement.
17. Career and Leadership Opportunities; and
18. Other topics suitable to the youth population.

Camp Outdoor Education Project (COEP)

COEP will provide a minimum of one incentive event per month. Including but not limited to: Charity runs, hikes, fishing, water days at the river or the lake, field trips to several different educational destinations such as zoos, aquariums, community events, and museums.

Physical Conditioning Program

Overview

This program is designed to promote and maintain a level of good physical conditioning, as well as to burn off excess energy (bee in a box syndrome) and improve mental disposition.

All youth new to the program are informed that they are expected to do their best. They are also informed that they will be given sufficient time to grow into the program. Also, if they have any medical problems that would prevent them from participating, they will be cleared through the Nursing staff. It takes approximately three weeks for a new youth that has had very little or no exercise for a year or two to come up to par with the program (see the Reduced Workout below)

Staff must be aware that each youth will have a different level of performance. Some youth, because of extremely poor physical conditioning, obesity, or medical restrictions, will need to be monitored closely to ensure a safe workout. It is important to maintain a high level of cooperation during the exercise period so youth can have a feeling of pride and accomplishment.

Should it become necessary to repeat a particular exercise(s), the following guidelines should be used:

If a particular youth is not putting forth his known capabilities or is goofing off, he is usually given the opportunity to do the exercise over. At no time is the youth to be placed in the position of public ridicule or embarrassment by having to perform in front of the group. Continued failure to put forth effort, however, will result in disciplinary action.

Occasionally, it becomes necessary to stop the group in the middle of an exercise to maintain the timing and integrity of the exercise. At times, it is necessary to begin an exercise from the start to practice group timing. Practicing exercises is not used for disciplinary purposes during the P.E. period.

The Physical Education Program

All youth are expected to loudly count the repetitions and begin the program with basic stretching exercises.

A. Exercises:

Jumping Jacks	40 reps	Pause approximately 30 seconds
Windmills	40 reps	Pause approximately 30 seconds
Toe Touchers	40 reps	Pause approximately 30 seconds
Leg Lifts (4 count)	40 reps	Pause approximately 30 seconds
Push Ups	40 reps	Complete 20 reps, pause 30 sec., complete final 20 reps

Rest at this point for approximately 60 to 90 seconds.

Mountain Climbers	40 reps	Pause 30 seconds
Burpees	35 reps	Difficult exercise for most and difficult to keep group in time
Crunches	40 reps	30 to 45 seconds
Running in Place	5 mins.	At one-minute intervals, on the command of DOWN, the group drops and completes 5 loudly counted pushups

Stretching is used as a cool down activity for gradual reduction of heart rate. The above drill takes approximately 30 minutes to complete.

Reduced Workout: New youth (two to three weeks into the program) are given the option of doing only half the number of repetitions as the regular group. Even less repetitions may be necessary for severely out of shape youth.

Walking P.E: Those youth restricted from strenuous physical activity will walk briskly as determined by the Doctor/Nursing staff.

1710.1 INSTITUTIONAL MUSIC, TELEVISION, AND MOVIE POLICY

As part of our recreational program, youth are allowed to listen to music, watch television and movies.

Music

Staff are allowed to bring in their own music provided they meet the following criteria for appropriateness:

1. No messaging which glorifies violence.
2. No profanity.
3. No messaging which glorifies substance use/abuse.
4. No messaging that is discriminatory or gender demeaning.
5. No illicit sexual content.
6. No messaging which glorifies gang activity or involvement.

The Probation Department will not be liable for any music devices that are lost, stolen or damaged. The volume of the music should be low enough to maintain the safety and security of the institution.

Television and Movies

The same criteria for appropriateness concerning music applies to television and movies. When watching television, youth are not allowed to watch local news channels. Movies not in the current library must be approved by the Duty Supervisor. Generally, the maximum allowable rating is PG-13, however, movies with a higher rating or no rating based upon its content may be approved by Administration based upon historical or educational impact. Movies which are gang related, sexually inappropriate or excessively violent, regardless of rating, are inappropriate.

In addition, any staff member who knowingly brings any music or movies inside the institution which does not meet the criteria for appropriateness will be subject to discipline.

1715 RELIGIOUS PROGRAM

Title 15, Article 6, Section 1372

POLICY

Youth have the right to religious services with approved representatives while in the Camp Erwin Owen program. Camp Erwin Owen does not advocate, force or discriminate against any religion or religious views. Recognized religious practices are allowed unless they interfere with security, safety, health standard or orderly running of the institution.

PROCEDURE

The religious program is designed to provide the opportunity for religious services, the availability of clergy and the availability of religious diets. Religious services are provided every Sunday. Attendance at services is not mandatory, and youth that elect not to participate in religious services will be allowed to participate in normal program activities. Religious personnel who provide services must be approved to do so by the Volunteers in Probation program. The intent of a religious service is not achieved if a youth is placed alone in a room with religious reading material.

Services are permitted equally for all religions, although the time and frequency may be regulated, and the size of the groups may be restricted. Religious literature is permitted unless it represents a clear, present, and demonstrable danger to the safety and security of the facility. The right of youth to attend religious services may be prohibited when it can be shown that the security of the facility is threatened. The expression of freedom of religion by youth does not include the freedom to interfere with the personal rights of others or disregard the rules of the facility.

The Probation Department will provide religious diets to requesting youth who demonstrate a sincere belief the diet is necessary in order to adhere to their religion. Youth's freedom of religion, both to participate in or to abstain from, will be protected. The religious diet will conform to nutritional standards as outlined in Title 15, Section 1461.

No youth should be deprived of the privilege of counseling from a properly accredited religious advisor. However, such counseling will not be forced on the youth, and the religious counselor should be aware of and in sympathy with the overall planning of the Probation Department for the youth. For this reason, visits with ministers are considered special visits and are governed by that policy.

Special religious requests by youth such as attendance at confession or special religious events shall be referred to Camp Erwin Owen Administration.

Religious services and counseling are not provided by Probation staff in the course of their work, and Probation staff are prohibited from involvement in religious services and counseling.

A youth shall be allowed to participate in activity off his bunk if he elects not to participate in religious programs.

1720 WORK PROGRAM

Title 15, Article 6, Section 1373

Work details and community service projects are an integral part of the Camp Erwin Owen program. The Camp Erwin Owen work program is designed to maintain the physical plant, to supplement budget and menu, and most importantly, to meet the needs of the youth through various learning experiences. Work projects teach responsibility and good habits as well as helping the youth achieve a sense of worth in a job well done. Ideally, youth must have advanced to Group II and not present a flight risk.

Work detail is not a form of punishment but should be considered a privilege and part of each youth's obligation to the group living situation. No youth will be required to perform degrading or unnecessary tasks.

Work assignments cannot interfere with proper sleep hours or classroom schedules. Youth are to be trained on the use of equipment and safety issues. All youth are to be issued their own work gloves for outside details and shall not share gloves with other youth. Youth working inside details shall be issued disposable rubber gloves.

All assigned work or program details will be screened and monitored by medical personnel.

Scope and Function

1. Job Application and Assignment

Participation in a work assignment promotes important values including a strong work ethic, self-esteem, self-reliance, responsibility, and pride in a job well done. Vocational education is considered to be an important component of the Camp Erwin Owen program. Youth must have a permanent job assignment in order to be considered for promotion to Group III and to maintain Group III status. All youth without current permanent job assignments are considered orderlies. When youth are assigned as orderlies, staff will assign the youth to work general details in and around the unit. When youth promote to Group II, they will apply for a permanent job. Group II youth who fail to apply for a permanent job will have a permanent job assigned to them by the SYSO assigned to job changes. Due to work restrictions related to age, youth that are 13 years of age are only eligible for the permanent job of orderly or as a permanent volunteer for garden, inventory/stocking or KP.

To apply for a permanent job, a youth must complete a job slip with the appropriate information. It is necessary for the youth to get the signatures of his present job supervisor (if any), his potential job supervisor (the job he wants) and his assigned counselor. The job slip is then turned in to Lead Staff and is to be considered during the weekly job assignment by the Lead Staff in the unit on Fridays. The Lead Staff will work with job supervisors and consider the individual qualifications of each candidate before placing them in a job. The following is a list of potential job assignments:

- a) Garden
- b) Grounds / Trash Run
- c) Hogs
- d) Orchards
- e) Chickens
- f) Kitchen Patrol (KP)
- g) Laundry
- h) Floors

- i) Special duty jobs are individualized assignments where the youth works either one on one with a staff member or as part of a small work crew to address institutional needs. These jobs can include maintenance, custodial, grounds or any other assignment not otherwise mentioned.

2. Job Changes

If a youth currently has a job assignment but wants to be considered for a different job, he can apply for a job using the same process listed above. There are no guarantees the request to change jobs will be granted. If it is determined a youth has no legitimate reason to change jobs he will remain in his current job. If a youth is found to be manipulating the system, he will be removed from his current job with a Special Incident Report and remain an orderly for two weeks before being considered for another job assignment. These decisions will be made by the SYSO Lead Staff in charge of job assignments and Duty Supervisor.

3. Being Fired from a Job

In an effort to hold youth accountable and make job assignments realistic, a youth can be fired from a job for several reasons, including but not limited to:

- a) Receiving a NOMCA and the DRO (Disciplinary Review Officer) firing the youth.
- b) Poor job performance.
- c) Poor attitude on the job.
- d) Fighting.
- e) Threats of AWOL.
- f) Unsafe or dangerous behavior.
- g) If the job supervisor no longer feels the youth is appropriate for that particular job.

When youth are fired from a job, they must remain an orderly for two weeks before being considered for another job assignment. Group III that are fired for any of the above reasons, will be demoted based on no longer having a permanent job.

4. Off-Camp Jobs

When help is necessary out of the Camp Erwin Owen setting, the more stable and dependable youth should preferably be utilized (Group III). They must be capable of good peer relations and be considered cooperative and trustworthy. Supervision may be less immediate than in the Camp Erwin Owen setting and the youth must be capable of some self-government.

5. Workbook

Lead Staff place all daily work crew assignments in the workbook each morning. The youth's potential must be matched to the job, his temperament to peers and supervisor. The Youth Services Officer supervising the work crew must be aware of all recent reports regarding gang activities, fights, medical restrictions, and AWOL risks.

6. Work Planning

A specific amount of work to be accomplished should be planned. Allow time for clean-up and tool collection.

7. Work Program Policy

Work assignments at Camp Erwin Owen are meaningful and coordinated with the overall program. Youth labor will be used only for Camp Erwin Owen maintenance or community nonprofit projects. Requests for other assistance will normally be denied.

Work is a necessity and is not to be used as any form of punishment or discipline. All youth are to be under the supervision of a staff member and should receive all specific instructions from that staff.

8. Checking Out Tools

If tools are needed, they must be checked out from the Tool Room. Staff should observe and teach proper usage of tools. When proceeding to the job, staff will observe how the tools are carried. Staff will not allow youth to run with tools or wheelbarrows. When operating power tools, welding equipment, etc., staff and youth will utilize all available safety equipment. Safety glasses must be worn by any youth utilizing a lawn mower or weed eater.

9. Supervision

Adequate supervision is mandatory. All functions of a work crew are staff's responsibility. Staff's physical presence, alertness and detailed instructions are vital in maintaining a well supervised work crew.

10. Crew Chief

Group III youth may be designated as Crew Chief by the supervisor of the work crew if certain Group Advancement criteria are met. Crew Chiefs are sometimes asked to perform tasks that require more responsibility and maturity. Crew Chiefs are also to work as crew members. In no case are they to be relied on to maintain security. Crew Chiefs may not issue Special Incident Reports or citations. In no instance will one youth discipline another.

Crew Chief Program Outline

Benefits to the Youth

1. Recognition through achievement.
2. More responsibility.
3. Provides a goal other than mere completion of youth's commitment.
4. Gaining better insight into teachers, parents, and authority figures.

Benefits to Institutional Functions

1. Provides a positive behavior modification tool, supplementing existing disciplinary controls and rewards.
2. Establishes a different level for youth and staff relationships.
3. Greater youth contribution to the work program.

Eligibility and Selection Process

Eligibility

1. Must be Group III.
2. Be currently satisfactory in all areas of the program.
3. Voluntarily submits himself for consideration by:
 - a) Showing qualifications (pre-requisites).
 - b) Giving reasons why the position is desired.

Selection Process

1. Duty Supervisor or Lead Staff responsible for job changes.

Privileges and Duties Privileges

1. First in line in all formations (after the Mayor and Group IVs).
2. Extra recreation time.
3. Additional leisure periods.
4. Eligible to participate in Special Programs and Events.

5. Eligible for weekly bonus day off from program.

Duties

1. Act as aide to work staff in special skill and/or trust jobs.
2. Conduct flag and honor ceremonies.
3. Exemplify desired behavior by example setting.
4. Act as aide to craft and recreation programs.
5. Provide tours of the facility to approved visitors.
6. Recites Camp Erwin Owen pledge at meals.

Training and Counseling

1. Increased job training.
2. Counsel youth concerning peer problems that the holder of special status can bring such as envy, resentment, and admiration.
3. Give instruction on proper conduct and demeanor for the holder of honorary status.

11. Transportation of Youth

Camp Erwin Owen youth will be transported only in County vehicles. When transporting youth in open Camp Erwin Owen vehicles, staff will ensure they are sitting down inside the bed of the truck. Staff must check to see that tools are placed safely in the vehicle. Anyone occupying a seat in the cab must have his safety belt fastened before the vehicle moves.

12. Reports

Any equipment that is damaged or in need of repair should be reported and logged immediately. All injuries to youth shall be immediately reported on a Special Incident Report. Any injuries to staff and/or youth shall be reported immediately to the Duty Supervisor and Administration, whether medical treatment is indicated or not. Failure to report an injury and complete the required forms will result in personal financial responsibility if follow-up treatment becomes necessary.

Industrial Arts - Auto Shop / Welding

Youth are allowed to participate in the auto shop/welding program operated by volunteers from the community. Upon entrance into the class, the youth are evaluated according to their knowledge and ability in the area, through written and oral examination. Youth are then taught basic mechanics and welding skills while earning certificates of achievement necessary for employment upon release.

1720.1 AGRICULTURE PROGRAM

Operation

All Agriculture activities will be carried out under the direction of the Senior Youth Services Officer assigned to the Agriculture Program.

1. Livestock

All animals (hogs and chickens) will be cared for on a regular, established pattern. Feed, medication, physical well-being, and location of all livestock is checked daily by staff or youth assigned to the area under the direct supervision of staff.

2. Produce

All food items produced at Camp Erwin Owen will be inspected according to established health guidelines prior to delivery to the Dining Hall. Produce delivered will be recorded as to type, amount, and date.

3. Inventory

A complete inventory of animals, machinery parts, medication, feed, and equipment will be made weekly. Feed and medication will be logged as they are used.

4. Ordering and Receiving

The Senior Youth Services Officer will place all orders for feed, medication, equipment, replacements parts, etc. well in advance of depletion.

When deliveries are made, the supplies will be checked against the shipping receipt for accuracy, dated and initialed by the staff conducting the off-loading. All deliveries will be noted in the log and the receipt or invoice forwarded to the Office Services Specialist for payment.

5. Storage

All equipment, feed, medication, tools, etc. will be stored in an organized, secure storage facility.

6. Safety

Staff will supervise all youth who tend animals. All youth will be instructed as to their duties and safety requirements prior to performing any work. Youth will also be taught the proper use of all tools and equipment. Those areas, equipment, and tools which youth are not authorized to be in or use, shall be clearly marked. No youth will intentionally be placed in a dangerous or potentially dangerous situation, such as unsupervised movement of livestock, administering medication and/or medical treatment or handling harmful substances or tools. Staff must exercise cautious and conservative judgment. Proper clothing and hand/eye protection will be worn when handling any harmful substance such as sanitary solutions and medications.

All tools and equipment will be cleaned and properly stored daily. Staff will ensure that equipment, tools, and buildings are kept in proper working order.

1725 VISITATION
Title 15, Article 6, Section 1374

Visitation in the Camp Erwin Owen facility is conducted each Sunday between 10:00 a.m. and 3:30 p.m. No visit shall extend beyond the scheduled end of visiting, regardless of the time the visit began. Visits may occur with parents, guardians, or persons standing in loco parentis. Other family members, such as grandparents, siblings, and supportive adults, may be allowed to visit with the approval of the assigned Probation Officer, facility administrator or designee, in conjunction with the youth's case plan or in the best interest of the youth. Opportunity for visitation shall be a minimum of two hours per week. Special visitation arrangements may be authorized by the Camp Erwin Owen Administration and the youth's assigned Probation Officer. Family therapy and professional visits shall be accommodated outside the provisions of this regulation. Visits are supervised, but conversations are not monitored unless there is an identified security or safety need. Upon verification by Deputy Probation Officer and approval of Camp Erwin Owen facility Administration, youth who have children may have visits with their children during normal visiting hours. Visitation shall not be denied solely based on the visitor's criminal history. The assigned Probation Officer and/or Duty Supervisor shall determine in each case whether the visitor's criminal history represents a risk to the safety of youth or staff in the facility. Any denial of visitation or limitation on visitation shall be communicated to the youth, person denied, and facility administrator. The facility may provide access to technology as an alternative, but not as a replacement to in person visiting.

The regulations for visiting on Sunday and designated holidays are indicated below. Off-camp visiting may be allowed for youth who have obtained their Group III or higher status in the Camp Erwin Owen program. When siblings are committed to the facility, visits can occur together, but the youth cannot exceed their individual group level requirements. This privilege may be terminated by administration if it compromises the safety and security of the institution. Parental/Guardian cooperation is vital, particularly in the area of off-camp visitation.

All visitors are required to sign in individually at Front and Center upon arrival. Picture identification is required prior to visiting. Unauthorized visitors may not remain on facility grounds, including the visitor parking area.

On Camp Visits

Group I

Two-hour visit between 10:00 a.m. and 3:30 p.m. on dorm patio. Authorized visitors are parents, stepparents (if part of the household), legal guardians and youth's children.

Group II

Visit between 10:00 a.m. and 3:30 p.m. in Camp Erwin Owen picnic area. Authorized visitors are parents, stepparents (if part of the household), legal guardians, youth's children and grandparents.

Group III or IV

Visit between 10:00 a.m. and 3:30 p.m. in Camp Erwin Owen picnic area. Authorized visitors are parents, stepparents (if part of the household), legal guardians, youth's children, grandparents and youth's siblings.

M.A.C. or Administrative Restriction

Two-hour visit between 1:00 p.m. and 3:00 p.m. on dorm patio. Authorized visitors are parents, stepparents (if part of the household), legal guardians and youth's children.

The visitation buzzer will ring at 3:20 p.m. Youth not checked into their unit by 3:30 p.m. will be subject to discipline. Any alternative visiting arrangements or special visitors must be approved in advance by Camp Erwin Owen Administration and the youth's Deputy Probation Officer. Visiting rules are read to the youth prior to visiting. Any rule violation may result in disciplinary action for the youth and loss of visiting privileges for the family members. Flagrant violations of visiting policy, particularly while off-camp in the community, may result in the youth being returned to the Youth Detention Center and a new petition filed for the offense.

Visiting Rules

1. There is a maximum of six visitors per youth.
2. Tobacco and cell phones are not allowed on facility grounds.
3. No dogs, cats or other pets are allowed at visiting.
4. No radios, tape recorders or cameras are allowed on facility grounds.
5. No music from the visitor's parking area is allowed.
6. No drugs or alcoholic beverages are allowed on facility grounds.
7. No newspapers or magazines are allowed on facility grounds. Books must be cleared by visiting staff and have the youth's name written on the front.
8. Youth must sign out of their unit and at the visiting office for their visit. One parent must accompany the youth at all times and sign the youth back in at the visiting office at the end of the visit.
9. Youth and visitors will remain in the designated visiting area. Youth are not allowed in the parking area.
10. Visiting restrooms are located near the entrance gate. Youth are not allowed to use the visiting restrooms.
11. All food and beverages brought for visiting must be consumed during the visit or removed by the visitors. Only food from restaurants and stores are allowed. No energy drinks and glass bottles allowed. No food or beverages may be brought into the unit.
12. Searches of visitors are routine during visiting hours and may occur at any time. Searches of visitors are conducted to ensure the safety of other visitors and the security and sound operation of the facility. Visitor searches are completed with the use of a metal detector and/or having the visitor remove loose items from their pockets.
13. Visitors must clear the metal detector prior to visiting.

Visitor's Dress Code

All visitors shall abide by the following guidelines while visiting in the institution. Persons who fail to abide by the dress code will not be allowed entrance into the facility or may have their visit cancelled upon discovery of the violation.

The following will not be allowed:

1. Clothing that could be designated as gang related including, but not limited to, red or blue shirts, jackets, hats, belts or other accessories with insignia or initials.
2. Clothing which exposes body parts or inappropriate tattoos. This includes, but is not limited to miniskirts, tank tops, strapless or spaghetti strap tops, unbuttoned shirts, low cut tops or other items deemed inappropriate by the Duty Supervisor.
3. Exposed undergarments.
4. Clothing or accessories which display obscene or offensive language or drawings.
5. Hats (except with prior approval from the Duty Supervisor).

It will be at the discretion of the Duty Supervisor to determine the appropriateness of any attire not specifically prohibited in this policy.

Off-Camp Visiting (Group III or IV)

Youth who have achieved Group III or Group IV status may be allowed off-camp visits. Youth may only go off-camp with a parent or legal guardian. Authorized visitors during the off-camp visit are parent, stepparent if part of the household, legal guardian, youth's children, grandparents, and youth's siblings. Off Camp privileges may be restricted at the discretion of Camp Erwin Owen Administration.

Off-camp visits may only take place from 11:00 a.m. - 1:00 p.m. for Group III youth and 11:00 a.m.- 3:00 p.m. for Group IV youth. Youth must remain in Kernville and be returned to Camp Erwin Owen by the designated time. All Camp Erwin Owen visiting rules remain in effect for off-camp visits. Parents will be required to sign an acknowledgement stating they will ensure compliance with all Camp Erwin Owen rules before beginning the off-camp visit. In case of problems or an emergency, Camp Erwin Owen must be notified immediately.

Additional Off-Camp Rules

1. All off-camp visitors must register at the visiting office prior to the off-camp visit. If an unauthorized person appears on an off-camp visit, the youth must be returned to Camp Erwin Owen immediately.
2. While off camp, youth must remain in the immediate supervision of their parent. Youth may not enter private homes or motels.
3. Youth may not use any firearm, go hunting or ride horses.
4. Youth will not drive a car, motorbike, or any vehicle.
5. Youth may not go swimming or go in the river or lake in a boat, raft, or tube.
6. The use of drugs or alcohol by anyone on the visit is forbidden.
7. Youth may not use cell phones or mail letters during off-camp visits. No taking pictures or using social media.
8. Camp Erwin Owen clothing is to be worn at all times. Youth may not wear any other clothing, jackets, or shoes at any time.

1730 CORRESPONDENCE

Title 15, Article 6, Section 1375

POLICY

Each youth shall be given the opportunity to write and receive an unlimited number of letters. The facility shall provide postage-paid envelopes, pencil, paper, and the opportunity to write letters. All envelopes must be properly addressed.

1. Youth may write and receive mail from any person, except from those in custody at a Kern County Probation facility, at another correctional institution (except for parent or immediate family), or any other person designated by Court Order or the Probation Division Director of the facility. Any mail to a youth received from a recently released youth from Camp Erwin Owen will not be allowed as it poses a security risk. Staff are to notify the youth they have received a letter that will be placed in their personal property.
2. Staff shall not read incoming or outgoing mail unless it meets the standards set in the subsection entitled "Inspecting, Reading, and Restricting Mail." Staff shall open and inspect incoming mail for contraband in the presence of the youth. Contraband is defined as any object or substance, the possession of which constitutes a crime, any object or substance which presents a danger, or any other object/substance which is not allowed by facility rules or could interfere with the operation of the facility.
3. Outgoing mail shall be inspected for contraband and then sealed in the presence of staff for mailing.
4. Youth may correspond confidentially with Federal, State or Local Courts, any member of the State Bar or holder of public office, victim advocate groups, the Office of Youth and Community Restoration and the Board of State and Community Corrections. However, authorized facility staff may open and inspect such mail only to search for contraband and in the presence of the youth.

PURPOSE

Youth are encouraged to maintain ties with their families and the community by sending and receiving mail. It is easier to inform them about the facility's policies than to have confrontations arise because of misunderstanding or lack of information. The processing of incoming and outgoing mail should be as expeditious as possible and part of the youth's orientation process.

PROCEDURE

Inspecting, Reading and Restricting Correspondence

Correspondence shall not be read or withheld by staff unless it has been determined by the Duty Supervisor that there is a reasonable cause to believe facility safety and security, public safety or the youth's safety is jeopardized as demonstrated in the following situations:

1. It advocates the direct furtherance of a crime.
2. It advocates or encourages acts of violence or physical harm to a person(s).
3. It advocates a plan for escape.
4. It contains gang graffiti or promotes gang affiliation and/or activity.
5. It contains contraband.
6. It is to or from another correctional facility and has not been pre-approved by the Probation Division Director.
7. It harasses and/or threatens a victim(s).
8. It advocates and/or encourages racial/ethnic hatred, bias, or refers to people of other racial/ethnic groups in derogatory, disparaging, vulgar or scurrilous offensive terms.

Any suspicion by staff that one or more of the above conditions exist shall be reported to the Duty Supervisor immediately. With prior authorization of the Duty Supervisor unit staff may read this mail. The supervisor may photocopy the letter and may keep the letter from the youth or Post Office to determine if the letter should be sent or delivered. The number of hours the letter is held will be determined by the facility Division Director. Should the letter be disapproved, notice must be given to the youth stating the reasons for disapproval. A youth who has been denied the receiving or sending of mail, or has a letter confiscated shall have the right to appeal the action, via the facility grievance procedure.

If it is determined further inspection of incoming and outgoing mail is reasonable and necessary to protect the safety and security of the youth, written justification must be provided to the Probation Division Director. The youth and their parent or guardian will be notified of the reason for the ongoing inspection. In this instance, staff will review and log all incoming and outgoing mail on the mail review log.

The facility may refuse to send a youth's outgoing mail if the recipient or parent of the recipient has made a written request that mail not be sent from the youth.

Youth's Notification

At orientation, all youth shall be advised of the facility's correspondence policy. The advisement shall include policies regarding handling, sending, and receiving correspondence, confidentiality, inspection and screening of mail and appeal process.

Outgoing Mail at County Expense

Unit staff will control the envelopes which are issued. When a youth has completed his letter, staff will give him an envelope which the youth will be responsible for addressing. If the address is incomplete or illegible, the letter will be returned for correction. Once the letter is given to staff, it will be placed into the boxed marked "outgoing mail". Gang writing, vulgarity, or other inappropriate writing will not be permitted on the envelope. The mail will be placed in the county mail system for processing. The Probation Department receives a bulk mail rate, and mail will be stamped at the county processing center. All letters will require the Camp Erwin Owen return address, 14401 Sierra Way, Kernville, CA, 93238, in the left-hand corner so that the bill is processed correctly.

Incoming Mail

1. Mail coming to the Facility will be unopened and uncensored. The mail will be opened and inspected for contraband in the presence of the youth. Staff will not read mail except under circumstances listed in "Inspecting, Reading and Restricting Correspondence" of the mail policy.
2. There is a limit of two letters maximum in each youth's bunk space.
3. Whenever money or items of value are included in letters, staff must immediately complete a Personal Property Inventory Form indicating the description of the items and/or the amount of money received. The staff and youth must sign and date the form. The form and items will be hand delivered to the Duty Supervisor and placed in the youth's property envelope.

1735 TELEPHONE – YOUTH

Title 15, Article 6, Section 1376

Prison Rape Elimination Act, Juvenile Facility Standards, Section 115.353

POLICY

Contact with immediate family members can diffuse, calm, and educate youth in our custody. The regular use of inmate telephones is encouraged to maintain ties and contact with immediate family. The use of inmate telephones is a privilege and only those youth who earn program time will be allowed their use. Youth reaching Group IV status may apply to have two additional approved family members added to their phone list.

PROCEDURE

Telephones have been placed in each unit for use by the youth in the facility. The following guidelines have been adopted for their use:

1. Phone calls will last no longer than fifteen minutes per call. Time limits may be adjusted due to the number of youths wanting to make calls.
2. All phone calls are to be made using the ViaPath dorm phones and are free of charge to the youth.
3. Phone calls may be monitored by facility staff as deemed necessary for purposes of ensuring institution security.
4. Phone calls are permitted only during program hours, on weekends and holidays at staff discretion. Under special circumstances and with authorization from the Duty Supervisor, staff may allow youth to make phone calls at times other than those listed.
5. It will be the responsibility of the unit staff to make arrangements for the youth to receive their telephone privileges. Also, staff will be responsible for instructing the youth about their obligation to use the phones properly and that improper or harassing calls could result in criminal charges being filed and phone privileges forfeited.

Any abuse of the equipment or procedures can result in the loss of privileges.

Confidential Phone Privileges

Youth housed at the Camp Erwin Owen facility have an absolute right to have access to the courts and legal services. Upon request, a youth may have access to a phone, free of charge, to contact a licensed attorney or their representative. Any consultation between the youth and attorney will be confidential. In addition, youth have access to call the Public Defender and Ombudsperson from the dorm, if desired.

Youth reporting sexual misconduct shall have access to outside victim advocates for emotional support services related to sexual abuse. Access will be confidential to the extent possible. The toll-free hot line numbers to these outside agencies are clearly posted and available to youth in the living units.

Video Calls

Video calls are to be conducted weekly. Video calls are twenty minutes long or dictated by institutional needs.

1. During video visits, staff are to be aware of any limitations or restrictions dictated on visiting information sheet for youth.
2. Supervising staff is to ensure parents/guardians and youth are aware of the rules: no gang related, sexual, drug paraphernalia is allowed; youth can speak with parents, guardians, siblings (family who lives in the home); no screenshots, photos or recording of a video visit is permitted; no three-way communication through any type of device which includes phone, tablet, laptop to youth; all rules still apply to youth as defined in youth rule book, including following staff directives; failure to follow rules can result in early termination of video call and continuation of failing to follow rules can lead to suspension of video calls; questions or concerns please contact a D.S.
3. Video visiting shall be documented on the Video Visiting Information sheet. This sheet will document each video visit along with the date, who they contacted, start and end time, unsuccessful attempts and staff initials. This document will be placed in the youths' file when youth leaves commitment program.
4. Video Visiting Log Memo shall be turned into the RAP Supervisor when completed. The RAP Supervisor will ensure each youth has had an opportunity to obtain a video visit. Once completed, it shall be turned into OST for filing.
5. Documentation on the Video Visiting Log Memo shall be documenting the date, youths' name, who they contacted, start and end time, unsuccessful reason and staff initials.
6. Video visits begin on Sunday and end on Saturday. Each youth should have a minimum of one video visit per week, as well as three attempts if unsuccessful.

1740 ACCESS TO LEGAL SERVICES

Title 15, Article 6, Section 1377

POLICY

All youth have the constitutional right to unimpeded access to the courts and legal representation. Camp Erwin Owen facility administration will work with attorneys to avoid conflicts with institutional schedules (e.g., school, visiting or meals) and security and to determine the best times for interviews. Penal Code Section 825 establishes penalties for not allowing appropriate access to an attorney.

PURPOSE

1. Provide attorney access to client and youth legal representation upon request. Staff must make youth accessible to a licensed attorney or their representative.
2. Provide a designated confidential interview room for private consultation.
3. Provide free, unlimited postage and legal correspondence and cost-free telephone access as appropriate.

PROCEDURE

1. Attorney of Record, court appointed, private retained, or any agent of the attorney, upon request, shall be allowed entrance to visit or conference with the client/youth.
2. The Attorney of Record must show his or her State Bar License, photo identification and sign in at Front and Center prior to the visit.
3. An interview room shall be made accessible immediately or as soon as the room becomes available.
4. A youth may request to see their attorney by filling out the facility Request to See Probation Officer form that will be routed to the youth's assigned Probation Officer.

1800 DISCIPLINE
Title 15, Article 7, Section 1390

POLICY

Maintaining discipline within a youth facility is critical to safety, security, and efficient facility operations. There is a clear and consistent disciplinary process ready to be initiated when a rule is violated. Prevention of rule violation is preferable to correcting major misbehavior.

The facility's rules and disciplinary penalties are clear, consistent, and uniformly applied. They are written and available to youth, both as a fair warning of the consequences of inappropriate behavior and in order to ensure due process. Provisions are made to ensure this information is accessible to youth with disabilities, limited English proficiency or limited literacy.

Discipline is training expected to produce a specific character or pattern of behavior or training that produces moral or mental improvement. It is a systematic method to obtain obedience, including the use of positive behavior interventions and supports evidence-based, prosocial, and best practice interventions will be provided to manage youth behaviors.

Discipline shall be imposed at the least restrictive level that promotes the desired behavior. Discipline shall not include corporal punishment, group punishment, physical or psychological degradation or deprivation of any of the following:

1. Bedding and clothing.
2. Daily shower, access to drinking fountain, toilet and personal hygiene items, and clean clothing.
3. Full nutrition.
4. Contact with parent or attorney.
5. Religious services.
6. Medical services and counseling.
7. Due process for major rule infraction and the right to appeal any disciplinary action.
8. Clean and sanitary living conditions.
9. The right to send and receive mail.
10. Education.
11. Rehabilitative programming.

A youth may be removed from the school program for just cause. However, the youth is still entitled to receive an education. When a youth's behavior warrants isolation, staff are responsible for notifying the education program and ensuring educational services are provided to youth.

Religious services may not be withheld as a form of discipline. However, to ensure the religious freedom of others, separate arrangements shall be made to provide individual services to a youth who is too disruptive to remain in the general population during religious services.

Staff must ensure that when a youth is placed on a restricted program, he is allowed a minimum of one hour of large muscle activity per day. The exercise allowance must be provided in a way that ensures the safety and security of the facility and provides the youth with sufficient opportunities to exercise.

Recording of Discipline

All instances in which disciplinary measures are imposed shall be made a matter of record as to the time, date, reason, and the extent of discipline issued. The below detailed policies and procedures are prescribed to review and approve all such actions.

There are five methods to recording discipline at Camp Owen.

1. The Unit Daily log is completed for regular occurrences each day and major events including major penalty and disciplinary action.
2. The Behavior log is completed in each unit with a separate page for each youth assigned to that living unit.
 - a) The first column of the Behavior log is used to record every infraction or violation for which a penalty or loss of privilege is issued. Noteworthy positive behavior will also be recorded in this column.
 - b) The second column of the Behavior Log will be checked for either loss of privilege or Special Incident Report (SIR).
 - c) The third column specifies any penalty issued. The date/time issued and the date/time the youth will be off penalty are to be noted.
 - d) The next column is for the initials of the staff issuing the penalty, recording the penalty, and writing the report.
 - e) The next three columns are for Duty Supervisor review.
3. The Roster is an accumulation of youth's bonus days, commissary credits and days added for negative behavior and commissary points.
4. The Special Incident Report (SIR) is completed for all discipline resulting in penalties of 24 hours or more. Serious penalties requiring Administrative Restriction require approval by the Duty Supervisor.
5. The Penalty Board is a constant flow of updated visual penalty status mounted on the wall behind the staff counter in Baumeister Barracks and near the latrine entrance in Durant Dorm.

The youth's last name, first initial is to be recorded, followed by the penalty approved:

PS - Penalty Status (S.I.R.)

AP - Alternative Programming

AR - Administrative Restriction

Staff will note the date and time penalty ends. The graveyard shift will post the penalty boards each night, so the youth listed at the top of the list will come off penalty first.

Types of Discipline

In assigning discipline, it is essential that it be firm, fair, and consistent. The most effective and preferred attempt to correct a youth's behavior is through counseling the offender by the observer. A warning and short, to-the-point counseling is usually effective to make the youth aware of the violation. If this fails, or the violation calls for an approved penalty, the following ladder is to be considered.

1. Counseled, No Further Action (C-NFA)

For minor infractions, peer problems or emotional problems that do not involve major violations.

2. Sentences/Writing Assignments

The youth can be required to write about the rule violation in either essay form or a specific number of sentences repeating the violation, up to 300 sentences per rule violation.

3. Alternative Programming

Let the punishment fit or relate to the crime. Removal of certain free time privileges should relate to the infraction. For example, the penalty for talking during television might be removal from watching television and the penalty for spinning foosball handles might be removal from playing foosball.

4. Penalty Status

Youth who receive a rule violation not handled with a unit sanction may be placed on Penalty Status for a period of no more than 72 hours from the time of the violation. Penalty status of youth will be noted in the behavior log, on the penalty board and on the daily grade sheet. The Duty Supervisor will be notified of all penalties.

Alternative Programming

Youth who receive Alternative Programming with the need for consequence lasting longer than the end of the day must have a Special Incident Report and NOMCA.

Moderate Rule Violations with 0 – 5 Days Added

Youth who receive a moderate rule violation must have a Special Incident Report and NOMCA. The youth will also be placed on a 48-hour Penalty Status.

Major Rule Violations with 5-10 Days Added

Youth who receive a major rule violation must have a Special Incident Report and NOMCA. The youth will also be placed on a 72-hour Penalty Status.

Penalty Status will run concurrently, meaning the penalty status will begin at the time of the rule violation and extend to 24, 48 or 72 hours. There will be no consecutive Penalty Status which extends for a period greater than the rule violation dictates.

5. Administrative Restriction (A.R.)

Administrative Restriction is to be used for major violations, aggravated behavior problems or security issues. A youth is typically placed on Administrative Restriction pending investigation of the major rule violation. This may only be authorized by the Duty Supervisor, Assistant Director, or Director.

Upon implementing the Administrative Restriction, the youth is confined to bed with his socks and shoes removed and locked in his locker. Talking privileges are restricted or rescinded. Youth may be restricted from P.E., school, and behavioral/mental health groups if behavior compromises the safety and security of the institution.

- a) When a major rule is violated by a youth, the Duty Supervisor is to be notified immediately in order to authorize Administrative Restriction placement. The time of notification is to be recorded on the Special Incident Report.
- b) A youth may be removed from Administrative Restriction by the Duty Supervisor after conferring with the Lead Staff. Administrative Restriction is a short-term placement and is used while the youth poses a safety and security risk.
- c) Documented misbehavior while on Administrative Restriction will be considered aggravating circumstances. Additional days can be added to the assessment based on continued misbehavior.

Group Consequences

It is important to distinguish between group consequences and punishment. Group consequence is a tool, which can be used to control a group of youth. Group punishment is defined as when a group of uninvolved youth is denied programming due to the actions of one or more youth, except when the safety and security of the unit and/or facility may be in jeopardy.

The Camp Erwin Owen approach to behavior change and discipline is individually orientated. Individuals are held accountable for their conduct both good and bad. Every effort is to be made to see that only those responsible for misbehavior receive penalties.

If the Senior Youth Services Officer or Lead Staff determines a partial or total living unit group consequence is needed, they may initiate a group drill. Normally, a group drill to practice the correct behavior, during youth's free time, is sufficient to bring order.

There will be no group penalties, such as negative comments or penalty days imposed.

6. School Referrals

When a referral is made during school, school administration will notify Lead Staff. The youth may be removed from school and returned to the unit. A written Special Incident Report will be submitted to the unit by the end of the school day.

Lead Staff will make the determination as to what level of discipline is appropriate. All school referrals will be handled by the same process as Special Incident Reports originating in the unit.

Formal suspension from school will be used occasionally, however, only after a decision is reached by school administration and reviewed with Camp Erwin Owen Administration to suspend the youth. In any situation in which a youth is removed from class, school personnel will write a Special Incident Report detailing the incident.

7. Penalty Days

Addition of Time

All disciplinary action that adds days to a youth's length of stay must be reviewed by the Disciplinary Review Officer/Duty Supervisor (DRO). All such action must conform to due process procedures and involve the use of the Notification of Major Corrective Action (NOMCA).

The DRO will make decisions as to extending the length of commitment for acts of misbehavior. Days may be added to the total number necessary for a youth to complete the program. One hundred and eighty (180) or two hundred and seventy (270) are the standard number of days necessary for completion, unless penalty days are added.

For moderate acts of misbehavior, 0-5 days may be added. For major acts of misbehavior or partitionable behavior, 5-10 days may be added. All such disciplinary actions are subject to due process and review by Administration. In addition, the youth may appeal any decision made by the DRO.

Any incident requiring a Special Incident Report (SIR) must be handled by the Duty Supervisor. Lead Staff will notify the Duty Supervisor of all Special Incident Reports.

The DRO evaluates each incident to arrive at a fair and just penalty. The DRO may modify the penalty days if unique factors exist that require such an adjustment. The DRO will take into consideration trauma-informed approaches and positive behavior interventions. The DRO must note on the NOMCA those factors that have mitigated or aggravated the penalty. The DRO may remove Crew Chief status and/or demote the youth in group level based upon the nature of the incident. The DRO may also fire the youth from his permanent job assignment.

The Duty Supervisor will review all due process documentation to ensure the forms are completed in accordance with policy.

The DRO remains accountable for posting the days assessed in the Behavior Log and the youth's file. The posting on the Roster is handled by clerical staff.

1805 DISCIPLINE PROCESS

Title 15, Article 7, Section 1391

POLICY

Every youth has the right to due process when discipline is imposed for violations of rules and policies. The imposition of discipline can have an impact on time spent in custody.

Disciplinary due process differs from the grievance procedure in that:

1. It is initiated by staff and administration.
2. It is based upon the potential or actual carrying out of disciplinary action.
3. It may result in additional days in the program.

Elements of due process are as follows:

1. Written notice of charges as soon as possible.
2. Accommodations to youth with disabilities, limited literacy, and English Language Learners
3. A review before a neutral fact finder to present an explanation of events and to call witnesses in support of the youth's position.
4. A time limit within 72 hours of the determination of the youth's involvement in the incident.
5. Assistance of a staff member when needed.
6. Written findings.
7. The right to have the decision of the fact finder, known as the Disciplinary Review Officer (DRO), reviewed by the Probation Division Director or Assistant Division Director of the facility.
8. The right to appeal the Disciplinary Review Officer's decision to the Probation Division Director in the following cases:
 - a) New evidence is available.
 - b) Procedural errors were made.
 - c) Discipline is different than received by others with the same misbehavior.
 - d) Youth feels he was treated unjustly by findings of the Disciplinary Review Officer.
 - e) The right to hire an attorney and take the issue to court.

None of the elements of due process or rules of review should prevent the staff from performing their necessary function of maintaining order within the detention facility. Staff must immediately isolate youth who are in need of control. At the conclusion of the emergency, disciplinary due process will take place.

In the event a youth's behavior results in removal from the program but does not result in a petition filed or a return to court, the youth shall not be denied disciplinary due process or program credit due to their housing location. If the youth is the subject of a new law violation and the petition request is denied, the youth would be subject to the prior court action committing him to Camp Erwin Owen and all the program rules and criteria would remain in effect.

Disciplinary Prerequisite

1. The youth must have specific prior knowledge regarding his responsibilities, institutional rules, and individual program objectives.
2. Disciplinary action will be determined fairly and will be equitably applied.
3. Only Probation staff may take disciplinary action.
4. Staff shall control the youth's behavior in an impartial and consistent manner.
5. Disciplinary action may not be capricious or retaliatory.
6. Staff may not impose, or allow imposition, of corporal punishment of any kind.
7. The degree of the formality of the disciplinary due process shall be in direct relationship to the severity of the offense.
8. Disciplinary measures will be proportionate to the violation. To the extent practicable, discipline shall be a natural consequence that is related to the misbehavior.
9. If it appears that a youth is mentally or emotionally unstable, staff will consult with Kern Behavioral and Health Recovery Services (KBHRS) and/or Administration for determination of whether the youth is responsible for his conduct or is incompetent.
10. Disciplinary action will use Trauma Informed approaches and positive behavior interventions and support.
11. Accommodations provided to youth with disabilities, limited literacy, and English Language Learners

1810 DUE PROCESS - NOMCA PROCEDURE

Title 15, Article 7, Section 1390, 1391

POLICY

When a Camp Erwin Owen youth is penalized for misbehavior resulting in a longer term in custody, he is to receive a due process hearing, using a Notification of Major Corrective Action (NOMCA). A notice of Rights at Disciplinary Review is posted in each living unit for the information of all youth. The Notification of Major Corrective Action due process hearing forms are available in each unit for staff use whenever a major misbehavior occurs. These forms consist of four pages (white, gold, yellow and pink).

1. At the time the Senior Youth Services Officer/Lead Staff writes or reviews a Special Incident Report representing misbehavior, they will initiate the NOMCA and have the top portion of the NOMCA completed and signed by the youth. Refusal to sign does not stop the process.
2. The top (white) page of the NOMCA will be given to the youth for his keeping.
3. The remaining three pages (gold, yellow and pink) are routed to the Disciplinary Review Officer/Duty Supervisor (D.R.O.) along with the Special Incident Report.
4. As soon as possible, the Disciplinary Review Officer/Duty Supervisor (DRO) will review the form and initiate a hearing to determine the fairness of the action taken and/or initiate additional action.
5. If the Duty Supervisor is unable to complete the disciplinary review on the current shift, they have up to 72 hours from the determination of the youth's involvement in the incident to complete the review.
6. After the disciplinary review section of the NOMCA is completed, the youth is to be given the pink copy and advised of his right to appeal. The Duty Supervisor will circle and initial that the youth was informed of his right to appeal. The Disciplinary Review Appeal form is available if the youth chooses to appeal.
7. If the D.R.O. determines the youth has not committed any wrongdoing, the penalty status will be removed, and a notation will be made in the youth's file.
8. The remaining copies (yellow and gold) and Disciplinary Review Appeal form, if any, are then routed to the Assistant Director for review.
9. After final review, the form will be placed in the youth's case file and a copy will be placed in the master file.

1815 BEHAVIOR MANAGEMENT SYSTEM AND PENALTIES

The following rules are offered as general guidelines to weigh youth's behavior for accountability and penalty assessment considerations. Effective application of fair and firm discipline must correspond to state laws, Title 15 guidelines, assorted Court opinions, Probation Standards and Camp Erwin Owen expectations.

Rules of conduct and disciplinary consequences have been established and posted to guide the conduct of the youth in the facility. Upon admission to the program, each youth is given a Camp Erwin Owen Youth Handbook, which provides a clear explanation of the rules and expectations of the program. Additionally, rule sessions are conducted at least once a week to promote understanding of the basic rules. Provisions are made to provide the information to youth who do not speak English, or who may be impaired or unable to read.

List of Rule Violations

The following are rules that are weighed for their seriousness by Camp Erwin Owen administration. Should questions arise as to how any of those rules weigh in a violation situation, the Duty Supervisor, in consultation with the Assistant Director, will decide the issue for policy implementation.

Possible Alternative Programming

1. Horseplay
2. Slow response to staff
3. Outbursting
4. Communication or talking during a double buzzer, formation, study time, work call, meals, class, after lights out or in the latrine.
5. Failure to follow staff instructions
6. Kicking items in unit
7. Clothing left unattended or lost clothing (including gloves and hats)
8. Passive defiance
9. Peer friction
10. Poor program, school, PE, or work effort
11. Possession of drawings
12. Possession of minor contraband (unauthorized items not considered dangerous or a security concern)
13. Profanity not directed at staff
14. Minor safety violations
15. Slow response to staff
16. Spitting (not on a person or animal)
17. Group level violations
18. Manipulation of food, snacks, or laundry
19. Shoes on bunk
20. Line-up violation
21. Throwing or tossing items not directed at a person or animal
22. Tying sheets
23. Locker or bunk area violation

Moderate Violations

1. A.W.O.L. from assigned area (less than 5 minutes)
2. Unauthorized, close physical proximity to staff
3. Abusing table game equipment
4. Near fight
5. Bartering/trading items, food, or property
6. Blatant disrespect, blatant defiance to staff or blatant passive defiance
7. Manipulation of protocol
8. Damaging property
9. Possession of pornographic material
10. Disruption after lights out
11. Handling plant material, insects, or wildlife without staff permission
12. In an unauthorized area
13. Possession of another youth's property
14. Lying or manipulation of staff
15. Profanity directed at staff
16. Obscene gestures directed at staff
17. Causing a unit disturbance
18. Violation of Penalty Status rules
19. Possession of contraband/safety violations (moderate in nature)
20. Promoting gang or racial friction in unit or among youth
21. Repeated passive defiance
22. Unsanitary behavior of a moderate nature
23. Violations of visiting rules
24. Throwing or tossing items at a person or animal

Major Violations

1. Acts that threaten the security of the facility
2. Aggressive toward or challenging staff
3. Unauthorized visits, mail, or phone conversations
4. Verbal confrontation, threats or verbally instigating a fight
5. Refusing work, P.E., school, or program activities
6. Lewd behavior
7. Lying to staff during an investigation
8. Making false accusations
9. Aggressive horseplay involving physical contact
10. Stealing
11. Inciting group defiance, disruption, or major security violation
12. Inciting others to fight
13. Unauthorized communication between dorms, facilities, youth on A.R. or in M.A.C.
14. Causing self-harm
15. Tattooing or other body markings
16. Gang related behavior (verbal, written material, fighting or hand gestures)
17. Act that is partitionable or against the law
18. Assault or battery on another youth
19. Brandishing or use of a weapon
20. Cruelty to animals
21. Permanent destruction of property/vandalism/graffiti
22. Escape
23. Extended A.W.O.L. from assigned area
24. Fighting
25. Ingesting or inhaling intoxicants
26. Possession of serious contraband (threat to safety or security of facility, checking Rx medications)
27. Spitting on another youth or staff
28. Unsafe or negligent tool or equipment operation

1900 RESPONSIBILITY FOR HEALTH CARE SERVICES

Title 15, Article 8, Section 1400

The facility administrator will ensure that health care services are provided to all youth. The facility will have a designated health administrator who, in cooperation with the behavioral/mental health director, and facility administrator and pursuant to a written agreement or contract, is administratively responsible for developing policy for all health care administration. In addition, the health administrator will be responsible for identifying health care providers for the defined scope of care and establish a system for the coordination among health care providers. The health administrator will function under the established contract for services and will establish written agreements necessary to provide access to health care. Further, the health administrator will, in cooperation with the facility administrator, develop mechanisms to assure the monitoring of those agreements and contracts.

When the health administrator is not a physician, a designated responsible physician will develop policy in health care matters involving clinical judgments.

PROCEDURE

Kern Medical Juvenile Correctional Services provides nursing/medical care to youth detained at Camp Erwin Owen. These services are contracted with an agreement documented in an interagency Memorandum of Understanding between Kern Medical and Kern County Probation Department. In addition, Kern Medical provides for a Responsible Physician to supervise and direct the services provided. Kern Medical Juvenile Correctional Services provides these services, unless a private or alternate health care provider is designated.

Behavioral/mental health services are provided to youth detained at Camp Erwin Owen under a Memorandum of Understanding with Kern Behavioral Health and Recovery Services and provided by Kern Behavioral and Health Recovery Services in conjunction with Juvenile Probation Psychiatric Services.

(Reviewed 4/25, Revised 6/25)

Reference: KM Juvenile Correctional Services Manual, policy 100.00

1901 PATIENT TREATMENT DECISIONS

Title 15, Article 8, Section 1401

Clinical decisions about the treatment of individual youth are the sole province of licensed health care professionals, operating within the scope of their license and within facility policy defining health care services.

Safety and security policies and procedures that are applicable to youth supervision staff also apply to health care personnel.

A cooperative relationship exists between youth supervision and health care providers. This cooperation is essential because it takes the expertise of both to maintain order, assure safety, and provide health care and programs in a treatment facility.

PROCEDURE

Camp Erwin Owen administration provides training on supervision and security policies for health care staff for which they are held accountable and within which they are expected to function (e.g., key control, lockdown, transportation security, etc.). Likewise, youth supervision staff are educated on the duties and responsibilities of health care providers.

Transport security is the responsibility of supervision staff; however, youth need to be transported to off-site providers in a timely manner when directed by the authorized health care staff. The failure to transport to a designated health care appointment can be interpreted as not following patient treatment directives.

(Reviewed 4/25, Revised 2/14)

References: Kern Medical Juvenile Correctional Services Manual, policy PCS-LD-605

1902 SCOPE OF HEALTH CARE

Title 15, Article 8, Section 1402

The youth brought into Camp Erwin Owen have the right to appropriate health care that is comparable to the standard of care available in the community. The responsible health care provider, based on medical necessity, will determine the scope of health care provided to youth. Youth needing access to services from private providers will be provided appropriate referrals based on their medical histories and needs. Parents, guardians, or legal custodians may also utilize private providers, at their expense, for medical, surgical, dental, behavioral/mental health, or other remedial treatments permitted under law.

PROCEDURE

Youth will undergo a physical examination prior to their transfer to Camp Erwin Owen. Youth experiencing additional emergency, acute symptoms and/or conditions will be reevaluated to prevent any deterioration of health while in confinement.

Healthcare services within Camp Erwin Owen will be maintained at the level of staff, space, equipment, supplies, materials, and resource manuals consistent with the level of care provided by the Kern Medical contract. Behavioral/mental health services will be provided under contract with Kern Behavioral and Health Recovery Services, in conjunction with Juvenile Probation Psychiatric Services consistent with the above criteria.

Consistent with security requirements and public safety, youth may be transported by family, guardians, or departmental staff. The Duty Supervisor will determine the appropriate method of transport.

1903 HEALTH CARE MONITORING AND AUDITS

Title 15, Article 8, Section 1403

The health care administrator will ensure the collection of statistical data on all health services. In addition, the health care administrator will provide for the assessment of both the quality and the adequacy of all medical, behavioral/mental, pharmaceutical, and dental services. The health care administrator will also provide for a process by which deficiencies in any of these areas can be identified and corrected. Reports will be submitted to the facility administrator on at least an annual basis.

PROCEDURE

The Kern Medical Pediatrics Department and the Juvenile Correctional Services medical staff will cooperate to provide Juvenile Probation with all relevant statistics and quality control.

1. Each month the youth's contacts with Kern Medical personnel or private medical providers will be documented.
2. Juvenile Correctional Services medical statistics will be provided to the Camp Owen Administrative personnel for inclusion in the Board of State and Community Corrections Detention Survey.
3. Juvenile Correctional Services medical statistics will be forwarded to a Kern Medical Associate Administrator, to the Chief of Pediatrics, to the Deputy Chief of Youth Services, and the Probation Division Director for the facility.
4. Juvenile Correctional Services will be included in the Pediatrics Department Quality Assurance Program.
5. The statistics will be maintained for three (3) years by the Clinical Coordinator of the Juvenile Correctional Services medical staff.

Medical, behavioral/mental, and dental services shall be reviewed at least quarterly, at documented administrative meetings between the health and facility administrators and other staff, as appropriate.

(Reviewed 4/25, Revised 2/14)

Reference: KM Juvenile Correctional Services Manual, policy 202.00

1904 HEALTH CARE STAFF QUALIFICATIONS

Title 15, Article 8, Section 1404

POLICY

Health care personnel working in the facility must:

1. Have appropriate and valid California licenses and/or are certified to provide care.
2. Work within the scope of practice described by their particular license or certificate.
3. Keep their licenses and/or certificates current.

In addition, they must meet educational and experience requirements that are consistent with the community standard and the needs and understanding of the facility population. Hiring practices will take into consideration cultural awareness and linguistic competence.

The health administrator, in cooperation with the facility administrator, will assure that State licensure, certification, or registration requirements and restrictions are consistent with the community standard. Health care personnel will meet those standards at the time of recruitment and will be provided the supervision required by their license to assure that they operate within their scope of practice. The health administrator will also maintain files for the appropriate credentials, and it shall be accessible for review. Policy and procedure shall provide that periodic reviews are done to ensure the credentials are current.

PROCEDURE

The Kern County Probation Department Administrative Services division provides background checks and fingerprinting for medical staff hired by Kern Medical and assigned to Juvenile Correctional Services.

(Reviewed 4/25, Revised 8/19)

Reference: KM Juvenile Correctional Services Manual, policy 100.02

1905 HEALTH CARE STAFF PROCEDURES

Title 15, Article 8, Section 1405

A list of protocols or standardized procedures will be maintained to assist non-physician staff in assessing and treating specific disease processes and medical conditions. These will apply to both health care and supervision staff. Practice and procedure must be consistent with accepted medical standards and the scope of practice.

Staff designated to use the protocols will be properly:

1. Qualified and legally permitted to perform such service.
2. Trained in the provisions of such service.
3. Trained in the appropriate procedures for ensuring safety and confidentiality.

PROCEDURE

1. Protocols are for the use of Registered Nurses, Licensed Vocational Nurses and supervision staff as specified in the protocols. Supervision staff shall follow protocols as written.
2. Kern Medical will provide for ongoing and annual reviews on all protocols. A Responsible Physician will review and approve any changes, additions, or deletions in the protocols.

The youth in the unit will report their complaints, conditions or symptoms to the youth supervision staff and they will be responsible for seeing that the appropriate action is taken. The Lead Staff in a living unit will be responsible for seeing those appropriate protocols and referrals are initiated for those medical conditions or symptoms are covered under the standing protocols.

Emergencies will be referred by the Lead Staff to the Duty Supervisor and Juvenile Correctional Services medical staff.

(Reviewed 4/25, Revised 2/14)

Reference: KM Juvenile Correctional Services Manual, policy 103.00, 103.01

1906 HEALTH CARE RECORDS

Title 15, Article 8, Section 1406

The health care administrator, in cooperation with the facility administrator, will maintain individual and dated health records, that include when applicable, but are not limited to:

1. Intake health screening form.
2. Health appraisal/medical examinations.
3. Health service reports (e.g., emergency department, dental, psychiatric, and other consultations).
4. Complaints of illness or injury.
5. Names of personnel who treat, prescribe, and/or administer/deliver prescription medication.
6. Location where treatment is provided.
7. Medication records in conformance with Title 15, Section 1438.
8. Progress notes.
9. Consent forms.
10. Authorizations for release of information.
11. Copies of previous health records.
12. Immunization records.
13. Laboratory reports; and
14. Individual treatment plan.

The physician/patient confidentiality applies to all medical records and access is limited to Juvenile Correctional Services medical staff or Kern Medical staff. These medical records will be maintained separately from the youth's custody record and in accordance with community standards. The medical records will be stored in a locked area or secured electronically, separate from any confinement records. In addition, access to all medical behavioral/mental health records will be controlled to assure compliance with confidentiality laws. The health care records will be retained in accordance with community standards. Youth will not be used to translate confidential medical information for other non-English speaking youth.

PROCEDURE

1. Every youth who receives medical care will have a complete and dated medical file.
2. All medical files will be retained for seven (7) years beyond the youth's 18th birthday, in accordance with procedures established for storage and maintenance by Kern Medical.

(Reviewed 4/25, Revised 8/19)

Reference: KM Juvenile Correctional Services Manual, policy 200.00

1907 CONFIDENTIALITY
Title 15, Article 8, Section 1407

The health care administrator will, in cooperation with the facility administrator, provide for the multi-disciplinary sharing of health care information. This provision will extend to the Court and to the Probation Department, both youth supervision and caseload staff. Certain health-related information is necessary to safely and properly manage youth within the facility or to plan for future placement and programming. The shared information should be limited to what is directly relevant to the stated purpose.

Health care personnel will be made aware of the necessity to share any information that indicates a serious threat to facility security, safety, or order. Youth shall not be used to translate confidential medical information for other non-English speaking youth.

Medical **and** behavioral/mental health services shall be provided in a private manner such that information may be communicated confidentially between the youth and health care or behavioral/mental health staff consistent with HIPPA.

Youth shall not be used to translate confidential medical information for other non-English speaking youth.

PROCEDURE

Information may be released to youth supervision staff in the form of verbal or written instructions, written memoranda, incident reports, or grievances. Parents or legal guardians have the right to be aware of general health care examinations and treatment. However, a variety of statutes protect the privacy of youth who seek treatment for certain types of conditions such as pregnancy, contraception, sexually transmitted diseases, behavioral/mental health treatment (excluding psychotropic medications), and substance abuse counseling.

The nature and extent of information shared will be appropriate to:

1. Treatment plans
2. Program needs
3. Protection of the youth or others
4. Management of the facility
5. Maintenance of security
6. Preservation of safety and order

(Reviewed 4/25, Revised 8/19)

Reference: KM Juvenile Correctional Services Manual, policy 206.00

1908 TRANSFER AND RELEASE OF HEALTH CARE SUMMARY AND RECORDS BETWEEN FACILITIES

Title 15, Article 8, Section 1408, 1408.5

The health care administrator, in cooperation with the facility administrator, will assure a health care summary and relevant records are forwarded to health care staff and the local health officer in the receiving facility when a youth is transferred to another jurisdiction, and the local health officer when applicable. The health care summary will accompany or precede the youth's transfer. Where no medical records exist, that will be documented and transferred in a like manner. The intent of this policy is to provide for continuity of care and to provide a greater level of protection for other youth, staff, and the community.

Notification will be provided to health care staff of the receiving facilities in cases where youth are suspected or known to have active communicable diseases.

Release of additional health records requires parental consent, unless otherwise provided for by court order, statute, or regulation. Confidential records can only be transferred or transmitted to licensed health care personnel. Specific physicians or health care facilities will receive medical records for youth having been released into the community upon request with written authorization from youth and their parents or legal guardian.

Certain patient information may be transferred to youth supervision staff in a facility without on-site health care in order to ensure the health and safety of the youth, other youth, or staff. The medical information transferred to youth supervision staff is limited to non-confidential material related to treatment or medication. The same would apply to the supervision staff transporting the youth.

Probation staff will notify medical staff who will then prepare the Health Care Summary and either seal it in an envelope or fax it in a secure manner. Advance notice will be provided, whenever possible to provide health care staff with sufficient time to complete the summary and collect relevant medical records.

Youth supervision staff will be given the medical records for transport purposes only and the records will be transported in a sealed envelope.

(Reviewed 4/25, Revised 8/19)

References: Kern Medical Juvenile Correctional Services Manual, policy 200.00, 200.01

1909 HEALTH CARE PROCEDURE MANUAL

Title 15, Article 8, Section 1409

The health care administrator, in cooperation with the Probation Division Director, will maintain a facility-specific health services manual that addresses all health care standards that apply to the facility. The health care policy and procedure manual will be available to all health care staff, the Probation Division Director, the Assistant Division Director, the Duty Supervisor, and other individuals as appropriate to ensure effective service delivery.

The health care policy and procedure manual will be reviewed every two years and revised as necessary. The intent of the review is to keep the manual current on the policy and direct staff practice. The review will be documented and will be approved in writing by the Probation Division Director, the Assistant Division Director, the health care administrator, and the Responsible Physician.

The health care administrator will work closely with the Probation Division Director and the Assistant Division Director to ensure that the medical policies and procedures are consistent with the overall facility policies and procedures. A system of review and collaboration will be maintained to resolve conflicts between health care staff and youth supervision personnel.

PROCEDURE

The Juvenile Correctional Medical Policy and Procedure Manual will undergo a medical and administrative review by Kern Medical personnel every two years. In addition, the Deputy Chief Probation Officer of Youth Services or Probation Division Director will also review and approve the manual.

Training material will be provided on an annual basis by the Clinical Coordinator of the Juvenile Correctional Services medical staff to keep health care and supervision staff current with medical and facility policy. Youth supervision staff will receive additional training from the facility training officer.

(Reviewed 4/25, Revised 2/14)

Reference: KM Juvenile Correctional Services Manual, policy 104.00

1910 MANAGEMENT OF COMMUNICABLE DISEASES

Title 15, Article 8, Section 1410

All youth committed to Camp Erwin Owen will be medically screened for communicable diseases at the Youth Detention Center prior to transfer.

PROCEDURE

Should a youth at Camp Erwin Owen be identified as possibly having a communicable disease or exposure, the youth will be placed on a medical watch, medical restriction, or medical isolation under the direction of the Juvenile Correctional Services medical staff.

All youth supervision staff will practice preventative measures utilize universal precautions regarding communicable diseases and infectious waste. Staff should always take appropriate measures to be safe as there may be youth with contagious diseases, such as H.I.V., of which they are not aware of, or it has yet to be determined. All facility personnel who will likely come into contact with a youth known to have a contagious or communicable disease will be advised of the substance of the information in an appropriate manner so they can take suitable action to provide for the care of the youth, the safety of the other youth, and their own safety.

Any person who willfully discloses a youth's confidential medical condition to an unauthorized person or agency may be the subject of criminal and/or administrative disciplinary action. Further, indirect disclosure, such as by way of actions which imply the youth in question is to be avoided is also prohibited.

All Intake Medical Record questionnaires will be routed to medical personnel. Medical staff will follow up on all youth upon arrival at Camp Erwin Owen and screen for communicable diseases. Juvenile Correctional Services medical staff will provide for all applicable reporting, referrals, and treatment during detention.

If necessary, and approved by the Juvenile Correctional Services medical staff, the youth will be returned to the Youth Detention Center.

Kern Medical staff maintain a hard copy of the Aerosol Transmissible Disease (A.T.D.) Exposure Control plan in their Youth Services policy manual in the medical area. A digital copy can also be found in:

J:\Common\DOCUMENT\Safety\ICM-IC-210 Aerosol Transmissible Diseases Exposure Control Plan-Kern Medical Policy.pdf

(Reviewed 4/25, Revised 6/14)

Reference: KM Juvenile Correctional Services Manual, policy 310.00
Camp Erwin Owen Administrative Manual, Chapter 13, Section 2220; Health and Safety Code 121070

1911 ACCESS TO TREATMENT

Title 15, Article 8, Section 1411

POLICY

The health care administrator, in cooperation with the facility administrator, will provide for unimpeded access to health care. Unimpeded access applies to all youth despite their custody status or behavior problems. The youth will have access to health care options within the facility and outside appointments with private practitioners.

Youth lacking the ability to communicate in the English language will be provided with interpreters by the Youth Probation staff.

PROCEDURE

Youth supervision staff are responsible for ensuring that neither staff nor other youth prevent individuals from requesting and receiving care. The youth will be informed of their rights to health care services during the orientation process. In addition, the right to register grievances about the health care system will be explained. Parents/legal guardians may request and be provided with information from the Duty Supervisor or Camp Erwin Owen administration about their son's right to receive treatment.

Health care personnel will determine when or if health care should be limited. Using the Sick Call list, all youth requesting care will be referred to health care personnel for triage and examination. Referrals to greater degrees of care will result from this process.

When youth indicate that they cannot speak or understand English, Juvenile Correctional medical staff will contact youth supervision staff and request an interpreter.

(Reviewed 4/25, Revised 6/14)

Reference: KM Juvenile Correctional Services Manual, policy 105.00, 108.00

1912 FIRST AID/AED AND EMERGENCY RESPONSE

Title 15, Article 8, Section 1412

The application of first aid/AED and emergency medical measures are important components of our health care continuum and are included in our employee orientation and training.

Youth supervision staff members are required to provide emergency first aid/AED to all youth housed within the facility. The staff members will utilize the approved first aid kits that will contain necessary items as provided by Juvenile Correctional Services medical staff under the direction of the Responsible Physician. These kits will be inspected annually, and supplies replaced, as needed, after use or inspection. The responsible physician shall approve the contents, number, location, and procedure for the periodic inspection of the kits. First aid kits shall be available in designated areas of each youth facility.

Automated external defibrillators (AED) shall be available in each youth facility. The facility administrator shall ensure that device is maintained properly per manufacturer standard.

Youth supervision staff members and health care staff members will be trained in applicable first aid and will receive written policy and procedure to guide them in responding to medical emergencies requiring first aid and AED use.

(Reviewed 4/25, Revised 8/19)

Reference: KM Juvenile Correctional Services Manual, policy 304.00
Camp Erwin Owen Administrative Manual, Sections 1505 and 1525

1913 INDIVIDUALIZED TREATMENT PLANS

Title 15, Article 8, Section 1413, 1418

The health care administrator, responsible physician, behavioral/mental health director and facility administrator will assure that coordinated and integrated health care treatment plans are developed for all youth who are receiving services for significant medical, behavioral/mental health or dental health care concerns. The health care treatment plans will be considered in the facility program planning process. Relevant health care treatment plan information will be provided to youth supervision staff for purposes of programming, implementation, and continuity of care in accordance with section 1407. Program planning shall also address accommodations for showering, use of toilet and dressing for youth with special needs.

Health care restrictions shall not limit a youth's participation in school, work assignments, exercise, or other programs to the degree necessary to protect the health of the youth or others. A youth's participation in unrestricted programming is desirable and he or she should be encouraged to participate to the degree that he or she is capable.

PROCEDURE

Health care plans will result from the triage and examination process conducted by licensed health care personnel provided by Juvenile Correctional Services medical staff. Written medical instructions will be provided to the youth supervision staff by the appropriate health care personnel using the standard protocol forms. The forms will be kept in a binder in the living units for child supervision staff to review and to allow them to provide appropriate care. Medical, behavioral/mental health, school and youth supervision staff will also be included in weekly meetings to coordinate unified treatment plans.

Treatment planning by health care providers, behavioral/mental health and administration shall address:

1. Pre-release and discharge planning for continuing medical, dental, and behavioral/mental health care, including medication, following release or transfer, which may include relevant authorization for transfer of information, insurance, or communication with community providers to ensure continuity of care.
2. Participation in relevant programs upon return into the community to ensure continuity of care.
3. Youth and family participation (if applicable and available).
4. Cultural responsiveness, awareness, and linguistic competence.
5. Physical and psychological safety.
6. Traumatic stress and trauma reminders when applicable.

(Reviewed 4/25, Revised 8/19)

Reference: KM Juvenile Correctional Services Manual, policy 303.01

1914 HEALTH CLEARANCE FOR IN-CUSTODY WORK AND PROGRAM ASSIGNMENTS

Title 15, Article 8, Section 1414

POLICY

The health care administrator, responsible physician, and facility administrator will develop health screening and monitoring for all work and program assignments. The medical screening will occur prior to any youth being assigned to a critical work assignment.

Special attention and care will be taken in the clearance of all food handlers. The procedures for screening food services workers are intended to promote a balance of health, security, and practical operational planning. The screening is also recommended for all food service employees.

The responsible physician and Juvenile Correctional Services medical staff will grant clearances subsequent to the examination process. The clearances will be reviewed and updated regularly in conjunction with the triage process.

The clearance screening for food handlers will include:

1. Absence of exposure to and symptoms of foodborne contagious diseases especially hepatitis and diarrhea disease by history.
2. Physical examination to exclude infected skin lesions, tenderness of liver and jaundice.

The clearance screening for other assignments with health implications will include:

1. Absence of allergies, physical limitations or mental health concerns that would place a youth in an unsafe situation.

PROCEDURE

Youth supervision staff will ensure youth have medical clearance prior to assigning them to unit or institution details and ensure youth have clearance for program participation prior to activities.

(Reviewed 4/25, Revised 2/14)

Reference: KM Juvenile Correctional Services Manual, policy 301.01

1915 HEALTH EDUCATION
Title 15, Article 8, Section 1415

The health care administrator, in cooperation with the facility administrator, will assure that interactive and gender and developmentally appropriate medical, behavioral/mental health and dental health education and disease prevention programs are provided to youth. The education program content will be updated as necessary to address current health and community priorities that meet the needs of the confined population.

PROCEDURE

The local health department and Kern County Superintendent of Schools are the primary resources for the health education program. Health educators will provide classes to the youth housed at Camp Erwin Owen in an age and culturally appropriate manner. A log will be maintained in the Administrative Liaison's office to document the classes and the facility's compliance with the overall plan. The log will include all scheduled classes with their dates and times. In addition, the schedule will be reflected on monthly calendars that will accompany the log.

A series of classes will be scheduled to encompass the following:

1. Chemical dependency, including tobacco.
2. Sexually transmitted diseases.
3. Sexuality, including methods of birth control.
4. Pregnancy and parenting skills.
5. Nutrition.
6. Exercise.
7. Oral hygiene.
8. Behavioral/mental health and suicide prevention.

(Reviewed 4/25, Revised 8/19)

Reference: KM Juvenile Correctional Services Manual, policy 207.00

1917 FAMILY PLANNING, REPRODUCTIVE SERVICES AND SEXUAL HEALTH

Title 15, Article 8, Section 1416

The health care administrator, in cooperation with the facility administrator, will assure that reproductive and sexual health services are available to all youth. The extent of such services will depend upon the length of confinement and the eligibility of the facility. These services will meet the community standard and will be accessible without parental consent.

PROCEDURE

The reproductive services will include:

1. Adoption
2. Contraceptives
3. Family planning
4. Parenting skills

1918 YOUTH WITH DEVELOPMENTAL DISABILITIES

Title 15, Article 8, Section 1418

Any youth who is suspected or confirmed to have a developmental disability shall be referred to the local Regional Center for the Developmentally Disabled for purpose of diagnosis and/or treatment within 24 hours of identification, excluding holidays and weekends.

1. Kern Regional Center

3200 N. Select Ave

Bakersfield, CA 93308

(661) 327-8531

2. Kern Regional Center for the Developmentally Disabled

7707 Panama Road

Lamont, CA 93241

(661) 845-2286

(Reviewed 4/25, Revised 8/19)

Reference: KM Juvenile Correctional Services Manual, policy 400.00

1930 INTAKE HEALTH SCREENING

Title 15, Article 8, Section 1430

All youth committed to Camp Erwin Owen will be cleared medically by Juvenile Correctional Services medical staff prior to arrival. Youth not medically cleared will be returned to the Youth Detention Center until clearance is obtained.

PROCEDURE

The Duty Supervisor, Security Transport, and Deputy Probation Officer in Custody Intake will follow the Pre-Intake Assessment guidelines established by medical personnel. These steps are to occur prior to the youth being cleared for delivery to Camp Erwin Owen.

Prohibitions

In accordance with Camp Erwin Owen criteria, those youth having the following conditions will not be accepted for the Camp Erwin Owen program:

1. Youth with severe asthma requiring the use of a nebulizer or otherwise uncontrolled.
2. Youth with active seizure disorders.
3. Youth with diabetes requiring injections to control.

(Reviewed 4/25, Revised 2/14)

Reference: KM Juvenile Correctional Services Manual, policies 300.00, 300.01, 310.00

1931 INTOXICATED YOUTH AND YOUTH WITH A SUBSTANCE USE DISORDER

Title 15, Article 8, Section 1431

The responsible health administrator/physician, in cooperation with the facility administrator, will establish criteria and ensure implementation of procedures for addressing the identification and management of alcohol and other substance intoxication, withdrawal, and treatment of substance use disorder in accordance with section 1430. A medical clearance will be obtained from a physician prior to booking any youth who is intoxicated to the extent that they are a threat to their own safety or the safety of others. Intoxication beyond four hours from the time of admission shall require a medical evaluation.

Youth supervision staff will directly monitor youth meeting these criteria at least every ten (10) minutes until resolution of the intoxicated state. The staff member will refer the youth back to Juvenile Correctional Services medical staff if the matter is not resolved within six (6) hours.

Substance abuse counseling and/or treatment may be initiated during confinement and community referrals may be appropriate upon release.

PROCEDURE

All youth meeting the criteria for intoxication will be housed in a Holding Room or on their bunk under direct visual supervision until they are medically cleared or removed. Youth meeting these criteria will be placed on a Special Medical Watch and the youth supervision staff responsible for continued monitoring will document bunk checks at least every 10 minutes until medically cleared by a responsible Physician, Physician Assistant or Nurse Practitioner. The Duty Supervisor and medical staff will be informed as soon as possible of the situation. Behavioral/mental health and medical referrals will be submitted in a timely manner by youth supervision staff.

Any intoxicated youth experiencing medical distress will immediately be seen by medical services personnel, either Juvenile Correctional Services medical staff or Kern Valley Hospital Emergency Department staff.

NARCAN-See Kern County Probation Department Policies and Procedures, Naloxone Policy

"If an Officer contacts and determines an individual is possibly suffering an opioid overdose, the Officer may administer one dose of Naloxone into each nostril. If Emergency Medical Services (EMS) is not on scene at the time of administering the Naloxone, the Officer shall request Emergency Medical Services be dispatched to the scene. Officers on the scene will take the following steps:

1. Officers will ensure the scene is safe and secure prior to medical intervention.
2. Officers will use universal precautions regarding bloodborne and airborne pathogens, as well as communicable diseases when conducting the assessment.
3. Prior to the administration of Naloxone, Officers will look for signs of an opioid overdose which include, but are not limited to:
 - a) Small or pin-point pupils.
 - b) Shallow or labored breathing.
 - c) Heart rate that is slow or is stopped.
 - d) Patient cannot be awakened and does not respond to external stimuli.
 - e) Fingernails or lips have blue or purple coloring.
 - f) Patient is vomiting or making gurgling sounds.
 - g) Statements are made by bystanders alleging opioid usage.
 - h) Patient is a known drug user.

Narcan is in the medical cabinet in Baumeister Barracks and the locked Protocol cabinet in Durant Dorm. Kern Behavioral and Health Recovery Services provides substance abuse counseling as needed during confinement. Appropriate community referrals will be initiated upon release in accordance with any Court orders.

1932 HEALTH ASSESSMENT

Title 15, Article 8, Section 1432

The health care administrator/Responsible Physician, in cooperation with the facility administrator, will ensure that all youth receive a health assessment that provides for the timely identification of conditions necessary to safeguard the health of those youth.

Youth transferred between facilities of the same system will receive a written medical clearance and all health appraisals/medical examinations will be reviewed and updated prior to transfer.

Youth being transferred will have their health appraisal/medical examination records transported or transmitted to the receiving facility prior to or with transfer.

PROCEDURE

Prior to delivery to Camp Erwin Owen, Juvenile Correctional Services medical staff will conduct a health assessment on each youth within 96 hours of admission to the facility.

The health assessment will include:

1. A medical history.
2. A medical, dental, and visual screening.
3. A search for communicable diseases.
4. Immunizations update.
5. Laboratory screening.

1933 REQUESTS FOR HEALTH CARE SERVICES

Title 15, Article 8, Section 1433

The health care administrator, in cooperation with the facility administrator, will establish a daily routine for youth to convey requests for emergency and non-emergency medical, dental, and behavioral/mental health care services. Youth will be provided the opportunity to confidentially convey, either through written or verbal communications, request for medical, dental, or behavioral/mental health services. Confidential requests for services can be placed in a locked box and retrieved by medical staff. Provisions shall be made for youth who have language or literacy barriers. Either Juvenile Correctional Services medical staff or Kern Valley Hospital Emergency Department staff will provide the services. Licensed health care personnel will be responsible for medical decisions and treatment planning. Requests for medical services will become part of the youth's medical records.

PROCEDURE

Referrals will be made prior to the daily Sick Call by the youth, the youth's family members, guardian, attorney, youth supervision staff, school staff or Kern Behavioral and Health Recovery Services. The youth supervision staff are responsible for documentation and transmission of all health care referrals to medical staff. Youth supervision staff shall advocate for the youth when the need for medical, dental, and behavioral/mental health services appears to be urgent, including the presence of trauma-related behavior or injury and illness. The documentation will be reflected and maintained on the appropriate Medical Complaint form for all medical, dental, and behavioral/mental health concerns.

The Lead Staff in each living unit will fill out the Medical Complaint form during the day and evening shifts. The form will include the date, name of youth, medical complaint and type of protocols initiated. The Lead Staff from the evening shift is responsible to place the Medical Complaint form in the medical department's confidential mailbox at the end of the shift.

1934 CONSENT AND REFUSAL OF HEALTH CARE

Title 15, Article 8, Section 1434

The health care administrator, in cooperation with the facility administrator, will provide for obtaining informed consent for health care examinations, immunizations, procedures, and treatment. The consents will be obtained from the parent/guardian, conservators or pursuant to a court order. The consent must conform to the community standard.

Youth may refuse, verbally or in writing, non-emergency medical, dental, vision, and behavioral/mental health care.

PROCEDURE

1. Probation staff will obtain written consent for routine medical care from both the youth and the youth's parent or guardian.
2. A court order may be requested by the Juvenile Correctional Services medical staff via the youth's Deputy Probation Officer in circumstances where a youth and/or the youth's parent or guardian refuse medical treatment necessary for the safety of the youth, other youth, or staff. A standing court order has been obtained for cases where the parent or guardian is not available for consent.
3. Consents will be part of the youth's medical record.
4. Refusals of medical treatment will be documented in the medical record.

(Reviewed 4/25, Revised 8/19)

1935 DENTAL CARE
Title 15, Article 8, Section 1435

The health care administrator, in cooperation with the facility administrator, will provide for dental treatment to youth as necessary to respond to acute conditions, to avert adverse effects on the youth's health and required preventative services as recommended by a dentist. Dental care will not be limited to extractions. The need for dental care will be determined during the health appraisal/medical examination process.

Dental services can be provided either on-site or in community-based offices.

Youth supervision staff should be trained in recognition of dental emergencies, dental first aid procedures, and time frames for intervention.

Annual dental exams shall be provided to any youth detained for longer than one year.

PROCEDURE

Referrals to dental services will be based on balancing the acuity and progressive nature of the condition with the anticipated length of stay in the facility. Juvenile Correctional Medicine staff will screen for possible dental conditions during the examination process. In addition, youth supervision staff will process any complaints via the Medical Complaint form and refer the youth to triage or Sick Call for appropriate determination for treatment. Upon determining the need for dental services, the Juvenile Correctional Services medical staff will contact the youth's Deputy Probation Officer so that care can be arranged.

Dental hygiene will be part of the health education program.

1936 PROSTHESES AND ORTHOPEDIC DEVICES

Title 15, Article 8, Section 1436

The health care administrator, in cooperation with the facility administrator and the Responsible Physician, will provide for the retention, removal and supply of prostheses. Prostheses covered under this provision will include eyeglasses and hearing aids. The facility will be responsible to provide prostheses when the health of the youth would otherwise be adversely affected. Prostheses will not be removed unless probable cause exists that they present risk of bodily harm to someone in the facility or threaten facility security. The prosthesis must be returned when the risk no longer exists.

The provision of this section will comply with Penal Code Section 2656.

PROCEDURE

Youth will not be deprived of prosthetic devices without security or safety reasons. Such reasons will be documented for the youth's file and reported to the Probation Division Director.

(Reviewed 4/25, Revised 2/14)

Reference: KM Juvenile Correctional Services Manual, policy 302.00

1937 BEHAVIORAL/MENTAL HEALTH SERVICES AND TRANSFER TO TREATMENT FACILITIES

Title 15, Article 8, Section 1437

POLICY

The health care administrator/responsible physician, in coordination with the behavioral/mental health provider and the facility administrator, will provide for behavioral/mental health services. The services will be provided by Kern Behavioral and Health Services (KBHRS) which is managed under contract by the Kern Behavioral Health and Recovery Services. Behavioral/mental health services will include the appropriate levels of screening, crisis intervention, stabilization, therapy, and medical support necessary for the facility population. The youth may be evaluated by licensed medical health and behavioral/mental health personnel to determine if treatment can be initiated at the facility.

Absent an emergency, all behavioral/mental health services shall be provided on a voluntary basis.

PROCEDURE

Youth supervision staff, medical staff and facility managers will refer all behavioral/mental health issues to Kern Behavioral and Health Recovery Services for appropriate action and treatment plans via the current referral system. In addition, a joint meeting of staff from the facility, medical, school and KBHRS will be held weekly to update unified treatment plans.

Emergency behavioral/mental health treatment will be provided under joint supervision from Kern Behavioral and Health Recovery Services (KBHRS), Juvenile Probation Psychiatric Services (JPPS), Kern County Behavioral Health and Recovery Services and Kern Medical (KM). Crisis intervention will be provided by KBHRS staff on site. After hours and on weekends, the Duty Supervisor will contact the crisis counselor provided by Kern Behavioral and Health Recovery Services for direction and advice on behavioral/mental health care. In immediate or life-threatening situations, the Duty Supervisor may contact the crisis counselor for referral to KM or may take immediate action to obtain services directly from KM personnel.

Youth whose psychiatric needs exceed the facility's capabilities will be referred to licensed behavioral/mental health facilities. The youth will first be transferred to the Youth Detention Center. Transportation and admission to licensed behavioral/mental health facilities will be determined by Juvenile Probation Psychiatric Services personnel, the facility manager, and the Courts.

Transition planning for youth receiving behavioral/mental health treatment in the community shall include continuation of medication through the Bridge Medication Protocol as well as referral to appropriate counseling services upon release.

(Reviewed 4/25, Revised 6/25)

Reference: KM Juvenile Correctional Services Manual, policies 300.00, 314.00, 314.01

Camp Erwin Owen Administrative Manual, Section 1522
1938 PHARMACEUTICAL MANAGEMENT
Title 15, Article 8, Section 1438

The health administrator, in consultation with a pharmacist and in cooperation with the facility administrator, will provide for the secure storage, controlled administration and disposal of all legally obtained drugs. This will include provisions for the proper dispensing, administration, and delivery of prescribed medications by properly licensed health care professionals. In addition, the health administrator will provide procedures for the administration of over the counter (OTC) medications by both licensed and non-licensed personnel. The dispensing, delivery and administering of all medication will be limited by function to the properly designated personnel.

The disposal of legend medication will be done in accordance with pharmacy laws and regulations. Controlled substances will be disposed of in accordance with Drug Enforcement Administration procedures.

The responsible physician, physician's assistant, nurse practitioner, or private practitioner will prescribe all legend or controlled medication administered within the facility. Kern Medical health care staff, under direction from the Kern Medical pharmacist and health care administrators, will be responsible for the storage and administration of all legend and controlled medications. OTC medication will be dispensed under established protocols by both health care and youth supervision staff.

Pharmaceutical management protocols are maintained by the Medical Clinical Supervisor.

Health care staff and behavioral/mental health staff will create transitional planning protocols for the uninterrupted continuation of medication.

PROCEDURE

After hours, the Duty Supervisor will deliver medication as directed by the Kern Medical Juvenile Correctional Services medical staff. The Duty Supervisor will also complete the Medication Administration Record as directed by medical staff.

All staff working as Duty Supervisor will receive training in the administration of and documentation for medication. Training protocols are maintained by the Medical Clinical Supervisor. At no time shall one youth deliver medication to another youth.

All OTC medication that is maintained on the unit shall be secured in a locked area when not being dispensed to youth by staff. During normal rounds/board checks occurring during shifts, Duty Supervisors shall ensure all OTC medication is secured.

1939 PSYCHOTROPIC MEDICATIONS

Title 15, Article 8, Section 1439

POLICY

The health care administrator or responsible physician, in cooperation with the behavioral/mental health director and the facility administrator, will provide for the use of voluntary and involuntary psychotropic medication. Psychotropic medication will not be administered to a youth absent an emergency unless informed consent has been given by a parent, guardian, or the court. Consent need not be obtained in emergency situations if insufficient time exists to prevent harm.

Youth can refuse psychotropic medications without disciplinary consequences. Youth may be involuntarily given psychotropic medications by a health care provider immediately, if necessary, for the preservation of life or prevention of serious bodily harm. All involuntary administrations of psychotropic medication shall be documented and reviewed by the facility administrator or designee and health administrator.

Psychotropic medication cannot be administered for coercion, discipline, convenience, or retaliation. Youth shall be informed of the expected benefits, potential side effects and alternatives to psychotropic medication. Assessment and diagnosis must support the administration of psychotropic medications.

PROCEDURE

Kern Behavioral and Health Recovery Services will provide referrals to a licensed psychiatrist for the prescribing of all psychotropic medication. The medication will be administered by the health care provider in accordance with standing contracts and procedure. Youth on psychotropic medication that were prescribed in the community will continue their medications when clinically indicated pending verification in a timely manner by a health care provider. The health care provider will further determine and reevaluate the uninterrupted continued use of psychotropic medications during pre-release planning and prior to transfer to another facility or program. The health care provider will address the uninterrupted continuation of psychotropic medication for the youth including authorization for transfer of prescriptions.

Informed consents will be obtained by KBHRS personnel, the youth's assigned Deputy Probation Officer and/or Duty Supervisor. Parents will be notified via telephone when psychotropic medications are recommended or prescribed, and they will be asked to come in to sign the consents. Parents may also sign consents during visiting hours if the Duty Supervisor is notified.

(Reviewed 4/25, Revised 6/25)

Reference: KM Juvenile Correctional Services Manual, policy 314.01

1952 COLLECTION OF FORENSIC EVIDENCE

Title 15, Article 8, Section 1452

The health care administrator, in cooperation with the facility administrator, will assure forensic medical services are provided by appropriately trained medical personnel who are not responsible for the youth's ongoing health care. On-site health care personnel are prohibited from performing functions for the purpose of prosecution. Forensic medical services will include blood alcohol samples, body cavity searches and other evidence collecting procedures.

PROCEDURE

Law enforcement will coordinate with the Duty Supervisor to accomplish the necessary collection of forensic evidence.

Evidence collection and/or examinations for forensic purposes will be handled by trained medical personnel from emergency rooms, clinics or labs that do not otherwise have a role in the ongoing health care provided to the facility population.

(Reviewed 4/25, Revised 2/14)

Reference: KM Juvenile Correctional Services Manual, policy 315.00

1953 SEXUAL ASSAULTS
Title 15, Article 8, Section 1453
Prison Rape Elimination Act, Juvenile Facility Standards
Section 115.321, 115.352 and 115.353

POLICY

The health care administrator, in cooperation with the facility administrator, will provide for the treatment of sexual assault victims preservation of evidence, and the reporting of such incidents to law enforcement. The evidentiary examination and initial treatment of victims will be conducted at a health facility that is separate from the custody facility. The examination/treatment facility will be properly equipped and staffed by personnel who are trained and experienced in such procedures.

PROCEDURE

Kern Medical Emergency department personnel especially trained in the examination and treatment of sexual assaults will provide the necessary services unless law enforcement requires an alternative provider. Behavioral/mental health services will be provided by Kern Behavioral and Health Recovery Services. Youth shall also have access to outside victim advocates for emotional support services related to sexual abuse. This access shall be confidential to the greatest extent possible. Efforts to secure services from behavioral/mental health providers, victim advocates or rape crisis centers shall be documented.

The Youth Services Officer or Lead Staff is responsible to notify the Duty Supervisor whenever a sexual assault is observed, discovered, or reported. The youth supervision staff are to protect the crime scene to the best of their ability and to provide assistance to the Duty Supervisor and law enforcement personnel. Special Incident Reports and verbal statements will be required from all involved staff.

The Duty Supervisor will be responsible to ensure that Child Protective Services and the appropriate law enforcement agencies are notified. In addition, the Duty Supervisor will provide for the necessary transportation and security needed regarding the examination. The Duty Supervisor will ensure proper documentation and notifications to Probation Department administration and the parent or guardians of the involved youth are completed in a timely manner.

(Reviewed 4/25, Revised 6/25)

References: KM Juvenile Correctional Services Manual, policy 316.00

1954 PARTICIPATION IN RESEARCH

Title 15, Article 8, Section 1454

The health care administrator, in cooperation with the facility administrator, will govern all biomedical or behavior research involving youth in the facility population. Human subjects research will occur only if all ethical, medical, and legal standards for human research are met as verified by Institutional Review Board (IRB) approvals. Assurances are required for the safety of the youth and informed consents will also be required. The court, health care administrator and facility administrator will be informed of all proposed actions.

PROCEDURE

Youth who participate in any research project or study will not be allowed to do so as a condition for obtaining privileges or other rewards. No special inducements or restrictions will be offered or imposed by the facility or study group to secure participation in project/study.

Written consent must be received from a parent/legal guardian of every youth participating in the proposed research.

(Reviewed 4/25, Revised 8/19)

Reference: KM Juvenile Correctional Services Manual, policy 107.00

2000 MEALS – YOUTH FREQUENCY OF SERVING

Title 15, Article 9, Sections 1460

Meals shall be served three times in any 24-hour period. At least one meal shall include hot food. Food shall be offered to youth at the time of initial intake and shall be served to youth if more than 14-hours pass between meals and shall be served to youth on medical diets as prescribed by the attending physician. A snack shall be provided to all youth between 2-4 hours after the dinner meal is served.

A minimum of twenty minutes shall be allowed for the actual consumption of each meal except for those youth on medical diets where the responsible physician has prescribed additional time.

Provisions shall be made for youth who may miss a regularly scheduled facility meal. They shall be provided with a substitute meal and beverage. Youth with special diets shall be provided with their prescribed or approved meal.

PROCEDURE

Weekday meals will be served at:

Breakfast	6:00 a.m. Early Eaters 6:15 a.m. MAC. 6:45 a.m. BB & DD
Lunch	12:15 p.m. MAC 12:45 p.m. BB & DD
Dinner	4:30 p.m. MAC 5:15 p.m. BB & DD
Snack	7:00 p.m. (During educational program time)

Weekend and holiday meals will be served at:

Breakfast	6:15 a.m. MAC 6:45 a.m. BB & DD
Lunch	11:30 a.m. MAC 12:00 p.m. BB & DD
Dinner	4:30 p.m. MAC 5:15 p.m. BB & DD
Snack	7:00 p.m.

1. Youth will be offered food at the time of intake. If a youth misses a meal, unit staff is to contact kitchen personnel for an appropriate meal. If kitchen personnel are not available, the Duty Supervisor will be contacted and will use the resources available to provide a meal for the youth, which may include a sack meal.
2. If a youth is prescribed a special medical diet, kitchen staff will make the prescribed diet according to the medical guidelines, label the tray with the youth's name and unit, and send the diet tray to the appropriate unit where the youth is housed. When a physician has prescribed additional time for meal consumption, unit staff will ensure that is allowed.
3. If a youth is approved for a special religious or vegetarian/vegan diet, kitchen staff will make the approved diet, label the tray with the youth's name and unit, and send the tray to the appropriate unit where the youth is housed.
4. Nutritious snacks and sack meals will be kept in the kitchen and available for youth upon request.

(Reviewed 6/25, Revised 8/19)

2001 MINIMUM DIET

Title 15, Article 9, Section 1461

Facility meals are based on nutritional standards which may include the Federal Child Nutrition Meal Program. The minimum diet provided shall be based upon the nutritional and caloric requirements found in the 2011 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the 2008 California Food Guide, and the 2015 - 2020 Dietary Guidelines for Americans. Facilities shall have a written process for how vegetarian or vegan diets may be requested and granted or denied. Religious diets, and when provided, vegetarian, or vegan diets, must conform to these nutrition standards.

The nutritional requirements for the minimum diet are specific in the following subsections. Snack may be included as part of the minimum diet. A wide variety of foods shall be served, and spices should be used to improve the taste and eye appeal of food served.

PROCEDURE

All our menus are based on the above guidelines to ensure required meals with a variety of foods.

1. The menus are on a five-week cycle. Annually, all menus are reviewed by a registered dietitian to ensure we are serving the correct portion size, caloric count and correct types of foods outlined in Section 1461 of Title 15, the Minimum Standards for Juvenile Institutions.
2. Based on the level of physical activity, we serve each youth a minimum of 2500 calories not to exceed 3000 calories per day. This caloric intake meets the minimum requirement of Title 15 guidelines. Total dietary saturated fat shall not exceed 10 percent of total calories on a weekly basis. Facility dietitians shall consider the recommendations and intent of the 2015-2020 Dietary Guidelines of Americans of reducing overall added sugar and sodium levels. Herbs and spices may be used to improve the taste and eye appeal of food served.
3. Youth are served a nutritious snack every day, which is included in the caloric count for the meals served. Snacks are provided during educational programming. Snack meal counts will be conducted and logged by unit staff at the point of service for youth present.
4. In addition to providing a balanced diet, provisions for special diets shall be made. Food will be offered in a broad range to provide minimum nutritional needs without the consumption of prohibited foods.

(Reviewed 6/25, Revised 8/19)

Reference: Manual of Clinical Dietetics, Sixth Edition.

2002 SPECIAL DIETS

Title 15, Article 9, Section 1461, 1462

Medical Diet

POLICY

Only an attending physician can prescribe a medical diet. The medical diet utilized by a facility shall be planned, prepared, and served with consultations of a registered dietitian. The facility manager shall comply with any medical diet prescribed for a youth. Diet orders shall be maintained on file for at least one year.

The facility manager and responsible physician shall ensure that the therapeutic diet manual, with sample menus for therapeutic diets, shall be available in both the medical unit and the food service office for reference and information. A registered dietitian shall review, and the responsible physician shall approve the diet manual on an annual basis.

PROCEDURE

1. If a youth is ill or has a medical condition that justifies a medical diet, it is ordered by the attending physician. The medical staff will notify the kitchen in writing of the youth's name, housing unit and type of diet ordered. Medical staff will keep a permanent medical diet protocol in the youth's file.
2. The kitchen staff shall refer to the medical diet manual and determine a diet that is appropriate for the youth's diet type. The kitchen staff will prepare the diet and place the meal on a special-colored tray with the youth's name for consumption in the Dining Hall or housing unit for distribution to the unit.
3. The medical diet tray will be sent to unit at regular mealtimes unless the orders specify a different time.
4. When a medical diet/food allergy is ordered by the attending physician the kitchen staff will initiate a Special Diet log, to document what meal or food item was substituted. Each time a youth's meal is altered from the specific menu – kitchen staff and unit staff will sign the log. When the youth is released or the special diet is complete, the log is then routed to the housing unit and the protocol is filed in the youth's program file.
5. Any youth requiring a special medical diet will not be allowed to work in the main kitchen or laundry until cleared by medical staff.

Religious Diet

POLICY

The Probation Department shall provide religious diets to requesting youth who demonstrate a sincere belief the diet is necessary to adhere to their religion. The youth's freedom of religion, both to participate in or to abstain from, will be protected. The religious diet will conform to nutrition standards outlined in Title 15, Section 1461. A youth may appeal the denial or discontinuation of a religious diet using a grievance.

PROCEDURE

Youth requesting a religious diet will be instructed to complete a Religious/Vegetarian/Vegan Meal Plan Request form. This form may be routed to the Duty Supervisor or placed by the youth in the confidential grievance box. The Duty Supervisor will review the completed form, interview the youth, and then complete the Religious/Vegetarian/Vegan Diet Evaluation form. Upon conclusion of this process, the Duty Supervisor will notify Administration and provide a recommendation to approve or deny the request. All Religious/Vegetarian/Vegan diet requests will be maintained by the Food Services Supervisor. Religious diet substitutions will be provided based upon cost and availability of applicable food products.

Procedure for Discontinuation of Religious Diets

Requests by youth to discontinue a religious diet will be forwarded to the Duty Supervisor. The Duty Supervisor, on approval of Administration, will cancel the diet as requested, maintain the youth's file accordingly and notify the appropriate unit. The Duty Supervisor will maintain the request for discontinuation until the youth's commitment is completed. The Duty Supervisor will notify the Food Services Supervisor.

The following are concerns that may lead to the discontinuation of a religious diet:

1. A youth is consuming products that are known to be prohibited to members of the youth's faith.
2. Statements made by the youth that demonstrate dishonesty, or the diet is not based on sincerely held religious beliefs.
3. A request by the youth for discontinuation of a religious diet, followed by a request to return to the religious diet or frequent attempts to switch between different types of diets.
4. Any staff who witness actions or statements that reveal insincerity regarding a youth's requirement for a religious diet will generate a Special Incident Report describing the actions and advise the Duty Supervisor and Administration.

Vegetarian/ Vegan Diet

POLICY

The Probation Department shall provide vegetarian/vegan diets to requesting youth who demonstrate a sincere personal belief the diet is necessary. The vegetarian/vegan diet will conform to nutrition standards outlined in Title 15, Section 1461. A youth may appeal the denial or discontinuation of a religious diet using a grievance.

PROCEDURE

Youth requesting a vegetarian/vegan diet will be instructed to complete a Religious/Vegetarian/Vegan Meal Plan Request form. This form may be routed to the Duty Supervisor or placed by the youth in the confidential grievance box. The Duty Supervisor will review the completed form, interview the youth, and then complete the Religious/Vegetarian/Vegan Diet Evaluation form. Upon conclusion of this process, the Duty Supervisor will notify Administration and provide a recommendation to approve or deny the request. If approval is granted, the Duty Supervisor shall notify the Youth Services Senior Cook. All Religious/Vegetarian/Vegan diet requests will be maintained by the Food Services Supervisor. Religious/Vegetarian/Vegan diet substitutions will be provided based upon cost and availability of applicable food products.

Procedure for Discontinuation of Vegetarian/Vegan Diets

Requests by youth to discontinue a vegetarian/vegan diet will be forwarded to the Duty Supervisor. The Duty Supervisor, on approval of Administration, will cancel the diet as requested, maintain the youth's file accordingly and notify the Youth Services Senior Cook and appropriate unit. The Duty Supervisor will maintain the request for discontinuation until the youth's commitment is completed. The Duty Supervisor will notify the Food Services Supervisor.

The following are concerns that may lead to the discontinuation of a religious diet:

1. A youth is consuming products that are known to be prohibited food items such as meat or meat products.
2. Statements made by the youth that demonstrate dishonesty, or the diet is not based on sincerely held personal beliefs.
3. A request by the youth for discontinuation of a vegetarian/vegan diet, followed by a request to return to the vegetarian/vegan diet or frequent attempts to switch between different types of diets.

4. Any staff who witness actions or statements that reveal insincerity regarding a youth's desire for a vegetarian/vegan diet will generate a Special Incident Report describing the actions and advise the Duty Supervisor and Administration.

2003 MENUS
Title 15, Article 9, Section 1463

POLICY

Menus shall be planned at least one month in advance. Menus shall be planned to provide a variety of foods considering the cultural and ethnic makeup of the facility, thus preventing repetitive meals. Menus shall be approved by a registered dietitian before being used.

If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production worksheet.

Menus, as planned and including changes, shall be retained for three years, and evaluated by a registered dietitian at least annually.

PROCEDURE

1. All menus are on a five-week cycle. This helps eliminate repeating meals and assures a wide variety of foods from diverse cultural and ethnic backgrounds.
2. The kitchen uses standardized recipes to ensure the correct ingredients are used along with directions on how to cook the meals. This procedure assures that Camp Erwin Owen is in compliance with regulations set forth by the State of California Hot Lunch Program and Title 15 requirements.
3. In the event a scheduled food is not available, kitchen staff are instructed to make substitutes with a like food item (i.e., vegetable for vegetable, protein for protein, vitamin A for vitamin A, etc.).
4. Seasonal Camp Erwin Owen garden harvested items, butchered Camp Erwin Owen pork or beef products and eggs produced by Camp Erwin Owen hens will be incorporated into the menus as available and needed.
5. Specific measurements for portion control are listed on the menu production record. The kitchen staff are directed to serve the correct amounts every time to ensure all youth are receiving the correct amount of food according to the RDA.
6. Temperatures are taken of the food before it is removed from the cooking vessel and before the food is served to ensure correct temperatures are achieved. The temperatures are recorded on the Daily Production Report and retained for three years.
7. The kitchen staff is to receive prior authorization from the Senior Cook or Food Services Supervisor for any menu changes. Changes are to be documented on the Daily Production report. This report is kept for at least three years.

2004 FOOD SERVING PLAN

Title 15, Article 9, Section 1464

POLICY

Facilities shall have a written, site-specific food service plan that should comply with the applicable California Retail Food Code (CalCode). In facilities with an average daily population of 50 or more, there shall be employed or available, a trained and experienced food service manager or designee to complete a written food service plan. In facilities of less than an average daily population of 50, that does not employ or have a food services manager available, the facility manager shall complete a written food service plan. The plan shall include, but is not limited to, the following policies and procedures.

PROCEDURE

Menu Planning

All menus are on a five-week cycle. These menus are changed only when commodities are available. The foods are changed with a like item (protein for protein, vegetable/fruit for vegetable/fruit, and Vitamin A for Vitamin A, etc.). These menus are approved by a registered dietitian annually for accuracy and to ensure a variety and well-balanced menu is served.

Purchasing

Foods are purchased by the Food Services Supervisor and the Senior Cook in the facility. These foods are purchased from vendors that have a current purchase agreement with Kern County.

Invoices

Original vendor food invoices will be signed by staff receiving the delivery, noting time of delivery. A copy of the original invoice will remain with the Senior Cook, original will be sent through interoffice mail to the Food Services Supervisor's office.

Receiving

Foods received through deliveries are to be marked with the date received and vendor information. Items received must automatically contain product information: description, weight, product code and use by date, if applicable. Product not meeting receiving standards will be refused for improper temperature requirements, damaged containers, or expiration date concerns.

Food Storage and Inventory Control

Food items are stored in different locations throughout the facility including the warehouse, freezer, walk-in cooler, and cold storeroom. These areas are monitored daily by each kitchen staff scheduled to work a shift to ensure the correct temperature is regulated and logged into the Temperature log. Inventory is done weekly by the Senior Cook or designee on food items in all areas except the warehouse. The warehouse inventory is completed by the warehouse supervisor. The warehouse also uses a perpetual inventory control.

Food Preparation

Food is prepared in the kitchen area of the Camp Erwin Owen facility under direct supervision of kitchen staff. Youth are to be closely supervised by kitchen staff at all times when youth are involved in the direct cooking of meals. The kitchen staff is supplied with standardized cooking recipes for consistency in food preparation.

Food Service

Food is served by both kitchen staff and youth. This procedure is completed under the direct supervision of kitchen staff. The food temperature is recorded before the food is served onto trays to ensure the proper temperature is achieved.

Staff Meals

All staff will be served meals by kitchen staff at designated times that do not conflict with the supervision of youth consuming meals in the dining area. Portion controls are to be followed due to meal planning. Designated staff may eat early in order to meet the supervision of youth throughout the mealtime. Probation staff working an eight-hour shift are entitled to one meal for each shift worked. Staff are required to sign the Staff Meal Roster for each meal consumed.

Transporting Food

In the event the food must be transported to the units for meal service, the staff will weigh out the food, place in steam table pans, and hold at 135°F or higher for holding purposes. Meals will be served onto insulated foam hinged trays; this includes special diets that are clearly marked according to medical protocols then transported to the units. Available staff will assist with this process.

Orientation and On-going Training

Upon assignment to the kitchen at the Camp Erwin Owen facility, all staff are given an eight-hour orientation training program, along with 40 hours of training in the kitchen with the Senior Cook or designee. This program will include food safety, kitchen policies and procedures, security policies and procedures and administration policies. Each month a staff meeting is held and any new or existing policies that need to be reviewed are placed on the agenda. A quarterly safety meeting is held for all food service staff. All kitchen staff receive Standards and Training for Corrections training. Additionally, all kitchen staff receive 24 hours of Standards and Training for Corrections (STC) training annually.

Personnel Supervision

All kitchen staff are under the supervision of the Youth Services Food Supervisor. The Youth Services Food Supervisor or Senior Cook completes annual staff evaluations and quarterly evaluations of extra help staff.

Budgets and Food Cost Accounting

This is handled by the Department of Education, California Hot Lunch Program. All daily production reports, including the daily menus and snack logs, are stored in the warehouse for three years. The daily shift reports are kept for one year.

Emergency Feeding Plan

In the event of a natural disaster, Camp Erwin Owen has a backup of food products for food service for at least 30 days. In case of a lock-down situation or other emergency, kitchen staff will distribute the food onto individual trays and send to the units for consumption.

Maintenance Repairs

Camp Erwin Owen has a permanent full-time maintenance worker assigned to the facility. In the event a maintenance issue occurs, the kitchen staff will contact the facility maintenance worker via telephone, radio or by e-mailing a Maintenance Request form. If the maintenance worker is not available, the Duty Supervisor will be contacted and will call the appropriate agency for repair.

Waste Management

Waste from the kitchen facility is transported to the trash house after every meal. Lids are placed on all trash cans left in the trash house for collection. Waste is collected for transport to the sanitation facility twice per week.

Hazard Analysis Critical Control Point Plan (HACCP)

A HACCP binder is located in the main kitchen area of the Camp Erwin Owen Dining Hall. The HACCP plan details procedures including, but not limited to: cleaning and sanitizing, time and temperature control, cooking and cooling potentially hazardous foods, date marking ready to eat and in house prepared food items, handling a food recall, personal hygiene and hand washing, hot and cold holding procedures for potentially hazardous foods, preventing cross contamination during storage, receiving deliveries, reheating potentially hazardous foods, serving food, storing or using poisonous or toxic chemicals, using suitable utensils when serving RTE foods, using and calibrating thermometers, using time alone as a public health control to limit foodborne pathogens in potentially hazardous foods, washing of fruits and vegetables.

Provision for Maintaining Three Days of Meals for Testing in the Event of a Foodborne Illness

Each meal, including snack and any medical/allergy/religious/vegan/vegetarian meals, shall be minimally portioned into a plastic tray with lid and labeled "Not for Consumption" and details including the date of production and the corresponding meal period in which the meal was served. The covered and labeled tray shall then be placed into a designated container in the freezer and maintained frozen for a period of no less than three days.

2005 FOOD HANDLERS EDUCATION AND MONITORING

Title 15, Article 9, Section 1465, 1467

POLICY

The facility manager, in cooperation with the food services supervisor, shall develop and implement written policies and procedures to ensure that supervisory staff and food handlers receive ongoing training in safe food handling techniques, including personal hygiene, in accordance with Section 113947 of the Health and Safety Code, California Retail Food Code (CalCode). The procedures shall include provisions for monitoring compliance that ensure appropriate food handling and personal hygiene requirements.

PROCEDURE

1. All permanent and extra help food service personnel are trained and certified by the ServSafe program. Additional training is provided by the Food Service Supervisor or designee, including but not limited to hygiene, grooming and work habits. See Kitchen Policy and Procedure Manual.
2. All youth who work in the kitchen are screened by medical personnel and unit staff before they are assigned to work kitchen detail. The youth are checked again by kitchen staff for cuts, scrapes, bruises, or any other prior injuries before actually working in the kitchen. Findings are to be reported to the unit Lead Staff in order to verify youth's work clearances.
3. All youth using the restroom during their work detail are required to wash their hands with warm water and soap as observed by kitchen staff. This procedure is followed whether or not they wash their hands in the restroom.
4. All visitors, youth and staff are required to wear hair restraints and clean aprons at all times while working in the kitchen.
5. Kitchen traffic is to be kept to a minimum by the Senior Cook in order to prevent cross contamination of foods and for overall safety of unassigned kitchen staff.

(Reviewed 6/25, Revised 6/25)

2006 KITCHEN FACILITIES, SANITATION, AND FOOD STORAGE

Title 15, Article 9, Section 1465

POLICY

Kitchen facilities sanitation and food preparation, service and storage shall comply with standards set forth in Health and Safety Code, Division 104, Part 7, Chapters 1-13, Sections 113700 et seq. California Retail Food Code (CalCode).

In facilities where youth prepare meals for self-consumption or where frozen meals or prepared food from other permitted food facilities (see Health and Safety Code section 113920) are (re)heated and served, the following applicable CalCode standards may be waived by the local health officer:

1. H & S Sections 114130-114141
2. H & S Sections 114099.6, 114095-114099.5, 114101-114109, 114123, and 114125
3. H & S Sections 114149-114149.3

Except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors, and smoke from the kitchen.

4. H & S Sections 114268-114269
5. H & S Sections 114279-114282

PROCEDURE

Equipment Standards

All new, replacement food-related and utensil-related equipment is certified or classified for sanitation by an American Nation Standards Institute (ANSI) accredited certification program. In the absence of an applicable ANSI sanitation certification, food-related and utensil-related equipment shall be approved by the enforcement agency.

Cleaning and Sanitizing of Utensils and Equipment

All utensils and equipment are scraped, cleaned, and sanitized as follows: Machine-washing of utensils using hot water rinse will meet or be equivalent to sanitation standards. The machine is installed, operated, and approved by the Environmental Health Department. The machine is monitored three times daily and temperatures are recorded each time. Chemicals are checked daily for sufficient supply and surplus is stored in the chemical room.

Ventilation

Ventilation is provided to remove toxic gases, heat, grease, vapors, and smoke from the kitchen area. Ventilation is also provided for safe food storage and to ensure employees have a reasonable condition of comfort. Toilet rooms are vented to the outside by a switch-activated exhaust fan, which is consistent with the requirements of local building codes.

Floors

Floors in the main kitchen area, chemical rooms, food storage area, freezer and walk-in cooler are smooth, of durable construction and constructed of nonabsorbent material that is easily cleaned. The floors in the main kitchen and food storage areas are cleaned on a daily basis.

Sinks

The chemical room is provided with a mop sink and faucet on the floor of the room. This room is a separate, locked room from food preparation areas and food storage areas. All chemical and aerosol products are kept in this room. The janitor's closet, located next to the chemical room, contains mop buckets and brooms. Mop buckets are emptied after each use.

Inspections

The Camp Erwin Owen facility kitchen is inspected twice annually by the local health department officer as required.

Training

All kitchen staff are trained in sanitation and food storage according to the CalCode guidelines. All permanent kitchen staff are certified in the ServSafe program.

1. In the event kitchen equipment breaks down, kitchen staff are trained in alternative methods of food preparation according to the CalCode guidelines and dietary standards.
2. All equipment, including tables, sinks, meat slicer, mixers and food grinders are cleaned and sanitized after each use and when needed.
3. The Camp Erwin Owen facility follows all sanitation, food preparation, and storage of food products set forth by the CalCode guidelines.

2007 FOOD SERVICES AND SUPERVISION

Title 15, Article 9, Section 1467

POLICY

Policies and procedures shall be developed and implemented to ensure that appropriate work assignments are made, and food handlers are adequately supervised. Food shall be prepared and served only under the immediate supervision of a staff member.

PROCEDURE

1. All meals are prepared and served by or under the direct supervision of a kitchen staff.
2. All foods, whether hot or cold, have the temperature taken before they are served. Hot foods will have the temperature taken before the food is removed from the cooking vessel and kept for hot service. The temperature of the hot food will also be taken before it is served. These temperatures are logged on the Daily Production report. These reports are stored for three years plus the current year.

If the food being served is not within correct temperatures using the CalCode guidelines, the food will be pulled from the serving line and brought back to acceptable temperature. In the event this delays the food service, the cook on duty will contact the Duty Supervisor for notification of the living units.

2008 MEAL COUNT AND COLLECTION PROCEDURES

All meals are prepared in the kitchen located on the facility grounds. Meals are portioned out onto trays for service to the youth. Documenting meal logs and accountability is crucial in order to apply for reimbursement rates from the State of California. Each reimbursable meal will consist of the following meal components:

1. Meat/Meat Alternates
2. Vegetables/Fruits
3. Grains/Breads
4. Milk

Youth enter the cafeteria in single file and proceed to the serving line. At the completion of the food service, the kitchen staff enter the dining area and complete a head count of the youth served a meal. Kitchen staff record the number of youth that were fed on the Youth Daily Meal and Snack Count. This is tallied at the end of the meal and logged on the Daily Production report. Any staff served a meal must sign the Staff and Guest Meal Roster.

If any youth is ill or unable to eat in the dining room, a reimbursable meal or a special medical diet will be delivered by the kitchen crew or unit staff to the living unit for the youth. Youth are not permitted to deliver a meal unless under direct supervision of a staff member. The unit staff supervising the meal in the Dining Hall will sign for any special diets that are taken back to the unit.

Youth Detention Center Security Transport staff will distribute meals to any Camp Erwin Owen youth being held in the Intake area of the Youth Detention Center at designated mealtimes. The Youth Detention Center Security Transport staff will fill out Meal count forms at the point of service for all youth held at Intake, with the completed form turned in at the Youth Detention Center to the Duty Supervisor.

Youth scheduled for medical, mental health or other services through the Youth Detention Center facility at mealtime will be provided sack lunches prepared by Youth Detention Center kitchen staff. Camp Erwin Owen transport staff will pick up sack meals from the Youth Detention Center kitchen and distribute these meals to Camp Erwin Owen youth being held in the Youth Detention Center Staging area. Camp Erwin Owen transport staff will fill out Meal Count forms for all sack meals provided and turn in the completed form to the Youth Detention Center Duty Supervisor prior to leaving the Youth Detention Center. See Attachment 2000A following Chapter 11.

Sack lunches for off camp work crews or special events must be arranged with the Senior Cook in advance.

If a youth is off premises at mealtime and was not provided with a sack meal, a meal will be provided when he returns.

Any tray that is dropped in the dining area or living units will be replaced and only counted once for reimbursement.

After all meals are completed, the cook will log on the Daily Production report the number of reimbursable meals that were served. This form will be routed to the Youth Services Food Services Supervisor for review.

Reporting and Record Keeping

The Probation Division Director or designee shall assign responsible clerical staff to complete the following:

1. Compile and maintain a master list or roster of youth committed to Camp Erwin Owen.
2. Record youth's transfer into facility, releases, escapes, etc.
3. Monitor the number of reimbursable meals with the daily and monthly enrollment figures.
4. Account separately for staff and guest meals, transmitting that information to Accounts Payable monthly.
5. Compile and report to Accounts Payable the total monthly enrollment figures, and the number of meals served.
6. File and retain all permanent meal documents for a three-year minimum.

Probation Fiscal Services Division

1. The Fiscal Services division of the Probation Department shall compile and submit the monthly claims for the Probation facilities, shall also review and analyze each monthly claim, and shall retain all related documents for a minimum of three years.
2. Monthly claims shall be edited by the Fiscal Services division, using an attendance factor of 100%.
3. The Fiscal Services division shall conduct a monthly accuracy check prior to submission to check for errors and any incidence of claiming in excess of the number of reimbursable and/or paid meals actually served each day.

Food Services Supervisor

The Youth Services Food Services Supervisor or designee will conduct an on-site review of the meal and snack counting and claiming practices at Camp Erwin Owen prior to February 1st and November 1st of each fiscal year. The on-site review shall include meal observation. If there are problems with the counting or claiming procedures, a corrective action plan will be developed, and a second on-site review will be held within 45 days of the first review. The Food Services Supervisor will monitor the effectiveness of the corrective action plan.

2009 WELLNESS POLICY-PROGRAM FOR THE KERN COUNTY PROBATION DEPARTMENT – YOUTH FACILITIES (2008)

The Governing Board recognizes that youth need adequate and nourishing food in order to grow, learn and maintain good health. It further recognizes the significance of a positive relationship between proper nutrition and academic success. This district, the Kern County Probation Department – Youth Services Bureau, as available resources and legal restriction permit, will establish a program designed to monitor the nutritional and physical well-being of all youth detained in our facilities. They are as follows:

James G. Bowles Youth Detention Center

Camp Erwin Owen

Larry J. Rhoades Kern Crossroads Facility

As recommended by the California Department of Education, a School Nutrition Action Council – Physical Activity Committee will be created. Their sole purpose will be to focus on and evaluate the effectiveness of future Wellness Programs adopted for the youth facilities.

Quality of Food

The Youth Services Food Services Supervisor or designee shall ensure the meals offered at these institutions meet all legal requirements for participating in the National School Lunch, Breakfast, and After School Snack program. Annually, the five-week cycle menus will be submitted to an accredited dietician for examination to ensure the requirements are met.

There are no food sales or vending machines at these facilities.

Sanitation and safety procedures shall comply with the requirements of the California Retail Food Code as set forth in the Health and Safety Code 113700-114282.

All food available to students/youth before, during and after school shall be:

1. Healthy food choices (fresh fruits and vegetables, whole grains, dairy products) will be promoted in school, behavioral/mental health and program activities involving students/youth.

Maintenance of a Healthy Environment

All facility sites will provide an environment where healthful eating behaviors are the norm and are modeled and reinforced.

Adequate space and time will be provided to encourage youth to eat the healthy meals. If a disabled youth is housed in any facility, additional time will be allotted to accompany their needs.

The department will ensure practices are in place to foster mutual respect between staff, food service providers and students/youth.

All food that is served to the students/youth shall include the following:

1. **Protein Group:** Includes beef, pork, poultry, fish, eggs, cooked dry beans, peas, lentils, nuts, peanut butter. One serving equals 14 grams or more of protein and the daily requirements are equal two servings (a total of 196 grams per week). In addition, there shall be a requirement to serve a third serving from the legumes three days a week. One serving equals, but is not limited to, one of the following examples:

2 to 3 oz. (without bone) lean, cooked meat, poultry, or fish

2 medium eggs

8 oz tofu

1 cup cooked dry beans, peas, or lentils

4 Tbsp. peanut butter

½ cup seeds

2/3 cup nuts

2. **Dairy Group:** Includes milk (fluid, evaporated or dry; nonfat; 1% or 2% reduced fat, etc.); cheese (cottage, cheddar, etc.); yogurt; ice cream or ice milk, and pudding. A serving is equivalent to 8 oz. of fluid milk and provides at least 250 mg of calcium. All milk shall be pasteurized and fortified with vitamins A and D. For persons 9-18 years of age, including pregnant and lactating women, the daily requirement is four servings. One serving equals, but is not limited to, one of the following examples: 8 oz. fluid milk (nonfat, 1% or 2% reduced fat)
3. **Vegetable-Fruit Group:** Includes fresh, frozen, dried, and canned vegetables and fruits. One serving equals ½-cup vegetable or fruit, 6 oz of 100% juice, one medium apple, orange, banana, or potato, ½ grapefruit or ¼-cup dried fruit. The daily requirement shall be at least six servings and at least one serving shall be:
 - a) One serving of a fresh fruit or vegetable
 - b) One serving of a Vitamin C source containing 30mg. or more. One serving equals, but is not limited to the following examples:

Broccoli	Orange
Brussels Sprouts	Orange Juice
Cabbage	Potato (baked only)
Cantaloupe or honey dew melon	Strawberries
Cauliflower	Tangerine, large
Green and red peppers	Tomato paste
Grapefruit	Tomato purée
Grapefruit Juice	Tomato sauce (6oz)
Greens collards including kale, turnip and Mustard Greens	Vegetable Juice
 - c) One serving of a Vitamin A source fruit or vegetable containing 200 micrograms Retinol Equivalents (RE) or more. One serving equals, but is not limited to the following examples:

Apricot Nectar (6oz)	Pumpkin
Apricots	Red Peppers
Cantaloupe	Sweet Potatoes or yams
Carrots	Winter Squash
Mixed vegetables with carrots	Peas & Carrots
Vegetable Juice (6 oz)	Greens, including kale, beets, chard turnips, or spinach
Peas & Carrots	
 - d) **Grain Group:** Includes bread, rolls, pancakes, sweet rolls, ready-to-eat or cooked cereals, cornbread, pasta, rice, tortillas, and any food items containing whole grain or enriched grains. At least four (4) servings from this group will be whole grains. The daily requirement for youth shall be a minimum of six servings or 42 servings per week.

- e) **Calories:** Recommended daily caloric allowances for both females and males are a minimum of 2500 calories not to exceed 3000. Calorie increases with the exception of a medical diet may occur as collaboratively determined by the facility manager, dietitian, food service manager and physician.
- i. In keeping with chronic disease prevention goals, total dietary saturated fat shall not exceed 10 percent of total calories on a weekly basis. Facility dietitians shall consider the recommendations and intent of the 2015-2020 Dietary Guidelines of Americans of reducing overall added sugar and sodium levels. Herbs and spices may be used to improve the taste and eye appeal of food served.

A production system will be encouraged to reduce the use of processed foods and increase the use of basic fresh foods that emphasize fruits, vegetables, wholegrain and dairy products, which are low in fat, added sugar and sodium. The use of fresh fruit and vegetables will be included in the daily menus to promote intake of at least nine servings of fruits and vegetables per day.

Food Services staff is required to attend monthly staff meetings that provide training in food safety, preparation, and policy and procedures. The Food Service Department will work with administration at these sites to establish a nutrition committee as part of the institutional site council.

In Addition to Maintaining a Healthy Environment

In addition to serving the required nutritious meals and snacks, students/youth receive one hour of outdoor physical activity each day, weather permitting. In the event weather does not permit outdoor activity, at least one hour of activity indoor affording an opportunity for large muscle exercise will be provided.

2010 SLAUGHTERING PROCEDURE

Slaughtering the Hog

- The animal to be slaughtered shall be placed in a holding pen next to the slaughterhouse on the day prior to slaughter. Slaughter will take place Thursdays as indicated on the slaughter schedule. This schedule is completed by the Senior Youth Services Officer assigned to the Agriculture Program. A Camp Erwin Owen staff who is a Licensed Meat Inspector (L.M.I) will always be present.
- A hog will be walked on to the kill room platform. The slaughter person will then stun the animal using the stunning tongs. The first stun will be behind the hog's ears on its head. The second stun will be a head and heart stun.
- After the pig has been rendered unconscious, it will be hung using the electric hoist and chain. The staff will cut the jugular vein immediately allowing it to bleed properly. Bleeding needs to occur as soon as possible after stunning so that complete bleeding can be accomplished.

It should be noted that the animals shall be stunned in such a manner that they will be rendered unconscious with a minimum of excitement and discomfort.

Preparing the Carcass

- Once the hog has been properly bled, the entire carcass is washed with water and cleansed. Before the carcass is moved into the slaughterhouse, the head will be removed and placed on the head rack. The head is removed prior to the animal being placed on the skinning rack. This is done while the animal is hanging from the hoist to help prevent contamination of the remaining carcass.
 - After the head is removed, the esophagus is tied closed using nylon twine to prevent carcass contamination. Place the animal on the skinning rack using the hoist. The hog is laid down on the shoulders and rear hindquarters with the abdomen area facing upward. The feet are then removed.
 - The head requires an inspection that is defined under the guidelines of the California Department of Food and Agriculture. The directions can be found in the handbook of Livestock Slaughter Inspection. It is necessary that any person or persons conducting the slaughter be a Licensed Meat Inspector.
 - The lymph nodes and tissue in the head need to be incised so that the internal portions can be observed and inspected for disease.
1. After completing the inspection of the head, the animal is ready to be skinned. A great deal of care regarding cleanliness and sanitation is necessary from this point. Keeping the hair and any contaminating material off the carcass requires careful handling of the removed hide.
 2. To remove the hide, start from the inside outward to prevent carcass contamination with cut hair. The hide should be cleared over the body and removed at the sides reflecting the skin away from the carcass.
 3. After the hide has been removed using the Handbook of Livestock Slaughter as a guideline, the animal is outwardly inspected for any abnormalities such as abscesses, cyst, or any form of infection.
 - a) This step requires careful removal of the penis/pizzle or udder, depending on the sex and type of animal slaughtered.
 - b) The penis/pizzle is to be removed without carcass contamination with urine. Penis/pizzle is only to be removed when the carcass is at half hoist.
 - c) The hide must be left intact over and around teats of lactating animals or animals with milk. The person in charge of slaughtering should observe the udder for mastitis or other abnormalities. This is not a concern when slaughtering swine.

4. The esophagus, penis and lung are always tied off with heavy twine and secured before lifting the animal up from the cradle on the hoist.
5. The brisket is opened after the hide is reflected from the midline. The tail is to be removed without the carcass becoming contaminated.
6. Before splitting the animal, thoroughly wash the floor to alleviate any floor splash that might contaminate the carcass.
 - a) The carcass is now open with all of the body exits tied off. Careful removal of the internal organs is necessary with patience exercised in cutting away materials that hold the organs in place.
 - b) The internal organs are pulled down into the inspection cart.
7. After the organs have been removed from the carcass, the heart, spleen, kidneys, and liver are separated for inspection. You can check the lungs while they are still in the removal process for diaphragm pillars, inflammation, abscesses, and C. Bovis.
 - a) It is necessary to incise the spleen, heart, kidneys, and liver where lymph nodes are located. These checks are designed to reveal any abnormalities that might reveal a contaminated carcass.
8. After checking the animal, once it has passed as a healthy slaughter in half for swine.
 - a) Using a bone saw the animal is cut in half down the middle of the backbone. Butchering the carcass is easier since the weight has been reduced to manageable sections.
9. Water Wash – Water temperature to be 130° F. to 170° F.
 - a) Observe the surface of the carcass during washing to ensure that hair, blood, and other obvious debris are adequately removed. Failure to remove any visible contamination may interfere with the final sanitizing step. B. Wash each side of the hog with water for at least one (1) minute.
 - b) It is important to wash the carcass from top to bottom. This way you work with gravity to wash bacteria and foreign matter down the carcass and toward the floor and do not cross contaminate other parts of the carcass.
 - i. Do not spray water directly on the floor as bacteria could be splashed back onto the carcass. Also, be aware of the spray mist that may be produced during the washing. Avoid spraying debris from one carcass onto another.
 - c) Hold sprayer no more than one (1) foot away from the carcass. At a higher distance, less contaminants are removed.
10. Five Minute Drip – Allow excess water to drip from the carcass for at least five (5) minutes. Carcasses should be spaced to avoid coming in contact with each other, nearby walls, or other surfaces.
11. Before entering the slaughterhouse, youth assisting in the slaughter should be wearing coveralls and rubber boots to protect them and their clothing from exposure to body fluids, fecal matter and other harmful substances associated with the slaughter process. Youth may **not** be present during the kill or beheading process.
12. Before slaughtering, the staff in charge will instruct any youth who are assisting in the skinning as to the proper procedure of handling knives and saws.
13. The sections are then weighed in the slaughterhouse and wrapped in clean sheets or slaughter bags where they are transported to the Meat Refrigerator for hanging. The youth are to remain in coveralls while the sections are transported and during the process of hanging the sections in the walk-in refrigerator. There should be two youth involved in the transport and hanging of sections.

14. Once the sections are hung, return to the slaughterhouse. The youth will place the head, internal organs, and any remnants of the slaughtered animal into clear plastic bags. The bags should be placed into the back of the truck for transport to the County dump.
15. One staff and two youth begin cleanup of the kill room and slaughterhouse while one staff transports the animal remnants to the County dump. The truck bed should be hosed off once dump run is complete to remove any fluids or matter that remains.
16. Once the slaughterhouse and truck have been cleaned, the youth should remove their coveralls and rubber boots. Rubber boots should be cleaned with a mild detergent to help sanitize. The youth will use the latrine to wash any exposed areas of their bodies (hands, arms, etc.). The coveralls will be placed with other contaminated linen associated with the slaughter to be laundered. If any body fluids from the animal as well as any other unsanitary matter are on any part of the youth's clothing, he will be issued new clothing.
17. Before slaughtering, a great deal of care and preparation is necessary to insure sanitary and clean conditions exist in the slaughterhouse. Hill Yard Re-Juv-Nal Disinfectant and Hill Yard Heavy Duty Floor Degreaser are used to clean the walls, floor, sinks, and equipment used in slaughtering. This is always done the afternoon following the slaughter.
18. Knives and saws are cleaned and sharpened during this period in preparation for the next week's slaughtering. They are also sanitized using the Hill Yard Sanitizer.

2011 BUTCHERING

Meat Received and Stored

Cowbarn personnel will deliver the hog carcass that has been slaughtered and cut in half. The pieces are hung by hooks in the Meat Lab refrigerator at a temperature of 38 degrees. After the initial cooling of meat, it is stamped Not for Sale with vegetable dye by Agriculture staff.

Butchering Procedure

Butchering is conducted under the direction of the Senior Cook. To begin butchering, meat is moved, one piece at a time, to the meat lab facility. Meat hooks are used to ensure the meat is not dropped.

The first step in butchering is proper attire and safety instruction to ensure the safety of youth, staff, and cleanliness of the procedure. Personnel wear clean aprons, hats or hairnets and cut resistant gloves at all times while cutting meat.

Meat cutting tables are disinfected with a solution of 10:1 bleach and water, as the band saw.

All equipment (band saw, grinder, and handsaw) are assembled and used by trained staff only and is inspected for proper working order before and after butchering.

Cutting of Meat

The kitchen's need for retail cuts is minimal. Beef and pork are utilized as roasts, stew meat, ribs, steaks (from beef) and ground meat.

Cutting Procedure

Knives are checked in and out and securely leashed to an immovable implement such as a steel table leg. Care is used to always use safe procedures under close supervision.

Wrapping and Recording

Cuts are placed in heavy plastic bags according to the type and weight desired in the package. It is then labeled noting the cut of meat, pounds or servings contained and the date of butchering. Stew meat and ground meat are bagged 10 lbs. each. Steaks are wrapped in 18 x 24 sheet pans in freezer wrap noting the number contained in the pan and date. Roasts are wrapped individually in freezer wrap, noting beef or pork roast and the date. Pork chops are wrapped and marked like the steaks.

The total weight of butchered meat is recorded in the Dining Hall Utilization Report and reported to clerical staff for monthly reports.

Safety Procedures

All staff involved in butchering at Camp Erwin Owen are required to follow good safety procedures and teach these procedures to the youth working with them. Youth shall not be allowed at any time to use the band saw or meat grinder. Staff and youth wear gloves constructed of cut resistant fabric to guard against knife slippage. Youth are instructed how to properly use knives by cutting away from their body and down into the table, never up or towards themselves. Staff should do all dangerous boning. Knives are to be kept in one, secure location when not in use, never left lying on a table to be knocked off or misplaced. Knives are to be kept sharp to guard against unnecessary pressure used to cut meat that might cause slippage.

To protect youth, staff and meat from possible contamination, smocks, hats or hairnets and gloves are to be worn at all times.

All Health Department guidelines will be followed at all times.

Disposal of Waste

All waste products such as bones, fat, unusable portions are to be placed into containers lined with garbage bags. After the completion of butchering, bags are tied shut, lids are placed tightly on cans then transported safely to the meat lab cooler and properly disposed of during the next available trash run.

Clean Up and Sterilization

After disposal of waste, all saws, grinders, tables, and knives are to be thoroughly flushed with a solution of hot water and bleach in a ratio of 10:1. Soiled aprons and gloves are immediately washed at the Dining Hall laundry in hot water with detergent. Meat lab equipment, tables, and floors are scrubbed with bleach solution, and hot water; then rinsed clean. All saw parts washed in the Dining Hall are to be immediately returned to meat lab for storage. All knives, meat forks and forks are stored in a locked cabinet in the meat lab.

CAMP ERWIN OWEN YOUTH DAILY MEAL AND SNACK COUNT

DATE: _____ DAY: _____

A.M. _____ P.M. _____
 Dining Hall Staff Signature Dining Hall Staff Signature

BAUMEISTER BARRACKS-ATTENDING HIGH SCHOOL									
BREAKFAST			LUNCH			DINNER			
BB			BB			BB			
KP's			KP's			KP's			
Early Eaters			Early Eaters			Early Eaters			
Trays			Trays			Trays			
M.A.C.			M.A.C.			M.A.C.			
<i>BB Total Breakfasts</i>			<i>BB Total Lunches</i>			<i>BB Total Dinners</i>			
<i>Temp Out Youth</i> _____			<i>Temp Out Youth</i> _____			<i>Temp Out Youth</i> _____			
Notes:									
SNACK COUNT									
Number of Snacks Sent to Unit		Snack Served <u>PEANUT BUTTER/HONEY SANDWICH AND MILK</u>							

H.S. GRADUATE YOUTH									
BREAKFAST			LUNCH			DINNER			
GRADS			GRADS			GRADS			
<i>Temp Out Grads</i> _____			<i>Temp Out Grads</i> _____			<i>Temp Out Grads</i> _____			
Notes:									

2100 PERSONAL HYGIENE, CLOTHING, AND LINEN

Title 15, Article 10, Sections 1480 - 1488, 1500, 1502

Prison Rape Elimination Act, Juvenile Facility Standards, Sections 115.315 and 115.342

POLICY

All youth entering Camp Erwin Owen are responsible for their individual personal hygiene on a daily basis. This will include daily showers, shaving (offered daily, but optional) and maintaining appropriate hair care. Youth will be issued personal hygiene items upon intake and as needed. Camp Erwin Owen allows youth to maintain some extra hygiene items purchased through the commissary.

Except in exigent circumstances or incidental to a routine safety/dorm check, youth will be permitted to shower, perform bodily functions, and change clothing without non-medical staff of the opposite gender viewing their buttocks or genitalia. Transgender and intersex residents are given the opportunity to shower separately. During showers, female staff assigned to the units should be temporarily replaced with male staff. This will involve daily planning and require Lead Staff to communicate with other units for temporary staff reallocation. If staffing ratios do not allow for replacements, unit staff will adhere to the following: Female staff assigned to work in Baumeister Barracks shall position themselves at the staff counter during showers and/or latrine breaks outside of direct visual observation of the shower/latrine area. Female staff assigned to work in Durant Dorm shall position themselves south of the staff counter during showers and/or latrine breaks outside of direct visual observation of the shower/latrine area. Staff will note on the Shift Report attempts made and reasons why temporary reassignment was not possible.

Clothing is issued to all youth upon entering the Camp Erwin Owen facility. Issued clothing is easily recognizable so youth can be distinguished from staff and visitors. They are neutral in terms of gang identification, easily laundered and adequate for seasonal comfort, health, and protection. Special clothing, including shoes or boots, is suited to the type of work and climate conditions. Special or safety clothing is provided when necessary.

Clean, laundered, suitable clothing, bedding, and linens, in good repair and free of holes and tears, shall be provided for each youth entering the Camp Erwin Owen facility.

2105 PERSONAL CARE

Title 15, Article 10, Section 1485 - 1488

Issuing Personal Care Items

All youth will be issued single person use personal hygiene items, including a comb, toothbrush, and toothpaste. Disposable razors are controlled by staff but available as needed. Soap/shampoo is available to all youth in common dispensers. Deodorant, lotion, and post-shower conditioning hair products are made available to all youth following showers.

Youth may purchase additional personal care items from the commissary including Chapstick, comb or brush, deodorant, hand lotion, nail clippers, shampoo, toothbrush, toothpaste, and body wash.

Youth may keep their personal care items in their locker. In some instances where there may be a threat of harm to the youth or the safety of the institution, staff may retain control of personal hygiene items.

Access to Camp issue personal care items may not be denied for disciplinary reasons.

Hygiene

All youth are required to shower daily during the PM shift. Supervision of showers will be provided by staff of the same sex as the youth. Transgender and intersex youth will be supervised during showers by the same gender the youth identifies with. All youth in the showers are to be kept under constant supervision. The hot water supply for the units is thermostatically controlled and is annually inspected by the Health Department. Complaints regarding the temperature control are immediately passed on to maintenance personnel.

Shaving

All youth will be given equal opportunities to shave daily but it will be optional. Razors will be available daily, provided shaving will not interfere with identification of the youth in court.

Staff will supervise shaving in the unit bathrooms.

Youth are never to take razors to their lockers.

Youth who are on suicide watch may not be allowed to use razors for their own safety.

In some instances, staff may determine the use of razors constitutes a threat to the safety of the institution.

Camp Erwin Owen utilizes disposable razors for one-time use. Razors will not be shared and will be disposed of after a single use. Each unit is provided with a special razor disposal container. For security reasons, staff must account for all razors and ensure the blade is intact before disposing of the razor. The full razor disposal container can be placed in the dumpster. A new container can be obtained from Support Services.

Hair Care

Camp Erwin Owen provides hair care services by a licensed hair care professional. A youth will be offered a haircut on average once per month. Equipment is cleaned and disinfected after each haircut by a method approved by the State Board of Barbering and Cosmetology. Haircut services are offered by the facility at no cost to youth as well. The Duty Supervisor in charge of the program will determine who is to receive the haircuts and is responsible for ensuring all youth have access to haircuts as space allows.

Guidelines:

1. Haircuts will be offered/available monthly as barber availability allows.
2. Youth have the option to pick from allotted haircut styles approved by administration..
3. Any haircut that causes a level of disruption to programming will be looked at individually on a case-by-case basis.
4. Any youth whose hair hygiene creates a health and/or safety issue can be referred to the nurses for protocol.
5. Any specific work-related programs having safety concerns with long hair/facial hair may have differing requirements for participation. The youth shall be notified of these requirements.

2110 CLOTHING

Title 15, Article 10, Sections 1480, 1481 and 1482

Clothing Issue

All youth will receive clean, standard issued clothing, free of holes and tears, according to posted schedules or as needed. Standard institutional clothing will consist of:

- New non-disposable underwear which shall remain with the youth throughout their stay
- Socks
- Tee Shirt
- Thermals
- Shoes
- Sweatshirt
- Jacket
- Boots
- Sweatpants
- Pants
- Shorts

Youth will receive a minimum of three pair of new non-disposable underwear, which shall remain with the youth in their assigned unit throughout their stay and be laundered accordingly. If a youth transfers to another Kern County youth facility, their personal underwear will go with them.

If youth are asked to perform duties where standard clothing is deemed unsuitable, unsanitary, or inappropriate, youth will be issued the appropriate clothing items to complete the assignment. Clothing which becomes excessively soiled or exposed to contaminants will be handled separately in the laundry.

Laundry

Support Services personnel assigned to the Laundry are responsible for all operations of the laundry area. The title of the responsible staff permanently assigned to this area shall be Youth Services Support Services. Assigned staff shall perform or supervise all laundering and replacement of clothing for the Camp Erwin Owen facility.

Laundry services are an integral part of the vermin and disease control process. Support Services personnel are responsible for cleaning and disinfecting all clothing found to be infested, soiled, or contaminated, to stop the spread of vermin and disease. Clothing is laundered and dried as approved by local ordinances and the Public Health Office.

Clothing issued by Camp Erwin Owen and later suspected or found to be infested with vermin shall be bagged and identified as contaminated clothing for special handling in the laundry.

Additionally, Support Services Staff will coordinate a daily inventory of all unit clothing needs and supply with necessary clean clothing and linens according to schedule.

Clothing Exchange

Clothing shall be issued in clean, freshly laundered condition, in good repair and free of holes, tears and vermin. Staff should ensure the clothing areas are kept clean and sanitary.

Youth will change underwear, tee shirt, socks and towels every day. Unless work, climate conditions or illness necessitate a more frequent exchange, pants, and outer garments, except footwear, are exchanged less frequently.

See Attachment 2100A following Chapter 12.

2115 LINEN AND MATTRESS
Title 15, Article 11, Section 1501, 1502

Linen

Each youth housed at Camp Erwin Owen shall receive clean, laundered bedding and linen free of holes and tears. Washable items such as sheets, blankets and bedspreads shall be exchanged for clean replacements on a regular basis. Written procedures of the scheduled exchanges are posted in the units.

Upon intake, each youth shall be issued two sheets, one blanket (additional blankets may be issued depending on the temperature in the unit and upon request), one bedspread, one towel and one clean and serviceable mattress that meets the requirement of Title 15, Section 1502.

Some or all the above items may be removed temporarily, with authorization of the Duty Supervisor, for the protection of the youth or to prevent destruction of county property.

Mattress

Any mattress issued to a youth while detained at Camp Erwin Owen shall be at least 30 inches wide and 76 inches long. All mattresses shall be certified by the manufacturer as meeting all requirements of the State Fire Marshall and Bureau of Home Furnishings test standard for penal mattresses at the time of purchase. Test results can be found in the Safety Data Sheet binder located in Front and Center.

LAUNDRY SCHEDULE

Monday – PM	T-Shirts, Socks, Boxers, Shorts
Tuesday – PM	T-Shirts, Socks, Boxers, Jeans
Wednesday - PM	T-Shirts, Socks, Boxers
First Wednesday of the Month - ALL Uppers and Honor Room 2 light blue blankets, 1 dark blue bedspread, and 1 little black blanket **Second Wednesday of the Month – ALL Lowers** 2 light blue blankets, 1 dark blue bedspread, and 1 little black blanket	
Thursday – PM	T-Shirt, Socks, Boxers, Shorts, and Sweatpants
Friday – PM	T-Shirts, Socks, Boxers, and Jeans
Saturday – PM	T-Shirts, Socks, Boxers, Sheets, Pillowcases, and Thermals
ALL items listed each day should be turned in during showers. NOTHING else should be turned in unless authorized by the Lead staff.	

2200 FACILITY SANITATION, SAFETY AND MAINTENANCE

Title 15, Article 12, Section 1510

POLICY

Camp Erwin Owen sets a high standard for facility cleanliness, repair, and safety. Training relating to the maintenance of the facility is provided for accident prevention and the avoidance of hazards. It is the responsibility of all staff to maintain a sanitary and safe living and work environment. Staff are to correct or report any maintenance, service or repairs and unsanitary, unsafe conditions or work practices to their supervisor as soon as possible.

PROCEDURE

Sanitation

Living areas and youth's bunk area are to be cleaned at least daily. Laundry, kitchen, and dining areas are to be cleaned after each use. Restrooms are to be cleaned twice a day and after showers. Floor drains are to be flushed daily. Assigned staff are responsible for cleaning Front and Center, Hertz Hall and medical offices as needed. Unsanitary conditions are to be corrected immediately, and repair requests are to be made as outlined in the maintenance repair procedures. Daily routine inspections are to be made by unit staff. Restraint devices should be inspected daily and sanitized if appropriate. Any suspected equipment problems should be immediately reported to the Duty Supervisor. Replacement equipment will be issued if necessary. Cleaning tasks are to be supervised closely for compliance with thorough sanitation.

Safety

It is the responsibility of all staff to maintain awareness for situations that may cause a safety problem. Unsafe conditions are to be corrected immediately, and repair requests are to be made as outlined in the maintenance repair procedures. Kern County has a hazard communication program to provide information about chemicals and other hazardous substances. All staff receive Hazardous Materials training. See the Camp Erwin Owen Injury and Illness Prevention Program binder and/or the Safety Data Sheet binders for more information. The use of chemicals shall be done in accordance with the product label and Safety Data Sheet which may include the use of Personal Protection Equipment (PPE).

A Duty Supervisor is assigned as the safety officer for the facility. The safety officer or designee will conduct monthly inspections of the facility. A safety topic will be covered quarterly in detail at meetings which all staff are to attend.

Hearing Conservation

When staff or youth are operating the lawnmower, edger, blower, weed eater or other equipment that produces excessive noise, they will wear appropriate ear and eye protection.

Maintenance

Routine maintenance requests are reported by email or hard copy to the Youth Services Facility Maintenance Worker via the Facility Maintenance Request form located in the forms folder on the Z drive. Emergency maintenance requests are to be phoned in to the Facility Maintenance Worker. During non-business hours, the Duty Supervisor will contact the Facility Maintenance Worker. This procedure applies only for emergencies that involve or compromise sanitary conditions and/or the interruption or necessary equipment or services and should not be used otherwise.

Quarterly Safety Inspections

The purpose is to monitor and resolve any hazardous conditions. In addition, the facility Safety Officer or designee will complete the Kern County Safety and Health Inspection Checklist and submit documentation to the Administrative Services Division. A copy of the documentation will be placed in the Safety file and maintained for three (3) years.

(Reviewed 4/25, Revised 8/19)

2205 RECEIVING SHIPMENTS

Deliveries from various vendors or the Probation Warehouse, as well as shipments by mail or carrier arrive at the facility on a daily basis. Staff receiving delivery of a shipment are responsible for the following:

1. Ensure the invoice matches the actual items delivered or shipped. Check for damage. Do not accept seriously damaged goods.
2. If the items delivered differ from what was ordered, the staff receiving the delivery or shipment shall document the discrepancy on the invoice. The vendor must be contacted to clarify the order.
3. Staff will sign the invoice if they accept the delivery.
4. The original invoice is to be given to the Office Services Specialist for transmittal to Accounts Payable. If outside normal work hours, the invoice should be placed in the Office Services Specialist's mailbox for processing.
5. The shipment is to be secured with the location noted on the invoice.
6. At no time is any staff member to purchase or authorize for purchase or delivery any item(s) without prior administrative approval.
7. Erwin Owen High School shall receive and sign for their own deliveries.

2210 SMOKE FREE ENVIRONMENT

Title 15, Article 12, Section 1511

Youth will at all times be protected from the effects of second-hand smoke. Staff shall not smoke, use tobacco, or use electronic nicotine delivery system devices in the presence of any detained youth, including while outside.

By order of the Board of Supervisors, smoking is prohibited in all county buildings. Smoking or other use of tobacco is prohibited by law in all school and food preparation areas.

Smoking is prohibited on Camp Erwin Owen facility grounds with the exception of the following two locations:

1. In the north parking area below Durant Dorm, just outside the chain barrier.
2. In the south parking area just outside the Camp Erwin Owen main gate.

(Reviewed 4/25, Revised 8/19)

2220 INFECTIOUS WASTE

Title 15, Article 12, Section 1410

POLICY

Proper infectious waste cleanup is an essential process for the safety and health of the youth and staff of Camp Erwin Owen. Infectious waste cleanup includes all bodily fluids or solids that may be deposited on any surface within the facility. All infectious waste deposits will be treated with standard precautions and will be subject to immediate cleanup.

All infectious waste deposits represent a health and safety hazard to the youth, staff and visitors that utilize the facility. Infectious waste cleanups are done to ensure all persons within the facility are safe and remain in good health.

PURPOSE

Standard precautions shall be taken regarding every youth in an attempt to prevent the spread of any infectious disease within the institution. For any anticipated exposure, gloves and protective clothes are available.

Hand washing is one of the most important factors in preventing the spread of infectious disease and should be practiced conscientiously by all personnel and taught to youth as routine hygiene practice.

Airborne pathogens masks are provided for staff use whenever they have repeated contact with anyone exhibiting symptoms of tuberculosis (coughing, expectorating mucous).

PROCEDURE

Infectious Waste Cleanup

Senior Youth Services Officer/Lead Staff

1. Unit Lead Staff shall report all infectious waste incidents immediately to the Duty Supervisor.
2. Unit Lead Staff will cover any liquid deposits with absorbent power and cordon off the area.
3. Unit Lead Staff shall ensure the infectious waste deposit is thoroughly cleaned and disinfected utilizing the proper supplies.
4. Unit Lead Staff shall ensure all infectious waste incidents are properly documented.
5. Contaminated clothing or linens will be cleaned pursuant to the following:
 - a) Contaminated clothing that is not cleaned shall be kept separated from other clothing.
 - b) Place all dry, colored clothing or linens in a water-soluble plastic laundry bag then into a yellow plastic bag labeled with the name of the contaminant.
 - c) Follow the same procedure for all white clothing or linen that is contaminated.
 - d) Leave enough space to enable you to tie a knot on top of the bags; lift the bag by the knot.
 - e) Clothing contaminated with urine must be rinsed and placed only in a yellow bag.

Duty Supervisor

1. The Duty Supervisor will review the thoroughness of all infectious waste cleanups.
2. The Duty Supervisor will review all reports regarding infectious waste incidents.

Bio Waste Disposal (Medical Clinic Waste)

Bio waste is any bandage, wrap or item that may be contaminated with blood, pus, or other bodily fluids. The disposable trays and eating utensils of a youth who may be isolated due to a communicable disease are also considered bio waste. These discards cannot be placed in the regular trash containers and shall be placed in the infectious waste containers located in the medical area. Infectious waste shall be placed in a small or large red infectious waste bag depending on size of discard. These bags are available through Support Services. The red infectious waste bags shall be secured and transported to the large infectious waste containers stored in the infectious waste storage room located between Front and Center and Baumeister Barracks.

The large infectious waste container shall be locked. The small, secured red bags can be placed directly in the locked container. Medical sharps will also be added to this container. As infectious waste cannot be thrown out with the regular trash, the containers will be transported to Kern Medical by the Youth Detention Center Warehouse Supervisor when contacted by Support Services. The Warehouse Supervisor will contact Kern Medical when he is ready to transport the container for proper disposal of the waste and will return the container when that process has been completed.

Youth are not to be involved in the cleanup or disposal of any type of infectious waste.