

Larry J. Rhoades
Kern Crossroads Facility
APEX Academy



ADMINISTRATIVE
MANUAL
2025

**LARRY J. RHOADES KERN CROSSROADS FACILITY
ADMINISTRATIVE MANUAL
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References:
CALIFORNIA CODE OF REGULATIONS
Title 15. Crime Prevention and Corrections
Title 15.pdf

1000 POLICY AND PROCEDURE MANUAL
TITLE 15, ARTICLE 3, SECTION 1324

POLICY

The Larry J. Rhoades Kern Crossroads Facility 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 Larry J. Rhoades Kern Crossroads Facility depends on staff and administration working together in a cooperative effort with policies and procedures which are clear and appropriate. The Institution 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, guidelines for successful and efficient daily operations are included. Because the manual is meant to be a flexible document, changes and additions are made as the need arises. Crossroads Facility staff are encouraged to be participants in the process of refining operations and should suggest amendments when appropriate.

This manual contains the following: an organizational table; employee orientation, training and job responsibilities; maintenance of records including inspections and operational reviews; security and emergencies procedures; reporting of incidents; instructions on handling deaths, suicide attempts, and serious illness or injury; provisions for basic health care; policies on use of force, discipline, holding and restraints; procedures and criteria for intake, screening, classification and release of youth, and furlough and release procedures.

The policies and procedures incorporated herein are official policy, having been developed by the staff and administration of the Larry J. Rhoades Kern Crossroads Facility.

PROCEDURE

This manual contains the following:

- A table of organization, including channels of communications and description of job classifications;
- Responsibility of the Probation Department, purpose of programs, relationship to the Juvenile Court, the Juvenile Justice/Delinquency Prevention Commission or Probations Committee, probation staff, school personnel and other agencies that are involved in juvenile facility programs;
- Responsibilities of all employees;
- Initial orientation and training program for employees;

- Maintenance of record keeping, statistics, and communication system to ensure:
 - Efficient operation of the juvenile facility;
 - Legal and proper care of youth;
 - Maintenance of individual youth's needs;
 - Supply of information to the Juvenile Court and those authorized by the Court or by the law;
 - Release of information regarding youth;
- Ethical responsibilities;
- 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, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV status; and including restrictive housing or classification decisions based solely on the above mentioned categories;
- Storage and maintenance requirements for any chemical agents used in the facility.

1005 CARE, USE, AND REVISION OF MANUAL
TITLE 15, ARTICLE 3, SECTION 1321

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 in all computers in the housing units and to supervisory staff.

Deputy Chief Probation Officer (1)	Senior Cook (1)
Probation Division Director (1)	Each Unit (6)
Assistant Probation Division Director (1)	Transportation Unit (1)
Senior Deputy Probation Officer (6)	
Food Services Manager (1)	Office Services Specialist (2) (Master)

Review and Revisions:

This manual will be reviewed at a minimum every two years for revisions and updates by a committee composed of the Crossroads Senior Deputy Probation Officers, or any designees of the Probation Division Director. Updates may also be made at other times as deemed necessary.

Effective immediately the institutional divisions of the department will be issuing policy directives when it is deemed necessary to immediately update or revise existing policy. These directives will be referred to as an Institution Policy Order (IPO) and will also become effective on the date of the issued order.

Title 15 Standards require each facility manual be updated every two years, however, it is believed implementing IPO's will ensure we are operating in the most current and safe manner possible. Policy changes which effect all institutional divisions will be issued by the Deputy Chief of Institutions and those which only impact one specific facility will be issued by the Probation Division Director. All staff will be required to read and acknowledge receipt of each IPO.

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 the Staff member will have no time to look up in an emergency; Staff must know 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 LARRY J. RHOADES KERN CROSSROADS FACILITY

1010.1 Statement of Philosophy:

Following are the principles, standards, and goals for the Larry J. Rhoades Kern Crossroads Facility which are established and accepted by the Larry J. Rhoades Kern Crossroads Facility administration with the approval of the Juvenile Court, the Chief Probation Officer, and other Probation Committees.

1010.2 The Kern Crossroads Facility subscribes to the following principles:

The Larry J. Rhoades Kern Crossroads Facility is a commitment Facility provided by Kern County 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. He 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.

1010.3 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 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. Maintenance of 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 FACILITY RELATIONS

Relationship with Probation Department Personnel

A good relationship exists between the Larry J. Rhoades Kern Crossroads Facility and Probation Officers. A close working relationship has been formed due to the common bond of helping youth.

Relationship of Facility to Juvenile Court

The Larry J. Rhoades Kern Crossroads Facility is a needed resource used by the Court for commitments.

Relationship with School Personnel

The school program for the Larry J. Rhoades Kern Crossroads Facility is administered by the County Superintendent of Schools, Court and community services.

Responsibilities of the Juvenile Justice Commission

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

1100 STAFFING and RECRUITMENT
TITLE 15, ARTICLE 3, SECTION 1320, 1321

Division of the Kern County Probation Department

*The population of 120 Youth will determine the following positions:

SCHEDULE 2340

TITLE	NUMBER OF POSITIONS
Probation Division Director	1
Assistant Probation Division Director	1
Senior Deputy Probation Officer /Duty Supervisor	6
Senior Youth Services Officer	18
Youth Services Officer	60
Office Services Specialist	2
Office Services Technician	1
Probation Program Specialist	1
Youth Services Officer Maintenance Worker	1
Youth Services Officer Senior Cook	1
Youth Services Officer Cooks	2
Youth Services Officer Food Services Supervisor	1
Youth Services Officer Support Services	1
Youth Services Officer Custodian	1
Total	99

Recruitment - Appointment and Qualifications

1. Appointment

- A. All employees of the Kern County Probation Department assigned to the Larry J. Rhoades Kern Crossroads Facility are appointed by the Chief Probation Officer pursuant to applicable provisions of law.

2. Qualifications

A. The Larry J. Rhoades Kern Crossroads Facility:

- i. 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;
- ii. Requires, for all new employees, a medical evaluation and physical examination including a tuberculosis screening test 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;
- iii. Conducts a criminal records review on each new employee; and
- iv. Requires; for all new employees, a psychological examination pursuant to Section 1031 of the Government Code.
- v. 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 approval and control of the facility manager.
- vi. Upon appointment, all staff, volunteers and interns receive initial orientation and training on policies relevant to facility operations that includes training on anti-discrimination policies and zero tolerance policies related to PREA.

1105 JOB TITLES
TITLE 15, ARTICLE 3, SECTION 1321

Managers and Supervisors:

Probation Division Director

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

1. The Administration of Larry J. Rhoades Kern Crossroads Facility.
2. Development and implementation of policy.
3. Program development.
4. Acts as the Crossroads Facility personnel officer;
5. Acts as the Crossroads Facility representative at Departmental meetings and functions;
6. Public relations and information.
7. Is responsible for maintenance of record keeping, statistical, and communication systems;
8. Processes requests for facility maintenance;
9. Coordinates Crossroads functions with other Department divisions;
10. Evaluates immediate subordinates and reviews all Crossroads staff evaluations;
11. Presides over Crossroads general staff meetings and other meetings as required;
12. Handles personnel grievances and discipline at the appeal level;
13. Maintains responsibility for developing and maintaining the Crossroads Administrative and Operations Manual; and
14. Reviews all inspections and operations of the Facility.

Assistant Probation Division Director

Under the direction of the Probation Division Director, the Assistant Probation Division Director:

1. Over-sees operations, programs, and activities of the Facility;

2. Confers with the Probation Division Director and makes recommendations regarding day-to-day operations, policy decisions and changes in program;
3. Supervises security operations and procedures;
4. Supervises the disciplinary system of detainees;
5. Assigns work to and supervises Senior Deputy Probation Officer's meetings and unit staff as required;
6. Presides over monthly Senior Deputy Probation Officer's meetings;
7. Develops and maintains work schedules and makes recommendations to the Probation Division Director regarding staff needs or major changes and assignments;
8. Assists with the maintenance of the Crossroads Facility Operations Manual;
9. Oversees the training program for all permanent and extra help staff and volunteers;
10. Issues performance evaluations for supervisory personnel and oversees evaluations for other subordinate staff;
11. Handles personnel grievances and discipline and makes recommendations to the Probation Division Director for appropriate action;
12. Functions as acting Probation Division Director in his/her absence; and
13. Assists Probation Division Director in the supervision of the facility and program as required.

Senior Deputy Probation Officers

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

1. Maintains supervisory responsibility for staff performance, program, and operations in the Larry J. Rhoades Kern Crossroads Facility;
2. Assumes administrative responsibility of all institutional operations during those periods when superiors are unavailable;
3. Helps provide for the security and welfare of youth and staff;
4. Assists in planning and directing program needs and in policy development;
5. Assists facility staff with problems and emergency situations encountered with youth;

6. Supervises, consults and advises Facility staff on daily youth care and program routines;
7. Counsels youth with unusual or more serious emotional, adjustment or behavior problems;
8. Ensures that Court Orders, Departmental, and Division policies are implemented;
9. Oversees and evaluates staff performance;
10. Arranges staff schedules, including authorization of overtime and time off, and ensures staffing is adequate at all times;
11. Investigates and makes reports on serious incidents and take appropriate measures to contain and prevent them;
12. Assists in staff orientation and training;
13. Prepares routine and emergency maintenance requests; and
14. Handles administrative duties as required

1110 Line Staff Positions:

Senior Youth Services Officer

Under direction of the Crossroads Facility Administration and the direct supervision of the Senior Deputy Probation Officer/Duty Supervisor, the Senior Youth Services Officer:

1. Acts as the first line of supervision in the wings;
2. Assumes responsibility for floor operations;
3. Plans, supervises, and evaluates the performance of subordinate staff;
4. Provides training to subordinate staff;
5. Provides leadership, supervision, and discipline in the daily activities, and orientation and direction to new youth on his assigned floor;
6. Prepares reports on attitudes, behavior and adjustments of youth and completes other reports as required;
7. Dispenses medication as directed by qualified medical personnel;
8. Performs duties as Duty Supervisor when directed;
9. Schedules and presides over floor meetings when required;

10. Contributes to the planning and developing of program and activities;
11. When requested, provides input regarding grievances and disciplinary actions;
12. Completes maintenance requests for any appliance, equipment or building component needing maintenance, repair, or replacement; and
13. Performs other duties as assigned.

Youth Services Officer

Under direction of Crossroads Administration and the direct supervision of the Senior Youth Services Officer, the Youth Services Officer:

1. Assists immediate superiors in the daily functioning of his/her assigned wing;
2. Provides individual and group counseling to youth regarding personal and group living problems;
3. Assists in providing orientation and explaining the purpose, rules, and programs of the Facility;
4. Assists in planning, organizing and executing the Crossroads Program to meet the needs of youth;
5. Observes and reports on the attitudes, behaviors and adjustments of youth in the Facility;
6. Assumes primary responsibility for the safety, security, and welfare of the youth in the Facility;
7. Assumes the responsibilities and duties of Senior Youth Services Officer when requested;
8. Attends meetings as required, including departmental training; and
9. Observes, reports, and/or requests maintenance repair, or replacement of any faulty equipment, appliance or building component

Youth Services Officer–Extra Help

The Youth Services Officer–Extra Help is a part-time position for the Kern County Probation Department. Under the direction of the Larry J. Rhoades Kern Crossroads Facility Administration and the direct supervision of the Senior Youth Services Officer, the Youth Services Officer–Extra Help:

1. Assists immediate superiors in the daily functioning of his/her assigned unit;

2. Provides individual and group counseling to youth regarding personal, social or other behavioral adjustment problems;
3. Assists in providing orientation and explaining the purpose, rules and program elements of the institution;
4. Assists in planning, organizing and executing a complete program which meets the needs of youth;
5. Observes and reports on the attitudes, behavior and adjustments of youth;
6. Supervises the health and personal hygiene needs of youth and their conduct in group living situations, group activities, and work assignments;
7. Physically intervenes in altercations among youth and responds to problematic situations within the institution;
8. Writes reports regarding incidents as well as youth's attitude, behavior and adjustment;
9. Interviews youth to obtain information;
10. Transports youth to various facilities outside of the institution; and
11. Observes, reports and/or requests maintenance for any appliance, equipment, or building component.
12. Extra help may not have sole supervision of youth in the living unit or at 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.

The Youth Services Officer–Extra Help is not allowed to:

1. Dispense medication to youth unless they have been trained by medical staff and have completed their initial training upon hire.
2. Carry O.C. Spray without being certified.

1115 Support Services Positions:

Youth Services Officer – Food Services Supervisor

Under general direction, the Food Services Supervisor:

1. Plans menus within the guidelines of government nutrition standards, the budget and food product availability;

2. Maintains knowledge of laws, regulations and requirements pertaining to governmental school food service programs;
3. Maintains contact with food and kitchen supply vendors and purchasing agents in order to make economical purchases and do long range menu planning;
4. Orders, maintains inventory of, and authorizes distribution of food and supplies;
5. Ensures accuracy of contracts, purchase orders, invoices and payment authorizations for food and supplies;
6. Selects, trains, and supervises food service employees; plans, assigns, work schedules, and evaluates the work of the cooks and other kitchen staff including Extra Help;
7. Supervises and trains, directly or through subordinates, the Youth Services Officer – Senior Cooks, Cooks, Support Staff and youth;
8. Confers with department management staff regarding institution security and use of youth detail kitchen workers;
9. Oversees the daily preparation of food to ensure the necessary quantity and quality of meals, to make any necessary menu changes, provide for special diets of youth;
10. Ensures compliance with health regulations regarding sanitary conditions in food storage, preparation and serving, in the kitchen, dining areas and in food service staff;
11. Establishes, implements and maintains procedures for the food service program in compliance with departmental policies, State and Federal rules and regulations;
12. Directs and may participate in the cleaning of food preparation areas, kitchen equipment, dining rooms and store rooms in compliance with State and County sanitation laws, rules and regulations, knowledge of California Uniform Retail Food Law (CURFL);
13. Assists in the preparation of the food service budget; and recommends methods for improved food service management;
14. Maintains security of the kitchen area and enforces disciplinary measures when needed, accounts for and secures all equipment and food supplies and inspects and ensures that kitchen equipment is maintained and operated according to safety procedures;
15. Uses computer to enter and retrieve information;
16. Maintains security and control within a detention or correctional facility;

17. Maintains effective security and safety control; effectively de-escalates violent behavior, participates in the physical restraint of violent and assaultive youth when necessary, uses equipment and techniques such as chemical agents, mechanical restraint equipment and hand held radios in compliance with legal mandates and policy guidelines;
18. Evaluates site programs and make recommendations to management;
19. Documents and maintains information related to kitchen activity and writes special incident reports as required;
20. Performs other job-related duties as required.

Youth Services Officer – Senior Cook

Under direction of the Food Services Supervisor, the Youth Services Officer– Senior Cook:

1. Participates in preparation and serving of meals, component menu items, including main dishes, salads, desserts, bakery goods, and butchering tasks, clean-up and other duties required in the food service area;
2. Assists in receiving and accounting for food supplies;
3. Supervises other food service employees and youth in preparing and serving foods;
4. Oversees dining room, kitchen and respective equipment are kept clean and in good repair;
5. Ensures all special medical diets are documented and in compliance;
6. Assists in the on-the-job training of other food service employees:
7. Organizes, supervises, and coordinates activities and operations of dining hall/mess hall; evaluates site programs and make recommendations to appropriate staff;
8. Maintains sanitary and orderly preparation, serving and storage areas;
9. Maintains records and prepares reports including, but not limited to; inventories, menus, HACCP forms and Child Nutrition Program Forms;
10. Maintains control over knives and other kitchen equipment which might serve as potential weapons;
11. Maintains security and control within the facility;

12. Documents and maintains information related to kitchen activity and writes special incident reports as required;
13. Uses a computer to enter and retrieve information;
14. Maintains effective security and safety controls; effectively de-escalates violent behavior, participates in the physical restraint of violent and assaultive youth, when necessary, uses equipment and techniques such as chemical agents, mechanical restraint equipment and hand held radios in compliance with legal mandates and policy guidelines;
15. Performs other job related duties as required.

Youth Services Officer – Cook

Under direction of the Food Services Supervisor and the Senior Cook, the Youth Services Officer – Cook:

1. Prepares main dishes, salads, desserts and bakery goods;
2. Assists with ordering, receiving, and accounting for food and supplies;
3. Ensures that dining hall/mess hall, kitchen and their equipment are kept clean and in good repair;
4. Provides supervision and training of youth in the preparation, serving and storing of food;
5. Ensures all medical diet protocols are followed correctly;
6. Maintains sanitary and orderly preparation, serving and storage areas;
7. Assists with and completes forms and reports including but not limited to: inventories, menus, HACCP forms and Child Nutrition Program forms;
8. Maintains control over knives and other kitchen equipment which might serve as a potential weapon;
9. Maintains security and control within a detention or correctional kitchen;
10. Documents and maintains information related to kitchen activity and writes special incident reports as required;
11. Uses a computer to enter and retrieve information;
12. Maintains effective security and safety controls; effectively de-escalates violent behavior, participates in the physical restraint of violent and assaultive youth, when necessary, uses equipment and techniques such as chemical agents, mechanical

restraint equipment and hand held radios in compliance with legal mandates and policy guidelines;

13. Performs other job related duties as required.

Youth Services Officer – Support Services

Under direction of the Food Services Supervisor, the Juvenile Corrections – Support Services:

1. Maintains adequate supplies of linen and clothing;
2. Prepares, launders, and mends linen and clothing;
3. Assembles and issues clothing of the correct size to youth;
4. Requisitions supplies and clothing from warehouse;
5. Supervises youth on the performance of laundry and kitchen details;
6. Enforces security and disciplinary measures;
7. Delegates specific jobs to youth under direct supervision;
8. Instructs youth in the proper use of equipment and in proper laundry and kitchen methods; Evaluates equipment operation and requests maintenance;
9. Participates in preparation and serving of meals, component menu items, including main dishes, salads, desserts, bakery goods and butchering tasks, clean-up and other duties required in the food service area;
10. Assists in receiving and accounting for food supplies;
11. Supervises and assists other food service employees and/or youth in preparing and serving foods;
12. Maintains security and control within a facility;
13. Documents and maintains information related to laundry and kitchen activity and writes special incident reports as required;
14. Uses a computer to enter and retrieve information;
15. Maintains effective security and safety controls; effectively de-escalates violent behavior, participates in the physical restraint of violent and assaultive youth, when necessary, uses equipment and techniques such as chemical agents, mechanical restraint equipment and hand held radios in compliance with legal mandates and policy guidelines;

16. Performs other job-related duties as required;
17. Responsible for warehouse inventory and supplies.

Youth Services Officer – Custodian

Under direction of the Senior Deputy Probation Officer/Duty Supervisor, the Youth Services Officer – Custodian:

1. Maintains cleanliness of the facility buildings, equipment and supplies;
2. Maintains perpetual inventory of all custodial equipment and supplies;
3. Maintains records of all custodial supplies;
4. Instructs others, including youth, in the proper methods of care and maintenance of buildings;
5. Checks completed work of assigned youth for conformance to standards;
6. Monitors building security;
7. Delegates specific jobs to youth under direct supervision and also instructs youth in the proper use of equipment and in proper custodial methods;
8. Documents and maintains information related to custodian activity and writes special incident reports as required;
9. Assists with on-the-job training;
10. Maintains effective security and safety controls; effectively de-escalates violent behavior, participates in the physical restraint of violent and assaultive youth when necessary, uses equipment and techniques such as chemical agents, mechanical restraint equipment and hand held radios in compliance with legal mandates and policy guidelines;
11. Reports on the attitudes and behavior of youth under his/her supervision;
12. Writes reports as directed

Youth Services Officer – Maintenance Worker

Under supervision of a Senior Deputy Probation Officer/Duty Supervisor, the Youth Services Officer – Maintenance Worker:

1. Checks buildings, equipment and grounds to locate conditions indicating the need for repair and maintenance work, responds to maintenance requests;
2. Makes building repairs and repairs of equipment;

3. Operates light motorized equipment, operates and maintains pumps and pressure tanks, overhauls tools and small pieces of equipment;
4. Supervises youth in the performance of simple maintenance work including proper use of tools and equipment;
5. Under supervision delegates specific jobs to assigned youth; enforces security and disciplinary measures, instructs youth in proper use of equipment, may substitute for a Youth Services Officer in order to supervise crews of youth;
6. Requisitions tools, equipment and supplies through the Assistant Division Director;
7. Writes reports as needed

1120 OFFICE STAFF POSITIONS:

Office Services Specialist (Administration)

Under the direction of the Larry J. Rhoades Kern Crossroads Facility Administration, the Office Services Specialist performs specialized support activities requiring knowledge and experience in the area of the assignment. Essential functions include:

1. May serve as a lead, to include assigning and monitoring work, training employees on work methods, and providing direction;
2. May supervise support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations;
3. Responds to requests for information from the general public, other internal departments, and employees; investigates customer complaints;
4. Gathers data and statistics for assigned area of responsibility; prepares draft copies of related reports;
5. Prepares meeting agendas; assembles agenda packets; attends meetings and takes minutes; distributes meeting minutes to appropriate individuals.
6. Performs various clerical duties, utilizing standard office equipment, to include: screening incoming calls; taking and transmitting messages; distributing mail; making photocopies; typing; and, word processing;
7. Prepares a variety of documents by typing, performing data entry or word processing;
8. Processes a variety of forms and paperwork, using established procedures; receives monies from customers; prepares and disseminates receipts to appropriate individuals; prepares related bank deposits;

9. Files documents alphabetically, numerically, or by other prescribed method; maintains departmental records; coordinates records retention activities for assigned department;
10. Proofreads, edits, and updates a variety of documents; and
11. Checks and distributes incoming mail and faxes
12. Disburses employee personnel files to Senior Deputy Probation Officer's for evaluations.

Office Services Technician

Under direction of Crossroads Administration and the direct supervision of the Office Services Specialist, the Office Services Technician clerical position serves as a receptionist. Essential functions include:

1. Typing and office clerical work of a varied and responsible nature;
2. Routes telephone and intercom calls and directs authorized visitors;
3. Develops employee blue files and conducts periodic audits to ensure file maintenance is accurate;
4. Operates controlled security doors;
5. Assists in maintaining the security of the reception area;
6. Responsible for the communications center of the Larry J. Rhoades Kern Crossroads Facility including telephone, intercom;
7. Operates CJIS terminal for background information on detainees
8. Assist other support staff in duties as assigned

Probation Program Specialist

Under supervision of a Senior Deputy Probation Officer, the Probation Program Specialist:

1. Facilitates programming activities including Structured Activity;
2. Provides individual and group counseling;
3. Assists youth in obtaining their vital documents;
4. Registers eligible youth to vote;

5. Leads and/or participates in Pre-Release meetings;
6. Performs other job related duties as assigned;

1125 Volunteers and Interns

Volunteers are involved in the Crossroads Facility 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 policies and zero-tolerance policies for PREA related issues. After completing the orientation, the Volunteers are assigned to either one or more of the institutions or to probation officers to work with the youth.

Volunteers must wear department issued I.D. Card.

Student Interns – Kern Crossroads Facility:

Student Interns

The classification of Student Intern is established for college students possessing a career interest in the field of corrections. This position provides a volunteer work opportunity to test both interest in and potential for juvenile corrections work. The Student Intern:

1. Works under close supervision to learn to assume responsibility for the supervision, care and custody of youth in the Kern Crossroads 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 Crossroads 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; and
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; and
3. Conduct Safety Room checks.
4. Administer discipline.

1130 Agency Partners:

Under direction of the Kern Behavioral Health and Recovery Services, Inc., Mental Health Services, 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 through:
 - A. *Aggression Replacement Training (ART)* – an evidence-based 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 evidence based group treatment model comprised of cognitive restructuring, social skills development, and development of program solving skills. T4C involves 22 one hour sessions.
 - C. *Strengthening Families* – An evidence based group treatment model requiring participation of youth and facility members. This program engages the family in a skills training program to build skills to help families become stronger, kinder and more organized. The sessions run for 13 weeks.
 - D. *Substance Abuse Treatment* – a best-practices group treatment model designed for substance abuse education and to develop a substance abuse relapse prevention plan.
3. Evaluates and screens all youth within 72 hours of 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;
4. Conducts intake evaluations to diagnose and treat mental disorders;
5. Administers psycho-diagnostic batteries to specific youth on a case by case basis;

6. Conducts psychiatric medication evaluations and refer youth accordingly to Juvenile Probation Psychiatric Services (JPPS) to be evaluated by a licensed psychiatrist;
7. Monitors psychotropic medication regime;
8. Conducts crisis intervention and management through suicide risk assessments and Mental Health Consultation slips requested by institution and medical staff;
9. Conducts conflict resolution to resolve peer friction;
10. Provides on-site family counseling;
11. Conducts individual sessions with parents and youth as necessary;
12. Distributes community resources to youth and their family; and
13. Provides Mental Health aftercare services.

Medical Staff

Staff Nurse (Under a MOU with Kern Medical Center)

Under direction of Kern Medical Center, and on assignment to the Larry J. Rhoades Kern Crossroads Facility, the nursing staff:

1. Provides professional nursing care for youth;
2. Makes preliminary observations of youth 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 Center, Health Department, Probation Officers, and private health services as needed; and
10. Dispenses medications.

1200 WORK HOURS AND REST PERIODS
TITLE 15, ARTICLE 3, SECTION 1321

Rest Periods for Employees

Work hours will be in accordance with the Kern County Probation Department Administrative Manual Article 1305 with the following additions for institution workers:

Facility employees working 8-hour shifts do not have predetermined rest periods. One fifteen-minute rest period is allowed during the first four hours and one fifteen-minute rest period is allowed during the second four hours of each shift. Rest periods should be arranged to accommodate the needs of the Facility which operates 24 hours a day.

Overtime

See Kern County Probation Department Administrative Manual Article 1305.

Overtime work must be authorized by one of the following:

1. A Senior Deputy Probation Officer/Duty Supervisor
2. The Assistant Probation Division Director
3. The Probation Division Director

Compensation is generally in the form of Compensatory Time Earned (CTE) or Paid Overtime (POT), at time and a half. 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.

Compensatory Time Off

The department head may authorize up to one hundred twenty hours of accumulated compensatory time. Employees may earn up to one hundred hours of compensatory time. Probation Personnel will convert any accrued time over one hundred hours to paid overtime.

Overtime is reported in accordance with divisional rules.

Under the general provisions of Ordinance Code Section 1161(a), the Probation Division Director and Assistant Probation Division Director are exempt from the general provisions of the Overtime Ordinance and therefore are not eligible to accrue CTE.

Shift Differential Pay

See Kern County Probation Department Administrative Manual Article 1305-2.

1205 SCHEDULING PROCEDURES
TITLE 15, ARTICLE 3, SECTION 1321
Prison Rape Elimination Act, Juvenile Facility Standards
Section 115.313

Policy

Kern Crossroads Facility shall schedule an adequate number of personnel sufficient to carry out its program, 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, Crossroads will:

1. Have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members.
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 on 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.
7. Any instance when staffing is effected by exigent circumstances shall be noted on the Unit Shift Report.
8. 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 Crossroads is arranged to meet the Title 15 standards for juvenile detention facilities: one wide-awake youth supervision staff on duty for each ten 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 Officers.

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 a 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. Staff are to work their assigned shift unless otherwise directed by the Duty Supervisor.

It is the responsibility of the Duty Supervisor to ensure proper staffing patterns are followed. 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 a Senior Deputy Probation Officer or 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.

1210 SCHEDULE ROTATION

Each Division Director assigned to an institution shall designate a schedule for changing shifts. The standard sequence of rotation will be a downward progression through the series of shifts for each classification, with the bottom shift assignment rotating to the top shift assignment. 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 BSCC requirements for proper staffing patterns.

Staff may submit specific shift requests by memorandum to the Senior Deputy Probation Officer/Duty Supervisor assigned as the Administrative Liaison. 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 and approval.

Crossroads wing staff will rotate every four months each year. Senior Deputy Probation Officer/Duty Supervisors will rotate as determined by KCF Administration.

1215 PERSONAL APPEARANCE

Employee Dress Code and Uniforms:

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 and khaki pants or khaki shorts. Windbreaker jackets will be available upon request; however, it is not mandatory for every staff member to be issued a jacket.

Permanent staff will be issued duty belts which must be worn when on duty.

Extra Help Employees:

Extra-help staff will be issued a departmental uniform shirt. Uniform pants will not be issued; however, extra-help employees are expected to wear pants which are consistent in color, fabric, and style as the department issued pants. Windbreaker jackets from the JH Warehouse Inventory may be issued to extra-help staff as needed and if available.

Senior Deputy Probation Officer / Duty Supervisors:

All SDPO's and staff working in the capacity of Duty Supervisor are to dress in professional attire, however the Assistant Probation Director or Director may approve a modified dress code for certain shifts.

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

All Staff: Additional items of clothing must comply with the following standards:

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;

Hats: for outdoor activities, department issued hats or hats without logos in khaki, green or black may be worn;

Sweatshirts: solid color, khaki, green, or black with no logo or insignia; and

Shorts: staff may only wear department issued shorts. While wearing shorts, staff must wear white or black crew or ankle socks. SDPO's/Duty Supervisors are not allowed to wear shorts at any time.

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 which hangs from the ear or neck should 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.

All visible tattoos must be covered in accordance with departmental policy.

1220 STAFF MEALS

The Board of Supervisors approved 'on-duty' employees to eat lunch or dinner meals at no cost to juvenile facilities. On-duty staff are those who do not have an allocated lunchtime and cannot leave the institution to eat. Crossroads staff and support personnel who have an hour lunch period are not eligible to eat in the staff dining room unless they first purchase a meal ticket.

1. If you are required to purchase a ticket, they are available for purchase from the Office Services Supervisor in the Crossroads Facility Business Office during regular business hours. Tickets may be purchased daily, weekly, bi-weekly in advance. Ticket cost is \$6.00 for a full meal and \$3.25 for soup and salad bar. Exact change is encouraged. No bills larger than \$20.00 will be accepted. Credit will not be given;
2. Write your name and the date on the meal ticket. Tickets are to be turned in to the Kitchen and staff is to sign the log provided prior to eating in the Crossroads dining room. Tickets are to be placed on the sign-in-sheet clipboard at the time the meal is served;
3. Unit staff eating Crossroads meal shall report to the kitchen. Lunch will be served in the Crossroads Dining Room from 10:45 a.m. to 11:20 a.m. and dinner will be served from 4:00 p.m. to 5:00 p.m. Staff working eight-hour shifts without designated lunch hours are entitled to eat one meal per shift at no charge. If you are assigned or asked to work through the morning shift change, breakfast can be eaten with permission of the Duty Supervisor;
4. Approval of guests to purchase meals will be permitted only when such approval is in the best interest of the County and they are on official business. Permission to purchase meals is at the discretion of the Probation Division Director of Larry J. Rhoades Kern Crossroads Facility, Assistant Probation Division Director, or his/her designee may approve guest meals in accordance with this policy.

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 or persons or legal entities which are responsible for the operation of the Larry J. Rhoades Kern Crossroads Facility, 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 the filing of the legal action.

1305 DEATH, SERIOUS ILLNESS or INJURY WHILE DETAINED

Title 15, Article 4, Section 1341

POLICY

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 needs 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 Office and Kern County Sheriff-Coroner's Office per Section 27491 of the Government Code.

PROCEDURE

(1) 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 follows the Crime Scene Preservation Policy and Procedure in Section 1460 of this manual.

(2) Duties and Responsibilities

(A) 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
7. Preserve the scene.

(B) The Duty Supervisor will:

1. Respond to the location of the incident; 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 Office 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 secure the youth room 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 should be completed by the end of shift; and
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 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:
 - Youth's Name
 - Facility/Location where the incident occurred
 - Date of Incident
 - Type of Injury/Illness
 - Circumstances of how the injury/illness occurred
 - Parent/Guardian notification

(C) 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; and
3. Review all related reports and forward up the chain of command via the Deputy Chief of Institutions.

(D) 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:

- The youth's parents, next of kin or appropriate other
- Kern County Sheriff's Office
- Kern County Coroner's Office
- Kern County Presiding Superior Court Judge
- Kern County Juvenile Court Judge
- Kern County Administrative Officer
- Kern County Chairman of the Board of Supervisors
- Kern County Risk Management
- Kern County District Attorney

(3) 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 chapter) 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
Facsimile: (916) 227-0427 or 227-3561
Email: marie.herbert@doj.ca.gov
Phone: (916) 227-5500

2. Board of State and Community Corrections (BSCC)
2590 Venture Oaks Way
Sacramento, CA 95833
Facsimile: (916) 327-3317
Phone: (916) 445-5073
General Inquiries: Webmaster@bscc.ca.gov

(4) 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, 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 order 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.

(5) 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.

In order to address these concerns the facility administration will work closely with the facility 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)/Mental Health Network (MHN) to provide grief and trauma counseling for all effected 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, SECTION 1342, 1343

The Larry J. Rhoades Kern Crossroads Facility will submit monthly population reports to the BSCC within 10 working days after the end of each month in the format which is provided by the BSCC. Information to be reported shall include:

1. The maximum number of youth that can be detained in each unit;
2. The actual number and status of youth detained each day in the unit; and
3. The total daily population.

This information is used to respond to questions from state and local administrators, the legislature, media, and other inquiries. The information is valuable in determining and supporting funding needs for construction and renovation.

The BSCC has set the rated capacity of the Larry J. Rhoades Kern Crossroads Facility at 120 youth. Due to the nature of the Facility, overcrowding is very unlikely, however, could occur in an emergency. In the event the Facility exceeds its rated capacity for more than 15 calendar days in a month, the Facility Administrator will provide a report of overcrowding to the BSCC in the format which is provided by the BSCC. Prior to such a report, the Deputy Chief Probation Officer will be notified of the overcrowding problem.

1315 PUBLIC RELATIONS

Kern Crossroads has recognized the value of gaining public understanding of its role in the community and even of encouraging public participation in certain aspects of the program. It is the goal of Crossroads to gain and keep the public's confidence through a positive public relations program. Adherence to the principle of the Kern County Juvenile Institution's 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 accomplished through the daily contacts of the Crossroads staff with workers and officials of other agencies, and the public.

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

It shall be Crossroads' 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 Probation Division Director, Assistant Probation Division Director, or the Duty Supervisor. All guests staying for a meal may receive an invitation from the above-mentioned sources and purchase a meal ticket.

Parents and relatives of youth in Crossroads can also become positive interpreters once they are convinced that Crossroads 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 severe illness or injury. Whenever a parent expresses 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 Administration Manual, Section 1407.

The conduct of Crossroads employees outside the institution is of concern to the Probation Department, as well as Crossroads Administration. Employees should always demonstrate sound moral character and the type of judgment that should be associated with an institution in charge of the County's delinquent youth.

California Department of Justice
DIVISION OF CALIFORNIA
JUSTICE INFORMATION
SERVICES
Nick L. Dedier, Director/CIO



INFORMATION BULLETIN

<i>Subject:</i> Death in Custody Reporting Form (BCIA 713)	<i>No.</i> 05-28-BCIA	<i>Contact for information:</i> Criminal Justice Statistics Center 916-227-3545
	<i>Date:</i> 12-22-05	

- 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,

DOUG SMITH, Deputy Director
Division of California Justice Information Services

For **BILL LOCKYER**
Attorney General

Attachments

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.

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.

DEATH IN CUSTODY REPORTING FORM

DOJ USE ONLY

RECORD KEY

AGENCY TYPE

Police
 Sheriff
 Probation
 State
 Other Local

AGENCY NCIC NUMBER

COUNTY

ORIGINAL AMENDMENT

DATE OF DEATH **SUBJECT NAME**

MM / DD / YYYY 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
 Adult Operations and Adult Programs (formerly CDC)
 Division of Juvenile Justice (formerly CYA)
 State Hospital
 Other

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
 Accidental - Injury by Other
 Suicide
 Homicide Willful (Law Enforcement Staff)
 Homicide Willful (Other Inmate)
 Homicide Justified (Law Enforcement Staff)
 Homicide Justified (Other Inmate)
 Execution
 Cannot Be Determined
 Other

MEANS OF DEATH (Check One)

Pending Investigation
 Not Applicable (Natural)
 Handgun
 Rifle/Shotgun
 Club, Blunt Instrument
 Hands, Feet, 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):

Name: _____ Title: _____

Agency: _____ Telephone: _____

Address: _____

Send completed form to: Department of Justice
 Criminal Justice Statistics Center
 P.O. Box 903427
 Sacramento, CA 94203-4270
 Facsimile: (916) 227-0427 or 227-3561
 Telephone: (916) 227-3545

1400 TRAINING POLICIES
Title 15, Article 3, Section 1320

All new full-time 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.

1405 CHILD/YOUTH TRAINING
TITLE 15, ARTICLE 3, SECTION 1321, 1322 and 1324

Objectives:

This training is designed to properly orient each Youth Services Officer in his/her duties. A training data check off sheet will be provided outlining the training. The completed check sheet is to be returned to the assigned supervisor 4 weeks from receipt.

1. Youth supervision duties;
2. The scope of decisions he will make;
3. The identity of his/her supervisor;
4. The identity of persons who are responsible to him/her;
5. The persons to contact for decisions that are beyond his/her responsibility; and
6. The training will also address various problems the Youth Services Officer will face on the job, situations that involve interaction between the Youth Services Officer and co-workers, and the skills needed to perform effectively in the Facility. Some areas which are covered are:
 - A. Individual Skills: Planning work
 Setting goals/standards
 Making decisions
 Managing time
 - B. People Skills: Being an effective leader
 Being an effective communicator
 Managing conflict
 Dealing with problem co-workers
 - C. Organization Skills: Supporting desired performance
 Recognizing organizational goals

Training Schedule

All permanent and extra help staff will receive specified training as outlined for new staff. They are required to complete a Training Data Sheet and Training Checklist indicating their understanding of the policies, procedures, job skills and concepts applicable to their position. (See attached training documents.)

In addition to in-service training, permanent Youth Services Officer are required to attend CORE, Oleoresin Capsicum Training (8 hours), P.C. 832 Arrest Training (40 hours), Prison Rape Elimination Act (PREA) training, and annual STC training. This training is

coordinated through the Department Training Officer. See Kern County Administrative Manual, Article 1402. Extra-Help Youth Services Officers are required to attend PREA training. When funding and space are available, they may attend CORE training, PC 832 and OC training.

Youth Services Officer – Probationary:

Day 1	8 Hours	Administrative Orientation
Day 2	8 Hours	Administrative Orientation
Day 3	8 Hours	Unit training with Lead Staff
Day 4	8 Hours	Unit training with Lead Staff
Day 5	8 Hours	Unit training with Lead Staff

Youth Services Officer - Extra Help:

Day 1	8 Hours	Administrative Orientation
Day 2	8 Hours	Administrative Orientation
Day 3	8 Hours	Unit training with Lead Staff
Day 4	8 Hours	Unit training with Lead Staff
Day 5	8 Hours	Unit training with Lead Staff

The Administrative Orientation includes review of policies and procedures included in the Kern Crossroads Administrative Manual, including;

1. Individual and group supervision techniques;
2. Regulations and policies relating to discipline and basic rights of youth;
3. Health, sanitation and safety measures including suicide prevention, basic HIV/AIDS and blood borne pathogens information;
4. When, how, what kind, and under what conditions use of force and mechanical and chemical restraints are used;
5. Procedures to follow in the event of emergencies such as escapes, riots, bomb threats, homicides, suicide attempts, emotional crisis, and other incidents involving violence or potential violence;
6. Procedures to follow and practice of routines in the event of emergencies such as fires, earthquakes, floods and other natural disasters;
7. Routine security measures;

8. Counseling techniques;
9. Setting goals for the youth and reviewing their progress in the program;
10. Staff Development;
11. Updating the staff on changes relating to policies and procedures, law and basic rights of youth.
12. Zero tolerance for inappropriate sexual behavior in accordance with PREA.
13. Kern County Probation Department Administration Manual non-discrimination policies.

KERN CROSSROADS FACILITY

TRAINING FOR EXTRA HELP & NEW STAFF

Trainee: _____	Date of Training: _____
Trainers: _____	_____ Initials
_____	_____ Initials
_____	_____ Initials
_____	_____ Initials
_____	_____ Initials
_____	_____ Initials
_____	_____ Initials

Note to Trainers: This agenda/outline closely follows the new checklist format. The agenda is not provided for trainees; however, they are encouraged to take notes throughout your presentation. Please initial the entire checklist for Administrative Orientation.

Work Ethics

1. Professional Demeanor - What you say and do reflects on the Department as a whole.
2. Use of Profanity at Work - Staff is never to direct profanity towards youth. Do not use profanity in the presence of youth and be aware it may offend your co-workers.

3. Relationships with Youth - Youth may attempt to establish a personal relationship by questioning you about personal issues. Be polite, but firm, and avoid becoming involved in personal conversations. Personal relationships with detained juveniles are not permitted and are cause for immediate termination.
4. Correspondence with youth (after release or while in custody) is **not** permitted. Under unusual circumstances you may discuss a need to correspond with Administration.
5. Relationships with Other Staff - Maintain professional relations with your co-workers to avoid problem areas. Many institution staff socialize together, and the nature of the job causes staff to work closely together. At all costs avoid conversations and behavior which could be misjudged.
6. Sexual Harassment - Must be reported immediately to a Supervisor. 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 sexual harassment.
7. Institution Dress Code - Clothing should be comfortable but professional. Shoes should be slip resistant, shirts should have a collar, and jeans are not acceptable. Uniform shirts shall be worn while on duty. The department will supply uniform pants to full-time staff. Extra help are expected to wear khaki colored pants. Hats should not be worn indoors, except in the Main Kitchen for sanitary reasons. During warm weather, staff is authorized to dress in departmental approved khaki shorts.
8. Always initial the sign-in sheet - this is how we know you showed up.
9. Punctuality is critical in a 24-hour facility. You should be in your assigned area at the start of your shift, not coming in the front door. If you are concerned about getting information from the prior shift, you should consider being early.
10. Confidentiality - All information regarding a juvenile is confidential. Never provide information over the phone or provide information to anyone who does not have a need or right to know. Phone calls from law enforcement or investigators should be referred immediately to the Supervisor or Administration. All paperwork with youths' names should be filed appropriately or discarded in a shredder bag, not used for scratch paper.
11. Department Badge, I.D., Door Card, & Driver's License are your responsibility. If lost, stolen, or damaged, notify a Supervisor immediately and submit a written report. Extra help will turn in Department issued items when they terminate.
12. 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 immediate termination.

13. Code of Silence/Honesty - Staff who observe illegal, unethical, dangerous, or inappropriate actions within the Institution or while on duty **must** report the incident to a 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 documents.

Orientation Agenda

1. Evaluation Process - Extra Help will be assigned to a Supervisor. Staff progress reports will be completed and conferences held at three months. A termination evaluation will be completed at the end of the nine-month term. Permanent staff are probationary for 12 months and receive evaluations every three months during probationary periods.
2. Purpose of Probation - Probation serves the Courts, to enforce orders, to protect the community by detention, when necessary, to provide rehabilitation;
3. Chain of Command - It is important to always take issues to your most immediate supervisor first:
 - A. Chief P.O.
 - B. Deputy Chief of Institutions
 - C. Division Director
 - D. Asst. Probation Division Director
 - E. Senior Deputy P.O.
 - F. Senior Youth Services Officer
 - G. Youth Services Officer
4. Department Bureaus – Institutions:
 - A. Field Services
 - B. Administrative Services
5. Institution Staff Positions:
 - A. Division Director
 - B. Asst. Probation Division Director
 - C. Senior Deputy P.O.
 - D. Senior Youth Services Officer

E. Youth Services Officer

F. Institution Services Personnel:

- i. Office Services Specialist
- ii. Office Services Technician

G. Extra Help Staff

6. You are required to read the Department Administrative Manual and KCF Operations Manual and be familiar with the information. You are required to return the training packet completed, within your first four weeks of employment;
7. Review the KCF Operations Manual regularly to get information on policy and procedure changes implemented by Administration; and
8. Computer Use Policy - Computers are available for work-related tasks and can be used to type incident reports. Staff are never to load programs onto the hard drive without Administrative approval.

Employee Concepts:

1. 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.
2. Basic Staff Rules are found in the Kern Crossroads Facility Manual. Staff are responsible for knowing and abiding by these guidelines.
3. Availability - Extra Help is a temporary position and considered at-will employees. There is direct correspondence between the amounts of time you are available, your ability to do the job, and the number of hours you work. Requests for time off are considered individually. This is a 24-hour facility - you are expected to be able to work all shifts. We will work around your school schedule; however, you should be available to work any hours you are not in school. Extra help are required to attend monthly training meetings.
4. Schedules and Notification - Schedules are posted in the staff mail room at least two weeks in advance. Shifts added after posting will be left in your mailbox, or you will be notified in person.
5. Use of Institution Telephones - Phones are necessary to the smooth running and security of the Institution. Callers may be asked to identify themselves. Do not monopolize phones. Youth do not use unit phones for calls - they must use a collect phone unless other arrangements have been made.
6. Keys - Security and Assignment - Each staff is assigned their own keys to use while employed. If your keys are missing, report it immediately. Keep your keys

attached to your person at all times. It is recommended staff place their car keys in the locker while on duty so that they will not inadvertently take Institution keys home. You will be asked to return keys to the Institution if you leave with them.

7. Use of KCF/County Equipment - All equipment is for County/Department purposes. Equipment should be maintained, and damage, malfunction, or loss should be reported to a Supervisor.
8. Religion in the Institution - Religious services are conducted by volunteers on Sundays and during some evening programs. Employees should not share their religious view or become involved in religious services. It will distract you from your supervision of youth and is not allowed.
9. KCF Meal Policy - Staff working during lunch and dinner will be provided with a meal tray from the kitchen if they wish. If not consumed, the meal is not to be given to youth. Breakfast is not provided for staff. Staff may bring their own meal. It should be in an airtight container if stored in the refrigerator.
10. Emergencies and Alarms - Alarms are located throughout the Institution. When activated, staff will respond from all areas. Use the alarm to call for assistance. Emergency procedures are outlined in the KCF Manual. Review and be familiar with them.
11. Searches and Property Inventory - Youth are searched each time they return to the unit from school or an outside medical appointment. Rooms are searched at least weekly in a random manner. All youth transferred from Juvenile Hall are searched and their property is inventoried and secured.
12. Use of Tobacco Policy - Staff are not to smoke within the facility or in the presence of youth. Smoking is permitted in front of the facility only.
13. County Vehicle Policy - When driving a county vehicle all passengers must use seatbelts. All traffic laws must be obeyed.
14. Cell Phone Policy – No privately owned cellular phones are allowed within the secure perimeter unless approved by Administration. The secure perimeter is defined as behind a door or gate which must be opened by the use of a set of institutional keys or electronically controlled lock.
15. Off Duty Request – Permanent and extra help staff are to submit time off requests to the Administrative Liaison Supervisor. Ample prior notice should be given to allow your request to be processed and approved.
16. Sick or Family Sick Leave – While off duty, institution staff shall notify their immediate supervisor or designee a minimum of two hours before the shift. If illness occurs at work, the notification to the supervisor shall be made immediately.

1410 FIRE and LIFE SAFETY PLAN FIRE SAFETY PLAN
TITLE 15, ARTICLE 3, SECTIONS 1323

Reference 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**

**KERN CROSSROADS FACILITY
TRAINING CHECK LIST**

NAME: _____

Youth Services Officer Trainees are required to complete the Training checklists within four weeks of Administrative Orientation. All training items require trainee and trainer initials. Your initials on this document indicate your understanding of the policies, procedures, job skills, and concepts applicable to your YSO position.

Administrative Orientation

WORK ETHICS	YSO	Trainer	ORIENTATION AGENDA	YSO	Trainer
Professional Demeanor			Evaluation Process		
Use of Profanity at Work			Purpose of Probation Dept.		
Relationships w/ Youth			Chain of Command		
Correspondence with Youth			Department Bureaus		
Relationships w/ Staff			Institution Staff Positions		
Sexual Harassment			Dept./Institution Manuals		
Institution Dress Code			KCF Policy Binder		
Timecards/Sign-in			Computer Use Policy		
Punctuality			Use of Tobacco Policy		
Confidentiality			County Vehicle Policy		
Dept. Badge/I.D./D.L.			Personal Cell Phone Policy		
Controlled Substances			Off Duty Request-Permanent		
Code of Silence/Honesty			Off Duty Request-Extra Help		
Room/Security Checks			Sick or Family Sick Leave		
			Program Folders		

EMPLOYEE CONCEPTS	YSO	Trainer	SECURITY CHECKS (Cont'd)	YSO	Trainer
Attitude & Teamwork			Power Failures		
Basic Staff Rules			Room Checks		
Availability			Room Searches		
Schedules & Notification			Alarms - Staff Deployment a. Controlled response		
Personal Cell Phones/Use of Institution Telephones			Detail Equipment		
Keys - Security/Assignment			Graveyard Security Checks		
KCF Parking Lot			SECURITY & SUPERVISION		
Use of KCF Co. Equipment			P.E. Supervision		
Religion in the Institution			School Supervision		
KCF Meal Policy			Pat-down Searches		
Emergencies & Alarms			Ramp Movements - General		
Search & Property Inventory			Detail Supervision - General		
SECURITY CHECKS			a. Inside the Unit		
Silverware			b. Outside the Unit		
Janitor Room			c. Main Kitchen/Laundry		
Tool Inventory			Transport to Medical Appt.		
Head Counts			CCR		
Observation Cards			Escapes & AWOL's		
Safety Room			Policy/Procedure - Coed Supervision and Transportation		
Restraints/Pens/Pencils					

PROGRAM	YSO	Trainer	PHILOSOPHY (Cont'd)	YSO	Trainer
Daily Grades/ARB			Physical Control of Youth		
Religious Services			SUICIDE PREVENTION		
Showers			Suicide Watch Placement		
Meals			Suicide Watch - Room Checks		
School			Special Watch – Room Checks		
Unit Clean-Up			Suicide Review		
Counseling by Staff			Suicide Watch Removal		
P.E.			Suicide Consciousness		
Community Resources			Crisis Counseling		
Disposal of Garbage			Mental Health Consultation Slip		
Disposal-Infectious Waste			h. Parent Groups		
Unit Supplies			i. In-Service Trainings		
PHILOSOPHY			j. Research		
Security			k. Other Services		
Group Supervision			MEDICAL		
a. Confront			Class 1		
b. Correct			Class 2		
c. Resolve			Medical Complaints		
Discipline - Sanction Options - Progressive			Medical Protocols		
Restraint Application - Hard/Soft			Medical Triage		

MEDICAL (Cont'd)	YSO	Trainer	GENERAL SHIFT DUTIES (Cont'd)	YSO	Trainer
Medical Room Checks			Room Restrictions		
MENTAL HEALTH SERVICES			a. Approvals		
a. Mental Health Team			b. Removals		
b. Screening			Grievance Procedure		
c. Individual Counseling			Due Process Procedure		
d. Intake Evaluation			Observation Reports		
e. Group Counseling			Incident Reports		
f. Aggression Replacement Training(A.R.T.)			Detainee Mail		
g. A.R.T. Staff training			Phase Levels		
GENERAL SHIFT DUTIES			VIDEOS/FILMS		
Intakes			Ethics & Professionalism		
Detainee Rules			Staff communications and Relations		
Program Folders			Staff/Inmate Communications		
Medical Forms/Records			Communications vs. Over familiarity		
Unit Shift Report			Interpersonal Communication Skills		
Running Logs			Dealing with Sexual Harassment		
Program Grading/Bedtimes			Clothed Searches		
			Coping with Communicable Diseases		

VIDEOS/FILMS (Cont'd)	YSO	Trainer			
Principles of Suicide Prevention					
Suicide Prevention					
Fire Safety in the Lockup					
EQUIPMENT USE					
Communication					
Radio – 10 Codes					
County Cellular Telephone					
Other					
Use of Co. Vehicle					
Accident Reporting					
MAINTENANCE					
a. Requests					
b. Water shut off					
c. F Wing Fire Alarm Computer					

KERN CROSSROADS FACILITY

TRAINING DATA SHEET

TRAINEE: _____ KEY ASSIGNMENT: _____

ORIENTATION TRAINING DATE: _____

D.L. _____ I.D. _____

	YSO Initials	Date
I have read the Kern County Probation Department Administrative Manual.		
I have read the Kern Crossroads Operations 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. My expected return of this training packet is: _____		
I have been trained and have completed the required readings as required by Kern Crossroads 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 throughout the Institution.		

Probation Division Director

Date

Assistant Probation Division Director

Date

Assigned Senior Deputy Probation Officer

Date

Administrative Orientation Training Officer

Date

Youth Services Officer

Date

YOUTH SAFETY ROOM and SECURITY CHECKS

Maintaining timely and accurate room checks is an extremely important function of the Youth Services Officer's (YSO) duty. Depending on individual youth classifications, circumstance, or status, room safety checks are to be conducted at minimum 10-minute or 15-minute staggered intervals. These time limits are mandated by State and Kern County Probation Department policy. Failure to comply with the standards set forth for room safety and security checks shall result in disciplinary action or dismissal. The following acts are also subject to disciplinary action/termination.

_____ Negligence

_____ Falsifying or altering documentation

_____ Repeated late checks

_____ Projecting room checks

Integrity is paramount. At NO TIME should logs be adjusted to meet standards. The use of white-out or corrections to the Safety/Room Check Log is prohibited.

Staff Signature

Date

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 Training Officer or the assigned Senior Deputy Probation Officer 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 Probation Division Director and/or Probation Division Director. Extra-help staff will be evaluated during their term of employment. The termination evaluation will also indicate whether or not the individual is recommended for rehire after at least 60 day break in service. Individuals who are rehired for additional extra-help terms will be evaluated at the end of their term of service. Promotional and support services has a 6-month probation period.

See Kern County Probation Department Administrative Manual Section 1403 for detailed information regarding The Employee Performance Evaluation.

**1425 LARRY J. RHOADES KERN CROSSROADS FACILITY-
BASIC STAFF RULES
PREA Standard Sections 115.315 and 115.341**

1. The employees of the Larry J. Rhoades Kern Crossroads Facility are expected to abide by the policies and rules of the institution and must be willing to accept direction, instruction, and correction from their supervisors. Cooperation and harmonious relationships between staff members are important to the proper functioning of the Facility.
2. Corporal punishment shall not be used upon any youth. Activities such as holding at rigid attention or forcing physical exertion for disciplinary reasons are forbidden, as are slapping or paddling.
3. Physical force may be used only to gain control or to prevent injury to self, or staff, or youth. Only that force which is reasonable to control the situation shall be used, and every reasonable or practical effort must be made to avoid hurting or injuring the youth. When practical, a Senior Deputy Probation Officer/Duty Supervisor shall be called in advance to advise and assist in any situation where physical force appears necessary. When force is used without advance notification, the Senior Deputy Probation Officer/Duty Supervisor must be notified as soon as possible after the incident. A written report explaining full details of the incident must be submitted by the Youth Services Officer before going off duty.
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 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.
5. Profane, rough, crude, harsh, or threatening language may not be used. Staff shall keep their conversation above reproach at all times.
6. No employee shall leave their assigned post without communicating with any other unit staff and ensuring proper coverage as outlined in Section 1205. Nor shall they leave the institution or grounds without authorization from the Duty Supervisor.
7. Employees shall report to their workstation prepared to begin their assigned duties no later than their scheduled time.
8. Upon reporting to the unit for duty, each Youth Services Officer must check the wings log and population record. These documents provide information such as the number of youth in the unit, their classifications, new admittances, transfers, releases, grades, suicide risks, special programs, high security levels, and special remarks. The population record must be accurate and available at all times.
9. Upon entering the unit, staff of the opposite gender must announce their presence unless an opposite gender staff is currently working.
10. Because grouping of staff in the office or at the counter while youth are in the dayroom is considered a security hazard, Youth Services Officers must stay with the group when the

dayrooms are occupied. Unit security checks shall be made no less than three times daily. These checks are above and beyond normal room and suicide observation checks and shall include checking all doors, medical cabinets, toolboxes, desks, silverware drawers, bookcases, utility room, and the unit office. Checks shall be made at the beginning, during and ending stages of each shift.

11. Each Youth Services Officer must become familiar with the religious program policy and procedures of the Kern Crossroads Facility. Staff must follow the policy when dealing with religious aspects of the program and be aware that promotion of any specific religious doctrine is forbidden.
12. Each Youth Services Officer shall 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 or office areas presents the potential for danger and should be avoided.
13. Each staff member is responsible for the care of youth during the time they are detained at the Crossroads Facility; however, contact may not be maintained once the youth are released from the program. If contact following release is deemed therapeutic or necessary, prior clearance shall be obtained from Crossroads Administration. Social contact with youth either before or after working hours is not allowed.
14. Any employee who is unable to report for assigned duty due to illness or some emergency must notify the Senior Deputy Probation Officer/Duty Supervisor on duty as far in advance as possible 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.
15. Staff members are not permitted alone in a sleeping room with a youth unless during an emergency. If staff is alone in the Pod, they will radio for assistance prior to entering the room for the emergency.
16. All wing staff must keep their assigned keys attached to their clothing by a chain supplied by Crossroads. If keys are taken home by mistake, the Senior Deputy Probation Officer/Duty Supervisor in charge must be contacted upon discovery, and the keys must be immediately returned. Keys must never be given to youth for any reason.
17. The Youth Services Officer in charge of the unit is responsible to make sure 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.
18. A "Special Incident Report" must be completed and given to the Senior Deputy Probation Officer/Duty Supervisor to cover any incident not considered usual or routine in accordance with stated policies of this Facility. Examples of such incidents are: Any Administrative disciplinary action, any disciplinary action where force is used, any accident or injury, any severe emotional disturbance or 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.

19. Due to health considerations and by order of the Board of Supervisors, smoking is not permitted in any county building or in the presence of youth. Smoking or other use of tobacco is, by law, not permitted in the Kitchen or School areas.
20. No County property, including food, leftovers, clothing, or supplies may be taken from the Facility for personal use. On occasion, a group or another institution may request to borrow some County property from Crossroads (i.e., kitchen utensils, sports equipment, maintenance equipment, etc.). Prior to any County property being borrowed, authorization from the Crossroads Administration must be obtained.
21. Direct visual room checks are to be made at irregular intervals every 10 to 15 minutes throughout each shift. All youth on suicide watch, special watch, administrative holding, disciplinary restriction, and medical bed rest shall have direct visual checks at irregular intervals every 5 to 10 minutes. Direct visual checks cannot be replaced by audio/visual electronic surveillance equipment. Staff shall record their room checks on the youth safety check logs located at the end of each hallway and shall turn in the logs attached to the wing shift report at the end of the shift. The room checks are to be logged immediately after the check is made.
22. Pornographic material, material of an explicit sexual nature, or periodicals such as *Penthouse* or *Playboy* are not to be brought inside the Facility.
23. Threats made by youth to staff or identified members of the public must be recorded in a special incident report and forwarded to Crossroads Administration, who will notify the probation officer. The officer will be responsible for making notification of the threats to the person identified as the potential victim. Threats will be reviewed by Administration for the potential filing of a new law violation.
24. Each staff member must read and be familiar with policies contained in the Medical and the Administrative Manuals. Questions regarding any policy should be directed to Kern Crossroads Administration.
25. Sleeping on duty is prohibited and will result in disciplinary action up to and including termination.
26. Staff members are not allowed to watch television or listen to the radio after 9:30 p.m. or before 5:30 a.m. Copyright laws prohibit the showing of any rented or purchased movies.
27. Staff shall not be on duty while under the influence of alcohol or a controlled substance. Any staff member who is taking medication which may impair job performance must report this to the Senior Deputy Probation Officer/Duty Supervisor prior to beginning work.
28. No information regarding the youth shall be released to any unauthorized person.
29. One meal per shift is allowed to staff working an 8 hour day or afternoon shift at no charge.
30. Any staff member who is late for work and fails to call with an explanation prior to the beginning of their shift may be subject to disciplinary action. In the event the shift is covered

by another staff member, the staff that is late will be considered a no show and staff may be subject to disciplinary action.

31. No youth who has been committed to the Facility due to a sex offense or arrested for a sex offense will be placed into a unit dorm or permitted to have a roommate.
32. Use of telephones by staff should be work-related as much as possible. Personal phone calls should be kept to a minimum. Personal cellular telephones are prohibited on your person within the secure perimeter of the institution. While on duty they must be kept in designated staff lockers.
33. No unauthorized cell phones are to be brought into the facility and any unauthorized use of personal cell phones while on duty is not permitted.
34. Personal property brought into the institution should be held to a minimum.
35. Restraint devices should be carried in cases which are provided or in the pocket.
36. Radios shall be carried in 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.
37. While playing or engaging in games or physical activity with youth, staff must ensure there is adequate supervision of those involved. This includes athletic activities as well as games such as ping-pong and card or board games.
38. 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.
39. Facility staff will not be allowed to bring to work any electronic devices, such as iPads, tablets, eReaders, laptops, headphones, cell phones, etc. Staff may bring in music which complies with standards outlined in this manual.
40. The Senior Deputy Probation Officer/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 Senior Deputy Probation Officer/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.

1430 WEAPONS POLICY

Armed personnel who enter the Facility will be required to secure their weapon in the metal gun lockers, located in the Administration building.

Probation staff are not allowed to bring weapons into the Larry J. Rhoades Kern Crossroads Facility 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.

Pocket knives, hunting knives and other sharp tools are prohibited. Visitors in possession of holstered knives must secure these tools outside the secure area of Crossroads. 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 Kern Crossroads Facility.

Maintenance staff shall be allowed to carry multi-purpose tools to assist in their job duties.

1440 COMMUNICATIONS

Intercom System

An intercom system exists at the Larry J. Rhoades Kern Crossroads Facility which allows monitoring of each youth's room. It consists of a Control Panel (CP) located at the staff counter of each unit. It allows the staff to listen, talk, and provide music to each youth's room. It is possible to monitor or speak with a single room, several or all rooms at one time. The system is sensitive enough so that normal conversation levels can be heard.

The CP may only be activated by key control. The active lamp will light when the panel is active. The intercom (IC) LED light will flash, and a tone will sound when a call has been initiated from the remote intercom (Youth's room). Depressing the intercom switch will light the LED and silence the tone and open a listen path to the intercom. Pressing and holding the "push to talk" switch will initiate a talk path to the intercom station. Pressing the intercom switch a second time will close the listen path to the intercom and extinguish the LED light.

A listen path may be initiated at the CP to any room intercom by depressing the associated room intercom switch. The switch LED will light. A talk path may be initiated by depressing the "push to talk" button. Depressing the intercom switch a second time will close the talk/listen path and extinguish the associated LED light. Depressing the music (MU) switch will light the upper switch LED light and activate music in the designated room. Depressing the music switch a second time will extinguish the switch LED light and light the lower switch LED light. Music channel 2 will now be active in the designated room. Depressing the music switch a third time will extinguish the lower LED light and deactivate the music for the designated room. Depressing and holding down the "lamp test" switch will light all LED lights on the control panel.

Alarms

There are two types of alarms at the Larry J. Rhoades Kern Crossroads Facility. Both will produce an audible alert signal and appear visually on an enunciator panel. The fire alarm, when activated, will indicate the need to evacuate youth and staff from offices and buildings. The security alarm, when activated, will indicate a request for staff to respond to a specific location. Enunciator panels that identify the location of the trouble are dispersed in all areas used by staff. Fire alarm boxes and security alarm buttons are clearly labeled and located throughout the entire Facility.

Hand-Held Radios

Hand-held radios (HT) and their charging units are located in the wings where they are assigned. All Probation staff are to carry a properly charged and fully functioning HT. While staff is on duty and the radio is not in use, the HT is to be carried and remain on the waistband/belt in a Department issued radio holster and secured with the attached strap or cord.

The Senior Deputy Probation Officer/Duty Supervisor, Operations Office, Control 1, and other Facility staff are monitoring all radio traffic. Radio communication in the Facility is accomplished on Channel #11 (subject to change by Control 1). Channel #5 is Probation Field Services and may be utilized by Crossroads staff once they have left the Facility if necessary.

The HT's are used to advise the Facility when staff and youth are outside for physical training, during transportation of youth by our staff to appointments outside of the Facility, during emergency situations such as escapes, or failure of normal means of communication such as telephones. Radios are to be used in a professional manner, and transmissions should be kept to a minimum and by the using "ten-code" language when possible. Inappropriate language or radio use is not permitted.

Staff are to learn and memorize the basic "ten-code" language so as not to impede radio traffic by talking. All requests for emergency radio traffic (Code 33) are to be strictly adhered to until cleared (Code 30).

Telephone - Staff

Telephones are placed throughout the Larry J. Rhoades Kern Crossroads 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 the location and identity of the person answering.

Executive override calls have priority over all other calls and shall be answered immediately.

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.

Personal Cellular Phones:

Due to Facility security privately owned cellular phones cannot be carried or used within designated areas of the Juvenile Facilities or while working special assignments or with work crews unless approved by Administration. Defined below are the restricted areas for each Facility.

James G. Bowles Youth Detention Center:

No privately owned cellular phones within the secure perimeter. The secure perimeter is defined as behind a door or gate which must be opened by the use of a set of institutional keys or electronically controlled lock.

Camp Erwin Owen:

No privately owned cellular phones beyond the parking lot. This includes all office and school areas, Mess Hall and outlying work areas, as well as, the living units.

For all Facility staff who are assigned to special work crews or assignments, they may check out a cellular phone from the Senior Deputy Probation Officer/Duty Supervisor.

Kern Crossroads Facility:

No privately owned phones may enter the secure perimeter of the facility. The secure perimeter is defined as the area outside the Main Administrative Building.

The Duty Supervisor may authorize staff to carry personal cell phones when outside the facility and on Special Assignments such as transports and community events.

1440.5 Telephone – Youth (Title 15, Article 6, Section 1376)

Telephones have been placed in each wing for use by the youth in the Facility. The following guidelines have been adopted for their use if they are assigned to A, B, C, and D, E or F wings:

1. The phones are located as close as possible to wing counters or offices on each wing;
2. Youth are permitted one phone call lasting no longer than fifteen minutes. Additional calls may be offered if time permits.
3. All phone calls are provided free to the youth;
4. Phone calls may be monitored by Facility staff as deemed necessary for purposes of ensuring institution security and addressing the issues of confidentiality;
5. Phone calls are permitted only during program hours from 6:00 p.m. to 9:00 p.m., and on weekends and holidays at staff discretion. Under special circumstances and with authorization from the Senior Deputy Probation Officer/Duty Supervisor, staff may allow youth to make phone calls at times other than those listed; and
6. It will be the responsibility of the wing 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.

1445 KEYS
TITLE 15, ARTICLE 5, SECTION 1326

Policy:

Because the Larry J. Rhoades Kern Crossroads Facility is a secure Facility, exterior doors and most interior doors remain locked at all times, with the locks keyed to a master system. Pursuant to requirements of the Auditor-Controller, all storage areas have restricted access locks, as do administrative office areas.

1. The following keys are issued to all staff:
 - A. #1, outside doors;
 - B. #2, inside doors;
 - C. Cabinet key; and
 - D. Restraint keys
2. A master key which opens all locks is available to the following staff:
 - A. Probation Division Director;
 - B. Assistant Probation Division Director;
 - C. Senior Deputy Probation Officer's; and
 - D. Other designated staff as needed.

Procedure:

The following is the procedure to be utilized for the control of keys:

1. Each key set is assigned a number which in turn is assigned to one staff only;
2. Crossroads wing staff members shall carry their keys affixed to their belt or clothing;
3. Keys will never be handed to any unauthorized person;
4. Assigned key sets are not to be loaned to other staff, interns, or volunteers. All staff members must carry their own keys;
5. Only Mental Health staff employees, nurses, clerical, and teachers will be assigned a set of institution keys;
6. College interns will be assigned keys temporarily after they have been trained and completed their facility training packet.

7. All Mental Health and School personnel are to check in their keys prior to leaving the institution for lunch or other activities in which they will be away from the institution grounds;
8. Staff members are not authorized to remove keys from the Facility unless approved by administration;
9. Upon arrival, keys will be removed from the key cabinet (in the reception counter) and will be returned when the staff member leaves the Facility at the end of their shift. It is recommended that personal keys be left in the key cabinet while on duty to prevent accidental removal of the keys from the Facility or their being misplaced where youth could take them; and
10. When keys are accidentally taken home, they must be returned immediately upon discovery. The on-duty supervisor should also be notified.

Maintenance of Keys

In order to prevent damage to locks and keys, the following should be observed:

1. Do not force any key;
2. Use the key to lock and unlock, not as a door opener or handle;
3. Request replacement for any damaged or bent key immediately. Failure to do so may result in damage to an expensive lock

Key Security

Policy:

Routine security checks of institution keys shall be made on a daily basis by designated staff. Any keys unaccounted for shall be reported to the Senior Deputy Probation Officer /Duty Supervisor. The night supervisor, as part of the graveyard duties, shall check and account for all keys in the locked desk drawer and in the key cabinet. The Duty Supervisor shall check and account for all keys at the beginning of their shift.

Procedure:

The following procedure is to be utilized for key security:

1. By 11:00 p.m. the night supervisor will check the key cabinet. All keys shall be hung on the designated hooks labeled with the assigned staff's name. The only keys missing should be the staff that are on duty or key sets that aren't assigned;
2. Key sets in the key cabinet that aren't assigned to a designated staff will be stored in the key safe. The paper tag in the key cabinet will be marked N/A (not assigned);

3. By 11:00 p.m. check keys in the locked drawer in the reception area. All keys are labeled. If there is a missing set of keys, the last person to have used the key set should be logged in the key log kept at the reception counter;
4. If a key set is missing, all efforts are to be made to locate the missing keys. If a key set was taken home, the responsible individual shall have the keys returned to the institution as soon as possible;
5. If the key set cannot be located, the institution shall be placed on security program suspension and the Assistant Probation Division Director and/or the Probation Division Director shall be contacted for further instructions;
6. The night supervisor will make a notation in the Operations Log Book regarding the key inventory check each night. The night supervisor is responsible for ensuring all key checks are completed; and
7. On an annual basis, the Assistant Probation Division Director and the Senior Deputy Probation Officer responsible for key control will review key control procedures for inventory, issuance, and monitoring the use of Facility keys.

Inventory and Location of Institutional Keys

The following staff should have their keys in the key cabinet located in the Staff Room:

1. Full time Crossroads staff;
2. Extra-help Crossroads staff;
3. Full and part-time Mental Health staff;
4. Clerical Staff;
5. School Teachers; and
6. Nurses

All other County and contractor staff must check out keys from the key locker located at the reception counter. They must log the keys in and out and physically return the keys to a Crossroads staff that will place them in the key locker. Sign-in and sign-out logs will be kept on the reception counter.

The inventory list for all institutional keys assigned to all staff will be located in the Senior Deputy Probation Officer/Administrative Liaison file under Key Control.

1450 TRANSPORTATION OF YOUTH

Title 15, Article 5, Section 1358(i)

1. Pursuant to legal requirements during transportation outside of the facility, 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. Restraints will be removed prior to a youth being moved into a courtroom unless there is a substantiation of violence or a threat of violence.
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.
3. Security Transportation Officer will maintain a Transportation Log that will include information regarding the youth being transported, the staff involved in the transport and the type of restraints used and justification for restraint use.
4. All staff transporting youth off grounds must have completed Youth Services Officer C.O.R.E. training. If more than one staff is transporting, at least one of them must be C.O.R.E. trained.
5. Same sex staff should accompany youth to medical appointments. If same sex staff are not available, two staff of opposite sex may transport.
6. Staff shall carry appropriate Probation Department identification and departmental cell phone or handheld radio.
7. For safety and security purposes limit radio communication to a minimum. Cell phones are to be used for detailed communication.
8. Transporting staff shall use a county vehicle that has been appropriately maintained and inspected.
9. All vehicles will be searched prior to and after transport for contraband.
10. All occupants of the vehicle are to use seat belts.
11. In case of an attempted escape, the transporting staff will immediately notify the Duty Supervisor by radio and will make an attempt at apprehending the fleeing youth only if appropriate. Included in the notification will be the youth's name, clothing description, and direction of flight. Any attempt to apprehend will cease if the officer feels their immediate safety is in jeopardy as a result of continuing pursuit.
12. In case of a medical emergency, the transporting staff will immediately notify Control One or 911 and handle the situation until emergency is over. The Duty Supervisor will be notified as soon as practical.

13. In case of a vehicle accident or other such emergencies, the transporting staff will immediately notify Control One or 911 and handle the situation until the emergency is over. The Duty Supervisor will be notified as soon as practical keeping in mind the safety and well-being of the youth is of the utmost importance.
14. 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 Duty Supervisor especially when transporting alone. Staff may also radio Control 1 (Probation Dispatch) for assistance.
15. 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 for an authorized signature.
16. 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 the youth needs to be unrestrained for any reason, staff are to contact the Duty Supervisor for instructions before removing restraints.
17. After the appointment, verify the doctor has signed and written all necessary medical information needed by the institution medical staff on the Record of Medical Treatment Sheet.
18. Transport back to the facility, log in time returned on the Medical Log (blue folder), and take any prescriptions directly to the nurse for processing.

1455 SECURITY

TITLE 15, ARTICLE 3, SECTIONS 1326 and 1328

Prison Rape Elimination Act, Juvenile Facility Standards, Sections 115.313(e) and 115.315

Security in the Larry J. Rhoades Kern Crossroads Facility depends upon the characteristics of the Facility as well as the skills of the Youth Services Officers to keep youth in the institution. It is the responsibility of each Crossroads staff member to do all possible to maintain custody of the youth. Security consciousness must become second-natural to all staff members and enter into every phase of the operation. Physical counts of the youth should be conducted at the beginning and end of each shift and during movements from one area to another.

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

On an annual basis, the Assistant Probation Division Director and each Senior Deputy Probation Officer responsible for supervising the various areas of the Facility 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.

Night Duties and Security Measures

The majority of duties on the night shift are directly related to security and as a consequence, both work duties and security will be considered in this section. The following procedures should be used:

1. Check all room doors by pressing against them to make sure they are locked and not just held closed with pieces of paper or other items;
2. Conduct a physical count and check to see that all youth are in bed sleeping between the sheets with their heads toward the door. Check clothing in the room to be reasonably sure that youth are undressed. All youth must be clearly visible and nothing should be allowed to obstruct observation;
3. Make sure all lights are working and that the required lights are on. There is a night-light in each room and there should be adequate light on ramps and porches;
4. Check the bathroom area. Look for hidden objects inside paper dispensers and wastebaskets;
5. Check the staff bathroom, closet, and utility room to make sure no brooms, tools, or other objects which could be used as weapons are missing;
6. No Youth Services Officer is to enter or unlock a youth's room without a second staff present at the door. In a life threatening situation, staff may unlock a youth's room door once a second staff arrives in the unit.
7. No more than one youth is allowed outside the room at a time during night shifts;

8. No youth will be allowed to leave his room while wearing less than shorts and t-shirts. Before opening the door, the youth should be directed to step back so that everything in the room may be observed;
9. When opening a room with two or more youth, the other youth must remain in their bed. When returning a youth back in the room, make sure the roommate is in bed before opening the door;
10. Safety room checks are to be made at irregular intervals every 10 to 15 minutes throughout each shift. All youth on suicide watch, special watch, administrative holding, disciplinary restriction, and medical bed rest shall have direct visual checks at irregular intervals every 5 to 10 minutes. Direct visual checks cannot be replaced by audio/visual electronic surveillance equipment. Staff shall record their room checks on the Youth Safety Room Check Log located at the end of each hallway and shall turn in the logs attached to the Wing Shift Report at the end of the shift; **absolutely no corrections are to be made on the Youth Safety Room Check Log. If an error is made or there is a late room check, a Special Incident Report (SIR) is to be written. All checks are to be documented immediately upon completion of the Direct Visual checks.**
11. All activities of the night will be recorded on the Youth Safety Room Check Log located at the ends of each hallway. The Youth Safety Room Check Log and a copy of the Wing Shift Report will be placed in the Shift Reports In-Basket in the Operations Office;
12. The television and radio are not to be on after 9:30 p.m. or before 5:30 a.m.;
13. Staff shall not sleep at any time while on duty. They must be alert and prepared to handle all necessary duties; and
14. Inventory handcuffs, shackles, O.C. spray, HT to ensure they are accounted for and in their assigned wing.

Group Supervision for Outside Activities

Youth Services Officers must be particularly alert when youth are participating in outside activities. While at least one staff must maintain visual observation of the entire group, two Youth Services Officers give better coverage. Taking a position between the group and the fence gives the Youth Services Officer added advantages.

1. Outside activities
 - A. All activities must be kept in full vision of staff;
 - B. If instruction is necessary, only one staff should be involved and other staff must observe the group;
 - C. Staff should be familiar with possible escape routes such as low-profile buildings, pipes, shafts, and fence corners;
 - D. A duty radio will be worn by all staff;

- E. All youth on Administrative/Disciplinary Holding are eligible to participate in physical education unless behavioral problems exist that would preclude their participation. If they are not allowed to attend, a notation must be made in the Wing Shift Report giving the youth's name and reason for non-participation;
 - F. Youth on medical restriction are allowed to attend outdoor physical education, but in most cases will not be allowed to participate; and
 - G. Physical counts should be taken before and after each outside activity.
2. In case of an escape attempt during an outside activity, the following procedure should be followed:
 - A. One staff should try to apprehend the youth and remaining staff should assemble their groups and return them to their respective units;
 - B. The staff should make an immediate notification of the escape to the Senior Deputy Probation Officer/Duty Supervisor, who will dispatch other staff to assist;
 - C. If adequate staff coverage is available, additional staff may help in the apprehension of the individual or individuals attempting to escape; and
 - D. The names and description of persons involved in the incident, plus the direction or location of flight must be communicated to the Senior Deputy Probation Officer/Duty Supervisor, who can give updates regarding the escape status.
 3. It is imperative to notify the other Units when a Unit is going out to physical education, giving the location of the activity, plus the number of youth participating.
 4. When leaving youth in the Unit, a staff member must remain in each Unit to conduct room checks.

Ramp Movements

No group of youth should ever be moved without enough supervision to properly transport and handle emergency situations. If the group is small and there is only one staff member, the individual should walk behind so that 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 by squads and there should be no conversation between the youth and there should be as little conversation as possible between the staff and youth.

Security in Other Areas

The Administration area and school are critical security areas because there are those present who are not specifically trained in security measures such as probation officers, attorneys, parents, and teachers. Staff must not only make sure that their own procedures are proper but must watch and compensate for errors made by others. Some of the specific points to remember in these areas are:

1. The Reception Desk personnel must never open an electrically controlled door if youth are in a position to escape when people are either leaving or entering the Facility; and
2. At times when special visits are being held in the Administration area, there must be sufficient supervision because escape from this area can be made particularly easy. At times when offices are not in use and a special visit is taking place, the doors to offices should be locked.
3. The Duty Supervisor will designate a Youth Services Officer as School Coordinator. The School Coordinator will monitor classrooms via video and audio feeds, phones, and deploy staff for security and supervision. Staff will monitor line ups, classroom changes, and respond to incidents quickly.

Unit Security

1. All outside doors must be locked at all times and must be frequently checked;
2. Doors to the staff toilet, closet and utility room should be locked at all times. Tools and other items which could be used as weapons should be kept out of the reach of youth;
3. Doors to individual rooms must be locked at all times, except at meal time, showers and during wing maintenance;
4. Kitchen crews will not be left unsupervised at any time;
5. All staff are to wear HT and be proficient in their use;
6. While circulating throughout the Unit, at least one staff should have ready access to the telephone, alarm system, and Unit office. The other staff shall be directly supervising youth and Unit activities; and
7. Youth should always be observed and supervised.

Security Transportation of Youth

Due to the remote location of the Facility from city limits, the likelihood of an escape will increase as youth are transported outside the Facility. This causes a security/safety concern for both the Facility, youth, staff and the general public.

For the safety/security of the youth and staff, **all** youth transported to any outside appointment will be placed in leg restraints. Should circumstances dictate, a more secure method of restraining will be used. No more restraint than is necessary should be used.

Procedure:

1. Always be aware of your surroundings. If you feel a security problem is evident while at an appointment, the safety of the youth/staff is your first priority. The youth should be moved to a secure area and staff should call and ask for assistance. Notify the Crossroad's Senior Deputy Probation Officer/Duty Supervisor and/or Youth Detention Center's Duty Supervisor especially when transporting alone. You may also radio Control 1 (Probation Field Services) for assistance;
2. Prior to transporting the youth, make sure you have a radio which is charged and in good working order. You may also check out a cell phone from the office if needed. Make contact with the Medical/Security Transport Coordinator in regard to any instructions prior to transporting;
3. If applicable, obtain the medical transport sheet from the Medical/Security Transport Coordinator, verify date and time of appointment and note destination;
4. Make contact with the youth's unit to verify security/AWOL, Restriction, or Administration Holding status. Obtain any information regarding behavioral problems which could affect the transportation of the youth to his medical appointment;
5. All youth are to be in leg restraints at all times during the transport;
6. If applicable, sign the IN/OUT Medial Transport Log located in the Medical/Security Coordinator's office. Note time out, destination and who is transporting;
7. Staff should not sign consent for any surgery, operation, or admittance to the hospital. Contact the Senior Deputy Probation Officer/Duty Supervisor who will notify the youth's Probation Officer or Custody Intake for an authorized signature;
8. Youth are not to be left unattended under any circumstance. If a privacy issue arises, discretion should be used. However, medical staff are not responsible for the security of the youth. If the youth needs to be unrestrained for any reason, you are to contact the Senior Deputy Probation Officer/Duty Supervisor for instructions;
9. If transporting to KMC, transport to the west entrance of KMC. Go directly to the backside of the registration booth which will speed up the registration process. Register the youth and obtain the KMC blue card. Ask for directions to the assigned clinic;
10. Upon arrival at the clinic, check in at the Nurse's station. Ask to be placed in an area away from the public. State this is a security issue;
11. 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; and
12. Transport back to the Facility, log in time returned on the Medical Log, and take any prescriptions directly to the nurse for processing.

General Rules for Ensuring Security by Means of Supervision

The following general rules should be followed:

1. All activities in the Facility shall be supervised; a youth is not to be left unattended at any time, including the times when he is in his room. Supervision must always be nearby and available;
2. Youth should not walk behind a staff member when being transported to an activity. If two staff members are present during the movement of youth, one of them is positioned near the front of the group and the other is at the back of the group;
3. Handling activities in any area, the staff members must agree beforehand as to their roles in any emergency which may occur, particularly on the grounds;
4. A group should always be kept small enough to be handled by the assigned staff. Limitations must be set by the staff on movement, space usage, and the quantity of equipment;
5. At no time will a staff member permit a youth to handle keys or open doors;
6. Staff members should become accustomed to testing locks each time a door is opened to be certain that the lock has not been plugged;
7. Staff members supervising P.E. activities do not participate, unless approved by a Senior Deputy Probation Officer and adequate supervision is available. However, in work program, crafts, and some small group activities, it will be necessary for the staff member to participate. The role of the staff in activity programs is to guide, lead, handle problems, teach, and to control the group;
8. When an altercation develops between youth in a group activity, one staff member moves to control the problem. The other staff member remains on the perimeter of the group to control the group itself;
9. Supplies made of glass, metal, caustic, or medicinal chemicals must be counted at the time of issuance and accounted for at the completion of the program in which they are used;
10. The supplies for an activity should be set out by the staff member before the group arrives in the area where the program is to take place;
11. Rooms are to be inspected daily and materials not permitted within them are to be removed;
12. A supervisor should know how many youth are being supervised and be able to account for the location of each at the end of and during the activity; and

13. It is the responsibility of all staff members to move furniture and material which impede traffic and movement, lend themselves to contraband, or represent an implement for escape.

Safety Room Checks (Title 15, Section 1328)

Policy:

Youth safety room checks are essential and mandated to provide for the safety and security of the youth housed at the Facility. Safety room checks are the direct visual observation of youth while asleep or when in their rooms or dorms. 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 in custody are prone to accidents and irrational and destructive acts. Youth safety room checks are done to ensure youth are safe and in good health.

Procedure:

While youth are asleep or are in their rooms or dorms, youth safety room checks shall be made at irregular intervals not to exceed 15 minutes. Those youth on suicide, special, or medical watch, or on disciplinary restrictions shall be checked at irregular intervals not to exceed 10 minutes. Any youth isolated for any medical reason in their room will be checked at irregular intervals not to exceed 10 minutes. All youth safety room checks shall be logged with the actual time the check is completed and initialed at the time of the check on Youth Safety Room Check Logs posted at the end of each hallway. Youth Safety Room Check Logs are official documents.

At the beginning of each shift a new Youth Safety Room Check Log will be posted at the end of each hallway. Staff shall document the rooms which require 10 minute checks and the reason for the special status. For identification purposes, each staff making youth safety room checks will write their name and initial at the top of the log.

Staff shall record their youth safety room checks to the nearest minute and initial each of their checks. There is a comment section which should be used for special notations. Checks shall be documented immediately upon completion.

All youth safety room checks require direct visual observation. Youth shall not be concealed under their bedding or clothing.

Unit lead staff shall ensure that support staff are aware of their responsibilities to make youth safety room checks. Unit lead staff and a Senior Deputy Probation Officer/Duty Supervisor will periodically review youth safety room checks for accuracy throughout each shift and initial on the log. At the end of the shift the Youth Safety Room Check Log shall be attached to the Unit Shift Report and routed to the Operations Office for review. Unit Shift Reports and Youth Safety Room Check Logs are maintained for storage. Lead Staff shall ensure staff are aware of their responsibilities to make youth safety checks. At the end of the shift, the Youth Safety Room Check Logs shall be attached to the Unit Shift Report and routed to the Senior Deputy Probation

Officer/Duty Supervisor office for review. Unit Shift Reports and Youth Safety Check Logs are maintained for storage.

The Senior Deputy Probation Officer/Duty Supervisor will make unannounced unit checks to identify and deter staff sexual misconduct or sexual abuse and periodically review youth safety check logs 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 shall initial any mistake in documentation. Times are not to be changed or nor is white out to be used to correct a mistake or missed safety room check. The Duty Supervisor will document the mistake or missed youth safety room check and notify administration.

Reports are mandated if the Youth Services Officer documents a late youth safety room check.

1457 SEARCHES
TITLE 15, ARTICLE 5, SECTION 1360
PREA Standard 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. Searches are conducted to maintain and environment as free as possible from any contraband which is prohibited by written rules. Searches will be done by the same gender, searches of transgender and intersex youth shall be conducted in compliance with Title 15, Section 1352.5 and the Kern Crossroads Manual Section 1605.1

Searches will be conducted routinely and on a random basis, however, will not be used for purposes of harassment, discipline, or punishment or to identify a youth's genitalia. Searches should be conducted in a manner that preserves the privacy and dignity of the person being searched. The following types of searches will be conducted at the times indicated:

Search of Person

1. Hand Held Metal Detectors

A search with a handheld metal detector may be performed on any youth returning from visits or off-site transportation. 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.

2. Pat Down Searches

A pat-down search shall be conducted on any youth returning from visits or off-site 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.

All youth returning to the living unit from school will be subject to a pat down search.

3. Body Cavity Searches

Body Cavity searches shall be conducted only with prior Administrative approval, and on upon reasonable suspicion a youth is in possession of a weapon or contraband, as provided in Penal Code Section 4030. The Duty Supervisor must have specific reason to believe the youth is concealing a weapon or contraband before he seeks approval. Documentation is required to substantiate a strip search.

Documentation

Section 4030(i) of the Penal Code requires written documentation prior to body cavity searches. Written documentations should include the following:

1. The time, date, and place of the search.
2. The name and gender of the person conducting the search.
3. A statement of the results of the search (including a list of any items removed from the person searched.
4. A copy of the written prior authorization.
5. Any search warrant required by Section 4030(h) (if applicable)

4. Strip Search:

A strip search is one which requires a person to remove or arrange some or all of his or her clothing so as to permit visual inspection of the underclothing, breasts, buttocks, and genitalia of such person. By law, strip searches are restricted. No youth held in custody prior to a detention hearing on a misdemeanor or an infraction offense, except those involving weapons, controlled substances, or violence, shall be subject to a strip search unless a peace officer has determined there is reasonable suspicion based on specific and articulated 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. Even with reasonable suspicion, no strip search may be conducted without prior written authorization of the Senior Deputy Probation Officer/Duty Supervisor, who shall include the specific facts and circumstances upon which the reasonable suspicion determination was made.

Strip searches are not to be conducted on a routine basis. When necessary to strip search, no physical body contact will be made with the youth during a strip search, specifically the breasts, 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. All strip searches shall be conducted in an area of privacy so that the search cannot be observed by persons not participating in the search. An appropriate area would be in the unit shower with door and blinds closed, or if in the booking area, a bathroom may be used with the door closed. Persons conducting a strip search shall not touch the breasts, buttocks, or genitalia of the person being searched.

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 resident for the sole purpose of determining the resident genital status. If the resident's genital status is unknown, it may be determined during conversations with the resident, 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.

5. 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 are present, to believe such person is concealing a weapon or contraband and that a visual body cavity search will result in the discovery of the weapon or contraband, the Senior Deputy Probation Officer/Duty Supervisor shall contact Administration.

By definition, a physical body cavity search is the physical intrusion into a body cavity for the purpose of discovering any object concealed inside. Only licensed medical staff can perform a physical body cavity search. The Senior Deputy Probation Officer/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 Senior Deputy Probation Officer/Duty Supervisor shall contact Administration before transporting any youth to Kern Medical Center (KMC) for a physical body cavity search. The persons who accompany the youth to KMC shall ensure KMC staff performs the physical body cavity search in an area of privacy so the search cannot be observed by persons not participating in the search.

6. Visitor Searches

The Larry J. Rhoades Kern Crossroads Facility 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 by metal detector and/or pat-down technique. 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 that no pattern can develop which might aid a youth to hide contraband. Interior perimeter checks will be conducted each shift to attempt to control contraband being placed inside the secure perimeter of the institution grounds.

1. Room Search

Search of a youth's room 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 room exists, the youth should be removed from the area until the search has been completed.

Staff, upon entering the room, should get a mental picture of the room and its contents. 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.

2. Living Unit Searches

A living unit or facility search involves much the same principle as room 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 contraband items may only develop into mere confiscation of the items. In any event, the items should be noted on a report to the Senior Deputy Probation Officer/Duty Supervisor. In those cases where dangerous weapons or hint of escape is

evident, an immediate report should be made to the Senior Deputy Probation Officer/Duty Supervisor and a follow up investigation conducted. Items such as drugs, weapons, or any material that might be illegal should be immediately confiscated. The Senior Deputy Probation Officer/Duty Supervisor shall be contacted as soon as possible to ensure chain of evidence is followed.

References: Prison Rape Elimination Act, Juvenile Facility Standards Section 115.315

Goldenrod Section

1460 CRIME SCENE PRESERVATION POLICY and PROCEDURE
TITLE 15, ARTICLE 8, SECTIONS 1452 and 1453

Policy:

Larry J. Rhoades Kern Crossroads Facility 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 - Line Staff/Floor Supervisor

1. Whenever an incident has occurred within the Facility or on the grounds of Crossroads, which could be treated as a crime, responding staff shall ensure the following:
 - A. Suspect(s), victim, and witnesses shall be segregated. Do not allow youth to return to their room if this is the crime scene.
 - i. Suspect(s) and victim(s) will not be allowed to shower/clean up.
 - ii. The Floor Supervisor shall inform the Senior Deputy Probation Officer/Duty Supervisor who will notify the Assistant Division Director/Director of the incident.
 - iii. The scene shall be secured and all evidence left as is.
 - B. The scene shall be roped off or, if possible, the doors locked.
 - C. One staff will be assigned to secure the crime scene and remain there until relieved.
 - 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.
 - i. No one shall enter the crime scene until the investigator arrives.

Responsibilities – Senior Deputy Probation Officer/Duty Supervisor

1. Ensure that the previously mentioned steps have been taken;
2. Discuss the incident with the Assistant Probation Division Director or the next person in the chain of command if the Assistant Probation Division Director is not available and determine if the incident is of a nature that the Kern County Sheriff's Detective Division needs to be called in;
3. If outside law enforcement is not called in; take steps to clear the scene, bag and preserve evidence, and ensure appropriate reports are submitted;

4. 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 and/or witness; and
5. If applicable, call the Kern County Sheriff's dispatcher and request the Detective Division or Patrol Sergeant, if after normal working hours.

Responsibilities - Assistant Probation Division Director

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

1465 YOUTH SAFETY and DORM CHECKS and SUPERVISION
TITLE 15, ARTICLE 3, SECTION 1328
PREA Standard 115.313

Policy

Room checks are essential and mandated to provide for the safety and security of the youth housed at the facility. Dorm checks are the direct visual observation of youth while asleep or when on 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

Room checks are done to ensure youth are safe and in good health.

Procedure

While youth are asleep, confined to their bunks, on bed rest or in their room, room checks shall be made at random or varied intervals at a minimum of every 15 minutes. During the graveyard shift, visual checks of each youth and a count of the total unit population are to be made at random or varied intervals at a minimum of every 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 room checks require direct visual observation. Youth shall not be concealed under their bedding or clothing.

All room checks shall be logged and initialed at the time of the check on Youth Safety Room Check Log forms. There is a comment section that should be used for special notations. Youth Safety Room Check Log forms are official documents.

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

Late and/or inaccurately document Youth Safety Room or Dorm Room checks may be subject to disciplinary action. Upon discovery the assigned Senior Deputy Probation Officer/Duty Supervisor may request from the staff(s) a written report utilizing the Report Request form. Staff shall not initiate writing a report prior to receiving a directive. 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.

The Senior Deputy Probation Officer/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.

1465.1 DIRECT SUPERVISION

Policy

At times it is necessary to provide one-on-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 him or herself, 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 which could result in serious injury.

Procedure

Responsibilities - Unit Lead Staff

1. Notify the Senior Deputy Probation Officer/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 Safety 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, mental health counseling, nurse visit.
4. Notify Mental Health as soon as possible and submit a written referral.
5. Contact Medical staff if the youth has sustained any injuries.
6. Keep the Senior Deputy Probation Officer/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 Senior Deputy Probation Officer/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 should not be reading, writing or performing any other activity which would distract from observing the youth.
2. Limit conversation and comments to the youth to his or her behavior and program, if applicable, and as directed by lead staff. Avoid getting involved in discussions about institution operations, staff or yourself.
3. 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 which would distract from observing the youth.
2. Limit conversation and comments to the youth to his or her behavior and program, if applicable, and as directed by lead staff. Avoid getting involved in discussions about institution operations, staff or yourself.
3. 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.

4. 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.
5. Document youth's behavior.
6. Keep Senior Youth Services Officer/Lead Staff informed of the youth's behavior, changes in behavior or health and any other pertinent information.
7. Request assistance as needed.

Senior Deputy Probation Officer/Duty Supervisor

1. Keep in touch with lead staff and provide support as needed.
2. Initiate use of restraints as needed. (See Section 1645 – Use of Restraints)
3. Respond and assess the behavioral and physical status of the youth as soon as possible.
4. Confer with 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.

References: Prison Rape Elimination Act, Juvenile Facility Standards Section 115.313

**1500 EMPLOYEE SAFETY and ACCIDENT PREVENTION
TITLE 15, ARTICLE, SECTIONS 1323 and 1325**

General Safety

See Kern County Probation Department Administrative Manual Section 1506.

Safety for All Personnel

The Occupational Safety and Health Act of 1970 requires employers to provide staff with a safe place to work which is free from hazards that might injure, disable or kill. Quarterly safety inspections and meetings with staff will be held to ensure a safe work environment and to train and update staff on safety issues.

Employees must:

1. Obey all safety rules;
2. Ask for assistance if unsure of proper safety procedures;
3. Correct or report unsafe conditions;
4. Use proper protective clothing and equipment for the job;
5. Immediately report accidents to the Senior Deputy Probation Officer/Duty Supervisor and, if 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 and use it correctly and safely;
8. Refrain from horseplay on the job;
9. Keep your work area clean; and
10. Attend mandatory quarterly safety meetings.

Qualifications for Duty

Personnel shall be mentally and physically fit for the work assigned. Should any employee believe that he is unable to perform their assigned work safely the Senior Deputy Probation Officer/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.

Safety Meetings

Quarterly 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, for three (3) years. The Crossroads Safety Officer will coordinate the meetings and ensure proper documentation.

Senior Deputy Probation Officer's

The Senior Deputy Probation Officer will schedule a unit meeting with their assigned employees, including extra help.

The agenda may include:

1. Current safety memos and new information.
 - A. The information will be provided by the Division Director/Designee
2. Review of all accidents in past quarter.
 - A. The information will be provided by the Division Director/Designee
3. Review of monthly and quarterly inspections.
4. Training
 - A. The material will be determined by the needs of the facility.
5. The Senior Deputy Probation Officer will provide the Safety Officer with the notes and roll from each of the safety meetings.
 - A. The Safety Officer will then give the documents to Admin Liaison who will maintain the records for all safety meetings for no less than three (3) years.

Probation Division Director

1. The Probation Division Director/Designee will provide the Senior Deputy Probation Officer's and Safety Officer with the current safety memos, news, and reports of accidents addressed in the Kern County Probation Department's Safety Committee meetings.

Annual Safety Meeting:

All employees will attend an annual safety meeting which will be held in conjunction with a quarterly safety meeting. Records shall be kept of the meeting, along with attendance rolls, for

three (3) years. The Safety Officer will coordinate the meetings and ensure proper documentation.

Senior Deputy Probation Officer's

The Senior Deputy Probation Officer's will schedule a unit meeting with their assigned employees, including extra help.

1. The annual Agenda may include:
 - A. Quarterly Agenda items;
 - B. Location of SDS sheets and how to read them; reporting exposures well;
 - C. Fire extinguisher use and location; and
 - D. Disaster/emergency evacuation procedures.
2. The Senior Deputy Probation Officer's will provide the Admin Liaison with notes and the roll from each of the safety meetings who will maintain the records for all safety meetings for no less than three (3) years.

Probation Division Director

1. The Probation Division Director/Designee will provide the Senior Deputy Probation Officer's and Safety Officer with the current safety memos, news, and reports of accidents addressed in the Kern County Probation Department's Safety Committee meetings.

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. Investigates and reports on all major accidents; recommends appropriate preventative measures to contain and prevent them;
7. Assist administration in orientation, training development, and performance appraisals;

8. Post evacuation plans and coordinate evacuation drills; and
9. Maintain records for safety orientation, training, drills, and inspections.

Housekeeping

1. Work areas must be kept clean and free of debris. Suitable containers shall be provided for trash and waste;
2. Floors, aisles, stairwells, and walkways shall be kept free of liquids, spills, obstructions, and other hazards which could cause slipping or tripping. Exits shall be kept clear at all times;
3. Storage is prohibited within 18" of fire sprinklers in the ceiling, and within 24" ceilings without fire sprinklers; and
4. Heavier items should be stored on lower shelves with lighter items stored on the upper shelves. Spray bottles will have the manufacturers label attached indicating the contents. Labeled bottles will contain only that which is indicated on the label.

1502 FIRE and LIFE SAFETY PLAN
TITLE 15, ARTICLE 3, SECTIONS 1323, 1325

Policy

A fire prevention plan, monthly fire and life safety inspections by Kern Crossroads Facility staff, and required 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

The Larry J. Rhoades Kern Crossroads Facility is constructed so as to be practically fireproof (concrete, plaster, metal, and steel sash). Flammable items include furniture, bedding, wooden doors, cabinets, paint, etc. A complete structural fire is unlikely. The chief danger in any fire is smoke inhalation and its restriction of oxygen, causing panic, and/or emotional stress. The combination of tight quarters and the physical restrictions of Larry J. Rhoades Kern Crossroads Facility make suffocation and physical injury a major concern.

Procedure

Fire extinguishers are located in all Kern Crossroads Facility units (either behind the counter or in the staff office). Additional fire extinguishers are located in the Main Laundry, Main Kitchen, Operations Office, Control/Booking Area, Administration, Medical Hallways, and Kern Crossroads Facility's Redwood High School. 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 living units and the Larry J. Rhoades Kern Crossroads Facility School following the procedures outlined in Section 1505.1 of 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 Main Kitchen, 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 youth 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 (see plan); and
5. The Senior Deputy Probation Officer/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 Larry J. Rhoades Kern Crossroads Facility, which is severe enough to render one or more units uninhabitable, the following plan of action will take effect:

Youth will be dispersed to temporary housing in other units, utilizing dayrooms, and visiting rooms to set up beds. Mattresses and bedding that are useable will be salvaged from the damaged unit, and additional bedding and beds will be brought in from the warehouse as needed.

If additional housing space is required, the main kitchen dining room and any existing classroom can temporarily be utilized.

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 O.S.S in an accessible cabinet in the supply storeroom.

In the event an emergency leaves the Facility with a water shortage, water for drinking and cooking may be obtained from the following sources:

Warehouse - a minimum of 100 gallons of bottled water is to be maintained at all times.

Hot water heaters:

Location	Capacity (GAL)	Location	Capacity (GAL)
Administration	100	Kitchen	125
Education Building	60	Laundry	125
Pod 1	250	Pod 3	250
Pod 2	250		

Fire Safety Inspections (Title 15, Article 3, Section 1323)

Monthly Inspections:

Monthly unit inspections are conducted by the area Supervisor and include fire safety/prevention. An inspection checklist covering cleanliness and fire/safety hazards are completed with each inspection and forwarded to Administration to be filed by the Kern Crossroads Facility Administrative Office and retained for at least three years.

In addition, the Safety Officer will inspect all fire extinguishers monthly to ensure proper working order. Inspection records will be forwarded to the Probation Department Safety Officer.

Two Year Inspections:

Every two years the Division Director or Safety Officer will contact the State Fire Marshall to make an inspection pursuant to Health and Safety Code Sections 13146.1(a) and (b).

Fire Suppression Pre-Plan

The Kern County Fire Department, Station #61, in cooperation with the Larry J. Rhoades Kern Crossroads Facility Administration, conducts a fire suppression pre-plan walk-through at least annually. The Fire Department plan includes a First Alarm response and the proper positioning of firefighting equipment in the event of a fire at the Larry J. Rhoades Kern Crossroads Facility.

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. This includes 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.; and
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.

Monthly Fire Drill:

Unit:	Time of Response:
A-wing	
B-wing	
C-wing	
D-wing	
E-wing	
F-wing	
Administration	
Kitchen	
Laundry	
Grounds	
Medical	
PTC	

Location and Number of Fire Extinguishers

Main Kitchen	2	Administration Lobby	1
Laundry	1	School Administration	1
Warehouse	1	Security Transport Office	1
A-Wing	1	School Room #1	1
B-Wing	1	School Room #2	1
C-Wing	1	School Room #3	1
D-Wing	1	School Room #4	1
E-Wing	1	School Room #5	1
F-Wing	1	School Room #6	1
Duty Supervisor Office	1	School Room #7	1
Administration Building	2	Crossroads Kitchen	2

1505 EMERGENCY OR DISASTER 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 youths, 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.

Fire

See Manual Section 1502.

Floods

The geographical location of the Larry J. Rhoades Kern Crossroads Facility and the weather pattern of Kern County make the possibility of flooding very unlikely.

Earthquakes

There is a strong likelihood that Kern County will suffer a major earthquake sometime in the foreseeable future. Advance preparations are crucial to surviving a large earthquake. If an earthquake strikes, the following procedure should be followed:

1. Youth inside the Facility who are in or out of their rooms should be instructed to stand flat against the metal room doors until further advised, since large ceiling areas can be dangerous;
2. Youth who are in their rooms should not be allowed out unless self-injury is occurring, especially in the case of hysteria;
3. Youth should be reassured verbally and with confident, decisive actions and demeanor;
4. Contact the Senior Deputy Probation Officer/Duty Supervisor, report damage and injury, and determine whether or not help is needed at other locations. Staff should remain in assigned areas, if safe, unless directed otherwise. If the building is determined to be unsafe, youth should be immediately evacuated to a secure, open area; and
5. Youth who are outside during an earthquake should be directed into the open away from buildings, trees, walls, and power lines. Buildings should not be entered until it is safe to do so.

Enemy Attack or Other Emergencies Not Listed

The welfare and safety of the youth are the prime considerations in the event of any emergency, and security is secondary. The decision to evacuate the Facility or release youth lies with the

Director; however, the Senior Deputy Probation Officer/Duty Supervisor who is in charge of the Institution may exercise discretion to evacuate the facility or release youth.

Disaster Preparedness and Civil Disorders

In the event of disaster arising from natural causes such as earthquakes, floods, etc., or in the event of a civil disorder, all Probation sworn members shall place themselves at the disposal of the Chief Probation Officer to assist in any capacity in the restoring and maintaining civil order. Sworn staff shall be prepared to be placed under the jurisdiction of those governmental agencies that have primary responsibility at such times, such as Fire Departments, Police and Sheriff's Departments, National Guard, etc. In such cases Probation participation shall be coordinated by the Chief Probation Officer, who shall give priority to the protection of Court youth and other youth in the physical custody of the Probation Department.

Power Outage

In the event of a power failure the generator will activate and provide emergency electricity. All units have lanterns, flashlights, and batteries on hand.

The following procedure should be observed:

1. Maintain communication among the units with the HT or cellular phone if the telephone is inoperative;
2. Secure all youth as quickly as possible in their room, and then contact the Senior Deputy Probation Officer/Duty Supervisor for further instruction;
3. The Senior Deputy Probation Officer/Duty Supervisor should follow notification of chain of command outlined. The person contacted will determine if additional Administrators need to be informed;
4. The Senior Deputy Probation Officer/Duty Supervisor will contact PG&E to determine the length of the power outage;
5. The Senior Deputy Probation Officer/Duty Supervisor will log the date and time of the power outage, write an incident report, and ensure all units affected by the power outage submit a report also; and
6. In the event the power outage affects only certain areas of the Facility, General Services should to be contacted immediately.

1505.1 Evacuation Procedures

In the event an emergency situation necessitates evacuation from the Facility, the following procedures must be followed:

1. All youth should be evacuated to a safe location as quickly and safely as possible according to established and practiced procedures; and
2. Normally, the basketball slab will be the safest location.

In case of fire, additional procedures listed below should be followed:

1. Advise the Senior Deputy Probation Officer/Duty Supervisor of the nature, location and extent of the fire;
2. The Senior Deputy Probation Officer/Duty Supervisor shall notify 911, Fire Department (and the person in charge of the Facility at the time of the incident). Administration must always be notified (refer to the Emergency Notification Policy). Once the situation is under control, the person in charge of the Facility at the time of the incident is responsible for such notification; and
3. Staff should evaluate the situation and, if feasible and without risking personal safety, attempt to extinguish the fire. Fire extinguishers are available in each unit and other designated areas throughout the Facility.

Basic Evacuation Procedures For All Wings:

1. Youth will line up quietly at their wing's safest exit. Wing staff will determine which exit to use;
2. Youth will take their blankets with them when exiting the wings;
3. Youth will exit quietly and assemble on the Crossroads slab in regular wing and squad formation;
4. Staff will bring the following items when evacuating from the wings:
 - A. First aid kit
 - B. The wing grade sheet
 - C. The youth's program cards
 - D. Hand-held radio
 - E. Handcuffs, pepper spray, latex gloves
 - F. Flashlight
 - G. Inhalers for designated youth.

5. The last staff member in the wing will check all the sleeping rooms and other rooms such as the janitor room, showers, and bathrooms to make sure all youth are out and then proceed to the assembly area; and
6. A head count will be done once the youth are on the slab. Wing staff will notify the Senior Deputy Probation Officer/Duty Supervisor or Floor Supervisor of the results of the count.

Exit Routes

A-Wing (See map)

1. Primary exit route - Assemble youth in the dayroom. Exit the west door to the sidewalk, turn right, and go to the basketball court.
2. Secondary exit route - If the west door is blocked, proceed to the north door of the dayroom, exit the unit to the sidewalk, and go north to the basketball court.

B-Wing (See map)

1. Primary exit route - Assemble youth in the dayroom. Exit the west door to the sidewalk, turn right, and go to the basketball court.
2. Secondary exit route - If the west door is blocked, proceed to the south door of the dayroom, exit the unit to the sidewalk, and go north to the basketball court.

C-Wing (See map)

1. Primary exit route - Assemble youth in the dayroom. Exit the west door to the sidewalk, turn right, and go to the basketball court.
2. Secondary exit route - If the west door is blocked, proceed to the north door of the dayroom, exit the unit to the sidewalk, and go north to the basketball court.

D-Wing (See map)

1. Primary exit route - Assemble youth in the dayroom. Exit the west door to the sidewalk, turn right, and go to the basketball court.
2. Secondary exit route - If the west door is blocked, proceed to the south door of the dayroom, exit the unit to the sidewalk, and go north to the basketball court.

E-Wing (See map)

1. Primary exit route - Assemble youth in the dayroom. Exit the north door to the sidewalk, turn right, and go to the basketball court.
2. Secondary exit route - If the north door is blocked, proceed to the east door of the dayroom, exit unit to the sidewalk, and go north to basketball court.

F-Wing (See map)

1. Primary exit route - Assemble youth in the dayroom. Exit the north door to the sidewalk, turn right, and go to the basketball court.
2. Secondary exit route - If the north door is blocked, proceed to the west door of the dayroom, exit the unit to the sidewalk, and go north to the basketball court.

Dining Room, Kitchen, Laundry, Warehouse (See map)

1. Primary exit route - Assemble youth in the dining room. Exit the southeast or southwest doors to the sidewalk, turn left, and go to the basketball court.
2. Secondary exit route - If the southeast or southwest doors are blocked, proceed to the east door of the kitchen, exit to the sidewalk, and go east to the basketball court.

Administration Building (See map)

1. Primary exit route - All Administrative staff, transportation staff, nurses, office staff, mental health staff, and others present shall report to the receptionist area and proceed to the east door, exit the building, and go to the sidewalk that circles the quad area. Once there, the highest-ranking Larry J. Rhoades Kern Crossroads Facility staff will make sure that all personnel are accounted for and will then assign staff to help supervise youth, make notifications, and other assignments as necessary.
 - A. The Senior Deputy Probation Officer/Duty Supervisor, when leaving the Operations Office, shall bring all keys that are pertinent to the Facility. He will check all the Administrative offices, bathrooms, and other areas before leaving the building;
 - B. The transportation officer and security transport staff, when leaving the Administration building, shall bring the keys to all of the vehicles and turn them over to the Senior Deputy Probation Officer/Duty Supervisor for emergency transportation purposes;
 - C. The nursing staff, with first aid medical supplies, will report to the Senior Deputy Probation Officer/Duty Supervisor for assignments as necessary; and
 - D. All youth in the Administrative area will be transported, along with other evacuees, to the quad area and then sent to the basketball court and their assigned wing.
2. Secondary exit route - All persons will assemble in the receptionist area and exit the west door to the parking lot. Once assembled, the highest-ranking Larry J. Rhoades Kern Crossroads Facility staff will account for all personnel and then disburse staff as needed.
 - A. Any youth that exit the Administrative building to the parking lot will be immediately

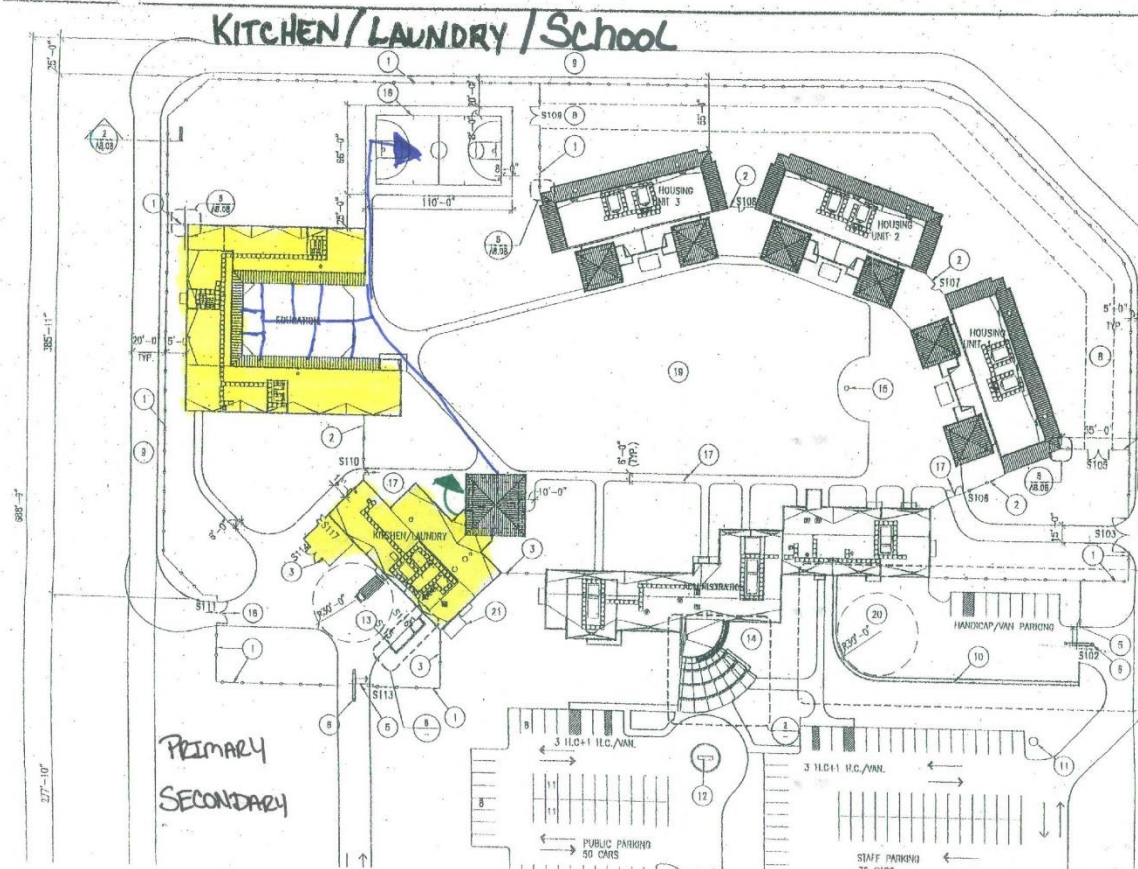
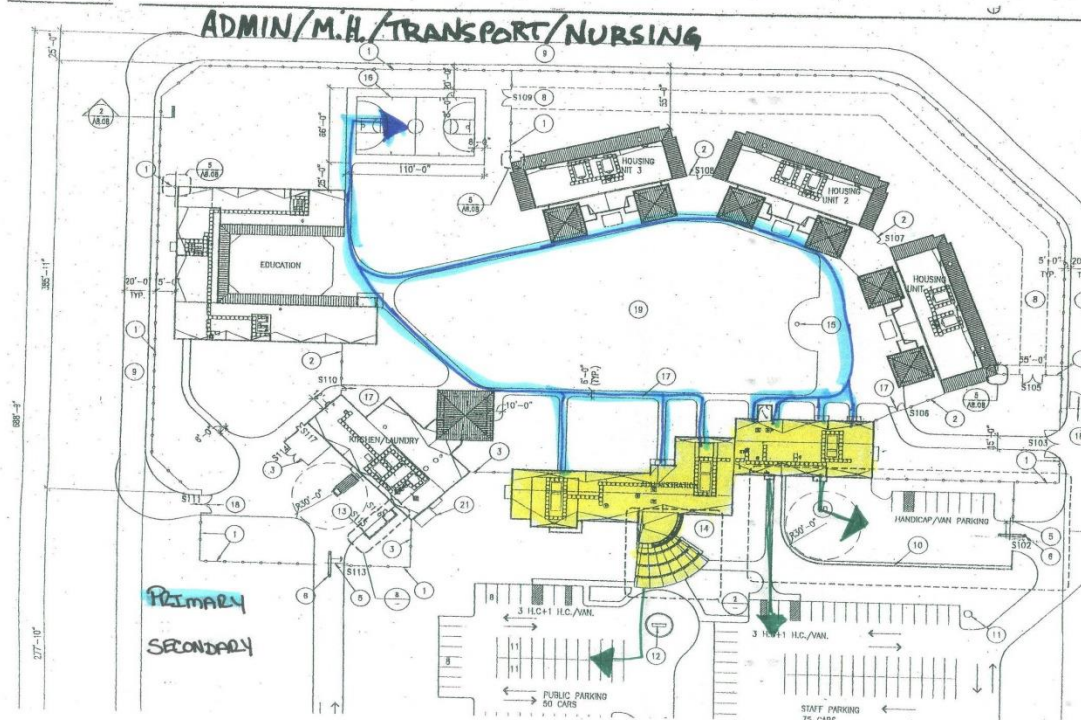
transported, via the safest outlet, directly to the basketball court and their assigned wing.

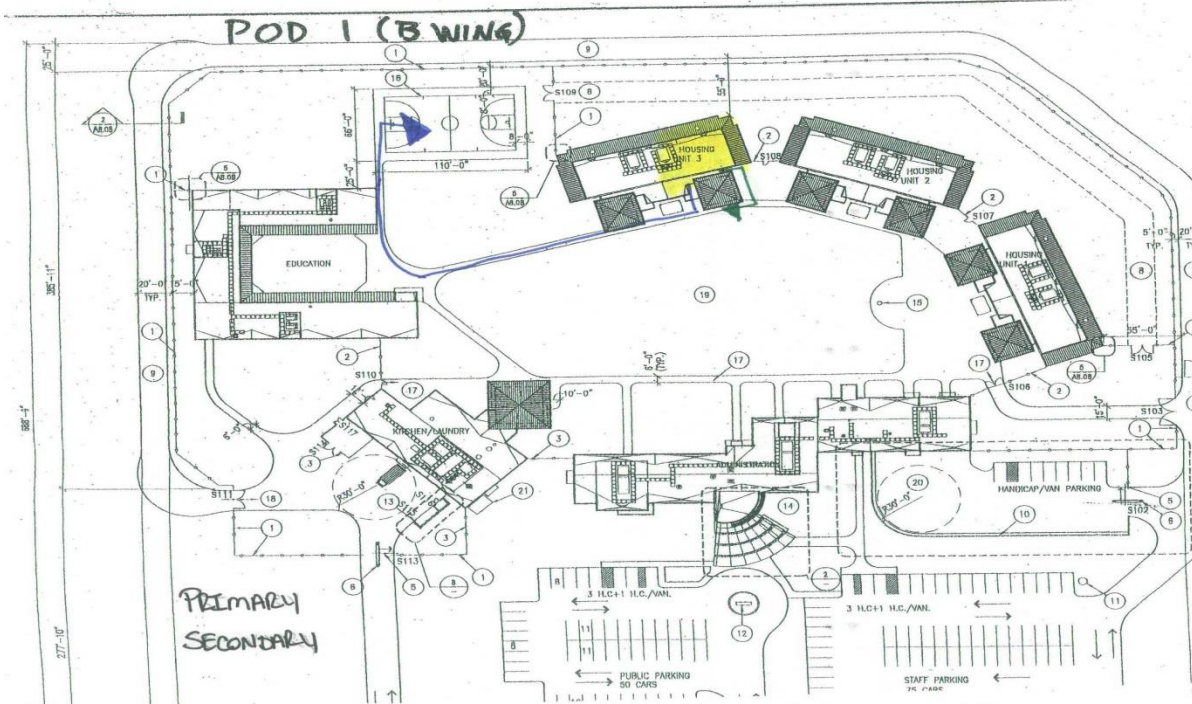
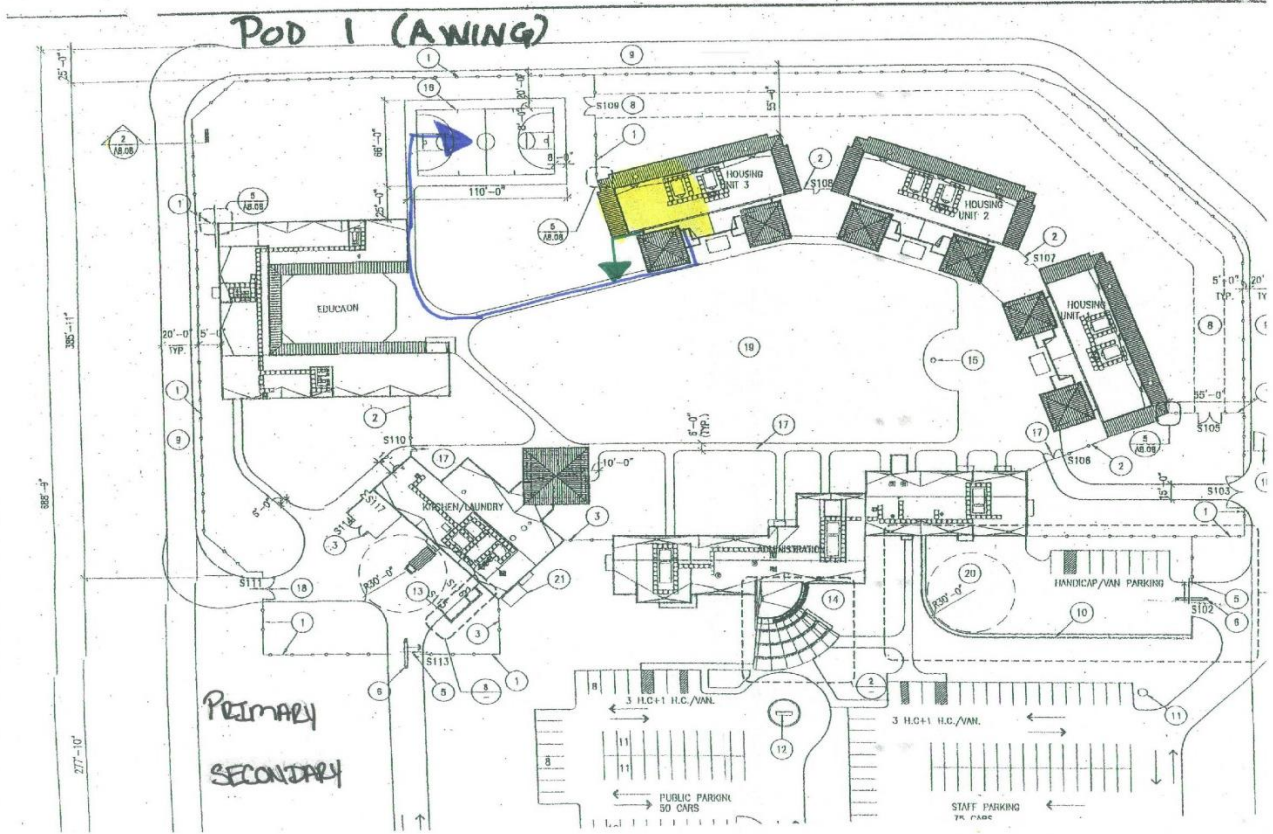
Crossroad's Redwood High School (See map)

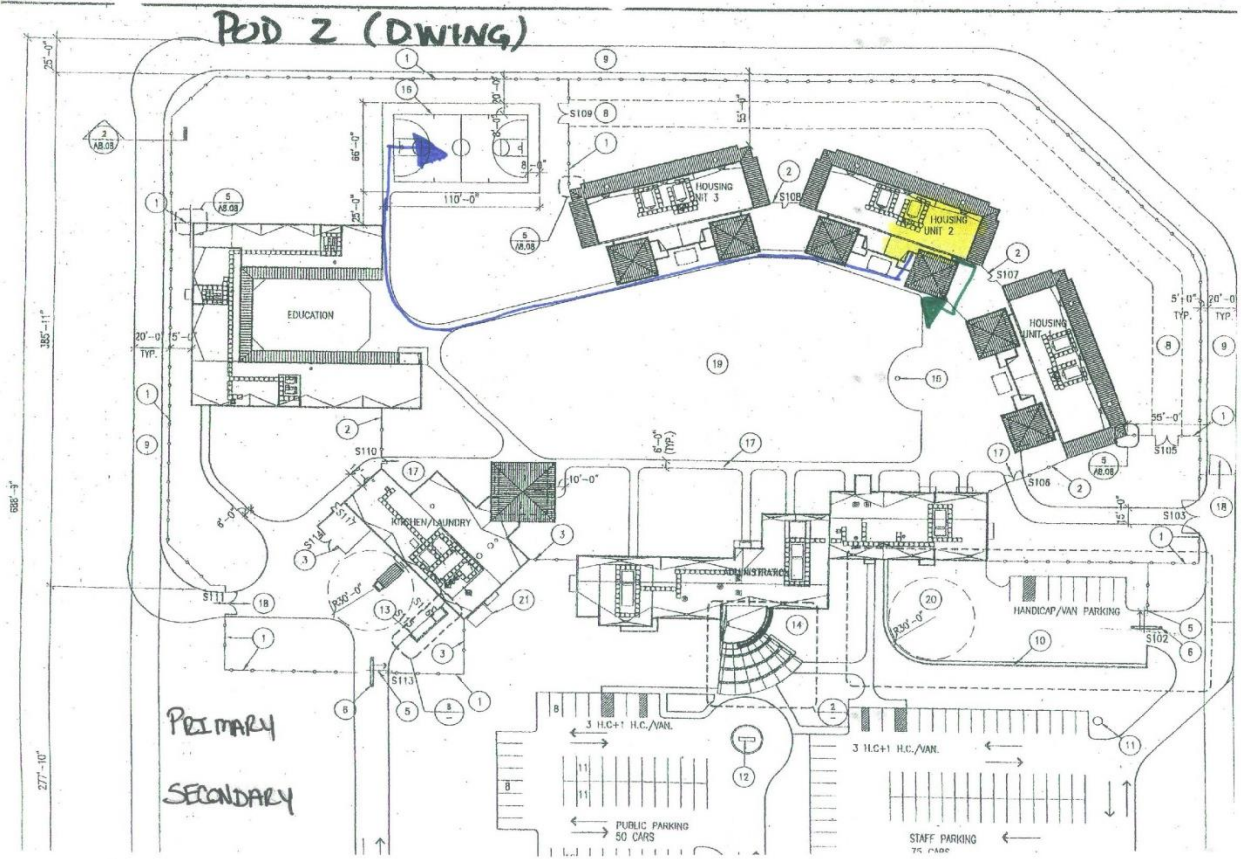
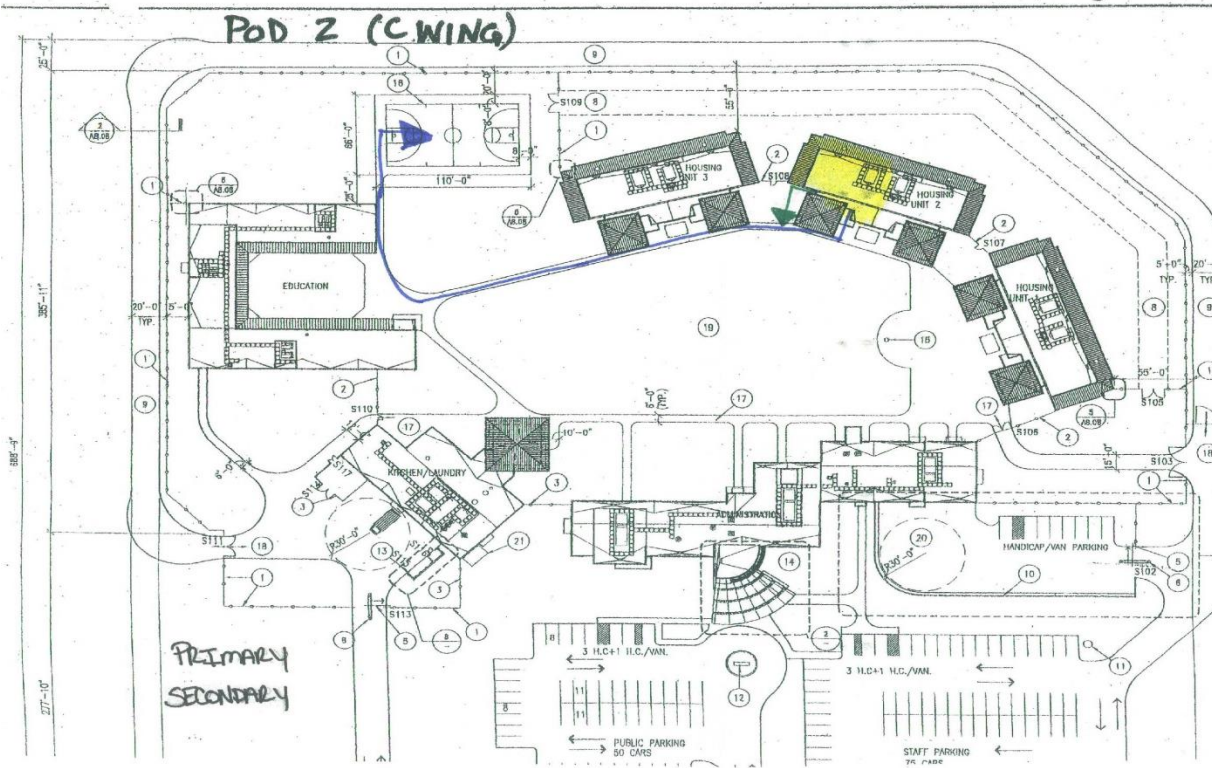
1. Primary exit route - All youth will line up, single file, exit their respective classrooms, and go toward the school ramp. They will then proceed south to the quad sidewalk, turn left, and proceed to the basketball court.
 - A. During school hours when youth are present, the Larry J. Rhoades Kern Crossroads Facility staff working the School Coordinator position will be in charge of the evacuation from the school area.

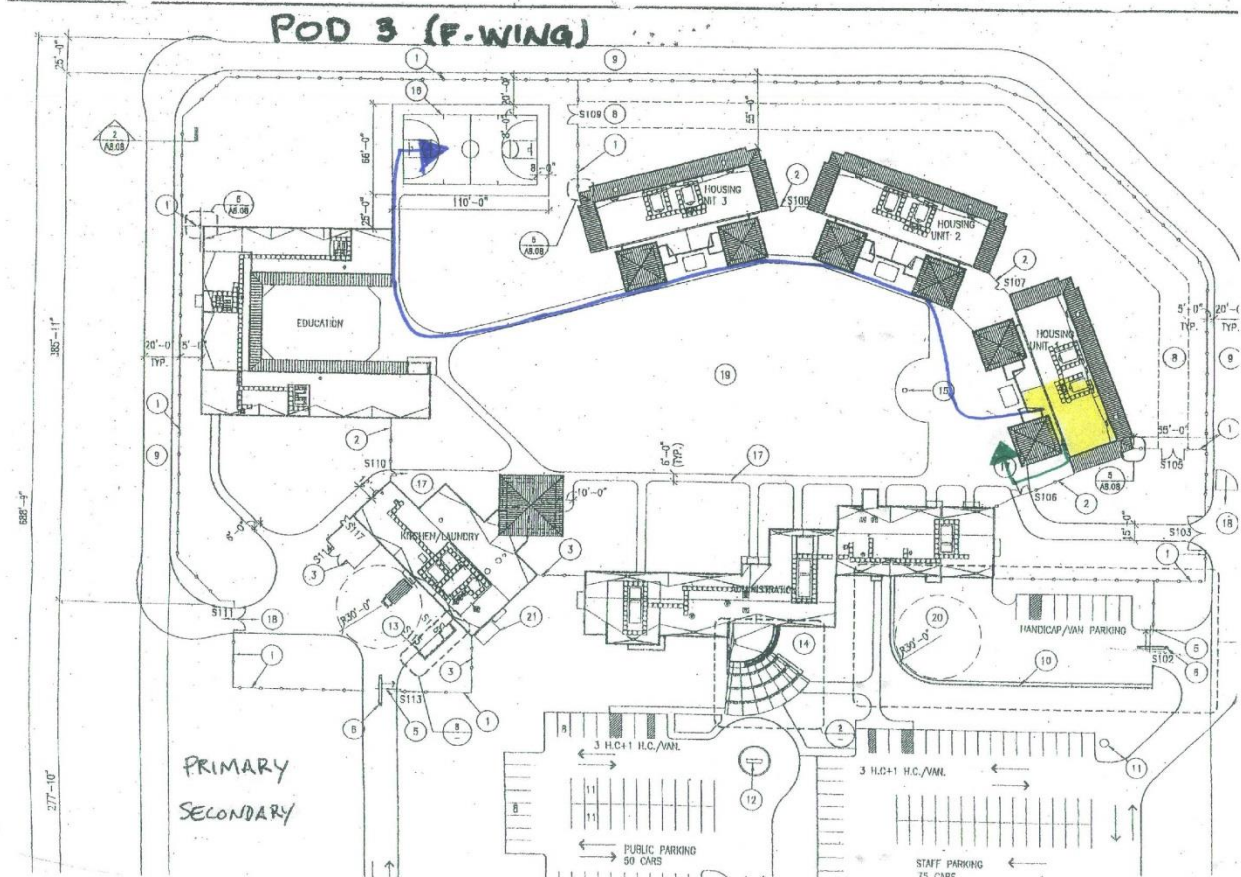
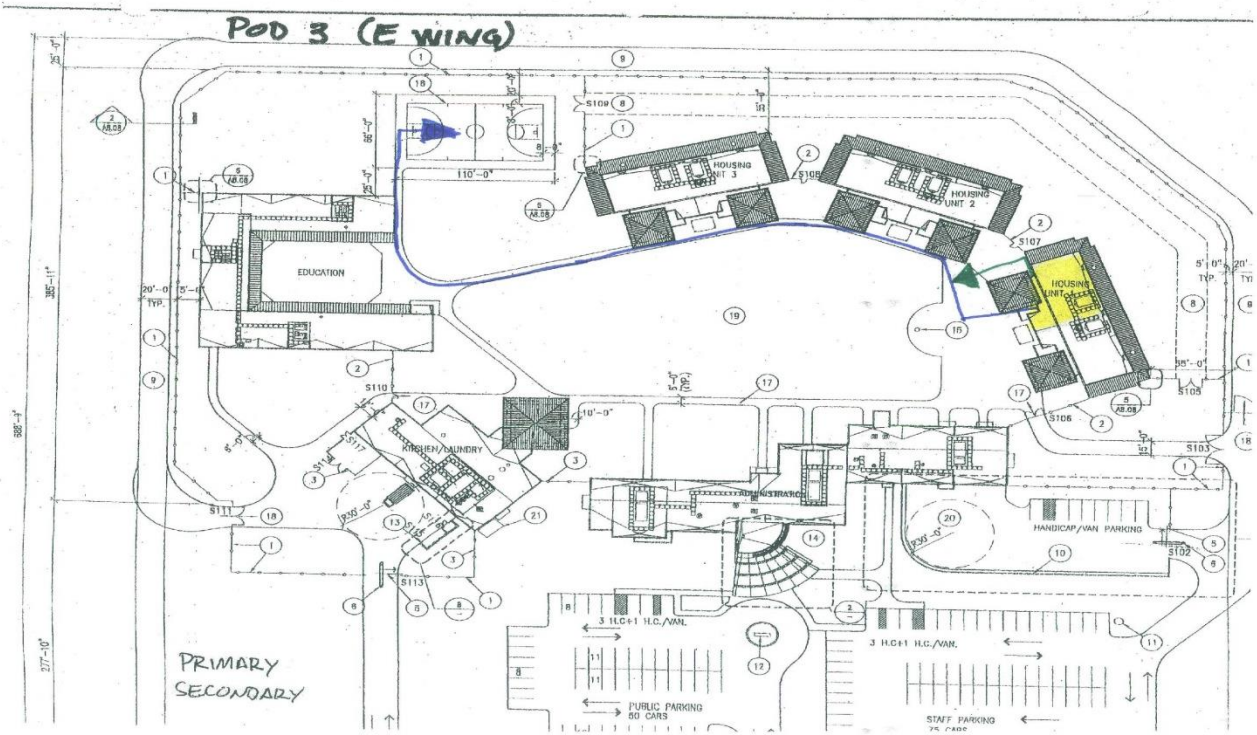
Fire - Emergency Drills

1. All wings will practice emergency evacuation every month. Documentation of these drills will be completed by Security Transport staff and maintained in the operations office.
 - A. Each wing will evacuate according to their emergency evacuation plan.
 - B. Report their head count to the Senior Deputy Probation Officer/Duty Supervisor.
2. Each Larry J. Rhoades Kern Crossroads Facility classroom will review earthquake procedures and conduct monthly drills. The Crossroad's Redwood High School Principal will establish monthly emergency drills and evacuation procedures.









1506 Emergency Housing Due To Fire or Earthquake

In the event of a fire or earthquake at the Larry J. Rhoades Kern Crossroads Facility which is severe enough to make housing of the youth at the Facility impractical, the following plan of action will take effect:

The Senior Deputy Probation Officer/Duty Supervisor will notify the Probation Division Director and Assistant Probation Division Director. Arrangements to release youth from the Crossroad's Facility should be coordinated with the assigned Deputy Probation Officer. A review committee consisting of a Facility Manager, Senior Deputy Probation Officer/ Duty Supervisor, Senior Youth Services Officer, assigned Deputy Probation Officer, and Mental Health will determine which youth are to be released and whether they will be placed on the Electronic Monitoring Program or Furloughed. Those youth who cannot or should not be released will be held temporarily at the Youth Detention Center or the Juvenile Treatment Center.

1509 ACTIVE SHOOTER AND TERRORIST ATTACKS PROCEDURES

TITLE 15, ARTICLE 3, SECTION 1327

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.

Objective:

To assist Supervision Staff in responding to an active shooter.

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" in order to minimize the number of victims. Your job is to direct and help minimize where possible the killing of the youth and staff.

Alert:

1. Upon discovery of an active shooter situation, *as soon as possible* and when safe to do so notify law enforcement via radio by adjusting channel to Prob Chanel on Control 1 and/or calling 911. The radio will be in the Duty Supervisor Office already on the correct channel to Metro Dispatch. Provide clear announcement on the radio of Active Shooter

and the location. Information to the Prob Channel on Control 1 should provide the following information:

- a. Description of suspect(s) and possible location
 - b. Number and types of weapons
 - c. Suspects direction of travel
 - d. Location and condition of any victims
 - e. Provide the location for responding officers to access the facility.
2. Youth Services Officer, Deputy Probation Officer or Administrator in charge will meet and guide responding law enforcement if possible and appropriate. The goal of law enforcement is to locate, isolate and neutralize the shooter as quickly as possible to prevent additional deaths or injuries. Keys to the facility will be given to law enforcement upon request from the Duty Supervisor key-control are, or from individual staff if necessary.

Potential Response:

A. RUN: Evacuate If Possible

- 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.
- Leave your belongings behind.
- Keep your hands visible to law enforcement.
- Take others with you, but do not stay behind because others will not go.
- Notify Metro 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.

B. HIDE: Hide silently in as safe a place as possible

- If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person's view.
- Choose a hiding place with thicker walls and fewer windows, if possible.
- Lock doors and barricade with furniture, if possible.
- Turn off lights.
- Silence phones, radios and turn off other electronics.
- Close windows, shades and blinds, and avoid being seen from outside the room, if possible.

- 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.

Remain in place until you receive an “all clear.”

C. FIGHT: Take action to disrupt or incapacitate the shooter

- As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
- Attempt to incapacitate or disrupt the actions of the shooter.
- Act with physical aggression toward the shooter.
- Use items in your area such as fire extinguishers or chairs.
- Throw items at the shooter if possible.
- 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 sounded. 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.

Administration Building:

If you cannot run away from the threat, barricade yourself into one of the many offices and keep as quiet as possible. Turn down any radios or cell phones and turn off any audible equipment (radio, TV, IVMS viewing station monitor, etc.).

Intake/Medical:

If there are youth in the Intake Rooms/Medical Rooms tell them to lay down on the ground out of view of the window and remain quiet.

If you are able to move out of the building with the youth. (i.e. the shooter is shooting in the opposite direction or in a different Wing have the youth go out the West ST Door and out the ST Gate to a safe distance.)

Sequoia, Sierra, and Yosemite Pods:

All three locations are two-tiered, individual living rooms. They have four doors out of the Pods. Staff should:

- a. If the youths are in their rooms, tell them to lay down on the ground in their rooms and be quiet.
- b. If the youth are out of their rooms then contain them all in one to two rooms if possible (ie the storage room, utility closet or the laundry room) and lock the door behind you. Once inside, lock the doors behind you. Tell all youth to lay/sit down on the ground and remain quiet.

- c. Turn your radio down and await an all clear to be sounded.

Redwood High School:

- a. Tell all youth to run and hide, directing them away from the shooting.
- b. Once out of the location and away from the shooting gather as many youths as possible and hide.
- c. Turn your radio down and await an all clear to be sounded.

Kern Crossroads has many locations away from the main area and entrances. If you are located at grounds area, warehouse/delivery area, Dining Hall, learning center, maintenance office and the Active shooter announcement is broadcast hide with your youth. Find a spot away from the shooting behind a locked door, between buildings, upper or lower boiler/storage rooms or in the field and await an all clear to be sounded. Remain in a safe area of the parking lot until the situation is under control

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 and thereby dictate alternative actions.

The Senior Deputy Probation Officer(SDPO) or Highest-ranking Officer at Crossroads 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 each 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.

SYSO or Acting Floor Supervisor:

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
- 6.

YSO/EH:

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
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 and Crossroads
4. Keep Deputy Chief and Chief apprised of situation
5. Upon arrival at Command Post assume control of the incident.

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 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 officer 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.

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 Control 1.

1510 CIVIL DISTURBANCES and RIOT PROCEDURES
TITLE 15, ARTICLE 3, SECTION 1327

Youth Disturbances

Youth Services Officers or other staff present shall take immediate steps to quell youth disturbances such as peer friction and defiance. If a group of youth is involved, all shall be immediately moved back to their rooms and the Senior Deputy Probation Officer/Duty Supervisor notified. With approval of the Senior Deputy Probation Officer/Duty Supervisor, the youth involved may be placed on restriction or Room Confinement, as necessary. Involved staff shall make an immediate verbal report of the incident to the Senior Deputy Probation Officer/Duty Supervisor and Facility Administration 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 Senior Deputy Probation Officer/Duty Supervisor or Larry J. Rhoades Kern Crossroads Facility Administration shall dispatch personnel to the area of the disturbance. If necessary, the Senior Deputy Probation Officer/Duty Supervisor or Crossroads Administration will contact the Kern County Sheriff's Office for assistance;
3. After the disturbance has been controlled, the participants shall be separated, confined to rooms, and placed on restriction;
4. The appropriate staff shall make a verbal report to the Senior Deputy Probation Officer/Duty Supervisor and Larry J. Rhoades Kern Crossroads Facility Administration and, as soon as possible, but not later than the end of the shift, prepare a detailed incident report. A thorough investigation will be conducted by the Senior Deputy Probation Officer/Duty Supervisor as soon as practical with a follow-up report;
5. All written reports shall be reviewed by Larry J. Rhoades Kern Crossroads Facility Administration and then routed to the Deputy Chief Probation Officer and to the assigned Deputy Probation Officer for consideration for further Court action; and
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 Larry J. Rhoades Kern Crossroads 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 Office 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 in charge at the time of the incident shall immediately notify the Senior Deputy Probation Officer/Duty Supervisor, giving the exact location, the names of the suspect and hostage(s), and whether or not weapons are involved; and
2. The Kern County Sheriff's Office shall be contacted immediately requesting assistance. Also, the Chief and Deputy Chief Probation Officers, and the Probation Division Director and Assistant Probation Division Director of the Facility shall be notified.

Additional Responsibilities

1. Youth Services Officer: The Youth Services Officer in charge of the wing at the time of the incident shall take steps to suspend programming the wing and shall then notify the Senior Deputy Probation Officer/Duty Supervisor. No one will be permitted to leave the wing unless approved by Crossroads Administration;
2. Senior Deputy Probation Officer/Duty Supervisor: The Senior Deputy Probation Officer/Duty Supervisor shall make required notifications, including directing all other wings in the Facility to suspend programming, then respond to the area of the incident and assume the role of negotiator until relieved by competent authority; and
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 Office 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 Larry J. Rhoades Kern Crossroads Facility;
2. Prior to the arrival of the Sheriff's Office 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; and

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 Office 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

Policy:

Through classification and proper safety/security practices, for example, 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 the emergency alarm system and their assigned radio to communicate an escape is in progress while simultaneously bringing the group under control. A search of the youth shall only take place when it will not jeopardize the safety of the youth or staff or the security of the Facility. Once the Facility is secured, assigned staff will be dispatched to search the immediate area.

Procedure:

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

1. Staff will:
 - A. Broadcast over their radio on Channel 11 (Crossroad's Channel) that an escape had taken place, activate the emergency alarm system, and immediately ensure the group is secured and under control;
 - B. 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;
 - C. Relay location and direction taken by the escapee, including street names if known, landmarks can be used in lieu of street names if necessary;
 - D. Under the direction of the Senior Deputy Probation Officer/Duty Supervisor or Senior Youth Services Officer, 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;
 - E. Switch from Channel 11 to Channel 5 (Probation Field Services Channel) which is monitored by Control 1 (Kern County Dispatch) who will contact the Sheriff's Office. All information as to identity, description, and last known location will be broadcasted over to Control 1;
 - F. Keep the Senior Deputy Probation Officer/Duty Supervisor informed and wait for any further instructions; and
 - G. The Senior Deputy Probation Officer/Duty Supervisor will make the proper notification to law enforcement and parents/guardians regarding escape.

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. Staff will:
 - A. Immediately broadcast over the radio on Channel 5 (Probation Field Services) which is also monitored by Control 1 who will in turn notify the Sheriff's Office. If stationed in a radio controlled vehicle, you may transmit directly to Control 1;
 - B. Identify yourself (i.e. "Name" "Crossroads 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;
 - C. 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;
 - D. Notify the Senior Deputy Probation Officer/Duty Supervisor of the escape and wait for any further instructions;
 - E. Under the direction of the Senior Deputy Probation Officer/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; and
 - F. The Senior Deputy Probation Officer/Duty Supervisor will make the proper notification to law enforcement and parents/guardians regarding escape.

1522 MENTAL HEALTH EMERGENCIES

Title 15, Article 8, Sections 1329, 1437

POLICY

Kern Crossroads Facility 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. Kern Crossroads Facility recognizes an interdisciplinary collaboration of supervision, medical, and mental health staff is important in optimizing the mental health of youth within the institution.

Staff always have the option to submit a 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 Senior Deputy Probation Officer/Duty Supervisor, Kern Behavioral Health and Recovery Services Inc. Crossroads Mental Health personnel, 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 Program). Youth displaying emotionally disturbed behavior will be placed on Special or Suicide Watch. The Senior Deputy Probation Officer/Duty Supervisor will be notified.
2. The lead staff member will contact Kern Behavioral Health and Recovery Services Inc. Crossroads Mental Health and Crossroads Medical/Nurse personnel. A Running Log will be initiated. The original is to stay in the unit with a copy in the Duty Supervisor's office. If, after Kern Behavioral Health and Recovery Services Inc. Crossroads Mental Health regular staff hours, the Senior Deputy Probation Officer/Duty Supervisor will make contact with Kern County Mental Health Crisis Stabilization Unit: who may dispatch the crisis response team for assessment or crisis intervention. A mental health referral will be submitted.
3. Note youth's Suicide or Special Watch classification on the observation 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 details 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 Special Watch or Suicide Watch until a clearance is received from Kern Behavioral Health and Recovery Services Inc. Crossroads Mental Health personnel.

1523 SUICIDE PREVENTION PLAN and PROCEDURES

Title 15, Article 8, Section 1329 and 1437

POLICY

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 Kern Crossroads Facility to affirm that all human life is to be protected. Youth housed at Kern Crossroads Facility 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 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 Senior Deputy Probation Officer/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 Juvenile Facility, staff will 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. (Please see Maysi-2 Questionnaire attached to Chapter 7). 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, Senior Deputy Probation Officer/Duty Supervisors, Deputy Probation Officers and behavioral/mental health staff.

Staff always have the option to submit a behavior/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 increasing 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 and observation card.

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 Senior Deputy Probation Officer/Duty Supervisor shall be notified immediately.

In an emergency or volatile situation, a safety room placement may be required. The Senior Deputy Probation Officer/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 Senior Deputy Probation Officer/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 - Direct Visual 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 Senior Deputy Probation Officer/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 Senior Deputy Probation Officer/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. Kern Behavioral Health and Recovery Services Inc. Crossroads Mental Health personnel or the after-hours Kern County Mental Health Crisis Stabilization Unit hotline shall be notified 1-800-991-5272 or 1-800-273-8255, in person or by telephone, of all suicide attempts, threats or emotional disturbances as soon as possible. A written 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 Senior Deputy Probation Officer/Duty Supervisor.
7. Confer with Kern Behavioral Health and Recovery Services Inc. and initiate a Mental Health Special Program worksheet. The original is to stay in the unit, with a copy in the Operations Office.

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.

Senior Deputy Probation Officer/Duty Supervisor

1. Respond to the youth's unit as soon as possible to assess the youth's behavior and physical status.
2. Ensure Kern Behavioral Health and Recovery Services Inc. Crossroads Mental Health personnel and medical staff have been notified and have responded during regular duty hours.
3. Outside Kern Behavioral Health and Recovery Services Inc. Crossroads Mental Health personnel regular staff hours, the Senior Deputy Probation Officer/Duty Supervisor shall contact Kern County Mental Health Crisis Stabilization Unit at 1-800-991-5272 or 1-800-273-8255. If they are not available, the Kern Medical Center Psychiatric Technician is to be contacted at 1-661-326-2000.
4. Plan and coordinate the method of transport to Kern Medical Center or Good Samaritan 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 Senior Deputy Probation Officer/Duty

Supervisor, Behavioral/Mental Health staff and the designated staff to assist in evaluating the incident for areas of concern, improvement, or guidance. The debriefing shall occur as soon as practical following the incident.

8. An incident debriefing shall be conducted by the Senior Deputy Probation Officer/Duty Supervisor and 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 Senior Deputy Probation Officer/Duty Supervisor shall write a Special Incident Report ensuring compliance with this policy. This report shall be completed the same day of the incident. The report will then be forwarded to the Kern Crossroads Administration.

Kern Crossroads Facility Administration

1. The Probation Division Director or Assistant Probation Division Director, in cooperation with the Senior Deputy Probation Officer/Duty Supervisor, Kern Behavioral Health and Recovery Services Inc. Crossroads Mental Health personnel, and Medical Services staff, will make a determination regarding the best course of action in each case. All recommendations from service providers will be considered in deciding the course of action. In addition, input from line staff from the youth's unit will be utilized in this process.
2. Youth may be transported/admitted to Good Samaritan Southwest Hospital for further mental health evaluation and treatment as deemed necessary by Kern Behavioral Health and Recovery Services Inc. Crossroads Mental Health personnel, Kern County Mental Health Stabilization Unit, Kern Medical Center, or by order of the Court.

1525 MEDICAL EMERGENCIES

TITLE 15, ARTICLE 8, SECTION 1412/PREA STANDARDS SECTION 115.352

Policy

The health care administrator, Responsible Physician, and facility administrator will cooperate in assuring the youth have 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 Kern Medical Center Juvenile Correctional Services 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. (See Section 1905 - Protocols) The treatment will be followed by referral to facility medical personnel for appropriate triage and review. Referrals may encompass verbal and written communication between youth supervision and medical staff.

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

The elements of this section will not prevent the Crossroads staff from exercising discretion in expediting emergency procedures for life threatening situations. In addition, the Duty Supervisor will coordinate youth supervision 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 Crossroads staff until the medical staff arrives and directs them to do so. Crossroads staff will provide blankets to cover the youth for warmth, if needed.
2. If a youth is experiencing a medical emergency, the Crossroads staff will immediately call 911 to activate EMS. KCF medical staff will then be notified and requested to respond.
3. Crossroads staff will medically intervene as necessary with First Aid, in KCF 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 Juvenile Correctional Services medical staff will be addressed by contacting the Kern Medical Center emergency physician or charge nurse. Upon direction, the youth will be transported via ambulance or department vehicles. After hours, the Senior Deputy Probation Officer/Duty Supervisor will make contact with the on-call pediatrician at Kern Medical Center (1-661-326-2000) 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 and other Admin using the XRDS Court notification group email to notify of the incident. Advise the assigned DPO 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 – Institutions, the Assistant Chief Probation Officer and the Chief Probation Officer.
4. Send email “title 15...”

**1528 CHILD ABUSE REPORTING
PREA STANDARDS, SECTION 115.352**

See Kern County Probation Department Administrative Manual Article 1602.

Section 11166 Penal Code—Child Abuse Reporting

1. Except as provided in Subdivision B, any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. For the purposes of this article, “reasonable suspicion” means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse.
2. Any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or who reasonably suspects that mental suffering has been inflicted on a child or his or her emotional wellbeing is endangered in any other way may report such known or suspected instance of child abuse to a child protective agency.
3. A County Probation or Welfare Department shall immediately or as soon as practically possible report by telephone to the law enforcement agency having jurisdiction over the case, and to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, every known or suspected instance of child abuse as defined in Section 11165, except acts or omissions coming within the provisions of Paragraph 2 of Subdivision C of Section 11165, which shall only be reported to the County Welfare Department. A County Probation or Welfare Department shall also send a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under this subdivision.
4. Any other person who had knowledge of or observes a child whom he knows or reasonably suspects has been a victim of child abuse may report the known or suspected instance of child abuse to a child protective agency.
5. When two or more persons who are required to report are present and jointly have knowledge of a known or suspected instance of child abuse, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by such selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report.

6. The reporting duties under this section are individual and no supervisor or administrator may impede or inhibit the reporting duties and no person making such a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with the provisions of this article.
7. A law enforcement agency shall immediately or as soon as practically possible report by telephone to the County Welfare Department and the agency given responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, every known or suspected instance of child abuse reported to it, except acts or omissions coming within the provisions of Paragraph 2 of Subdivision C of Section 11165, which shall only be reported to the County Welfare Department. A law enforcement agency shall also send a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under this subdivision.
8. All probation staff are mandated reporters and have a duty to report any allegations of child abuse to the Department of Human Services.

P.R.E.A

Any staff with reason to suspect sexual misconduct is occurring or has occurred will immediately intervene in order to prevent victimization from occurring or continuing to occur. Staff will report such instances immediately to the Senior Deputy Probation Officer/Duty Supervisor on duty, as well as complying with mandatory child abuse reporting laws.

1530 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 a Lead Staff/Floor Supervisor, Senior Deputy Probation Officer/Duty Supervisor, and a Probation Division Director without delay.
2. The employee, the Senior Deputy Probation Officer/Duty Supervisor, and the Probation Division Director 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; and
 - 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 that 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 Office in advising that neighborhood or group of people.
5. The probation officer or Youth Services Officer managing the case 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, the 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 has been 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 the Chief Probation Officer, and the Facility's Director 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 (327-7111) if threatened building is within Bakersfield City limits. Report the call to Sheriff's Office Watch Commander (327-3392) if threatened building is located in an unincorporated area of the County;
 - B. Call the County Administrative Office (861-2371) and report all known details of the threat and action contemplated;
 - C. Notify the General Services Department (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. 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 from area.
 - ii. Notify Police and Sheriff (if officers have not arrived or have already departed).
- H. Notify County Administrative Office; and
- 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.

1535 ALARM RESPONSE

Policy

This policy is to be followed as closely as possible taking into account other areas of security program responsibilities. We are attempting to establish as much security for the institution as possible when the security alarm is activated in designated areas.

Procedure

If staff are not available, i.e. medical calls, P.E. coverage, the Senior Youth Services Officer and/or lead staff shall make the determination of who should respond to the area of emergency, keeping in mind that all units must maintain one staff who will handle securing the youth in their rooms as soon as possible as support staff respond to the alarm and area of trouble. Staff will respond when instructed by the Senior Youth Services Officer and/or lead staff. When the alarm has been activated, all youth shall be secured.

Unit security panels and other designated security panels throughout the Institution do not display problems in individual school classrooms when the alarms are activated at Central School. However, they do illuminate on the enunciator graphic panels at Control and the Operations Office. These panels indicate to the Control Coordinator and/or Duty Supervisor an individual room alarm has been activated at Central School, however it is not necessary to have staff respond to Central School unless the main alarm is activated by the School Coordinator in the Security Office. This was designed for purposes of letting the School Coordinator know there could be possible problems within a classroom but not necessarily to the point where the main alarm should be activated requesting staff assistance.

1540 NOTIFICATION OF INCIDENTS/EMERGENCIES
TITLE 15, ARTICLE 3, SECTION 1327

Policy

When incidents and emergencies occur in or at the facility, it is important the Duty Supervisor notify Institution 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. 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 attempt;
 - F. A serious medical situation and/or if a youth is transported by ambulance;
6. A personnel problem which requires immediate attention;
7. Request for information by the media. No information shall be released to the public or news media regarding detained or temporarily held youth, or incidents which occur within the institution;
8. Riot situation or civil disturbance;

9. A disaster or emergency situation that hinders the normal operations of the plant:
 - 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;
 - F. Flood
10. Any violation of the Prison Rape Elimination Act.

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.***

1540.1 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 - Kern Crossroads Facility
2. Probation Division Director - Kern Crossroads Facility
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.

1550 PRISON RAPE ELIMINATION ACT PREA STANDARDS FOR JUVENILE STANDARDS

POLICY

All staff should be familiar with Administrative Manual Section 1615: Prison Rape Elimination Act of 2003 (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 PREA. 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 or contracted service provider, youth is prohibited from retaliating against said personnel or youth for reporting allegations of sexual abuse or assault. Any information concerning an PREA incident is to be considered confidential. 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.

DEFINITIONS RELATED TO SEXUAL MISCONDUCT, ABUSE AND HARASSMENT

- A. **Sexual Misconduct:** Any act or behavior of a sexual nature, directed toward anyone by another person. Acts including but not limited to: threats, requests for sexual acts, attempts to commit acts of a sexual nature, obscenity, invasion of privacy for sexual gratification, inappropriate touching of a sexual nature, use of force, coercion, intimidation, threats to manipulate another person for control or sexual gratification.
- B. **Sexual Abuse includes:**
 - 1. **Sexual abuse of a youth by another youth** which includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:
 - a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 - b. Contact between the mouth and the penis, vulva, or anus;

- c. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- d. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of a youth by a staff member, contractor, volunteer or collaborative partner which includes any of the following acts, with or without consent of the youth: Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;

- e. Contact between the mouth and the penis, vulva, or anus;
- f. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- g. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- h. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- i. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in this section;
- j. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of a youth; and
- k. Voyeurism by a staff member, contractor, or volunteer: an invasion of privacy of a youth by staff for reasons unrelated to official duties, such as peering at a youth who is using a toilet in his or her cell to perform bodily functions; requiring a youth to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a youth's naked body or of a youth performing bodily functions.

C. Sexual Harassment includes:

- 1. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one youth directed toward another; and
- 2. Repeated verbal comments or gestures of a sexual nature to a youth by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

D. Exclusions as defined by PREA:

1. Custodial or medical personnel gathering physical evidence, or engaged in other legitimate medical treatment, in the course of investigating prison rape;
2. The use of a health care provider's hands or fingers or the use of medical devices in the course of appropriate medical treatment unrelated to prison rape; or
3. The use of a health care provider's hands or fingers and the use of instruments to perform body cavity searches in order to maintain security and safety within the prison or detention facility, provided that the search is conducted in a manner consistent with constitutional requirements.

PROCEDURE

Unit Checks

The Senior Deputy Probation Officer/Duty Supervisor on each shift will conduct and document unannounced, random unit checks to identify and deter staff sexual misconduct or sexual abuse. These checks are to be in compliance with PREA. Staff are prohibited from alerting other staff members that these checks are occurring.

Opposite Gender Staff

1. Staff of opposite gender must announce their presence on arrival in the unit unless an opposite gender staff is currently working in said unit.
2. Except in exigent circumstances or incidental to a routine dorm check, youth will be permitted to shower, perform bodily functions, and change clothing without non-medical staff of the opposite gender viewing their breasts, buttocks or genitalia. Transgender and intersex youth are given the opportunity to shower separately from other youth.

Searches

1. Except in exigent circumstances, cross gender pat down searches are not permitted. Exigent circumstances must be documented in a Special Incident Report and approved by the Senior Deputy Probation Officer/Duty Supervisor and Administration.

Victim Services

1. Youth who are victims of sexual abuse are to be provided medical and mental health services consistent with the community level of care.
2. Youth will have access to mental health services and outside victim advocates for emotional support services related to sexual abuse. Communication with these organizations will be kept as confidential as possible; however, efforts to secure such services for the youth must be documented.

3. Mailing addresses and toll free hot line numbers for rape crisis organizations and victim advocacy groups are to be made accessible in the living units.
4. If no qualified medical or mental health practitioner is on duty at the time a report of recent abuse is made, the Senior Deputy Probation Officer/Duty Supervisor will take preliminary steps to protect the victim and immediately notify the appropriate emergency medical and mental health practitioners.

INVESTIGATION

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. If at any time during an investigation information learned which could lead to a criminal or personnel matter, the investigation shall be turned over to Administrative Services.
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 correction 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, in writing, 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.

References: Kern County Probation Department Administrative Manual, Article 1615.
Prison Rape Elimination Act, Juvenile Facility Standards

1600 INTAKE PROCEDURES

Title 15, Article 5, Section 1350, 1350.5, 1352, 1353, 1430
PREA Standard Sections 115.315, 115.341, 115.342, 115.351, 115.381

The Kern Crossroads Facility accepts juveniles who have been committed to the program by the Juvenile Court. Youth that are committed are recommended to meet the following criteria:

1. Be a minimum of 13 and a maximum of 18 years of age at the time of commitment;
2. Have at least one year of confinement time available;
3. Have medical clearance for participation in rigorous physical activity;
4. Appear likely to benefit from an intensive, highly structured, physically challenging program and be mentally capable of progression to youth a constructive lifestyle;
5. Have been tried in, or considered for, less stringent programs and would benefit from a structured program where Secure Youth Treatment Facility is apparently the only other option; and
6. Violent offenses as listed in Section 667.5 of the Penal Code.

Youth considered to be inappropriate for the program are:

1. Those with an obvious or diagnosed psychiatric disorder that would significantly impair their ability to benefit from the academic, social or behavioral remediation;
2. Those who have severe physical limitations.
3. Youth with a history of molest or sexual offenses.

Policy

Staff shall engage with all youth in a respectable and humane manner and be aware the admission process may be traumatic to youth who have experienced trauma.

Staff will screen for physical and behavioral health issues, safety issues, and intellectual or developmental issues. All youth suspected or identified as having a developmental disability will be referred to the local Regional Center for the Developmentally Disabled for the purposes of diagnosis and/or treatment within 24 hours of identification, excluding weekends and holidays. Within 72 hours of admission staff shall assess each youth to reduce the risk of sexual abuse by or upon youth.

The facility administrator shall develop and implement written policies and procedures to reduce the risk of sexual abuse by or upon youth. The policy shall require facility staff to assess each youth within 72 hours of admission based on the following information: (a) Prior sexual victimization or abusiveness;

(b) Gender nonconforming appearance or manner; or identification as lesbian, gay or bisexual, transgender, queer or intersex, and whether the youth may, therefore, be vulnerable to sexual abuse; (c) Current charges and offense history; (d) Age; (e) Level of emotional and cognitive development; (f) Physical size and stature; (g) Mental illness or mental disabilities; (h) Intellectual or developmental disabilities; (i) Physical disabilities; (j) The youth's perception of vulnerability; and, (k) Any other specific information about the individual youth that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other youth. Staff shall ascertain this information through conversations with the youth during the admittance process, medical and behavioral health screenings; during classification assessments; and by reviewing court records, case files, facility behavioral records, and other relevant documentation from the youth's files.

The facility administrator shall implement appropriate controls on the dissemination of information within the facility relative to responses received pursuant to this assessment in order to ensure that sensitive information is not exploited to the youth's detriment by staff or other youth.

Staff will adhere to the policies set forth in section 1605.1 of this manual about youth who identify as transgender or intersex youth.

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, Deputy Probation Officer's summary and recommendations.
2. Youth Detention Center Detainee Information Sheet, 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 printouts
6. Estimated release dates for Medi-Cal updates.
7. Current C-PACT and Mental Health report

Intake Procedure - Security Transport

1. The intake process requires completion of the following documents by Security Transport staff:
 - A. Intake and Property Information Sheet
 - B. Initial Assessment
 - C. Maysi-2 Questionnaire in Noble
 - D. Distinguishing Marks Worksheet
 - E. Intake Medical Record
 - F. Basic Rules for Youth
 - G. Program Folder Check Sheet
 - H. Program Folder Information Sheet
 - I. PREA assessment in Noble, notice and flyer
 - J. Wristbands

Intake and Property Information Sheet:

1. With the intake present, inventory his clothing and property, having him move one piece at a time into the numbered locker bag. Be descriptive, i.e. white shoes, brown pants, and black belt. If items are sealed in a plastic bag and marked "contaminated," contact the Duty Supervisor to make arrangements to have Main Laundry wash the soiled or contaminated clothing. The property bag should then be secured in the staff office/counter area where no youth will have access to it.
2. If contraband or additional valuables, jewelry, or money are found during any phase of the intake process, staff are to notify Lead Staff and the Duty Supervisor immediately. Money and valuables will be inventoried and secured with the youth' personals as soon as possible.
3. Youth may keep prescription glasses. Note this information on the Intake Medical Record, the youth's observation card, unit shift report, and notify the Duty Supervisor. Items that may be medically necessary for the youth to keep, but may pose a security threat (i.e. crutches, knee and leg braces) should be cleared with the Duty Supervisor.

Initial Intake Assessment:

Complete all items as directed. If a youth claims to have been abused, molested or has been a perpetrator, a Child Protective Services or Law Enforcement referral must be immediately completed by the staff member taking the information, regardless if the youth claims they have already reported the information. Staff is to fax the handwritten completed CPS referral to the Department of Human Services. Complete an S.I.R. and notify the Duty Supervisor of any completed CPS referral. In the event the youth reports he has been a perpetrator, a referral to Law Enforcement must be completed.

Refer a youth to Mental Health based on the criteria in the shaded box at the bottom of page two of the Initial Assessment. Attach a copy of the Initial Assessment to the referral.

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 will 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 and Observation 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.

Staff will 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."

Physical searches for the sole purpose of determining youths' anatomical sex are prohibited.

MAYSI-2 Questionnaire

The MAYSI-2 questionnaire shall be given during the intake process. Upon completion, the staff will score the assessment and take appropriate measures to ensure contact with Mental Health personnel is initiated if warranted, as described below.

MAYSI-2 SCALE	CAUTION	WARNING	WATCH
AD (ALCOHOL/DRUGS)	Consult Slip-Info Only	Consult Slip-Info Only	NONE
AI (Angry/Irritable)	Consult Slip-Follow up	Consult Slip-Follow up	NONE
DA (Depressed/Anxious)	Consult Slip-Follow up	Consult Slip-Follow up	NONE
SC (Somatic Complaints)	No Mental Health Slip	No Mental Health Slip	NONE
SI (Suicide Ideation)	Special Watch	Suicide Watch	Review Policy
TD (Thought Disturbance)*	Consult Slip-Follow up	Consult Slip-Follow up	NONE
TE (Traumatic Experience)**	Consult Slip-Info Only	Consult Slip-Info Only	NONE

If a youth scores a CAUTION or WARNING in the scales of all three of the following categories: Angry/Irritable, Depressed/Anxious and Suicide Ideation, The youth is to be placed on Suicide Watch. All youth on a Special or Suicide Watch at the Juvenile Facilities are to remain on the watch until cleared by the facility Mental Health provider.

Review the youth's file and Observation Card for previous classifications. Staff always have the option to place a youth on suicide or special watch, regardless of the youth's answers to the questionnaire, if they feel it is necessary for the safety of the youth. Confer with the Lead Staff, Wing Supervisor or the Duty Supervisor if there are any questions or concerns regarding a youth's responses to this questionnaire.

Notify the Duty Supervisor and Control when a youth is placed on suicide or special watch. Start a running log to be kept in the youth's program folder.

Distinguishing Marks Worksheet

Document and number scars, tattoos, birthmarks, or prominent moles. If a youth has numerous tattoos, document the most prominent and note there are others.

Ask and check for any body piercing which may have been overlooked at the initial booking. If any piercing is found, have the youth remove them. Any piercing that cannot be removed must be reported to the lead staff, the Duty Supervisor, and medical.

Intake Medical Record

Closely observe and check the youth for signs of injury, illness, intravenous drug use, jaundice or lice, etc.

The youth is to sign the form. Staff name **must** be *legible*. The completed form is to be placed in the Medical mail box.

Basic Rules for Detainees:

Staff is to read the rules to all intakes. Rules 4, 5, and 6 will require the youth's initials.

The intake youth and staff are to sign and date rules. Additionally, intake youth should be given a Kern Crossroads Detainee Handbook for reference to rules and rights. Youth is to be given a copy of the Crossroads Pledge.

During the Program Assessment meeting, the youth should be advised he will receive either a 168 or 252 day program and based on his progress, his estimated duration of stay will be based on successfully completing the assigned program.

Program Folder and Observation Card:

Clerical staff, School, Medical, and Mental Health must receive E-mail from Security Transport upon being committed to the facility stating the following information:

1. Youth's name;
2. Date of Birth;
3. Gang Affiliation;
4. Known allergies;
5. Wing youth has been assigned; and
6. Special program status information to include sexual victimization and vulnerability.

Youth's blue Program Folder, with Observation Card enclosed, will be completed or updated with youth's intake information and routed by the Clerical staff to the wing the youth has been assigned.

PREA Assessment, Notice and Flyer:

The PREA assessment will be completed in the Noble Program to assess for risk of sexual victimization and/or sexually aggressive behavior. The notice and flyer is given to the youth to meet Federal Regulations outlined in the Prison Rape Elimination Act (PREA). This notice is to be provided to the youth to advise of a zero-tolerance policy toward any type of sexual abuse, misconduct, and assault.

Kern County Probation Department Administrative Manual Section 1615 is the policy that offers guidance to staff on all issues relating to PREA.

Wristbands

Wristbands will now be affixed to all youth in Kern Crossroads Facility. Upon detainment, Juvenile Hall 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 Juvenile Hall, 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 Kern Crossroads Facility with a wristband; if not Security Transport Officers 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.

All Youth will be advised not to remove, damage, alter, or misuse wristbands in any way. 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 Security Transport Officer.

Unit Grade Sheet:

Once the youth has been assigned to a unit, enter the following information:

1. Name;
2. D.O.B.;
3. security level;
4. special program status; and
5. Room number.

Unit Shift Report:

Enter all intake information on the unit shift report:

1. Name;
2. Charge;
3. Classification;
4. Medical information;
5. Security level; and
6. Room number youth has been assigned.

1605 CLASSIFICATION
Title 15, Article 5, Section 1352
PREA Standard 115.342

POLICY

Youth are classified to ensure the appropriate housing and programming, to maintain the security of the facility, and to provide for the safety of the 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.

A more complete classification shall be accomplished as soon as possible. The overall classification system considers objective information obtained at the admission screening, plus input from other sources such as the youth, available records, parents, victims, police, behavioral health 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 detention programs and consistent application of the classification system.

GUIDELINE:

The Duty Supervisor, with assistance from Youth Services Officers and available information, will evaluate the youth's detention criteria and assign the youth an appropriate classification considering the following factors: age, maturity, sophistication, emotional stability, program needs, legal status, public safety considerations, medical/behavior health considerations, gang affiliation, gender and gender identity.

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.

Housing assignment will consider the need for single or dormitory assignment. The gender a youth identifies with will also be taken into consideration; however, will not be the sole determining factor.

In deciding whether to assign a transgender or intersex resident to a unit for male or female residents, and in making other housing and programming assignments, the facility 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. The Facility shall not consider lesbian, gay, bisexual, transgender, questioning or intersex identification or status as an indicator of likelihood of being sexually abusive.

Each youth's classification is periodically reviewed by the Duty Supervisor, with assistance from unit staff. Consideration is given to the level of supervision and the youth's behavior while in custody. All youth detained in Larry J. Rhoades Crossroads Facility will have a designated level of security at all times and, if appropriate, a medical or behavioral health classification.

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 are issued directly to them. Shirt color assignments are a part of the classification and security system of the institution and will not be left in hallways, plastic clothing baskets or other areas which might jeopardize the institution security.

Security Levels:

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 and will not be left in hallways, plastic clothing baskets or other areas which might jeopardize the institution security. Each shirt level is considered a Phase of the Crossroads Program.

1. **White Shirt – Phase I:** Given to youth upon initial entry to the program. During the first 48 hours in the program, youth are placed on an Observation Period (OP). This initial period is used to assess the youth's adjustment to the program and youth are allowed to participate in recreation, school, exercise and programming during this period. If concerns develop regarding the youth's adjustment, the Duty Supervisor should be notified and classification status may be revised if there are security concerns or disciplinary issues.
2. **Blue Shirt – Phase II:** Given to youth that have passed seven days in the program, have memorized the Codes of Conduct listed in the detainee handbook, and are competent regarding parade and marching standards. Youth at this stage are allowed to do work details inside the institution only and will not be allowed off institution grounds for any reason other than medical appointments, emergencies or any situation approved by Administration.
3. **Brown Shirt – Phase III:** Given to youth that have passed 56 days in the program and have memorized the Honor and Leaders Codes listed in the detainee handbook. Youth at this stage are allowed to work details both inside and outside the institution, unless classified as a flight risk, as well as participate in community enrichment activities such as Honor Guard and other community service projects approved by Administration.

Escape Status or AWOL Status:

Escape status indicates that a youth, through past or present behavior, is at risk to escape. They are basically allowed to only leave the confines of the Facility for medical reasons. This youth is prohibited from participating in any details or activities outside the Crossroads Facility. They are limited to indoor wing details. Youth who are on AWOL Status may be removed from AWOL

Status after progressing to Phase III (Brown Shirt) based upon their positive behavior. Removal from AWOL Status will be authorized by a Senior Deputy Probation Officer/Duty Supervisor.

If there is any situation that requires the youth to leave the Facility and it is not covered in this policy, authorization must be given by the Senior Deputy Probation Officer/Duty Supervisor.

1. Escape Status Risk Factors:
 - A. Prior escape from CEO or placement;
 - B. Escape talk/plan/attempt;
 - C. Placement committed youth;
 - D. Erratic & unstable behavior; and
 - E. Delinquent and criminal history/sophistication.

No Roommate Status (NRS):

NRS status indicates a youth has demonstrated, through action or word, they have been involved in sexual misconduct, aggressive/assaultive behavior, or a youth who is under the age of fourteen.

The following details that are prohibited include, but are not limited to:

1. Kitchen and Laundry;
2. KCF yard details; and
3. KCF grounds.

The following are to be considered as risk factors:

1. Prior history of sexual or serious assaultive behavior;
2. Less than 14 years of age;
3. Continuous horseplay while in the dorm; and
4. Poses a threat to the safety of others.
5. Sexually inappropriate behavior while at Kern Crossroads Facility.

No Dorm Status

No Dorm Status is reserved for youth that have shown an inability to get along with their peers, been involved in aggressive/assaultive behavior, been involved in a fight, horseplay, or other security violation while assigned to a dormitory or have continually failed to abide by the Crossroads program and rules. Youth on NDS will be allowed to work any detail as behavior warrants. Placement on NDS will be at the discretion of the duty supervisor and may include circumstances not described above.

Roommate Selection:

No youth housed in the Kern Crossroads Facility who was arrested for or has a history of any sex-related offense shall be assigned to a dormitory room or be permitted to have a roommate. Lead Staff are responsible for evaluating all room selections to minimize danger to other youth.

Observation Period:

This indicates youth who will remain on room/program separation for one complete shift after the intake process has been completed. This period allows for orientation and observation of youth within their first hours of detention. Upon completion of the one eight (8) hour shift observation, the youth will be placed in the daily program where his or her behavior will be observed for approximately another 8-hour period. At the end of this observation period the youth will be assigned to an appropriate security level.

Suicide Watch:

Youth who are classified as a suicide risk will not have in their room or direct possession any personal hygiene items or other items that might be used to cause self-harm. Behavioral Health staff will determine what the youth may have in their room and it will be noted on the Mental Health Special Program log. Youth on suicide watch are not to work any details. Suicide Watch status is removed only by Mental Health personnel. (See Section 1522, Mental Health Emergencies and 1523, Suicide Prevention Program). Youth may be classified as suicide risk for several reasons that include, but are not limited to:

1. Their response to the MAYSI 2 Questionnaire;
2. Statements to parents, staff, Deputy Probation Officers, or others as reported;
3. History of suicide attempts or gestures.

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 answers during the MAYSI 2 Questionnaire. These youths are not to work any details outside the unit. Special Watch status is removed only by Behavioral Health personnel.

Special Medical Watch:

Youth entering the institution with special medical needs, and/or conditions will be identified by staff during the intake process. The Duty Supervisor and Duty Nurse will be notified and the youth will be included on the Special Cases List generated by Duty Supervisor. These youths are not to work any details unless medically cleared by Kern Medical nursing staff. Special needs and/or conditions may include, but are not limited to: diabetes, seizure disorder, pregnancy complications and intoxicated and substance abusing youth.

Medical Restrictions:

Youth may be identified as having restrictions placed on their program activities, such as limited or no PE, details, or other special instructions. Instructions will be made on the youth's observation card and in the unit shift report under the Medical section. Staff will be aware of each youth's program limitations and follow all medical instructions. These youths 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 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. If it is indicated that a youth may have a contagious disease upon intake, he should be seen by a nurse or taken to Kern Medical Center for evaluation. These youths are not to work any details. Room and/or unit assignment should not change without medical clearance.

Medical Bed Rest:

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

Asthma:

Youth who have been diagnosed with asthma, or stated they are asthmatic will be identified for purposes of their safety and medical needs due to the potential use of Oleoresin Capsicum (O.C.) by staff. In case OC Spray is used, the youth must be given priority in the decontamination process and issued inhaler be provided. Designation will be made on the program observation card by the word 'asthma' highlighted in yellow on the bottom of the card.

Special Program Status:

It may become necessary to make modifications to the basic Crossroads 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. The recommendation to place a youth on a modified program may be made by unit supervisor, Mental Health Staff, or the Duty Supervisor. Each case will be reviewed by the Assistant Division Director for approval. Each youth on a modified program will be listed on the Special Cases List and reviewed weekly during the initial assessment meetings.

Individualized Safety and Security Program (ISSP)

Individualized Safety and Security Program (ISSP) is for youth who persistently engage in behavior that poses a safety risk to self or others. This includes youth who have chronic behavioral issues that present safety issues or youth that have not been amenable for release within 48 hours during a period of Room Confinement. The purpose of individualized

programming is to address the needs of the youth that are contributing to aggressive or emotionally dysregulated behavior. The ultimate goal is to reduce the behaviors that pose a safety risk to self or others. The initial placement on this classification will utilize the Preliminary Individualized Safety and Security Program (PISSP) form. The PISPP will include the behaviors that are exhibited by the youth prior to separation, the protagonist of those behaviors (if known), and what approaches to reduce the aggression have been tried and to what avail. The staff will also note the results of behavioral health consultation and any preliminary recommendations made by behavioral health staff. Any other relevant information will also be recorded. The time frame for completion of the full ISSP will be noted and should not exceed seven days from the onset of this preliminary program. The complete ISSP manual and associated forms are located inside the SB 1143 binder. Staff shall refer to the manual when considering a youth for an ISSP placement.

Procedure

For youth with persistent behavior problems that threaten the safety of youth, staff, or the security of the facility, staff will develop an ISSP. Staff shall not use room confinement as a substitute for special individualized programming; however, an individualized plan may include group separation. Room confinement will only be used when immediate threat is presented. No section of the ISSP plan shall be left blank. An ISSP will include the following:

1. An individualized plan developed by staff, designed to improve the youth's behavior and created in consultation with the youth, school, behavioral health, medical and the youth's family members, when available.
2. Identified causes and purposes of the negative behavior, as well as concrete goals the youth understands and that he/she can work toward to be removed from special programming.
3. Staff interaction with the youth that includes feedback and positive reinforcement concerning completion of their goals, on a daily basis.
4. Provision of educational services by school personnel.
5. Youth involvement in other aspects of the unit programming unless such involvement threatens the safety of the youth, staff, or the security of the facility.
6. A guarantee the youth will not be denied any basic rights.

The full ISSP plan will include the following:

1. Any disabilities or barriers to be considered or overcome in order for the youth to be able to achieve his or her stated program goals. Staff will reference the ADA accommodations list on the Crossroads Special Cases List for information.
2. An area for input from the following disciplines: Probation, school, behavioral health, medical, parent/guardian if available, and the youth, including signatures.

3. A behavior information section that requires the following information:
 - a. The exact behavior that is targeted for improvement: Identify and define the behavior by indicating what it is and what it looks like.
 - b. A baseline measurement of how often the undesired behavior is occurring as an easy means of tracking progress.
 - c. The cause of the undesired behavior.
 - d. The purpose of the undesired behavior. It is important to understand how the youth believes they are benefiting from the behavior, allowing for the most effective replacement behavior to be identified.
4. A behavior plan section that requires the following information:
 - a. Concrete replacement behavior that is understandable to the youth and that meets the youth's needs. Replacement behaviors should be agreeable to the youth, to maximize effectiveness.
 - b. The skills needed to be taught in order for the youth to learn and practice the desired behavior(s).
 - b. Strategies to teach the replacement behavior.
 - c. Positive behavior supports that staff can provide or put into place that will help the youth by dissuading the inappropriate behavior or reinforcing the desired behavior.
 - d. Sanctions for inappropriate behavior, such as alternative programming or failure to earn points.
5. An ISSP Summary section that includes the following information:
 - a. Concrete goals and clear expectations that can lead to removal of the youth from the ISSP.
 - b. An outline of the youth's level of group involvement while on ISSP that includes the following types of group activities: meals, school attendance, group counseling, program time, physical education, shower time, and other.
6. A daily review section that requires unit staff to review progress towards plan goals on the morning and afternoon shifts. The Senior Deputy Probation Officer/Duty Supervisor will review the ISSP daily with the youth and will make an entry on the running log.

Alternative Program (A/P):

Alternative Program (AP) will be used to address all levels of youth misconduct. Youth who receive AP will not participate in regular recreational programming and will remain in the defined AP area. Youth may voluntarily refuse participation in AP. However, youth must participate in AP to be eligible for remaining time in regular program.

Youth in AP will complete any interventions, educational assignments, or Cognitive Behavioral Therapy (CBT) assignments during their AP time. Completed interventions and assignments will be reviewed by staff and discussed with the youth. Longer AP periods, which may be given for high level misconduct, may require several Core Correctional Practices (CCP) interventions, educational or CBT assignments over the course of the AP period. Youth who refuse to participate in or complete their assignments may result in a timeout, voluntarily refusal of AP. Remaining AP time will be spent doing quiet activities in the designated area.

Youth will be graded daily and may earn up to 50 points on a school day and 34 points on non-school days. Using the daily grade sheet, staff will calculate the daily points earned by a youth and this will determine the youth's program for the day.

Bedtime/AP	9:00pm	8:30pm	8:00pm	½ hr AP	1 hr AP	1½ hr AP	2 hr AP
School Days	36-38	33-35	30-32	27-29	24-26	21-23	20 or less
Non-School Days	28-30	25-27	22-24	19-21	16-18	13-15	12 or less

1. Alternative Program will be a classroom like setting in the day room. Silent and controlled assignments may include rule session, creative writing assignment, quiet reading, inside or outside marching exercises.
2. This Alternative Program will not include games, cards, phone use or ball sports.
3. Youth in the Alternative Program will be allowed to attend church services.
4. Should a youth refuse to participate in Alternative Program, staff will obtain a verbal refusal from the youth who will then be returned or allowed to stay in their sleeping room. Youth who initially refuse program will not be allowed to participate in Regular Program that day. Refusal of program, youth will need to be documented on shift reports.

Alternative Program as a result of a rule violation determined during a NOMCA hearing will result in not earning points for the day. Staff shall continue to grade the youth on subsequent days; however, the youth will only earn points for the day he is removed from AP. This is intended to assist and guide the youth to change undesirable behavior and continue to earn points based on positive behavior. If an AP is rescinded, the youth will receive points earned for that day. AP is not to exceed 72 hours per NOMCA process and youth shall have Due Process.

Initial Assessment and Case Plan:

Within 30 days of admission into the Crossroads Facility an Institutional Initial Assessment and written case plan based on the assessment of the Mental Health, school and the administrative review board will be completed. Youth will be informed of their program; 252 days, 168 days, or a Modified Program. A Modified Program is considered when a youth will be 18 years old during his commitment, has completed a minimum of 168 days, high school graduate, has completed of mental health group(s), and has displayed pro-social behavior. A copy will be placed in the youth's permanent file. The plan will include a description of program resources needed to fulfill the case plan. Case managers will utilize the Noble System to complete the Initial Assessment and Case Plan before the youth attends the Classification and Assessment meeting. Staff should utilize the Noble Pact Summary Report as well as notes from the Initial Classification and Assessment meeting. The purpose of the case plan will be to provide goals and interventions to address the criminogenic needs of youth identified in the Risk Assessment tool utilized by the department.

The case plan will evaluate the following criminogenic needs:

1. Alcohol and Drugs
2. Employment / School
3. Anti-Social Peers
4. Family
5. Anti-Social Attitudes and Beliefs
6. Criminal Thinking
7. Anti-Social Personality
8. Leisure and Recreation

Six Week Assessment - Case Plan Update and Periodic Review:

Every 42 days at Crossroads, an evaluation of the youth's progress will be made by the Crossroads case manager. Case managers will update the youth's case plan every eight weeks which will allow for ongoing review of the youth's progress. The case manager will update the youth's progress toward meeting goals and interventions developed in the Initial Case Plan.

Transitional Release Plan / Furlough Case Plan:

Prior to the furlough from the Crossroads Facility, the Supervising Probation Officer will develop an aftercare plan with the Crossroads case manager, Redwood High School, and Mental Health staff. All available information will be gathered by the case manager to develop the plan for the furlough phase of the Crossroads Program. This plan will be developed before the Pre-Release Meetings that are typically scheduled four weeks prior to a youth's projected release date from Crossroads. All case plans will need to be updated no later than one week after Pre-Release meetings. This will be the final case plan case managers complete prior to the youth exiting the facility and will be used by the aftercare unit to assist with transitioning the minor back into the community.

Special Cases Meeting:

Special Cases (SC) meets to discuss youth on the Special Cases list and to provide behavioral supports and review American with Disabilities Act (ADA) accommodations for youth. The Special Cases team will consist of representatives from unit staff, the Duty Supervisor, school personnel, medical staff, Kern Behavioral Health and Recovery Services Mental Health, 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 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 employees of the Kern County Superintendent of Schools (KCSOS), Kern Behavioral Health and Recovery Services Mental Health, and/or Probation Department.
- b. All referrals shall be made via email to the ADA coordinator or Duty Supervisor.
- c. All youth placed on Pre and Individualized Safety and Security Program (ISSP) will be referred to the Special Cases Team.

2. Special Cases Meetings

- a. Special Cases (SC) meetings will occur weekly and will be chaired by the Duty Supervisor or Crossroads ADA coordinator. KCSOS, Kern Behavioral Health and Recovery Services Mental Health, Probation and Medical personnel will be present if available.
- b. The focus of the Special Cases meetings will be as follows:
 - Behavioral health updates, health updates, and ADA accommodations
 - Special Education/Accommodation list/ Individualized Education Program (IEP) updates. (generated weekly by Special Ed. Dept.)
 - Behavioral Intervention Plans (BIPs) updates generated by KCSOS due to school behavioral issues
 - Special Individualized Program Plans (SIPPS) updates due chronic or severe behavioral issues
 - Individualized Safety and Security Program (ISSP) plan reviews and updates

- ADA, Behavioral Health, and KCSOS referrals, security status, suicide watch, special watch.
 - Conference difficult cases
- c. The ADA coordinator is staffed through the Probation department and will be responsible for documenting the meeting results and for updating/distributing the weekly ADA list to each living unit.
3. Assessment and identification of ADA issues by Department
- a. Medical- completes medical screening for youth upon intake into Crossroads. All medical related 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 Kern Behavioral Health and Recovery Services Mental Health staff if significant mental health symptoms are identified. Additionally, Crossroads intakes are evaluated by Crossroads Staff, during which they administer the Massachusetts Youth Screening Instrument, Version 2 (MAYSI-2) Questionnaire. Kern Behavioral Health and Recovery Services 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.
- b. 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 Crossroads facility. As part of the intake process at Redwood High School, 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 Redwood High School, a search of the counties data base 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's and 504's meetings are held within 30 days of the youth's arrival to Crossroads. The school ADA coordinator assures that teachers receive copies of youths' IEP's, 504's, and BIPs. KCSOS continually looks to address the needs of students who may be in need of special education services under IDEA. Upon intake to Crossroads, every youth's reading, writing, and math skills are assessed and they must complete a "Mandatory Child-find Questionnaire". KCSOS staff

determines if youth have ADA issues and develop necessary accommodations for these youths. ADA issues for youths are forwarded to the SC Team and ADA Coordinator.

- c. Kern County Probation- All youth who are placed in Crossroads will complete a MAYSI/screening tool for suicidal ideations, and referrals will be made by probation regarding mental health, education, and ADA issues. The Crossroads ADA coordinator or designee 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.

4. Data Collection:

- a. The ADA coordinator will be responsible for Special Cases team meeting minutes during and distributing pertinent Special Cases information to the units.

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 juvenile 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. 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.

Procedures

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 and Observation 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 juvenile 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 Kern Crossroads 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. Transgender/intersex youth shall not be physically searched in a manner that is humiliating or degrading.

Housing:

1. Probation staff shall make an individualized assessment of each transgender/intersex youth when considering unit placement. The safety and security of the facility and the well-being and preference of the transgender/intersex youth shall be the primary concerns when deciding where to house him/her within the facility. Housing decisions

- for transgender/intersex youth should prioritize the youth's emotional and physical safety while considering the youth's perception of where he/she will be most secure.
2. The youth's housing preference will be noted on the Transgender/Intersex Youth Preference Form. Staff may not automatically house youth according to their external anatomy and shall document the reasons for any decision to house youth in a unit that does not match their gender identity.
 3. All transgender/intersex youth will be allowed to shower alone. 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 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.

1610 ORIENTATION
Title 15, Article 5, Section 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 the 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, the 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 has to be verbal and/or visual explanation of the handbook, and the material must be presented to the youth in a language he or she 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 to include youth with disabilities, limited English language learners limitations or literacy skills.

Bilingual Services (LEP):

It is the policy of Kern Crossroads 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 health, programming and court related matters. Kern Crossroads is committed to ensuring that all of its programs and services are accessible to LEP clients.

All staff is responsible for ensuring the public and youth are treated with dignity and respect, identifying the language needs of customers, and utilizing available bi-lingual resources to assist those customers when necessary. Effective communication and programming will be achieved with non-English or English language learners' clients through bi-lingual 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 identifies youth or parents with English language learners 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

Youth newly received in the facility are often in crisis. They may be under the influence, frightened or disoriented. They are concerned about personal, institution, and family problems and are often unable to express these concerns. Staff may be able to reduce tension, ease the transition to incarceration, and facilitate managing the youth by taking time to listen and respond to individual concerns and needs during orientation and intake.

Orientation will include information that addresses:

1. The length of the program and anticipated length of stay in the program.
2. Facility rules, grading system, contraband, searches and disciplinary procedures;
3. 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;
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; Identification of key staff and their roles;
5. Access to legal services and information about court process;
6. Access to routine and emergency health and mental health care;
7. Access to education services and recreational activities;
8. Housing assignments;
9. Availability of personal care items and opportunity for personal hygiene and daily showers;
10. Rules and access to correspondence, visits and telephone use;
11. Availability of reading materials, programming and other activities;
12. Facility policies on the Use of force, use of restraints, chemical agents and room confinement;
13. Emergencies including evacuation procedures.
14. 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;
15. Non-discrimination policy and the right to be free from physical, verbal or sexual abuse and harassment by other youth and staff;
16. Availability of services and programs in a language other than English if appropriate;
17. The process for requesting different housing, education, programming and work assignments;
18. A process for which parents/guardians receive information regarding the youth's stay in the facility that at a minimum includes answers to frequently asked questions and provides contact information for the facility, medical, school and mental health; and Youth Handbooks will be available to parents in the lobby, and upon request made to the Duty Supervisor.,
19. 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.

All newly admitted youth will receive the Detainee Handbook. Youth who are illiterate, impaired or do not speak English will receive written and verbal assistance from a Youth Services Officer and communication will be made in a language understood by the youth.

1615 RELEASE PROCEDURES

Title 15, Article 5, Section 1351

Generally, youth released from the Crossroads Facility 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 tentative release list which is prepared by the Senior Deputy Probation Officer/Duty Supervisor;
2. The Security Officer will notify the parent or guardian of the furlough or releases; and notification to parent/guardian or receiving agency of suicide watch if applicable;
3. Under the direction of the Deputy Probation Officer, the Security Transportation Team will take custody of the youth for furlough/release set-up procedures;
4. Notification of furlough or release will be transmitted to the medical provider, Mental Health, school staff, and Volunteer Coordinator by the Senior Deputy Probation Officer/Duty Supervisor or Security Transport team;
5. The Medical Provider and the Mental Health Psychiatric Services 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;
6. At the time of release, the Security Transportation Team will verify authorization for release, appropriate release documents will be signed by the youth, Facility staff, and the transporting officer or parent or guardian; and
7. Any valuables or 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 which will 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.

1615.1 Pre-Release Meeting

It is the intent of the Pre-Release Meeting to provide information to the youth for transition and re-entry services for services provided would include but not limited to:

1. medical and behavior health,
2. education,
3. probation supervision, and
4. community based services.

1615.1 Furlough Procedures

It is the intent of Aftercare Program to provide community protection from certain youthful offenders by:

1. Providing intensive supervision by assigned Deputy Probation Officers through home calls, school calls, and collateral contacts;
2. Placing selected youth who are on initial furlough from the Crossroads Program on electronic monitoring.
3. Conducting probation searches and testing for substance abuse.
4. Arranging outpatient counseling as a continuation of the counseling services provided to the youth while he was in custody and guide youth for Medi Cal eligibility with information/enrollment if eligible; and
5. Mandating school attendance and/or employment as a condition of furlough. Various school resources will be considered including high school, vocational school, continuation and community schools, and the Star Academy Program.

Violation of the Aftercare Program may result in disciplinary actions ranging from reprimand and admonishment to detention in the Furlough Treatment Program for up to 30 days. Major violations could result in placement back in the Kern Crossroads Facility until completion of the one year commitment. Court action will be considered in the event serious violations occur.

1615.2 Temporary Releases

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: medical appointments, funeral services, placement interviews, or special school or military testing.

The following procedure applies for temporary release from custody:

Deputy Probation Officer

Make arrangements for the youth's temporary release, including complete and initial the "Temp Out Form" at Kern Crossroads Facility.

YSO Security Transport

Verify the identity and photo identification card of the adult picking up the youth. Ensure the youth and adult read and sign the "Temporary Out Agreement" and provide them with a copy before they leave.

Office Services Specialist

Maintain records and files for authorizations for temporary release of youth.

1620 SEPARATION
Title 15, Article 5, Section 1354

POLICY

It is the policy of the Larry J. Rhoades Kern Crossroads Facility to provide a safe environment in the least restrictive manner, allowing youth as much opportunity as possible to remain involved in group activities and unit programming. A youth may be placed on separation for reasons that include medical and mental health conditions, assaultive behavior, disciplinary consequences and protective custody. Staff are to consider Positive youth development, special needs, ADA accommodations and trauma-informed care when separating youth. While on separation normal privileges shall not be denied except to accomplish the objectives of the separation. When the objective of separation is discipline, Section 1800 to 1810 of this manual will apply. When separation results in a Room Confinement designation the separation shall occur in accordance with WIC 208.3 and Section 1620.1 of this manual.

PROCEDURE

Types of Separation

1. Time out-a brief separation to allow the youth to refocus and/or regulate their emotions and behavior. Staff may utilize the Time-Out system. Youth who commit multiple rule violations may be placed on a time out for up to 30 minutes. Time outs may be served in a sleeping cell or other designated area during unit programming. During school hours, time-outs may be served at a bench, table, or any other appropriate area. Youth will be allowed a maximum of two time-outs which may result in the youth not earning points due to their behavior. Time-outs shall be documented on the Shift Report. After the third violation, and/or lesser attempts at correcting the behavior have failed, staff shall contact the Senior Deputy Probation Officer/Duty Supervisor to discuss further interventions.
2. Holding Rooms- are in each Pod. These rooms are not padded rooms. They are equipped with stools, sinks, toilets, audio, and video surveillance cameras. Holding Rooms are used for separation in an area outside of the living unit when the youth's behavior disrupts facility programming. Documentation shall be made on the shift report. See section 1645 Safety and Holding Room Procedures in the Larry J. Rhoades Kern Crossroads Facility Administrative Manual.
3. Youth can request a time out for an indeterminate period of separation. Document the youth's requested separation on the shift report. If the separation exceeds four hours a Special Incident Report will be required. If the separation exceeds 24 hours the Senior Deputy Probation Officer/Duty Supervisor will meet with the youth every 24 hours until the separation ends.

4. Medical/mental health separation-a period of separation that is ordered by medical or mental/behavioral health staff. Medical staff will notify the Senior Deputy Probation/Duty Supervisor if a youth has a medical condition which requires medical isolation. Mental health staff will notify the Senior Deputy Probation Officer/Duty Supervisor if a youth is placed on a Mental Health Special Program which requires separation. After hours, the Senior Deputy Probation Officer/Duty Supervisor may place a youth on medical isolation or a Mental Health Special program which requires separation until reviewed by medical and/ or mental health staff.
5. Protective custody-an indeterminate period of separation when it appears the safety and welfare of youth is in jeopardy and lasts only if it is necessary to keep them safe. This type of separation requires a Special Incident Report.
6. Safety and Security separation-a period of separation for youth who exhibit behavioral problems that threaten the safety and security of themselves, other youth, staff, and the facility. If the separation exceeds 30 minutes, documentation shall be on the shift report. If the separation will exceed three hours, then unit staff are to fill out the Kern Crossroads Facility Safety and Security Program Individual Reintegration Plan with details for the recommendation. The Duty Supervisor will investigate and determine if separation is appropriate and may authorize the separation. If youth are placed in SSP, the Duty Supervisor shall contact mental health, the nurse, the school and parent/guardian when available for diagnosis and planning. The youth's status will be reviewed by the Senior Deputy Probation Officer/Duty Supervisor every three hours, during the daily board checks. The status will also be reviewed at the weekly Special Cases Meeting.

Safety Room (Title 15, Article 5, Section 1359)

1. The safety room is provided for the safety and security of the Institution as means of effectively dealing with dangerous or destructive youth;
2. The safety room is used to hold only those Crossroads youth who present an immediate danger to themselves or others, who exhibit behavior which results in the destruction of property, or reveal the intent to cause self-inflicted physical harm. The safety room shall only be used when all other resources have been exhausted in trying to control a youth's behavior. The safety room is not used for punishment, discipline, or as a substitute for treatment.
3. The safety room at Crossroads is in Yosemite Pod between Units E and F. Except in a volatile situation or an emergency, prior authorization from Administration or the Senior Deputy Probation Officer/Duty Supervisor is required before placing a youth in a safety room. See section 1645 Safety and Holding Room Procedures in the Larry J. Rhoades Kern Crossroads Facility Administrative Manual.

1620.1 ROOM CONFINEMENT

Title 15, Article 5, Section 1354.1 Pending Title 15 Regulation

POLICY

Room Confinement is the designation given for circumstances that require youth to be separated due to safety and security concerns and shall not be used for the purposes of punishment, coercion, convenience or retaliation by staff. The facility is to provide a safe environment in the least restrictive manner, allowing youth as much opportunity as possible to remain involved in group activities and unit programming. Evidence based interventions and trauma informed approaches will be utilized to manage youth behavior that poses a risk to safety and to minimize their separation from group activities. Separating a youth from group activity due to safety and security concerns by placing them in their room for more than 30 minutes 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, the facility, or other youth. Specific protocols will be followed to ensure the youth shall be removed from Room Confinement as soon as the risk to safety is over and the youth is to be reintegrated into group activities and normal programming as quickly as possible. Room Confinement shall not be used to the extent that it compromises the mental and physical health of the youth. Room Confinement for this section does not include normal sleeping hours, youth housed in Court holding rooms, the brief periods, lasting no longer than 2 hours, in which a youth is confined to their rooms to conduct necessary institutional operations, during extraordinary emergency circumstances that requires a significant departure from normal institutional operations or to treat and protect against the spread of a communicable disease or for required extended care after medical treatment with the written approval of a licensed physician or nurse practitioner. Youth can only be confined for the shortest amount of time necessary to accomplish these objectives. The confinement of youth in their room shall be consistent with Welfare and Institution Code Section 208.3. Nothing in this policy shall be construed to conflict with any law providing greater or additional protections to youth.

PROCEDURE

Room Confinement 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, other youth or the facility. Room Confinement is a period of separation that is used to address immediate threats or acts of aggression by placing a youth in their room. If behavior warrants a time out, staff will document on the shift report. Youth are to serve no more than two time-outs per shift. Once a youth is placed on a time-out, the youth will be re-evaluated after 15 minutes to determine if the youth is ready to reintegrate with the group. Staff must articulate the circumstances of the threat/risk to safety in a Special Incident Report if a room confinement exceeds one hour. The Duty Supervisor will be notified for authorization and on-going review. A youth may be held up to three hours in Room Confinement. After a youth has been held in room confinement for a period of three hours, staff shall do one or more of the following:

1. Return the youth to general population.
2. Consult with behavioral health and medical staff.
3. Develop an individualized plan that includes goals and objectives to be met to reintegrate the youth to general population.

When a youth is separated from the group by being placed in their room, the procedure is as follows:

1. A Senior Youth Services Officer or lead staff will designate a unit staff to meet with the youth within 15 minutes of the incident to attempt to gain rapport and initiate dialogue regarding the incident. As part of the initial meeting with the youth, staff will inform the youth of the observable behavior changes necessary for the youth to be removed from Room Confinement. At any time, staff may contact behavioral health when a youth's mental status shows signs of decline, or when the youth requests mental/behavioral health involvement.
2. If the situation remains volatile or exceeds 30 minutes and continued Room Confinement is required, staff will notify the Duty Supervisor for authorization and initiate a Room Placement Log for identifying the signs that help determine if the youth's threat level is escalating, staying the same, or decreasing. Staff shall utilize criteria on the Room Placement Log every 30 minutes to determine if the situation is safe for intervention attempts.
3. As soon as the youth is capable of positive interaction and is deemed safe to meet with staff, the youth will be removed from their room and staff will begin interventions. Lead staff or their designee will notify the Duty Supervisor of their decision to release the youth to discuss the incident. Staff will attempt interventions for de-escalation and the reduction of risk for further anti-social behaviors. Staff, in conjunction with the Duty Supervisor may choose to partially reintegrate the youth into group activities to protect potential victim(s) of aggression, to provide caution in cases of a repeated history of aggression, and/or to reduce social pressure.
4. If the Room Confinement exceeds four hours staff will need to consult with medical and behavioral health staff and document contact on the Room Placement Log. The date and time the youth was placed in their room on Room Confinement will be documented on the Room Placement Log. The Duty Supervisor must be notified to approve an extension and will document the reasons for continued Room Confinement and the justification for the extension. Duty Supervisor approval is required every four hours thereafter for continued Room Confinement. If the youth is incapable of positive interaction and is deemed unsafe to meet with staff, then

continued separation requires a Pre-Individualized Safety and Security Program (PISSP) plan to be initiated within 48 hours.

5. A full Individual Safety and Security Program (ISSP) is required to be completed within seven days of the initial PISSP. This full plan is designed to support the youth in recognizing the factors that lead to aggression and how to regulate emotions or avoid aggressive behaviors. Behavioral health staff may determine that the youth requires hospitalization and may initiate this process. The ISSP manual and associated forms are located in the SB 1143 binder and staff shall review it prior to PISSP/ISSP placement and when forming the plan.

1625 ASSESSMENT AND CASE PLAN
TITLE 15, ARTICLE 5, SECTION 1355

A written assessment and case plan will be developed for each youth within 30 days or more and created within 40 days of admission to the Larry J. Rhoades Kern Crossroads Facility.

In the body of the Court report or other documentation an initial assessment and case plan will be made by the Deputy Probation Officer and submitted to Crossroads. The information will evaluate the following:

- A. Substance abuse history
- B. Education history
- C. Vocational history
- D. Counseling
 - i. Medication history
- E. Consideration of known history of trauma
- F. Family strengths and needs
- G. Victim reimbursement/restriction
- H. Gang related activity
- I. Prior referrals for:
 - i. Sexual dysfunction
 - ii. Violence/assaultive
 - iii. Drugs/alcohol
 - iv. Gang related activity

Initial Assessment and Case Plan

Within 30 days of admission into the Crossroads Facility an Institutional Initial Assessment and written case plan based on the assessment of the Mental Health, school and the administrative review board will be completed. A copy will be placed in the youth's permanent file. The plan will include a description of program resources needed to fulfill the case plan. Case managers will utilize the Noble System to complete the Initial Assessment and Case Plan before the youth attends the Classification and Assessment meeting. Staff should utilize the Noble Pact Summary Report as well as notes from the Initial Classification and Assessment meeting. The purpose of the case plan will be to provide goals and interventions to address the criminogenic needs of youth identified in the Risk Assessment tool utilized by the department.

The case plan will evaluate the following criminogenic needs:

1. Alcohol and Drugs
2. Employment / School
3. Anti-Social Peers
4. Family
5. Anti-Social Attitudes and Beliefs
6. Criminal Thinking
7. Anti-Social Personality
8. Leisure and Recreation

Six Week Assessment - Case Plan Update and Periodic Review

At the six-week timeframe, an evaluation of the youth's weekly progress will be made by the Crossroads case manager. Case managers will update the youth's case plan every six weeks which will allow for ongoing review of the youth's progress. The case manager will have periodic evaluations of progress towards meeting the objectives, including periodic review and discussion of the Case Plan with the youth.

Transitional Release Plan / Furlough Case Plan

Prior to the furlough from the Crossroads Facility, the Supervising Probation Officer will develop a transition release plan/ aftercare plan with the Crossroads case manager, Redwood High School, and Mental Health staff. All available information will be gathered by the case manager to develop the plan for the furlough phase of the Crossroads Program. This plan will be developed at Pre-Release Meetings that are typically scheduled 3 weeks prior to a youth's projected release date from KCF. All case plans will need to be updated no later than one week after Pre-Release meetings. This will be the final case plan case managers complete prior to the youth exiting the facility and will be used by the aftercare unit to assist with transitioning the minor back into the community.

A transition plan, the contents of which shall be subject to existing resources, shall be developed for post dispositional youth in accordance with Section 1351. In as much as possible and if appropriate, the plan, including the transition plan, shall be developed with input from the family, supportive adults, youth, and Regional Center for the Developmentally Disabled.

Goldenrod Section

1630 COUNSELING AND CASEWORK SERVICES
TITLE 15, ARTICLE 5. SECTION 1356

The assessment and plan will be used to determine what type of counseling and casework services are needed for each youth in the Crossroads Facility. The plan will be developed to provide a teamwork approach so that the youth receives, among other treatment:

1. Assistance with any personal problems, or needs that may arise;
2. Assistance in contacting parents, attorneys, clergy, probation officers, or other public officials; and Services as appropriate in needed areas including substance abuse, Family crisis and reunification, counseling, public health and mental health services;
3. Services as appropriate in needed areas including substance abuse, family crisis and reunification, counseling, public health, and mental health services;
4. Services will be provided to target criminogenic needs in accordance with evidence-based practices.

The Kern County Probation Department Kern Crossroads Mission statement has been developed implemented and strives to maintain structured programs that model the five 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 the 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.

Youth Services Officers help youth develop the skills, behaviors, and habits that will enable them to become responsible young adults. While assistance mainly centers on the youth, whenever possible staff should also include other sources of support and assistance including family members, school staff, Probation Officers, mentors, employers, etc. Teaching youth how to work as part of a crew, how to follow instructions, how to handle disagreements are essential life skills.

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 juvenile 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

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 provides 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. This 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 an “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: Youth are compliant with verbal directives and officer presence. 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/her movement), and resistive tension (youth tightening up muscles). To gain cooperation a combination of officer presence, verbal commands, control holds, firm grips, controlling device can be used as force options. This category is considered a low, non-deadly force option.
3. Active Resistance: Youth is threatening to cause harm, combative, assaultive, violent. 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 defensive tactics, control holds, take downs and chemical agents to include those provided in departmentally approved training and accepted methods of arrest and control. This category is considered a moderate, non-deadly intermediate level of force.
4. Life Threatening: This category includes actions that could reasonably 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 any body 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 when practical. 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, number, and location 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.

With regard to pregnant youth and use of force, refer to Juvenile Hall Manual, Section 1917, which states:

“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. Youth

Services Officers will comply with the limitations outlined by law as to the use of force and restraints for pregnant youth. 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 no 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.
 - D. Justification for action taken.
 - E. De-escalation attempts prior to use of force.

2. Use of physical force may require prompt notification to medical and mental health staff. Treatment will be administered if necessary. If medical or mental health staff are unavailable or the situation falls 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 notification 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. The Duty Supervisor or designee will enter the required information into benchmark.
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 of the debrief process. Staff are encouraged to notify JPPS 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 results 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
8. A RAP 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.

References: Welfare and Institutions Code 1712; Penal Codes 295 and 298.

1635.1 OLEORESIN CAPSICUM
TITLE 15, ARTICLE 5, SECTION 1357

POLICY

Oleoresin Capsicum (O.C.) is identified as Non-Deadly Intermediate Force Option and is a chemical substance designed to be utilized by authorized staff based on the totality of circumstances. The totality of circumstances shall account for occasions when staff may be forced to make quick judgments regarding the use of O.C. spray.

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. 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 Kern County Probation Department Administrative Manual, Articles 1706 Use of Force and 1707 Use of Force-OC.

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 to 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 process 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 supervision 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.

Tactical Unit O.C. spray will be assigned to areas of the facility as follows:

1. A canister will be assigned to each wing. The canister will remain in the unit office until authorized for use in a room extraction (refer to extraction policy, section 1635.2, regarding use of Tactical Unit O.C.).

Reporting:

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 the office of the Administrative Liaison. 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 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 Crossroads 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 in the event less restrictive measures are unsuccessful in gaining the youth's cooperation. The decision to conduct a room extraction with the use of the shield must be legally justified given the facts and circumstances perceived by the officer at the time of the use.

1. Definitions

- A. "Extraction" is the involuntary removal of a youth from an area or room through use of physical force and authorized equipment.
- B. "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.

2. Room Extraction Equipment

- A. Extraction personnel may utilize basic safety equipment, based upon the circumstances of the extraction, as described below:
 - 1) Shield
 - 2) Protective Vest
 - 3) Helmet with Face Shield
 - 4) Protective Gloves
 - 5) Shoulder, Elbow, and Knee Pads

- 6) The Duty Supervisor is to be notified and approve cell extraction in advance, barring any exigent circumstances.
- 7) The Duty Supervisor will be responsible for assigning a team leader to establish a team of officers to conduct the extraction.
- 8) The Senior Deputy Probation Officer/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.
- 9) 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.
- 10) Officers must remain calm and professional and not allow emotions to cause a loss of good judgment, decision-making skills or control.
- 11) 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))
- 12) 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))
- 13) Officers shall take affirmative action to stop inappropriate, unnecessary, or excessive use of force and to report it immediately to the facility Senior Deputy Probation Officer/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))
- 14) Officers may utilize only those control, compliance, restraining techniques, equipment, and training which are approved and provided by the Kern County Probation Department.
- 15) Medical and 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))

3. Extraction Procedure

- A. Prior to initiating a planned extraction, authorization must first be obtained from the facility Senior Deputy Probation Officer/Duty Supervisor. The Senior Deputy Probation Officer/Duty Supervisor will designate a team leader and shall be present during the extraction.
- B. 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:
 - 1) Ask the youth to comply with your directives.

- 2) Explain the consequences for non-compliance.
 - 3) Tell the youth you are lawfully ordering them to comply.
 - 4) Ask the youth if there is anything you can do to get them to comply with your order.
 - 5) Take appropriate action.
- C. 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: 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.
- D. 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.
- E. The team leader will conduct a briefing prior to initiating an extraction to discuss any pertinent concerns.
- F. The team leader will give each officer a specific assignment for the extraction. The strategic placement and duties of the officers are as follows:
- 1) 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. The unlocking and the opening of the door will be done by the team leader.
 - 2) 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 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.
 - 3) 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.
 - 4) 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.

- 5) 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).
- 6) 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. Tell the youth you are lawfully ordering them to comply.
 - d. Ask the youth if there is anything you can do to get them to comply with your order.
 - e. Take appropriate action.

4. Reporting and Documentation

- A. Extractions shall be reported in writing on an 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 Senior Deputy Probation Officer/Duty Supervisor. An extraction check list shall accompany the final report(s). (Title 15, §1357 (a) (2)) See Attachment I following Chapter 7.
- B. Extraction reports shall include the following information:
 - 1) All efforts and personnel utilized to attempt to remove the youth from the area prior to the implementation of the extraction procedures.
 - 2) A clear and factual justification for the extraction procedures, the officer's involved and the results obtained.
 - 3) Date and time when authorization for the extraction was granted by the Senior Deputy Probation Officer/Duty Supervisor.
 - 4) 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.
 - 5) If needed, an Oleoresin Capsicum Spray report will be completed by involved staff.

In addition, the report shall include a description of all after-care procedures that were provided to youth pertaining to decontamination from OC.

- 6) A notation of Mental Health referrals made to assist the youth with problem issues.
 - 7) Parent/guardian notification, including date, time and person notified if emergency medical treatment is needed.
 - 8) Photographs of any injuries, room condition and/or contraband may need to be taken and attached to the Special Incident report.
 - 9) If any significant contraband is located, the chain of evidence must be maintained. For further information, refer to Crossroads Administrative Manual, Section 1460 – Crime Scene Preservation.
- C. An incident debriefing shall be conducted by the Senior Deputy Probation Officer/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.

5. Immediate Medical Care / Mental Health Referral

- A. Medical personnel and Mental Health clinicians should be notified in advance and placed on standby 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/she is seen by medical or mental health staff, the youth will be immediately transported to the nearest emergency medical facility.

6. Training

- A. 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 Juvenile Correctional Officer CORE and PC 832 training based on operational needs.
- B. 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.
- C. Officers required to participate in extractions will be provided initial and on-going training.

8. Maintenance and Cleaning Of Extraction Equipment

- A. 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 Senior Deputy Probation Officer/Duty Supervisor.
- B. 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.
- C. The equipment used in the extraction procedure shall be maintained and cleaned on a regular basis when not in use by the designated Senior Deputy Probation Officer/Duty Supervisor.

Red Section

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) is prohibited. The use of restraints on pregnant youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222. Restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the youth's behavior. The circumstances leading to the application of restraints must be documented.

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 1358.5, 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 Senior Deputy Probation Officer/Duty Supervisor followed by medical assessment and input for continuing use. 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. Restraints should be removed as soon as possible. The use of restraints is a more sustained, prolonged intervention. 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. Force is a custody/law enforcement function. Application of restraints for prolonged periods of time requires greater emphasis on medical concerns and involvement of medical staff. Some acting out behavior may be symptomatic of serious or life-threatening illnesses. 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 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 Safety 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.

All restrained youth will warrant an immediate medical and mental health referral. Staff are trained in first aid and CPR and provide direct visual supervision of restrained youth. CPR face guards are available and located in each unit. A cardiopulmonary resuscitation device is located on the wall outside the Duty Supervisor's office if required.

Staff will monitor restrained youth for medical and mental health risks including: youth being unresponsive, disoriented, lethargic, confused, experiencing hallucinations, having difficulty breathing, complaint of chest pain, abnormal speech or inability to talk and bleeding from mouth, nose or ears. Observations of the youth's behavior and any staff intervention are documented at least every 10 minutes. All activity is noted in a running log.

Regulations require range of motion exercises of alternating extremities 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:

Unit Lead Staff

1. Contact the Duty Supervisor when a youth displays behavior which may require placement in restraints for his or her 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. Plan the course of action for applying restraints and make each staff members' role and responsibilities clear.
3. Apply restraints to the youth's legs and hands. Hogtying, or restraining the youth's hands and feet behind the back is prohibited.
4. Ensure continuous direct visual supervision and documentation by assigned staff. See Section 1465.1 – Direct Visual Supervision.
5. Identify potential problems with youth in restraints and keep the Duty Supervisor informed.
6. Notify Medical and JPPS of the youth's placement in restraints via telephone and in writing and by submitting a mental health referral and placing the youth on the Medical Complaint list.

7. Document all efforts to deescalate any situation to avoid 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/her 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 requirements:
 - A. Review and document continued retention in restraints at least every 45 minutes.
 - B. A Mental Health assessment shall be secured with the Psychiatric Services staff on duty as soon as possible. If Psychiatric Services staff are not on duty, the after-hours Youth Wraparound Services 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 the on-call Pediatrician at KMC after medical hours for continued retention beyond two hours and again for continued retention every three hours.
 - D. Ensure continuous direct visual supervision and documentation made every ten minutes on the Safety Room or Youth Safety Room Check Log accurately documents 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, actions and contacts and the justification for placing the youth in restraints and justification for the continued retention.
 - G. After hours, provide for emergency medical referrals to KMC as needed.

Staff Assigned Direct Supervision

1. Refer to responsibilities in Section 1465.1 - Direct Visual 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 applies to the use of handcuffs, shackles or other restraint devices when used to restrain youth for movement or transportation reason and the safety and security of the facility.

Restraints are not for use as punishment or 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, trauma informed approaches.

Youth Services Officers are trained in the use of restraints through annual STC training and review these techniques during staff meetings.

The use of restraints on pregnant youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.

1645 SAFETY and HOLDING ROOM PROCEDURES

Title 15, Article 5, Section 1359 & 1354

(PREA Standard Section 115.342)

Holding Rooms

The holding rooms are located in each Pod of the Crossroads Facility across from the staff offices. These rooms are not padded rooms. They are equipped with sinks, toilets, audio and video surveillance cameras.

The following procedure shall be followed regarding all youth that are placed in the holding room:

1. The Senior Deputy Probation Officer/Duty Supervisor shall be notified immediately if a youth must be placed in the holding room;
2. The holding room shall only be used when all other efforts to control a youth's behavior have failed. The holding room is not to be used as a punishment option. It is specifically designed for the youth who is uncontrollable in the regular program and must be removed from the group for the safety and security of the facility;
3. No youth shall be left in the holding room without regular five to ten minute room checks coupled with video and audio surveillance by assigned staff. At no time should video monitoring be used in lieu of physical room checks. Medical and Mental Health shall be contacted as soon as possible upon placement of a youth into the holding room. The staff must give particular attention to the youth's physical condition. For safety reasons, two staff shall be present whenever the holding room is entered, except when waiting for a second staff member would jeopardize the health and safety of the Youth. Youth should be removed from the holding room as soon as they have displayed a pattern of appropriate behavior;
4. 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 Senior Deputy Probation Officer/Duty Supervisor will make the decision to either call 911 or transport the youth by vehicle to K.M.C.;
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 (heartbeat, temperature, and general condition) shall be monitored by wing staff on an on-going basis;
6. When a youth is in the holding room, the staff must fill out a Holding Room Observation Log to 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 Senior Deputy Probation Officer/Duty Supervisor shall respond to the holding room as soon as possible to assess the situation. The Supervisor will also make an entry in the Holding Room Log and initial it. The form is to be delivered to the Senior Deputy Probation Officer/Duty Supervisor upon the youth's removal from the holding room;

7. The youth's respiration and other vital signs should be checked on a regular basis, even if it appears the youth is sleeping, in order to prevent a misjudgment of the youth's state of health. Medical staff shall be notified any time the youth's condition is suspect. (If Medical staff are not available on grounds, and concern exists for the youth's well-being, K.M.C. shall be contacted as an alternative);
8. It is the responsibility of the Floor Supervisor to ensure that when any youth is placed in the holding room Medical and Crossroads Mental Health Services are notified. If the Mental Health Services therapist is unavailable, contact should be made as soon as feasible and a referral should be sent for follow-up. If Medical staff or Crossroads Mental Health are unavailable and immediate attention is needed, the Senior Deputy Probation Officer/Duty Supervisor will make contact with a K.M.C. Psychiatric Technician or the Crisis Stabilization Unit. If the youth's behavior warrants a stay in the holding room longer than three hours Mental Health must be notified, consulted, and a plan developed. Should the youth's behavior continue to deteriorate the Crisis Stabilization Unit should be contacted or the youth should be transported to K.M.C. for psychiatric evaluation;
9. Once in the holding room, youth whose behavior presents an immediate danger to themselves or others, who exhibit behavior which results in the destruction of property, or reveal the intent to cause self-inflicted physical harm should be transported to the safety room. See Safety Room 1640.2;
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 floor supervisor feels it is necessary to delay the meal due to the youth's hostile or unstable behavior, the Senior Deputy Probation Officer/Duty Supervisor will be immediately notified for approval. At no time will a scheduled meal be indefinitely denied, barring special medical considerations;
11. The holding room is equipped with a functional plumbing unit for the youth's use while there. All youth in the holding room will wear no less than a pair of standard issued shorts; and T-shirt;
12. 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 Senior Deputy Probation Officer/Duty Supervisor's approval of the placement. The Senior Deputy Probation Officer/Duty Supervisor will document the reasons for continuing or ending placement.

Safety Room (Title 15, Article 5, Section 1359)

Safety Room placements are considered Room Confinement; therefore, all procedures set forth in Title 15, Section 13545 and the Kern Crossroads Administrative Manual Section 1620.1, will apply. A safety room shall not be used to the extent it compromises the mental and physical health of the youth.

1. When staff have exhausted all means of counseling and crisis intervention in controlling a youth who poses a threat to himself or others or is destroying property, the Duty Supervisor shall be notified.

2. In an emergency or volatile situation requiring immediate Safety Room placement, the Duty Supervisor is to be notified as soon as possible.
3. When the use of the Safety Room has been authorized, the Lead Staff is to formulate an extraction and transport plan with support staff and the Duty Supervisor, before moving the youth. This extraction plan shall be organized in such a manner to avoid/reduce injury to staff and youth. (See 1635.2 - Extraction Plan)
4. In all cases of safety room placement, staff will initiate Direct Visual Supervision unless or until instructed otherwise by the Duty Supervisor. (See section 1465.1 - Direct Visual Supervision).
5. Start a Room Placement Log with entries being made at least every 10 minutes. Entries should include: the youth's behavior, contact with the youth and actions by staff, contacts with medical and mental health staff and any other pertinent information.
6. Ask the youth if he or she has any injuries after being transported to the safety room. Document this information on the Room Placement Log and advise medical staff and the Duty Supervisor.
7. If the youth appears to have a life-threatening medical condition, unit staff will call 911 immediately and notify the Duty Supervisor and Kern Crossroads medical staff as soon as possible.
8. Provide counseling and crisis intervention for the youth as directed by the Duty Supervisor.
9. Ensure the youth is properly clothed, taking into consideration the decency, privacy, health and safety of the youth.
10. Ensure the youth has access to water, food, medication, and a toilet. Youth will be provided with regular scheduled meals and medication while in the safety room, as well as food and water necessary due to any medical condition, such as diabetes. The method for serving food and water to youth in the safety room will be based on the behavior of the youth and approved by the Duty Supervisor. Document on the Room Placement Log when the youth was provided with the above provisions.
11. If staff are required to enter the Safety Room, two staff will be present at all times unless it would be of grave danger to the youth to wait for a second staff's arrival.
12. Medical staff are to be notified via the telephone of all safety room placements as soon as possible. In addition, the youth's name will be placed on the Medical Complaint List for the next day.
13. Kern Crossroads Mental Health Provider, Kern Behavioral Health and Recovery Services, shall be notified of all safety room placements via the telephone as soon as possible. A written Mental Health Consultation Slip shall also be submitted.

14. Ensure the completed Room Placement Log and reports written by all staff involved in the incident, transportation and observation of the youth are compiled and submitted to the Duty Supervisor.

Staff Duties:

Youth Services Officer, Extra Help or Designated Staff:

1. Provide Direct Visual Observation as directed and make entry on Safety Room Log at least every ten minutes.
2. Counsel and/or intervene in the youth's behavior as necessary for the safety of the youth and to prevent destruction of property; and
3. Document the youth's behavior, emotional status and when they consume food, water or are allowed access to a toilet.

Senior Deputy Probation Officer/Duty Supervisor:

1. Notify Crossroads' Administration as soon as possible;
2. Ensure all attempts to counsel the youth have been made;
3. Plan and coordinate the method of transport and support staff as needed;
4. Respond to the safety room as soon as possible to assess the youth's behavior and physical status.
5. Approve initiation of the use of restraints and Direct Visual Supervision as needed;
6. On the Safety Room Log: Initial for authorization of safety room placement; make a Senior Deputy Probation Officer/Duty Supervisor entry; make additional entries, at least one entry every three hours thereafter, justifying continuation of the safety room placement and any pertinent information. Any actions taken or contacts made should also be noted on the log;
7. Ensure Mental Health Services and Medical has been notified and has responded during regular duty hours;
8. Contact K.M. Emergency Room for any medical questions or if Crossroads Medical staff are not available. Transport the youth to K.M.C. for any serious medical health condition;
9. If a youth is to remain in a safety room beyond three hours, Mental Health Services must be contacted. The Senior Deputy Probation Officer/Duty Supervisor and a Mental Health Services therapist will work on a plan of action to remove the youth from the safety room as soon as possible. If continued retention is necessary, Mental Health Services will be contacted prior to every third hour thereafter, or if the youth's behavior deteriorates;

10. Outside Phoenix - Crossroads Mental Health Services regular staff hours, the Senior Deputy Probation Officer/Duty Supervisor shall contact a K.M. Psychiatric Technician. The youth shall be evaluated within 24 hours to evaluate the need for Mental Health Services by Crossroads Mental Health Services, their on-call designee, or K.M.C. Psychiatric Technician; and
11. Continued retention in the safety room beyond 24 hours requires medical clearance. The Senior Deputy Probation Officer/Duty Supervisor shall contact K.M.C. and/or transport the youth as recommended by Crossroads and K.M.C. staff. Administration shall be notified in cases of extended safety room retention.

Crossroads Medical Staff to acquire medical clearance. When Crossroads Medical Staff is not available the Senior Deputy Probation Officer/Duty Supervisor shall contact Kern Medical to acquire the needed clearance. If required, the youth will be transported to Kern Medical for the clearance. Administration shall be notified in cases of extended safety room retention.

Crossroads Medical Services Staff:

1. Medically screen any youth housed in a safety room within one (1) hour when on duty;
2. Medically screen any youth housed in a safety room as soon as possible after returning to duty;
3. Refer the youth for urgent or emergency medical treatment;
4. May continue to monitor/treat the youth throughout the safety room placement; and
5. Medically clear the youth every twenty-four (24) hours for continued retention.

Crossroads Mental Health Services:

Will respond to the following:

1. Suicide attempts/self-harm;
2. Personal crisis/tragedies;
3. Bad court hearing/DPO visit;
4. Psychosis; and

Will handle all referrals made regarding placements for other reasons.

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 of 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:

1. "Direct visual observation" means that 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; "
2. "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; and
3. Audio video monitoring may supplement but not substitute for either of the above.

References: Kern Medical Center Juvenile Correctional Services Manual, Section: 308.00

Conditions:

1. Whenever a youth is placed in restraints for dangerous or self-destructive behavior;
2. When all other counseling and behavior control techniques fail in preventing a youth from harming him or herself, staff, or from causing major property damage; and
3. When a youth displays destructive, violent or bizarre behavior due to possible drug and/or medical conditions which could result in serious injury.
4. Special watches initiated by staff or mental health where the need for direct visual observation is necessary based on suicidal concerns.

Procedure:

Responsibilities Unit Lead Staff:

1. Notify the Duty Supervisor of the situation. Staff may implement Direct Supervision and/or use of restraints (See Restraint policy) prior to Duty Supervisor 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 Safety Room log to document the youth's behavior, responses, and contacts by staff;
4. 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, mental health counseling, nurse visit...;
5. Notify Phoenix Mental Health Services as soon as possible and submit a written referral;
6. Contact Kern Crossroads Facility Medical staff if the youth has sustained any injuries;
7. Keep the Duty Supervisor informed;
8. Maintain surveillance of the staff assigned to direct observation/supervision, giving support, and coordinating breaks when needed;
9. Coordinate the completion and compilation of all reports; and
10. 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 should not be reading, writing, or performing any other activity which would distract from observing the youth;
2. Limit conversation and comments to the youth to his or her 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 Senior Youth Services Officer/Lead Staff informed of any changes in the youth's behavior or health, and any other pertinent information; and
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 him or herself or from destroying property. Do not get involved in reading, writing, or performing any other activity which would distract from observing the youth:

2. Limit conversation and comments to the youth to his or her 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 sitting or prone position. (See section 1640 – 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 has 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 the youth's behavior at least every ten minutes.
7. Keep Senior Youth Services Officer/Lead Staff informed of the youth's behavior, changes in behavior or health and any other pertinent information; and
8. Request assistance as needed.

Duty Supervisor:

1. Keep in touch with lead staff and provide support as needed;
2. Initiate use of restraints or Safety Room as needed. (See Restraint and Safety Room policies);
3. Respond and assess the behavioral and physical status of the youth as soon as possible;
4. Confer with 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; and
6. Advise Kern Crossroads Facility Administration of any situation involving a youth's threats or attempts at self-harm and the continued need for Direct Visual Supervision.

References: Kern Medical Center Juvenile Correctional Services Manual, Section: 308.01

1650 GRIEVANCE - YOUTH
Title 15, Article 5, Section 1361
PREA Standard 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 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 their 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 they will be allowed to pursue their 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.

The following issues will be referred to the proper entities for a response that have jurisdiction in these matters:

1. Any Court Order
2. Health Care Services
3. School Services
4. Behavioral 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 their 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 facility initials, two digits for year and the next available consecutive number, i.e., K25-101. The Grievance Tracking Log is located in a locked cabinet in the Duty Supervisor's office. Each Grievance Form must be accounted for when it is turned in.

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. They will then summarize the issue(s) they are grieving. If further explanation is needed, they will be provided 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 tracking 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. 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. Grievances that relate to health and safety issues must be addressed immediately. 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 may 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).

1655 INCIDENT REPORTING, INVESTIGATION and REPORT WRITING
TITLE 15, ARTICLE 5, SECTION 1362

Incident reports are submitted to the facility administration via the Chain of Command 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, CPS reports 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 facility or designee. 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 the Duty Supervisor/Senior Deputy Probation Officer as to legal requirements pertaining to Miranda. Youth age 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 Crossroads Facility has 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 (Alternative Programming level 2 or 3).
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 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 Juvenile Corrections Officer(s).
8. If O.C. spray is applied, the method and start and end time of decontamination.
9. Medical and/or behavioral health staff finding, if applicable.
10. Medical and/or behavioral health staff treatment instructions, if applicable.
11. Any recommendations of the reporting Juvenile Corrections Officer.

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.
3. The investigating Officer will first check ages of youth involved to determine if they fall under Welfare and Institutions Code section 625.6. If a youth is determined to fall under this guideline he cannot be questioned before speaking with a lawyer.
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 Senior Deputy Probation Officer/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 Probation 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.

Goldenrod Section

1700 LARRY J. RHOADES KERN CROSSROADS FACILITY PROGRAM

The Larry J. Rhoades Kern Crossroads Facility was instituted in 1997 to target those youth who would normally be committed to the CDCR's Division of Juvenile Justice. The youth we contact are the older, more sophisticated youth who ideally have at least one year of confinement time. The program consists of life skills training, education, mental health, and community service while protecting the community. The Crossroads Facility Program represents a collective effort aimed at changing negative habits, attitudes, and behaviors. Juvenile Corrections Officers, Probation Officers, Mental Health personnel, teachers, and youths' parents and guardians all play a role in making possible a positive lifestyle change. Community service organizations and volunteers devote much appreciated time and effort toward the realization of our goal.

The Crossroads Facility is a secure, residential facility with locked doors and fences along with a complete medical and mental health component. It is designed to train, educate and guide youth who are committed by the Juvenile Court toward a more productive and delinquency-free lifestyle. Youth are committed to Crossroads for a period of one year, usually spending six months in custody and six months on furlough. There are two programs available at Crossroads, 168 days and 272 days. Upon commitment, youth are classified, needs assessments are completed and case plans developed. The Aftercare Unit provides intensive supervision and maintenance of a continuum of services consistent with those provided in the detention phase.

The Kern County Probation Department uses an Evidence Based Risk Assessment tool and the goal of each case plan will be to provide the youth with programming and services to target the top criminogenic needs identified by the Risk Assessment.

The basic philosophy is to instill in these young people the concepts of responsibility, accountability, and consequence by incorporating structure, discipline, education, and training in a behavior modification model. Some aspects of the program utilize military protocol, which provides structure for the development of leadership skills by allowing youth to earn rank and privilege. The recreation program is designed to condition the youth physically and mentally. Components of the recreation program encourage teamwork and help to break down barriers to positive peer relationships.

Community Service:

Community service is also an important aspect of the Crossroads Program where the youth give back to the community by performing community service to many non-profit organizations. Participation in worthwhile community projects such as Habitat for Humanity, CALM, and the Animal Shelter are just a few of the services we provide. The Crossroads Honor Guard participates in presenting colors for special events and parades during the year.

Vocational Training:

Vocational Training is emphasized by providing opportunities with employment through the ServSafe Certificate program. This is a four-week class the youth attend while they are working in the kitchen. The students then take a test provided by the Probation Department in order to obtain their ServSafe Certificate. This allows the youth to obtain entry level employment in the food industry.

The youth also participate in educational and mental health programming to address their needs. One of the primary goals of contracting with a mental health provider is to provide the youth with evidence-based groups to target criminogenic needs identified by the Risk Assessment Tool.

THE LARRY J. RHOADES KERN CROSSROADS FACILITY BEHAVIOR MANAGEMENT SYSTEM (BMS)

The Kern Crossroads Facility (KCF) Behavior Management System (BMS) is a multi-level system that is designed to increase desired behaviors using reinforcements and decrease unwanted behaviors through a graduated point system. The system is designed around Core Correctional Practices, which includes principles of effective interventions and follows best practice guidelines of effective reinforcement and shaping of behavior.

DESCRIPTION

The BMS works on the basis that the staff, through behavioral modifications, will shape the youth's behavior by providing a structured reinforcement and a positive point system. Every staff is responsible to the youth, the program, and him/herself to help the youth make the transition to a pro-social lifestyle. The BMS is intended to support appropriate unit behavior and focuses on long-term change. Within the BMS, each staff is an agent of change. The use of reinforcements and earned points will assist in shaping the youth behavior as well as their values and belief systems.

The BMS is designed to utilize and include several principles of effective reinforcement related to the youth earning points, relying especially on two of the primary principles: immediacy and consistency. The BMS will provide staff with the ability to reinforce behavior in a timely fashion, while also providing opportunities to reinforce long-term positive change. The BMS will provide staff with the structure to shape youth behavior, but it is up to the staff to follow that structure consistently to help guide the youth to make the transition from delinquency to responsible citizenship.

1705 REDWOOD SCHOOL PROGRAM
TITLE 15, ARTICLE 6, SECTION 1370

Policy:

The Kern County Superintendent of Schools operates school programs at the Probation Department juvenile 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, designated as specialists, and authorized to teach under the California Education Code Section 44865. The entire course of study shall comply with the State Education Code and all applicable federal education statutes and regulations.

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.

Redwood High School and Crossroads Administrators 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. Any violations of rules related to the use of education related technology shall not result in the youth losing access to curriculum. Similar/equal non-technology related curriculum shall be provided to the youth until such time occurs that it is deemed appropriate for the youth to be allowed regain access to education related technology.

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. At the discretion of the Kern County Superintendent of Schools (KCSOS), this review may be conducted by a qualified outside agency or individual. Upon receipt of the review, Crossroads Administration shall review each item with the KCSOS and take whatever corrective action is necessary to address each deficiency and 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 Code of Regulations.

Except as otherwise provided by the State Education Code, expulsion/suspension from school shall be imposed only when other means of corrections fails 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 corrections used prior to imposing expulsion/suspension if an expulsion/suspension is ultimately imposed.

The complete facility educational record of the youth shall be forwarded to the next educational placement in accordance with the State Education Code. The Kern County Superintendent of Schools shall provide appropriate credit (full or partial) for course work completed in accordance with the State Education Code.

The school and facility administrator shall meet the transition needs of youth, including the development of an education transition plan, in accordance with the State Education Code and in alignment with Title 15, Minimum Standards for Juvenile Facilities, Section 1355 (see JH Manual Section 1615).

The school and facility administrator should, whenever possible, collaborate with local post-secondary education providers to facilitate access to educational and vocational opportunities for youth that considers the use of technology to implement these programs.

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. Additionally, youth with special needs or those identified as English learners, are provided an education using the California Core Standards and the California EDL Standards to meet their needs. Students in this commitment program are also post-tested for growth.

Youth shall be interviewed after admittance and a record maintained that documents youths:

1. Educational history
2. School progress/school history
3. Home language survey and the results of the state test used for English language proficiency
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 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 youths 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. The school is responsible for educational screening and admission criteria to determine the most appropriate type of program and services to be delivered to the youth. Both agencies work closely together to assist in communication and ensure school staff are advised of disciplinary or administrative decisions that may affect educational programming. Any discipline issues arising at school will be assessed on a case by case basis with the Duty Supervisor communicating with school staff.

All State and Federal laws and regulations are observed with special education needs or those with Individualized Education Program (IEP), 504 plan Limited English Proficiency (LEP) and/or English Learners (EL). Students with special needs are identified upon entry into the school programs. The number of special education teaching staff 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.

The instructional time of 260 minutes exceeds the minimum minutes required. The program operates year-round and can serve students from first to twelfth grade. Attendance is mandatory and all absences are verified. Class size is usually kept to a staff/student ratio of 1 to 10. 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 complete educational record of the youth shall be forwarded to the next educational placement in accordance with the State Education Code.

Program Suspension:

In the event of a program suspension, the Duty Supervisor will notify the school of the suspension and need for continued educational programming in the living units. 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. 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 assure school curriculum continues to be delivered to all youth.

Any student experiencing continued difficulty in completing the school day due to disciplinary issues will still receive educational services and they can be continued outside the classroom or within the living unit. All effort should be made to maintain the youth in the group school setting as long as safety or security concerns are not present.

1710 RECREATION PROGRAMS AND EXERCISE
TITLE 15, ARTICLE 6, SECTION 1371

POLICY

Youth in commitment facilities need opportunities to exercise and participate in programming and recreational which are posted in each unit. The purpose of this period is to give youth an opportunity to release energy reserves, teach new skills and principles of good sportsmanship, develop leadership qualities and provide a tension release. The intent of this section is to minimize the amount of time youth are in their rooms or their bed area.

PROCEDURE

The Crossroads Facility maintains a regular program, recreation program and physical education program which is available for all youth in the Facility.

Programs

All youth shall be provided with the opportunity for at least one hour of daily programming to include, but not be limited to, trauma focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate, or prosocial interventions and activities designed to reduce recidivism. These programs should be based on the youth's 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:

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. Restorative Justice or Civic Engagement;
18. Career and leadership opportunities; and,
19. Other topics suitable to the youth population.

Recreation

Recreation activities include access to approved reading materials, watching television, listening to music, and various games. Additional 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 Administration. Activities and programs are available for 3 hours each school day and 5 hours on non-school days, one hour of which involves large muscle exercise. Staff should make efforts to assure youth receive one hour of outdoor activity, weather permitting. Typically, this will be in conjunction with the exercise program which meets Title 15 requirements for one hour of large muscle activity per day. Upon approval of the administrator/manager, the Duty Supervisor may suspend, for a period not to exceed 24 hours, access to recreation and programs. The administrator/manager shall document the reasons why suspension of recreation and programs occurs.

All youth who are medically cleared to participate shall be involved in exercise program and recreation activities. The physical education coordinator will develop, implement and monitor all weekday recreation and physical education activities, orientation and coaching of youth in the Facility. Recreation shall include the opportunity for at least one hour of daily access to unscheduled activities such as leisure reading, letter writing, television, radio, music and video games. For the purpose of calculating free time, social awareness programs and functions that benefit the youth should be factored into the time requirements. Examples of social awareness programs would be functions such as participating in group counseling, vocational training or religious activities. Weekend; Duty staff are responsible to provide the mandated recreation programs and Physical education.

Youth who are on PISSP or ISSP status are entitled to one hour of daily exercise and two hours of Alternative Programming, which may be with other youth, or alone as behavior and program status dictate. That time may be suspended only upon a written finding by the Administration that the youth represents a threat to the safety and security of the facility. 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.

Juvenile Corrections Officers do not participate in exercise activities or games. They provide activity orientation, group supervision, and coaching. Staff assigned to commitment programs may participate in limited activities with youth with prior approval from unit Lead Staff.

It is essential that staff supervise recreation and conduct inspections of exercise areas. Staff is to be aware of the group tone, the number of youths involved, and proper staff coverage.

1710.1 Institutional Music Policy

Music will be limited to compact discs or music channels provided by facility television access. Local radio is not allowed in the common areas of the institution. Staff is allowed to bring in their own compact discs provided they meet the following criteria for appropriateness:

1. No violence related messages;
2. No profanity;
3. No drug or alcohol related messages;
4. No discriminatory or gender demeaning related messages;
5. No illicit sexual content; and
6. No anti-establishment messages.

Any music form is allowed in the institution provided it meets the aforementioned criteria. Staff are allowed to bring in their own compact discs, at their own risk. The Probation Department will not be liable for any compact discs that are lost, stolen, or damaged, nor will it tolerate any personnel problems that result out of the same. The volume of the music should be low enough to maintain the safety and security of the institution.

In addition, any staff member who knowingly brings any compact disc inside the institution which does not meet the criteria for appropriateness will be held accountable consistent with the violation of any other department or institutional policy.

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. 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. All staff is expected to maintain the integrity of this policy.

1715 RELIGIOUS PROGRAM
TITLE 15, ARTICLE 6, SECTION 1372

Policy:

Youth have the right to services and approved representatives of religious groups provide services in Kern Crossroads Facility. Crossroads does not advocate, force, or discriminate against any religion or religious views. Recognized religious practices are allowed unless the practices interfere with the security, safety, health standard or orderly running of the institution.

Procedure:

The religious program at the Kern Crossroads Facility is designed to provide the opportunity for religious services and practices, the availability of clergy, and the availability of religious diets. Religious services, which are non-sectarian in presentation, are provided during the week and on weekends through an arrangement with the local Ministerial Association. 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 outside of their room. Religious personnel who provide services must be certified to do so by their local church or religious organization. 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 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 nutrition standards 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, youth 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 Crossroads 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.

Goldenrod Section

1720 WORK PROGRAM
TITLE 15, ARTICLE 6, SECTION 1373

Work details and community service projects are an integral part of the Crossroads Facility program. Work projects teach responsibility and good habits and help the youth achieve a sense of worth in a job well done. In order to perform work details outside the secure perimeter of the Facility, youth must have advanced to Phase II of the program and must not present a flight risk.

Detail coordinator will review all youth work applications and will ensure for the fairness and consistent of assignments Work assigned to a youth shall be meaningful, constructive and related to vocational training or increasing a youth's sense of responsibility.

Performing work details is not a form of punishment, but rather to 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 school schedules. Work assignments are not a substitute for school hours; but work can be a part of an approved trade school program.

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 gloves.

All assigned work or program details will be screened and monitored by medical personnel.

1725 VISITATION
TITLE 15, ARTICLE 6, SECTION 1374

POLICY

Visiting policies and procedures have been established at Kern Crossroads Facility to provide detained youth with the opportunity to receive visits from parents, guardians or persons standing in loco parentis. Youth supportive adults may visit with the approval of Administration and youths assigned Probation Officer. The visiting policy is intended to reduce tension and confusion, promote a healthy emotional climate for youth and improve youth and staff morale. Family therapy and professional visits shall be accommodated outside the provisions of this policy.

PRUPOSE

Visits by appropriate and approved adults are encouraged since strong family and community ties increase the probability of success for a youth after release. Visits are supervised, but conversations are not monitored unless there is an identified security or safety need. Visitation shall not be denied solely based on the visitor's criminal history. The Duty Supervisor/SDPO shall determine in each case, whether the visitor's criminal history represents a risk to the safety or 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.

PROCEDURE

Visiting Hours – Sundays: Units C & D from 1:45 p.m. to 3: 45 p.m.
E & F from 2: 00 p.m. to 4: 00 p.m.

Youth are provided the opportunity to visit for a two-hour minimum, each week, within the guidelines of this policy. Extra visits may be earned as an incentive. Provisions for unusual situations, special visitation arrangements may be authorized by the Crossroads Administration and the youth's assigned Probation Officer. Because of limited visiting space, no more than two visitors per youth are allowed to go to the unit. Upon verification by the Deputy Probation Officer and approval of Kern Crossroads Facility Administration, youth who have children may have supervised visits once per week on Saturdays from 10:00 a.m. to 11:00 a.m. The Duty Supervisor will designate or arrange the visiting area.

Persons who may be authorized for regular visits

Visitor lists may include five authorized persons; however, only two persons may visit at one time.

1. Biological parents.
2. Legal guardians.
3. Stepparents.
4. Grandparents (if case relevant and approved by DPO).

5. Spouses (marriage license verified by DPO).
6. Common-law parent (with Probation Officer approval).
7. Court Appointed Special Advocate (CASA) worker.
8. Youth supportive adults (approval of Administration and youths assigned Probation Officer)

Location of Visits

Visits will be conducted in the unit. Other areas may be designated for visits by the Crossroads Supervisor when the need arises. All visits are supervised by Crossroads staff and/or designated individuals.

Sign-in

Visitors will be expected to sign the Crossroads "Visit Request" or "Visit Log" when checking in at the reception desk for any visit other than one on a regular visiting day.

All visitors shall be required to present a valid and current picture identification card. Identification that appears to have been altered will not be accepted. No one will visit a youth without picture identification. Any expired identification or any identification not listed below must be approved by the Duty Supervisor/Senior Deputy Probation Officer on a case-by-case basis.

Acceptable forms of photo identification include:

- State issued Driver's License
- State issued I.D. Card
- Passport
- U.S. Government or Military I.D.
- Permanent Resident Card

Visitors are not allowed to bring purses, backpacks, cellular telephones, cigarettes, lighters or potential weapons into the secure perimeter of the institution. Kern Crossroads Facility is not responsible for any personal items that are lost. Visitors are subject to search by a metal detector. Visitors that exit for any reason are subject to repeating entry procedures.

Visitors may supply the youth with:

1. One Bible and approved book.
2. Pre-stamped envelopes with the youth's name written in ink in the upper left hand corner on each envelope, with the youth having a maximum of ten in his personal folder.

No other items may be brought during Kern Crossroads Facility visiting. The possession of cellular telephones within the institution is forbidden.

NOTE: Giving or allowing a detainee to take or receive gum, cigarettes, tobacco, matches, or any other items may result in the loss of visiting privileges. Contraband brought into a secure institution or admission to an institution through misrepresentation is a violation of the law (WIC 871.5 (A), WIC 871.5 (B), and WIC 207.5).

Visitors may not leave children unattended in the waiting area. Kern Crossroads Facility may interrupt a visit if the adult has left children unattended in the waiting room.

1. *Picnic*: Visits are conducted from 11:15 a.m. to 12:15 p.m. on Sundays; Parents, guardians, youth supportive adults and grandparents only. Youth are eligible for picnics approved by facility Duty Supervisor. Food must be brought in from an establishment who complies with Food Safety Standards. No home cooked food is allowed. Youth eligible for picnics at 8, 16, 24 and 32 passed weeks.
2. *Baby Visits*: Visits for committed youth with children must be approved by the Deputy Probation Officer and Kern Crossroads Facility. Visits are scheduled on Saturday one hour between 10:00 and 11:00 a.m. All visits will end by 11 a.m. regardless of when they started. Babies must be accompanied by an approved visitor.
3. *Special Visits*: Special visits with family members may be authorized by the Deputy Probation Officer or Kern Crossroads Facility in the event of family illnesses, death, or other special circumstances as they arise. Special visits will be coordinated through the Duty Supervisor.
4. *Clergy Visits*: Visits with clergy may be authorized by the Deputy Probation Officer and coordinated through the Kern Crossroads Facility Duty Supervisor. These visits should be outside of the regular visiting hours and should avoid school hours when possible. Deputy Probation Officers and Kern Crossroads Facility Duty Supervisors should coordinate the time and location of these visits.
5. *Attorney Visits*: Any attorney may visit a youth with proper identification and after completing the Attorney Visit Form. Prior to the visit the form shall be completed by a Deputy Probation Officer and signed by the youth. A youth may refuse to visit with an attorney.
6. *Other Agency Visits*: Representatives of other agencies, such as Child Protective Services, Law Enforcement, placement and group home staff, Mental Health, and others as deemed appropriate, may visit detained youth with the approval of the Deputy Probation Officer. Deputy Probation Officers and Kern Crossroads Facility Duty Supervisors should coordinate the time and location of these visits.

1730 CORRESPONDENCE
Title 15, Article 6, Section 1375
PREA Standards Section 115.353

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.
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 are not allowed by facility rules or could interfere with the day to day operation of the facility.
3. Outgoing mail shall be searched for contraband and then sealed by 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 facility administrator.
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, which one or more of the above conditions exist, shall be reported to the Duty Supervisor immediately. With prior written 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, confidentially, inspection and screening of mail, and appeal process.

Outgoing Mail at County Expense

All outgoing mail will be sent at County expense. Unit staff will control the envelopes which are issued. When a youth has completed his or her letter, staff will give him or her 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 box 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 Larry J. Rhoades Kern Crossroads Facility return address, 17824 Quality Road, Bakersfield, CA 93308, 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 five letters maximum in each youth's room.
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.

References: Prison Rape Elimination Act, Juvenile Facility Standards Section 115.353

Goldenrod Section

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 their immediate family. The use of inmate telephones is a privilege and only those youth that earn program time will be allowed their use.

Procedure:

Telephones have been placed in each wing for use by the youth in the Facility. The following guidelines have been adopted for their use:

1. The phones are located as close as possible to wing counters or wing offices on each wing;
2. Youth are permitted one phone call lasting no longer than fifteen minutes. Additional calls may be offered if time permits;
3. All phone calls are provided free to the youth;
4. Phone calls may be monitored by Facility staff as deemed necessary for purposes of ensuring institution security and addressing the issues of confidentiality;
5. Phone calls are permitted during program hours from 6:00 p.m. and on weekends and holidays at staff discretion. Under special circumstances and with authorization from the Senior Deputy Probation Officer/Duty Supervisor, staff may allow youth to make phone calls at times other than those listed; and
6. It will be the responsibility of the wing 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 Larry J. Rhoades Kern Crossroads Facility have an absolute right to have access to the courts and legal services. (Title 15). 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.

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 hotline numbers to these outside agencies are clearly posted and available to youth in the living units.

All Probation staff are mandated reporters regarding incidents of sexual misconduct involving youth under probation supervision. Staff shall accept reports made verbally in writing anonymously or from a third party. All reports received by staff will be acted on immediately.

References: Prison Rape Elimination Act, Juvenile Facility Standards Section 115.353

Goldenrod Section

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. This includes immigration legal services. Kern Crossroads 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; and
3. Provide postage free and unlimited confidential correspondence which includes members of the state bar, judges, public officials, and the BSCC.

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 and complete the Larry J. Rhoades Kern Crossroads Facility Visit Request 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 Kern Crossroads Facility "Request to See" form which will be routed to the youth's assigned Deputy Probation Officer.
5. Any attorney or their agents will be allowed free access to all youth upon request.

Goldenrod Section

1745 SOCIAL AWARENESS PROGRAM
TITLE 15, ARTICLE 6, SECTION 1378

Policy:

Programs designed to promote social awareness and reduce recidivism shall be provided at Kern Crossroads Facility.

Procedure:

1. A variety of programs focusing on victim awareness, conflict resolution, anger management, parenting skills, juvenile justice, self-esteem, building effective decision making skills, appropriate gender specific programming, tolerance and diversity and other topics that suit the needs of the youth. Programs are developed and presented to youth by the Kern County Superintendent of Schools, on site Mental Health program, Clinica Sierra Vista, the Department of Public Health, and a variety of volunteer organizations.
2. Crossroads contracts with Kern Behavioral Health and Recovery Services to provide Mental Health Services to youth. This agreement calls for the Mental Health provider to provide evidence-based programming that targets the criminogenic needs of youth. Currently, Kern Behavioral Health and Recovery Services provides: Aggression Replacement Training (ART); Thinking for a Change (T4C); and Strengthening Families. In addition to these groups, Kern Behavioral Health and Recovery Services utilizes best practices to address substance abuse needs. All programs are cognitive behavior in nature and focused on meeting the individual needs of each youth.
3. Program presentations are monitored by supervision staff and are evaluated so their content is current, consistent, and relevant to the populations. The KCSOS provides an annual review of their instructional program.
4. The Crossroads Director or designee will document the annual review of social awareness programs to ensure that program content offered is current, consistent and relevant to the population.
5. Social awareness programs are those activities that benefit the youth in our care. Based on this distinction, a youth that participates in social awareness programs may have this time allotted to the three hour and five-hour time limits discussed in Section 1710 of this manual and Section 1371 of Title 15.

Goldenrod Section

1800 DISCIPLINE
Title 15, Article 7, Section 1390

POLICY

Maintaining discipline within a juvenile 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 Larry J. Rhoades Kern Crossroads Facility's Behavior Management System and disciplinary penalties are clear, consistent and uniformly applied, and include the use of positive behavior interventions and supports. They are written and available to youth, both as a fair warning of the consequences of inappropriate behavior, and to ensure due process. Additionally, upon admission each youth is a Crossroads Detainee Handbook which provides a clear explanation of the rules and expectations of the program. Rule sessions are also conducted at least once a week to promote understanding of the basic rules. Provisions shall be made to provide accessible information to youth with disabilities, limited English proficiency, or limited literacy.

It is the policy of the Kern County Probation Department to provide a safe environment in the least restrictive manner, allowing youth as much opportunity to remain involved in group activities and unit programming. It is our policy to provide evidenced-based pro-social and best-practice interventions to manage youth behavioral issues, particularly behavior that poses a threat to safety. A youth may be separated from group activities anytime that he or she is violent, emotional dysregulated on confrontation non-compliance. Separating a youth from group activity by placing them in their room for no more than two 15-minute time-outs per shift shall only occur when there is an articulable risk to safety of the youth, staff, the facility or other youth. The youth is to be reintegrated into group activities and normal programming as quickly as possible. Any separated youth shall receive basic services, except when necessary to accomplish the objective of separation.

Discipline shall be imposed at the least restrictive level which promotes the desired behavior. Discipline shall not include corporal punishment, group punishment, physical or psychological degradation. Deprivation of any of the following is not permitted:

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. Clean and sanitary living conditions.
8. The right to send and receive mail.
9. Education.
10. Physical Exercise.
11. Due process for major rule infraction and the right to appeal any disciplinary action.
12. 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 the behavior of a youth warrants separation, staff are responsible for notifying the education program and ensure educational services are provided to that 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 has earned a restricted program, he or she is allowed the 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.

1805 DISCIPLINE PROCESS

Title 15, Article 7, Section 1391

POLICY

The disciplinary process must be fair. Rules should be continually reviewed to ensure that they are reasonable and have a valid base. The disciplinary process is administrative, not judicial. There is no prohibition against both referring a matter for prosecution and treating it internally as a disciplinary matter.

Counseling can be an effective tool in the disciplinary process and is among the first actions to be taken in response to lesser rule violations. Counseling is personal and informal and encourages the youth to respond in a mature, responsible manner. Staff should use trauma-informed approaches and positive behavior interventions when counseling. It relies on the skill and sensitivity of staff to diffuse potential disciplinary problems before they escalate.

It is essential that all Juvenile Corrections Officers have respect for individual personalities. Treatment of any incident of undesirable behavior should be calm, dignified and firm. Staff should deal directly and, if possible, privately with the youth at fault.

PROCEDURE

In order for discipline to be effective, there must be a correlation between the severity of an infraction and the severity of the consequences. Staff are trained in the practical application of a fair and objective disciplinary process that includes progressive levels of discipline.

1. Room confinement shall not be used as discipline.
2. The type or level of discipline imposed depends upon the severity of the offense.
3. Discipline shall not be delegated to any youth.

There are several things staff should remember when disciplining or approaching a youth about rule violations:

1. It should be handled individually with the youth(s) it involves.
2. It should be directed at specific undesirable behaviors, and not at attitudes, personality or other individual characteristics.
3. Should be immediate, certain, consistent and administered without anger or excitement.
4. Corrective action should be the natural result of misbehavior.

Consequences for a Minor Rule Violation

A minor rule violation is minimally disruptive to facility/programs. These behaviors will be considered low level infractions but still warrant accountability measures. Staff will handle these infractions using the lowest level appropriate consequences.

A minor rule violation may be handled informally by:

1. Counseling or advisement of appropriate and expected conduct.
2. Not earning points and participating in Alternative Programming.
3. Participating in Alternative Program.

The following may be deemed minor offenses:

1. Passive defiance (examples-failure to follow staff instructions, slow response to staff, arguing with staff), continued passive defiance may result in a major rule violation
2. Communication or talking during line ups, ramp movements, quiet time, meals, in the bathroom or after lights out.
3. Using profanity, inappropriate, disrespectful language
4. Failure to follow proper hygiene practices (examples-comb hair, brush teeth, spitting on ground, etc.)
5. Failure to keep hands behind your back during group movements
6. Clothing violations-shirt untucked (except P.E.), improper wearing of county issued clothing or clothing left unattended or lost.
7. Low level vandalism/damage to county property
8. Failure to keep room clean
9. Minimal disruption of Crossroads activities (examples-room noise, outbursts, whistling, etc.)
10. Minor school referral
11. Failure to comply with low level infractions

Any discipline shall be accompanied by written documentation. The youth is to be informed by staff of the rule violation and it may be appealed through the Grievance procedure.

Consequences for a Major Rule Violation

Major rule violations are more serious or intense and/or disruptive to the facility/program than minor rule violations. There should be an attempt by staff to handle this misconduct using the least restrictive appropriate consequence.

Major rule violations include but are not limited to: Any violation that results in not earning points and privileges (Alternative Programming) or extension of time in custody. Major rule violations and the discipline process shall be documented and must adhere to the requirements listed in the due process procedures outlined in Section 1810 of the Kern Crossroads Facility manual.

1. Unearned days towards commitment time.
2. Alternative Program

The following will be deemed major offenses:

1. Smoking or ingestion of any unauthorized/illegal substance.
2. Possession of manufacturing of weapons or dangerous items.
3. Fighting.
4. Escape or attempted escape.
5. Gang-related activities.
6. Assault on staff or teacher.
7. Any law violation.
8. Serious safety/security violations.
9. Permanent damage to property.
10. Tattooing or self-mutilation.
11. Theft.
12. Defiant or threatening behavior toward staff/teacher
13. Serious misbehavior or disruption.
14. Sexual or racial harassment/name calling.
15. Entering room or opening door or another detainee.
16. Major school referrals.

17. Serious or continued peer friction.
18. Youth violations committed in a high security area.
19. Possession of contraband.
20. Unauthorized communication, misuse of phone or visiting privilege.
21. Removal of I.D. bracelet.
22. Chronic misbehavior.

Behavior Management System

Program rules and expectations are read, explained and provided for youth during the orientation process. Impaired, illiterate or non-English speaking youth shall have provisions made to provide them with the information. In addition, rules are posted in all living units for youth to review.

The Larry J. Rhoades Kern Crossroads Facility Behavior Management System (BMS) is a multi-level system that is designed to increase desired behaviors using reinforcements and decrease unwanted behaviors through a menu of appropriate consequences. The system is designed around Core Correctional Practices, which includes principles of effective interventions and follows best practice guidelines of effective reinforcement and shaping of behavior.

The Behavior Management System (BMS) works on the basis that the staff, through behavioral interventions, will shape the youths' behavior by providing a structured reinforcement and consequences process. Every staff member is responsible to the youth, the program, and him/herself to help the youth make the transition to a pro-social lifestyle. The BMS is intended to support appropriate unit behavior and focuses on long-term change. Within the BMS, every staff person is an agent of change. The use of reinforcers or rewards will assist in shaping the youths' behaviors as well as their values and belief systems.

The BMS is designed to utilize several principles of effective reinforcers or rewards, relying especially on two of the primary principles: immediacy and consistency. The BMS will provide staff with the ability to reinforce positive behavior and address negative behavior in a timely fashion, while also providing opportunities to reinforce long-term positive change. The BMS will provide staff with the structure to shape youths' behaviors, but it is up to the staff to follow that structure consistently to help guide the youth to make the transition from delinquency to responsible citizenship.

1810 DUE 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. Staff may utilize trauma-informed approaches and positive behavior interventions. 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 of actual carrying out of disciplinary action.
3. It may result in not earning points in the program.
4. The NOMCA process addresses potential grievances for major rule violations when it is initiated.

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 explanation of events and to call witnesses in support of the youth's position.
4. A time limit of 72 hours for determining 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 DRO (Disciplinary Review Officer) reviewed by the Probation Division Director or Assistant Probation Division Director of the facility.
8. The right to appeal the DRO's decision up to the level of Probation Division Director in the following cases:
 - A. When new evidence is available.
 - B. When procedural errors were made.

C. When discipline received is different than that received by others with same misbehavior.

D. When youth feel they were treated unjustly by findings of the DRO.

9. The right to get 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 have the responsibility to immediately separate youth who are in need of control. At the conclusion of the emergency, disciplinary due process will take place.

Disciplinary Prerequisite

1. The youth must have specific prior knowledge regarding his/her 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 a completely 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 Health and Recovery Services and/or administration for determination of whether the youth is responsible for his/her conduct, or is incompetent.

Notice of Major Correction 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 to use whenever a major misbehavior occurs. These forms consist of four pages (white, gold, yellow and pink).

Procedure for Implementation of Due Process:

Senior Youth Services Officer or Unit Lead Staff

When a youth has been accused of a Level two or three offense for which he or she may lose privileges for over 24 hours, the Senior Youth Services Officer / Lead Staff, will initiate due process using the Notice of Major Corrective Action (NOMCA) form. After signing, the youth receives the top white copy as notice. Staff will note if the youth refuses to sign. Refusal to sign does not stop the process. The initiated NOMCA form will remain with the reports in the youth's assigned unit until the NOMCA process is completed.

The Duty Supervisor or Wing YSO not involved in the incident or approval of the restriction will hold the role of Disciplinary Review Officer (DRO), review the reports and complete the NOMCA process.

Disciplinary Review Officer, not a party to the incident, will:

1. Verify that the youth received a copy of the Notification of Major Correction Action form.
2. Ensure that the youth has the right to call witnesses or state a reason why witnesses would not be interviewed.
3. Ensure the youth has an interpreter if needed.
4. Ensure the youth has staff assistance if needed.
5. Allow the youth to be present at the Disciplinary Review and to make a statement.
6. Consider the evidence presented.
7. Advise the youth, verbally and in writing, as to the Review Officer's decision and advise the youth of their right to appeal. (The youth will be given the pink copy of the Notice of Major Correction Action form. The canary copy will be placed in the youth's program file after review by Administration.)

The Disciplinary Review Officer/Duty Supervisor may make one of the following determinations:

1. Rescind the youth of any wrongdoing, in which case the youth receives their privileges and the disciplinary action is removed from the record (Observation Card, Unit Shift Report and Special Incident Report).
2. A major rule violation has occurred and the loss of privileges is justified, advising the youth of the minimum and maximum length of time the loss of privileges may last.
3. There is sufficient belief the youth may be a risk to the safety of others or the institution and recommend to Administration to place the youth on an Individualized Safety and Security Program (ISSP) (KCF Manual section 1605).

If a youth becomes involved in major misbehavior or a new major rule violation while serving their consequence, the Duty Supervisor may approve a new disciplinary action and the NOMCA process will then be followed for the new violation as stated above.

For youth committed to the Crossroads program, in the event youth's behavior results in removal from the program but does not result in a petition being filed or return to court; the youth shall not be denied disciplinary due process or program credit due to the housing location of the youth. If the youth is the subject of a new law violation and a petition request is denied, then the youth would be subject to the prior court action committing him to Crossroads and all program rules and criteria would remain in effect.

1900 RESPONSIBILITY FOR HEALTH CARE
TITLE 15, ARTICLE 8, SECTION 1400

Policy

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 facility administrator and behavioral health administrator are pursuant to a written agreement or contract, is 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 ensure 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 Center Juvenile Correctional Services provides nursing/medical care to youth detained in the Larry J. Rhoades Kern Crossroads Facility. These services are contracted with an agreement documented in an interagency Memorandum of Understanding between Kern Medical Center and Kern County Probation Department. In addition, Kern Medical Center provides for a responsible Physician to supervise and direct the services provided. Kern Medical Center Juvenile Correctional Services provides these services, unless a private or alternate health care provider is designated.

Mental Health services are provided to youth detained in the Larry J. Rhoades Kern Crossroads Facility under contract with Kern Behavioral Health and Recovery Services of California, Inc., in conjunction with Juvenile Probation Psychiatric Services.

References: Kern Medical Center Juvenile Correctional Services Manual
Section: 100.00

1901 PATIENT TREATMENT DECISIONS

TITLE 15, ARTICLE 8, SECTION 1401

Policy

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 detention facility.

Procedure

Kern Crossroads 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 is 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.

References: Kern Medical Center Juvenile Correctional Services Manual
Section: 100.01

1902 SCOPE OF HEALTH CARE
TITLE 15, ARTICLE 8, SECTION 1402

Policy

The youth committed to the Larry J. Rhoades Kern Crossroads Facility have the right to appropriate health care that is comparable to the standard of care available in the community. The scope of health care provided to youth will be determined by the Responsible Physician based on medical necessity. 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 health, or other remedial treatments permitted under law.

Procedure

Each youth will undergo a physical examination prior to delivery to the Kern Crossroads Facility. Youth experiencing additional emergency, acute symptoms and/or conditions will be reevaluated so as to prevent any deterioration of health while in confinement.

The health services within the Kern Crossroads Facility 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 Center contract. Mental health will be provided under contract with Kern Behavioral Health and Recovery Services of California, Inc., consistent with the above criteria.

Consistent with security requirements and public safety, youth will be transported by departmental staff. The Duty Supervisor/Senior Deputy Probation Officer will determine the appropriate method of transport.

References: Kern Medical Center Juvenile Correctional Services Manual
Section: 100.00 and 110.00 and Patient Care Services (PCS-LD-605)

1903 HEALTH CARE MONITORING AND AUDITS
TITLE 15, ARTICLE 8, SECTION 1403

Policy

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, 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 Center 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' contacts with Kern Medical Center personnel or private medical providers will be documented.
2. Juvenile Correctional Services medical statistics will be provided to the Crossroads Administrative personnel for inclusion in the Corrections Standards Authority Detention Survey.
3. Juvenile Correctional Services medical statistics will be forwarded to a Kern Medical Center Associate Administrator to the Chief of Pediatrics, to the Deputy Chief of Institutions, 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.

References: Kern Medical Center Juvenile Correctional Services Manual
Section: 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; and
3. Keep their licenses and/or certificate 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. The 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 provide periodical review to keep those credentials current.

Procedure

The Kern County Probation Department Administrative Services division provides background checks and fingerprinting for medical staff hired by Kern Medical Center and assigned to Juvenile Correctional Services.

References: Kern Medical Center Juvenile Correctional Services Manual
Section: 100.02

1905 HEALTH CARE STAFF PROCEDURES
TITLE 15, ARTICLE 8, SECTION 1405

Policy

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 appraisals/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; and,
13. laboratory reports; and,
14. individual treatment plan.

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 Center 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 that are covered under the standing protocols. Emergency situations will be referred by the lead staff to the Duty Supervisor and Juvenile Correctional Services medical staff.

References: Kern Medical Center Juvenile Correctional Services Manual
Section: 103.00 and 103.01

1906 HEALTH CARE RECORDS
TITLE 15, ARTICLE 8, SECTION 1406

Policy

The health care administrator, in cooperation with the facility administrator, will maintain individual and dated health records. The physician/patient confidentiality applies to all medical records and access is limited to Juvenile Correctional Services medical staff or Kern Medical Center 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 separate from any confinement records. In addition, access to all medical/mental health records will be controlled to ensure 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 dated medical file.
2. All medical files will be retained for seven (7) years beyond the youth's 18th birthday.

References: Kern Medical Center Juvenile Correctional Services Manual
Section: 200.00; Title 15, Article 8, Section 1438

1907 CONFIDENTIALITY
TITLE 15, ARTICLE 8, SECTION 1407

Policy

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 case load 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 conducted in a private manner such that information can be communicated confidentially between the youth and healthcare staff or behavioral/mental health staff, consistent with HIPPA.

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.

References: Kern Medical Center Juvenile Correctional Services Manual, Policy 206.00

1908 TRANSFER AND RELEASE OF HEALTH CARE SUMMARY AND RECORDS
TITLE 15, ARTICLE 8, SECTION 1408, 1408.5

Policy

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 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 local health care staff of 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.

Procedure

Probation staff will notify Medical staff who will then prepare the Health Care Summary and either seal it in an envelope or fax in a secure manner. Advance notice will be provided, whenever possible so health care staff can have 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.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 200.00, 200.01; Title 15, Article 8, Section 1432; Health and Safety Code, Section 121361 and 12162, adult

1909 HEALTH CARE PROCEDURE MANUAL
TITLE 15, ARTICLE 8, SECTION 1409

Policy

The health care administrator, in cooperation with the facility administrator, 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 facility administrator, the facility manager, and other individuals as appropriate to ensure effective service delivery.

The health care policy and procedure manual will be reviewed at least 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 facility administrator, the facility manager, the health care administrator, and the Responsible Physician.

The health care administrator will work closely with the facility administrator and the facility manager 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 so as to resolve conflicts between health care staff and youth supervision personnel.

Procedure

The Juvenile Correctional Medical Policy and Procedure Manual will undergo a review at least every two years to include medical and administrative review by Kern Medical Center personnel. In addition, the following will also review and approve the manual: Deputy Chief Probation Officer of Institutions or Probation Division Director.

Training materials will be provided on an annual basis by the Clinical Coordinator of the JCS 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.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 104.00

1910 MANAGEMENT OF COMMUNICABLE DISEASES
TITLE 15, ARTICLE 8, SECTION 1410

Policy

One aspect of maintaining a safe facility is communicable disease control. Youth that are brought into the Larry J. Rhoades Kern Crossroads Facility all have different medical histories. This can pose a problem for the health and safety of other youth in the institution and staff. All youth detained at the Kern Crossroads Facility will be medically screened for communicable diseases.

Procedure

Upon initial contact with the youth by the Deputy Probation Officer in Custody Intake, the officer, as standard operating procedure, will ask for **Pertinent Medical Information** from the youth, parent, legal guardian or arresting officer.

Prior to delivery to the Kern Crossroads Facility when the youth is booked and detained in Juvenile Hall, the youth will go through the orientation process. During orientation, an Intake Medical Record will be completed on the youth by custody staff. If the youth is identified as possibly having a communicable disease or exposure, the youth will be placed on a medical watch, medical restriction or medical isolation. Upon delivery to Kern Crossroads Facility another intake screening orientation is conducted.

All Medical Intake Record questionnaires will be routed to medical personnel.

All staff will practice preventative measures and 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 HIV, 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 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.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 310.00; Kern Crossroads Facility Administrative Manual, Section 2220

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 Juvenile Probation staff.

Procedure

Youth supervision staff is responsible for ensuring that neither staff nor other youth prevent individuals from requesting and receiving care. A secure and confidential medical services request box is provided in each living unit. 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 Deputy Probation Officer, the Duty Supervisor, or the Kern Crossroads Facility 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.

References: Kern Medical Center Juvenile Correctional Services Manual policy 105.00, Title 15, Article 8, Section 1352, 1361, and 1402; Kern Crossroads Facility Administrative Manual, Section 1600

1912 FIRST AID EMERGENCY RESPONSE
TITLE 15, ARTICLE 8, SECTION 1412

The application of first aid and emergency medical measures are important components of our health care continuum and is included in our employee orientation and training.

Youth supervision staff members are required to provide emergency first aid to all youth housed within the facility. The staff members will utilize the approved first aid kits available throughout the facility 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.

Automated external defibrillators (AED) shall be available in each juvenile facility. The facility administrator shall ensure that device is maintained properly per manufacturer standards.

Youth supervision staff members and Juvenile Correctional Services medical 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.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 304.00; Kern Crossroads Facility Administrative Manual, Sections 1525 and 1905; Title 15, Article 8, Section 1327 and 1409

1913 INDIVIDUALIZED TREATMENT PLANS
TITLE 15, ARTICLE 8, SECTION 1413, 1418

Policy

The health care administrator, Responsible Physician, behavioral/mental health administrator and facility administrator will ensure that coordinated and integrated health care treatment plans are developed for all youth who receive significant health care, behavioral health, and dental services. The health care treatment plans will be considered in the facility program planning process. Relevant health care and behavioral/mental health information will be provided to youth supervision staff for purposes of programming and implementation. Program planning shall include pre-release arrangements for continued 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, participation in relevant programs upon release into the community, youth and family participation (if applicable and available), cultural responsiveness, awareness and linguistic competence, physical and psychological safety, and traumatic stress and trauma reminders when applicable.

Health care restrictions will only 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 should be encouraged to participate at the degree that he is capable.

All youth suspected or confirmed to be developmentally disabled will be referred to the local Regional Center for the Developmentally Disabled for purposes of diagnosis and/or treatment within 24 hours of identification, excluding weekends and holidays.

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. Verbal and 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 youth supervision staff to review and to allow them to provide appropriate care. Medical, mental health, school, and youth supervision staff will also be included in weekly meetings to coordinate unified treatment plans.

Staff will need to take special care and make accommodations for use of showers, toilets and dressing/undressing for youth that have been identified as having special needs. This process should utilize input from medical staff to ensure the well-being of the youth.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 303.01, Title 15, Article 8, Sections 1355, 0407, and 1432

**1914 HEALTH CLEARANCE FOR IN-CUSTODY
WORK & 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 service 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 Medicine 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. The absence of exposure to and symptoms of food borne contagious diseases' especially hepatitis and diarrheal disease by history; and
2. A physical examination to exclude infected skin lesions, tenderness of liver, and jaundice.

The clearance screening for other assignments with health implications will include:

1. The 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.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 301.01; Title 15, Article 8, Sections 1432 and 1465, Appendix 2

1915 HEALTH EDUCATION
TITLE 15, ARTICLE 8, SECTION 1415

Policy

The health care administrator, in cooperation with the facility administrator and the local health officer, will assure that youth are offered medical, behavioral/mental health and dental health education and disease prevention programs that are interactive and gender and developmentally appropriate. The education program contents will be updated as necessary to address current health and community priorities and meet the needs of the confined population

Procedure

The Public Health Department and Clinical Sierra Vista are the primary resource for the health education programs. Health educators will provide classes to the youth housed in the Kern Crossroads Facility 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.

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. Parenting skills;
5. Nutrition;
6. Exercise;
7. Oral hygiene;
8. Mental health and suicide prevention.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 207.00

1916 REPRODUCTIVE SERVICES AND SEXUAL HEALTH
TITLE 15, ARTICLE 8, SECTION 1416

Policy

The health care administrator, in cooperation with the facility administrator, will assure that reproductive and sexual health services are available to all youth in accordance with current public health guidelines. 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; and,
4. Parenting skills.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 400.00; Welfare and Institutions Code, Sections 220, 221, and 222; Health and Safety Code, Sections 123400 and 123450; Title 15, Article 8, Section 1462

1930 INTAKE HEALTH AND SCREENING
TITLE 15, ARTICLE 8, SECTION 1430

Policy

Prior to delivery to Kern Crossroads Facility, youth will have a health screening at Juvenile Hall. At that time an assessment of the youth's mental and physical health status will be conducted. Clearance for delivery to Kern Crossroads Facility will be determined at this time. A subsequent intake orientation will be completed upon delivery to Kern Crossroads Facility. However, furlough violators arrested and delivered to the Kern Crossroads Facility will receive a mental and physical health assessment upon intake.

Procedure

The Duty Supervisor and Security Transport will follow the Pre-Intake Assessment guidelines established by medical personnel. See policy of the Kern Medical Center Juvenile Correctional Services Manual.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 300.00, 300.01, and 310.00 Kern Crossroads Faculty Manual, Section 1600

1931 INTOXICATED & SUBSTANCE ABUSING YOUTH
TITLE 15, ARTICLE 8, SECTION 1431

Policy

The Responsible Physician, in cooperation with the health care administrator and 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. A medical clearance will be obtained from a physician prior to intake of any youth who displays outward signs of intoxication. In addition, any youth who is intoxicated to the extent that they are a threat to their own safety or the safety of others or is known, or suspected, to have ingested any substance that could result in a medical emergency will need a medical clearance.

Youth meeting these criteria will be directly monitored by youth supervision staff at least every 10 minutes until resolution of the intoxicated state.

Substance abuse counseling may be initiated during confinement and community referrals may be appropriate upon release.

Procedure

All youth meeting the criteria for intoxication will be under direct visual supervision until they are medically cleared or are moved. Youth meeting these criteria will be placed on a Special Medical Watch and the youth supervision staff responsible for continued monitoring will document the room 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 current situation of the youth. Mental health and medical referrals will be submitted in a timely manner by youth supervision staff. If a youth continues to display symptoms of intoxication four hours after admission to the facility he will be re-referred to medical staff for re-evaluation.

Any intoxicated youth experiencing medical distress will immediately be seen by medical services personnel, either Juvenile Correctional Services medical staff or Kern Medical Center emergency staff.

Kern Behavioral Health and Recovery Services of California, Inc., provides substance abuse counseling as needed during confinement, an assessment of needs and referral will be made based on youth's history, and subsequent to the Kern Crossroads Facility Classification meeting. Appropriate community referrals will be initiated upon release in accordance with any court orders.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 301.00; Title 15, Article 8, Sections 1355, 1413, and 1415

Goldenrod Section

1932 HEALTH ASSESSMENT
TITLE 15, ARTICLE 8, SECTION 1432

Policy

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 the Kern Crossroads Facility, 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; and,
5. Laboratory screening.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 200.01, 300.02 and 301.00; Title 15, Article 8, Sections 1355, 1413, 1430, and 1433

1933 REQUESTS FOR HEALTH CARE SERVICES
TITLE 15, ARTICLE 8, SECTION 1433

Policy

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 services. Referrals will be either verbal or written and will provide for youth that have language or literacy barriers. Youth may also utilize the confidential lock box to place written medical requests and/or concerns. Each housing unit contains a confidential lock box which is accessible to the youth. The services will be provided by either Juvenile Correctional Services medical staff or Kern Medical Center Emergency Department staff. 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, by the youth's family members, guardian, attorney, or by youth supervision staff, school staff, or by Mental Health Services. The youth supervision staff is responsible for documentation and transmission of all health care referrals to Juvenile Correctional Services medical staff. The documentation will be reflected on the appropriate Medical Complaint form.

The Medical Complaint form will be filled out by the lead staff in each living unit 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 mailbox at the end of the shift.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 108.00

1934 CONSENT FOR AND REFUSAL OF HEALTH CARE
TITLE 15, ARTICLE 8, SECTION 1434

Policy

The health care administrator, in cooperation with the facility administrator, will provide for obtaining informed consent for health care immunizations, procedures, examinations and treatment. The consents will be obtained from the parents/guardian, conservators, or pursuant to a court order. The consents must conform to the community standard.

Youth may refuse, verbally or in writing, non-emergency medical, dental 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 parents/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 family/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 family/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.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 106.00

1935 DENTAL CARE
TITLE 15, ARTICLE 8, SECTION 1435

Policy

The health care administrator, in cooperation with the facility administrator, will provide for dental treatment to youth as necessary to respond to acute conditions and to avert adverse effects on the youth's health. Dental care will not be limited to extractions. The need for dental care will be determined during the health appraisal/medical examination process. Preventative services shall be provided as recommended by a dentist.

Dental services can be provided either on-site or in community-based offices. Referrals for dental services will be based on balancing the acuity and progressive nature of the condition with the anticipated length of stay in the facility.

Youth supervision staff should be trained in recognition of dental emergencies, dental first aid procedures, and time frames for intervention especially in situations of injuries to the mouth and face.

Annual dental exams shall be provided to any youth detained for longer than one year.

Procedure

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 Kern Medical Center Juvenile Correctional Services medical staff will notify the youth's Deputy Probation Officer by memorandum so that care can be arranged. A copy will be forwarded to the designated facility medical services liaison.

Dental hygiene will be part of the health education program.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 108.01; Title 15, Article 8, Sections 1415 and 1432

1936 PROSTHESIS AND ORTHOPEDIC DEVICES
TITLE 15, ARTICLE 8, SECTION 1436

Policy

The health care administrator, in cooperation with the facility administrator and the Responsible Physician, will provide for the retention, removal, and supplying of prosthesis. The prosthesis covered under this provision will include eye glasses and hearing aids. The facility will be responsible to provide prosthesis when the health of the youth would otherwise be adversely affected. Prosthesis will not be removed unless probable cause exists that they present risk of bodily harm to someone in the facility or threatens 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 a security or safety reason. Such reasons will be documented in the youth's file and reported to the Probation Division Director.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 302.00; Penal Code, Section 2656

**1937 MENTAL HEALTH SERVICES & TRANSFER
TO TREATMENT FACILITIES
TITLE 15, ARTICLE 8, SECTION 1437, 1437.5**

Policy

The health care administrator/Responsible Physician, in coordination with the behavioral health provider and the facility administrator, will provide for behavioral health services. The services will be provided, under contract, by Kern Behavioral Health and Recovery Services of California, Inc. The behavioral 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 health personnel to determine if treatment can be initiated at Crossroads.

Youth whose psychiatric needs exceed the facility's capabilities will be referred to licensed mental health facilities.

Procedure

Refer to sections 1522, 1523, 1600, and 1605 for procedures regarding intake assessment and screening of youth, classification, suicide prevention, and behavioral/mental health emergencies.

Youth supervision staff, medical staff, and facility managers will refer all behavioral/mental health issues for appropriate action and treatment plans via the current referral system. In addition, a joint meeting of staff from the facility, medical, school, and mental health services will be held weekly to update unified treatment plans.

Emergency behavioral/mental health treatment will be provided under joint supervision from Kern Behavioral Health and Recovery Services of California, Inc., and Kern Medical Center (KMC). Crisis intervention will be provided by Kern Behavioral Health and Recovery Services of California, Inc., staff on site 7 days a week from 8am to 5pm. After hours and on weekends, the Duty Supervisor will contact the Kern Medical Center psych tech on duty. In immediate or life-threatening situations, the Duty Supervisor shall take immediate action to obtain services directly from KMC personnel.

Youth whose psychiatric needs exceed the facility's capabilities will be referred to licensed behavioral/mental health facilities. Transportation and admission to licensed 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 for continuation of medication through The Bridge Medication protocol as well as referral to appropriate counseling services upon release.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 300.00, 314.00, and 314.01; Penal Code Section 44011.6 and 4011.8; Welfare and Institutions Code Section 6551 and 6552

1938 PHARMACEUTICAL MANAGEMENT
TITLE 15, ARTICLE 8, SECTION 1438

Policy

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, delivery, and administration 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, nurse practitioner, or private practitioner will prescribe all legend or controlled medication administered within the facility. Kern Medical Center Juvenile Correctional Services medical staff, under direction from the Kern Medical Center 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 personnel and youth supervision staff.

Procedure

After hours, the Duty Supervisor (DS) will dispense medication as directed by the Kern Medical Center Juvenile Correctional Services medical staff. The DS will initial the med logs as directed by medical staff as well.

All staff working as Duty Supervisor will receive training in the administration of and documentation of medication. Training protocols are maintained by the Medical Clinical Supervisor.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 500.00

1939 PSYCHOTROPIC MEDICATIONS
TITLE 15, ARTICLE 8, SECTION 1439

Policy

The health care administrator/Responsible Physician, in cooperation with the behavioral/mental health services 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 immediately if necessary, for the preservation of life or prevention of serious bodily harm. All involuntary administrations of psychotropic medications shall be documented and reviewed by the facility administrator and health administrator.

Assessment and diagnosis must support the administration of psychotropic medications. Psychotropic medication cannot be administered for coercion, discipline, convenience or retaliation.

Procedure

Kern Behavioral Health and Recovery Services will provide for referrals to a licensed psychiatrist for the prescribing of all psychotropic medication. The medication will be administered by Juvenile Correctional Services medical staff in accordance with standing contracts and procedure.

Informed consents will be obtained by Mental Health personnel, Deputy Probation Officers or Duty Supervisors. 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.

Protocols are found in the Juvenile Correctional Services Manual section referenced below.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 314.01; Kern Crossroads Facility Manual, Section 1938

1952 COLLECTION OF FORENSIC EVIDENCE
TITLE 15, ARTICLE 8, SECTION 1452

Policy

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

1. Law enforcement will coordinate with the Duty Supervisor to accomplish the necessary collection of forensic evidence.
2. 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.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 315.00

Goldenrod Section

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 when they occur in the facility. 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 Center 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 health services will be provided by Kern Behavioral Health and Recovery Services of California. 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 health providers, victim advocates or rape crisis centers shall be documented.

The Youth Services Officer lead staff is responsible to notify the Duty Supervisor whenever a sexual assault is observed, discovered, or reported. The youth supervision staff is 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 Youth Protective Services and the appropriate law enforcement agencies are notified. In addition, the Duty Supervisor will provide for the necessary transportation and security needed in regard to the examination. The Duty Supervisor will ensure proper documentation and notifications to Probation Department Administration and the parent or guardians of the involved youth(s) are completed in a timely manner.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 316.00;

Penal Code, Sections 208.1, 11160-11161, 13823.5, and 13823.7; Title 15, Article 8, Section 140.; Kern Crossroads Facility Manual,. Section 1952

Goldenrod Section

1954 PARTICIPATION IN RESEARCH
TITLE 15, ARTICLE 8, SECTION 1454

Policy

The health care administrator, in cooperation with the facility administrator, will govern all biomedical or behavior research involving youth in the facility population. Human subject 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.

Nothing in this policy will preclude the collection and analysis of routine facility data or the use of Investigative New Drug protocols that are available in the community. In addition, blind studies of disease prevalence performed by the local health officer are also permitted under this policy.

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.

References: Kern Medical Center Juvenile Correctional Services Manual, policy 102.00

Goldenrod Section

2000 MEALS – YOUTH FREQUENCY OF SERVING
TITLE 15, ARTICLE 9, SECTION 1460

POLICY

Food shall be served three times in any 24-hour period. At least one of these meals shall include hot food. Food shall be offered to youth at the time of initial intake: 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

1. Meals will be served at:

Breakfast	5:45 a.m. & 6:15 a.m.
Lunch	11:30 a.m. & 12:00 p.m.
Dinner	5:00 p.m. & 5:30 p.m.
Snack	7:00 p.m. (during educational program time)

2. Youth will be offered supplemental 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 he will use the resources available to provide a meal for the youth, which may include a sack meal.
3. If a youth is prescribed a special medical diet, the kitchen staff will make the prescribed diet according to the medical guidelines, label the tray with the youth name and unit, and send the diet tray to the appropriate unit in which the youth is housed. When a physician has prescribed additional time for meal consumption unit staff will ensure that is allowed.
4. If a youth is approved for a special religious diet, kitchen staff will make the approved diet, label the tray with the youth's names and unit, and send the tray to the appropriate unit in which the youth is housed.

2001 - MINIMUM DIET
TITLE 15, ARTICLE 9, SECTION 1461

POLICY

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. .

The nutritional requirements for the minimum diet are specific in the following subsections. Snacks may be included as part of the minimum diet. A wide variety of foods should be served.

PROCEDURE

All of 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 outline in Section 1461 of Title 15, the Minimum Standards for Juvenile Institutions.
2. Based on the level of physical activities, we serve each youth a minimum of 2500 calories not to exceed 3000 per day. This caloric intake exceeds the requirement of Title 15 guidelines. Total dietary fat shall not exceed 10 percent of total calories on a weekly basis. Facility dietitians shall consider the recommendations and intend 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 service.
3. Youth are served a nutritional snack every day, which is included in the caloric count for the meals served. 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.

Reference: Manual of Clinical Dietetics, sixth edition.

Goldenrod Section

2002 - SPECIAL DIETS
TITLE 15, ARTICLE 9, SECTIONS 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, if the youth only requires a BRAT (bananas, rice, applesauce, toast) diet, the unit may call the kitchen and request this diet until the youth can be seen by the medical staff. 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 which 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 and housing unit for distribution to the unit.
3. The medical diet tray will be sent down at regular meal times 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 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 if filed in the youth's program file.
5. Any youth that requires a special medical diet will not be allowed to work in the Main Kitchen or Laundry until cleared by Medical staff.

References: Kern Medical Center Juvenile Correctional Services Manual, section 309.00

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. Vegetarian and vegan diets that are not based on religious requirements are considered food preference diets and are honored only when based on medical need. Youths requesting preference diets such as vegetarian/vegan (no meat or meat products) diets will be required to submit a request to medical staff, who will follow medical diet procedures. All medically prescribed diets shall supersede any religious diets. 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 will be routed to the Duty Supervisor. The Duty Supervisor will then meet with the youth and instruct him/her to complete with the Religious Meal Plan Request form. The Duty Supervisor will review the completed form, interview the youth and then complete the Religious 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

Any staff receiving a request from a youth to discontinue a religious diet will forward the request to the Duty Supervisor. 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 which may lead to the discontinuation of a religious diet:

1. In the event 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 not based on sincerely held religious beliefs.
3. A request 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 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 Senior Deputy Probation Officer /Duty Supervisor or placed by the youth in the confidential grievance box. The Senior Deputy Probation Officer /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 Senior Deputy Probation Officer /Duty Supervisor will notify Administration and provide a recommendation to approve or deny the request. If approval is granted, the Senior Deputy Probation Officer / Duty Supervisor shall notify the Juvenile Corrections Senior Cook. All Religious/Vegetarian/Vegan diet requests will be maintained by the Food Services Supervisor. 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 Senior Deputy Probation Officer/Duty Supervisor. The Senior Deputy Probation Officer /Duty Supervisor, on approval of administration, will cancel the diet as requested, maintain the youth's file accordingly and notify the Juvenile Corrections Senior Cook and appropriate unit. The Senior Deputy Probation Officer /Duty Supervisor will maintain the request for discontinuation until the youth's commitment is completed. The Senior Deputy Probation Officer/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 or 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 Senior Deputy Probation Officer /Duty Supervisor and administration.

KERN COUNTY PROBATION DEPARTMENT

TR Merickel
Chief Probation Officer



RELIGIOUS DIET EVALUATION

The Kern County Probation Department offers an alternative meal program which has been designed to comply with most religious diet requirements. Requests to receive the alternative meal program or other religious dietary accommodations must be clearly explained to a Duty Supervisor and fully detailed in this request.

PLEASE READ TO THE YOUTH: Youth requesting a vegetarian or vegan diet for medical reasons should submit a request to medical staff. Vegetarian and vegan diets are not available for food preference reasons.

Answers to the following questions shall be evaluated solely for sincerity of belief, not factual correctness.

Are there any particular foods forbidden by your religion and can you tell me what they are? _____

To the best of your ability, can you tell me some of the religious guidelines that you follow? _____

Why is it important for you to follow the dietary guidelines of your religion? _____

Can you tell me about a requirement of your religion, such as a type of food allowed or not allowed, any religious observances, or any required prayer times, if any? _____

Supplemental Question 1: _____

Supplemental Question 2: _____

Duty Supervisor's Name: _____ Signature: _____ Date: _____

DUTY SUPERVISOR'S RECOMMENDATION: (Initial appropriate choice)

I have interviewed the youth listed above. Based on that interview and the information detailed in this worksheet:

_____ I believe that the youth has demonstrated a sincere religious belief or observation. **Religious Diet Recommended.**

_____ I do not believe that the youth has demonstrated a sincere religious belief or observation. **Religious Diet Not Recommended.**

Request does not match faith group affiliation

No religious basis for request

ADMINISTRATION'S FINAL REVIEW

Based on the foregoing, the religious diet request is: **APPROVED** **DENIED**

Print Name/Title: _____ Signature: _____ Date: _____

If approved

submit to: Medical Kitchen

Original: Youth Copies: Med/Food Services

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 ensures a wide variety of foods for both cultural and ethical background.
2. The kitchen uses standardized recipes to ensure the correct ingredients are used along with directions on how to cook the meals. This procedure ensures that we are in compliance with regulations set forth by the State of California Hot Lunch Program and Title 15 guidelines.
3. In the event a scheduled food is not available the 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. Specific measurements for portion control are listed on the menu. The kitchen staff is directed to serve the correct amounts every time to ensure all youth are receiving the correct amount of food according to the RDA.
5. 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.
6. The kitchen staff is to document any menu changes 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 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 not limited to the following policies and procedures.

Procedure

1. Menu Planning – All menus are on a five-week cycle. These menus are changed only when commodities are available. The foods are changed with the liked 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.
2. Purchasing – Foods are purchased by the Food Services Supervisor and the Senior Cook in the facility. These foods are purchased from vendors which have a current purchase agreement with our County.
3. Food Storage and Inventory Control – Food items are stored in different locations throughout our facility, the Warehouse, Freezer, Walk-in Cooler, and Cold Storeroom. These areas are monitored daily to ensure the correct temperature is regulated for these areas. Inventory is done weekly by the Senior Cook or designee on foods items in all areas except the warehouse. The warehouse inventory is completed by the warehouse supervisor. The warehouse also is using a perpetual inventory control.
4. Food Preparation – Food is prepared in the kitchen area of the Crossroads facility under direct supervision of kitchen staff. No youth are involved in the direct cooking of the meals. The kitchen staff is supplied with standardized cooking recipes for consistency in the food preparation.
5. Food Serving – 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 the trays to ensure the proper temperature is achieved.
6. Transporting Food – In the event the food must be transported to the units for meal service, the kitchen staff will weigh out the food and place in steam table pans and hold at 135°F or higher until it is time for the food to be transported to the units. The food will be placed in insulated food carts and transported to the units by the kitchen staff and detail workers.

7. Orientation and on-going training – Upon assignment to the kitchen at the Crossroads facility all staff are given an eight hours 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 & procedure, security policies & procedures and administration policies. Each month a staff meeting is held and any new policies or existing policies that need to be reviewed are on the agenda for the meeting. A quarterly safety meeting is held for all service staff. Permanent kitchen staff is also included in having 24 hours of STC training.
8. Personnel Supervision – All kitchen staff are under the supervision of the Youth Services Officer Food Supervisor. The YS Food Supervisor or Senior Cook completes annual staff evaluations and quarterly evaluations on Extra Help staff.
9. Budgets & Food Costs Accounting – This is handled by the Department of Education, California Hot Lunch Program all daily production reports which include the daily menus plus snack logs are kept in the warehouse for storage. We store the current year plus three (3) years prior. The daily shift reports are kept for one (1) year.
10. Emergency Feeding Plan – Whenever there is a lock-down situation in our facility or kitchen staff is to distribute the food. In the event of a natural disaster Kern Crossroads Facility has a backup of food products for food service for at least one week onto individual trays and sent to the Units for consumption.
11. Waste Management and Maintenance Repair – The waste is collected from each unit and disposed of in large trash dumpsters daily. The dumpsters are located in an area outside the Main Kitchen and it is collected two times a week.
12. Maintenance and Repair - The Crossroads facility has a permanent full-time maintenance worker assigned to the facility. In the event a maintenance problem occurs, the kitchen staff contacts the maintenance worker via e-mail on a “Maintenance Request” form to inform him/her of the problem. If the maintenance person is not available, the duty supervisor will be contacted and they will call the appropriate agency for repair.
13. Hazard Analysis Critical Control Point Plan(HACCP)

A HACCP binder is located in the main kitchen area of the Kern Crossroads 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.

14. 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, SECTIONS 1465 and 1467

Policy

The facility administrator, in cooperation with the food services manager, 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 food service personnel are trained and certified by the ServSafe program. Additional training is provided by the Food Service Supervisor including but not limited to; hygiene, grooming and work habits (See Main Kitchen Policy & Procedure Manual for specifics).
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 then checked again by kitchen staff before actually working in the kitchen.
3. All youth that use the restroom during their detail work are required to wash their hands with warm water and soap as the kitchen staff observe. This procedure is done 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.

2006 - KITCHEN FACILITIES, SANITATION, and FOOD STORAGE
TITLE 15, ARTICLE 9, SECTION 1466

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; and
5. H & S Sections 114279-114282

Procedure

1. *Equipment Standards* - All new replacement food-related and utensil-related equipment is certified or classified for sanitation by an American National 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.
2. *Cleaning and Sanitizing of Utensils and Equipment* – All utensils and equipment is 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 a surplus supply is stored in the chemical room.
3. *Ventilation* – Ventilation is provided to remove toxic gases, heat, grease, vapors, and smoke from the kitchen area. Ventilation is also provided to ensure food storage and employees have a reasonable condition of comfort. Toilet rooms are vented to the outside by a light-switch-activated exhaust fan, which is consistent with the requirements of local building codes.

4. *Floors* – Our floors in the Main Kitchen area, chemical rooms, food storage area, Freezer, Walk-in Cooler are smooth and of durable construction and nonabsorbent material that is easily cleaned. The floors in the Main Kitchen and food storage areas are cleaned on a daily basis.
5. *Sinks* – The Chemical room is provided with a mop sink and faucet. This sink is located on the floor of this room. This room is a separate locked room from the food prep or food storage. Chemical and aerosol can products are kept in this room. Janitor's closet is located next to the Chemical room. Mop buckets and brooms are kept in this room. The mop buckets are emptied after each use and stored in this room.
6. Our Facility is inspected annually by the local health department officer. Effective July 1, 2005, all facilities are required to have two (2) inspections per year.
7. All kitchen staff are trained in Sanitation & Food Storage according to the CalCode guidelines. All permanent kitchen staff are certified in the ServSafe program.
8. In the event some of the kitchen equipment breaks down, the kitchen staff is trained in alternative methods of food preparation according to the CalCode guidelines and dietary standards to get the equipment back on line.
9. All equipment including table, sinks, meat slicer, mixers, food grinders are cleaned and sanitized after each use and when needed.
10. This 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 site specific 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 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 temperatures of the hot food will be also being taken before it is served. These temperatures are logged on a daily production report for the day. These reports are kept for three (3) 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 temperature. In the event this delays the food service, the Cook on duty will contact the Duty Supervisor who will then contact all of the living units.

2008 - MEAL COUNT/COLLECTION PROCEDURES
TITLE 15, ARTICLE 9, SECTION 1467

All meals are prepared in the kitchen located on the facility grounds. The meals are portioned out onto trays for service to the youth. Documenting meal logs/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

The youth enter the cafeteria in single file and proceed to the tray pick up window. At the completion of the food line, the kitchen staff will enter the dining hall and complete a "Head Count" of the youth eating a meal. The kitchen staff will then record the number of youth that were fed in the dining room on the KCF Meal Served Log. This amount will then be tallied at the end of the meal and logged on the Daily Production Report. Any staff that eats a meal will sign their name on the KCF Daily Staff Meal Sign-In Sheet.

If any youth is ill or unable to eat in the Cafeteria Dining room a reimbursable meal or a special medical diet will be delivered by the kitchen crew to the living unit for the youth. The unit staff supervising the meal in the dining hall will sign for any special diets that are taken back to the unit.

If any youth is scheduled to be off the premises at meal time, they will be sent with a reimbursable sack meal. This sack meal will consist of the same components listed above. The staff will complete a Meal Served Log and return the Meal Served Log to the kitchen staff upon return to the facility.

If a youth is off the premises at meal time and was not provided with a snack meal, a meal will be kept in the kitchen for the youth upon return.

Any tray that is dropped in the dining room or living units will be replaced and only counted once for reimbursement.

After all meals are completed, the Duty Cook will log on the Daily Production Report the number of reimbursable meals that were served. This form will be completed by the Duty Cook and routed to the Juvenile Corrections Food Services Supervisor for accuracy.

Reporting And Record Keeping

The Probation Division Director (or designee) shall assign the Fiscal Support Technician and/or other responsible Clerical Staff to accurately do the following:

1. Compile and maintain a Master List/Roster of youth committed to KCF
2. To record youth transferred to Kern Crossroads Facility, releases, escapes, etc.
3. Monitor, monthly, the number of reimbursable meals with the daily and Monthly enrollment figures
4. Account separately for adult meals and transmit that information to Accounts Payable
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 and 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 the 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 Juvenile Corrections Food Services Supervisor will conduct an on-site review of the meal and snack counting and claiming practices at KCF prior to February 1 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 – JUVENILE 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 – Juvenile Division, as available resources and legal restriction permit, will establish a program designed to monitor the nutritional and physical well being of youth detained in our three (3) facilities. They are as follows:

James G. Bowles Youth Detention Center
Camp Erwin Owen
Larry J. Rhoades Kern Crossroads Treatment 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 Juvenile Facilities.

Quality Of Food

The Juvenile Corrections 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 is available to youth before, during and after school shall be:

1. Selected as to contribute to student's nutritional well-being and the prevention of disease.
2. Prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits.
3. Provided to give a variety of health choices at all sites including ethnic and cultural favorites.
4. Healthy food choices (fresh fruits and vegetables, whole grains, dairy products) will be promoted in school, mental health, and program activities involving youth.

Reference: School Hot Lunch Program Audit, 2008

TITLE 15, ARTICLE 9, SECTION 1467

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 in any of our three (3) facilities, 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 youth.

All food that is served to the 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; the daily requirements shall 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 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 to 3 oz (without bone) lean, cooked meat, poultry, or fish	

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; 1 medium apple, orange, banana, or potato; ½ grapefruit, or ¼ cup dried fruit. The daily requirement shall be at least six servings; 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
Cauliflower
Green and red peppers
Grapefruit
Grapefruit Juice
Greens collards including kale, turnip and
mustard greens

Strawberries
Tangerine, large
Tomato paste
Tomato puré
Tomato sauce (6oz)
Vegetable Juice

4. One serving of 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)
Apricots
Cantaloupe
Carrots
Mixed vegetables with carrots
Vegetable Juice (6 oz)
Greens, including kale, beets, chard, turnips or
spinach

Pumpkin
Red Peppers
Sweet Potatoes or yams
Winter Squash
Peas

5. Grain Group. Includes: bread, rolls, pancakes, sweet rolls, ready-to-eat, or cooked cereals, cornbread, pasta, rice, tortillas, etc., 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 (6) servings or 42 servings per week.

1. **Calories:** Recommended daily caloric allowances for both females and males is 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.

(1) Pregnant youth shall be provided with a diet as approved by a doctor in accordance with Penal Code Section 6030(e) and a supplemental snack, if medically indicated.

(2) 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

Food Services staff is required to attend monthly staff meetings that provide training in food safety, preparation, and policy and procedures.

Reference: School Hot Lunch Program Audit, 2008

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 (1) 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 and opportunity for large muscle exercise will be provided. Pregnant youth receive and individualized program that is provided by medical staff containing guidelines for appropriate physical exercise and the exercise yard is accessible to disabled youth.

Reference: School Hot Lunch Program Audit, 2008

2100 CLOTHING AND PERSONAL HYGIENE
TITLE 15, ARTICLE 10, SECTIONS: 1480-1488, 1500-1502

Policy

Clothing is issued to all youth upon entering the Kern Crossroads 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 climatic conditions at the workplace. Special or safety clothing is provided when necessary.

Youth are advised during the orientation process that personal care items are only available on an as-needed basis. Basic personal care items are issued during the intake/orientation process. Hair care services are also available.

Except in exigent circumstances or incidental to a routine dorm check, youth will be permitted to shower, perform bodily functions and change clothing without non-medical staff of the opposite gender viewing their breasts, buttocks or genitalia.

References: Prison Rape Elimination Act, Juvenile Facility Standards, Section 115.315 and 115.342

**2101 STANDARD FACILITY CLOTHING ISSUE and
SPECIAL CLOTHING**
TITLE 15, ARTICLE 10, SECTIONS 1480 and 1481

All youth will shower daily and receive clean, standard issued clothing according to posted schedules or as needed. Standard institutional clothing will consist of, but may not be limited to, underwear, socks, shoes, pants, shirt, sweatshirt, shorts and t-shirt.

All 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 juvenile facility, their personal underwear will go with them.

If and when 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 will be handled separately in the laundry.

2102 CLOTHING EXCHANGE
TITLE 15, ARTICLE 10, SECTION 1482

Clothing shall be issued in clean freshly laundered condition, in good repair and free of vermin. Staff should be aware, and encourage, appropriate hygiene practices and ensure the shower and clothing areas are clean and sanitary.

Youth will change underwear, t-shirt, socks, towels, and washcloths every day. Unless work, climatic conditions or illness necessitates more frequent exchange, outer garments, except footwear, are exchanged at least once each week.

1. Blankets/Bedsread exchange is on the last Monday of each month.
2. During winter months sweats (including shirts & pants) will be issued to youth
3. Daily clothing consists of the following:
 - A. 1 pair socks
 - B. 1 underwear
 - C. 1 white T-shirt
 - D. 1 towel
4. Program clothes consist of the following:
 - A. 2 pair of pants
 - B. 2 brown/blue program shirts
 - C. 1 gym short

**2103 CLOTHING, BEDDING, and
LINEN SUPPLY**
TITLE 15, ARTICLE 10, SECTION 1483

Support Services personnel assigned to the Laundry are responsible for all operations into and out of the laundry area. The title of the responsible staff permanently assigned to this area shall be Youth Services Officer-Support Services.

Assigned staff shall perform or supervise all laundering, sewing, mending, and replacement of clothing, bedding, and linen to the Kern Crossroads 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 and bedding found to be infested, soiled, or contaminated, so as to stop the spread of vermin and disease.

Dress out rooms will be checked regularly for dirty laundry of youth that have been released.

Additionally, Support Services Staff will coordinate a daily inventory of all wing clothing needs and supply with necessary clean clothing and linens according to schedule.

2104 CONTROL of VERMIN in YOUTH'S PERSONAL CLOTHING
TITLE 15, ARTICLE 10, SECTION 1484

See Section 1600.1 - Personal Property.

In addition, clothing issued by Kern Crossroads Facility and later suspected or found to be infested with vermin and ecto-parasites shall be bagged and identified as contaminated clothing for special handling in the laundry.

2105 ISSUE of PERSONAL CARE ITEMS
TITLE 15, ARTICLE 10, SECTION 1485

Access to personal care items may not be denied for disciplinary reasons. All youth will have the access to the following personal hygiene items:

1. Toothbrush (single person use)
2. Toothpaste (single person use)
3. Soap (single person use)
4. Comb (single person use)
5. Disposable razor (provided by staff when needed for use, youth shall not share disposable razors and razors are to be returned to staff immediately after use)
6. Deodorant
7. Lotion
8. Shampoo; and
9. Post shower conditioner and hair products

Youth may keep their toothbrush, toothpaste, bodywash/soap, shampoo, lotion, and comb in their room and will be allowed time to brush their teeth after meals. 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. A hygiene packet will be issued, and staff will allow the youth to use it after meals. A youth on suicide watch will brush his/her teeth in the wing bathroom for better staff supervision.

2106 PERSONAL HYGIENE

TITLE 15, ARTICLE 10, SECTION 1486

Prison Rape Elimination Act, Juvenile Facility Standards Section 115.351 and 115.342

All youth are required to shower upon intake and then on a daily basis. Grooming aids, such as deodorant and body lotion, will be available during shower times. Supervision of showers will be provided by staff of the same sex as the youth. Two male staff will monitor showers, and one will conduct youth safety checks. During showers, opposite sex staff assigned to the unit should be temporarily replaced with staff of the same sex as the showering youth. This will involve daily planning and require lead staff to communicate with other units for temporary staff reallocation. If same sex staff are not available, female staff members may stay in the common staff office between the units to complete paperwork, other duties, or provide coverage outside of the unit where needed. Staff will note on the Shift Report attempts made and reasons why temporary reassignment was not possible. Except in exigent circumstances, 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. All youth in the showers should be kept under constant supervision and no more than one youth may be in a shower stall at any time. The hot water supply for the wings is thermostatically controlled at a temperature of 105 degrees to 120 degrees and is annually inspected by the Health Department. Complaints regarding the temperature control are immediately passed on to Administration and appropriate maintenance is provided.

2107 SHAVING
TITLE 15, ARTICLE 10, SECTION 1487

For hygiene purposes, male youth will be required to shave facial hair. Razors will be available daily, provided shaving will not interfere with identification of the youth in court.

Staff will supervise shaving in the wing bathrooms. Youth are never to take razors to their rooms.

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.

Kern Crossroads Facility utilizes disposable razors for one time use. Razors will not be shared and will be disposed of after a single use. Each wing 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 the warehouse.

2108 HAIR CARE SERVICES
TITLE 15, ARTICLE 10, SECTION 1488

The Kern Crossroads Facility provides for hair care services weekly by a licensed hair care professional. Youth on OP Status are given priority and receive a haircut the first week. A youth will receive a haircut on average every month. Equipment shall be cleaned and disinfected after each haircut or procedure by a method approved by the State Board of Barbering and Cosmetology.

2109 STANDARD BEDDING and LINEN ISSUE
TITLE 15, ARTICLE 11, ARTICLE 11, SECTION 1500

Policy

Clean laundered, suitable bedding and linens, in good repair, shall be provided for each youth entering the Kern Crossroads Facility.

Procedure

Upon intake, each youth shall be issued:

1. Two sheets;
2. One blanket, additional blankets may be issued depending on the temperature in the wing;
3. One towel;
4. One clean and serviceable mattress-pillow combination that meets the requirement of **Section 1502**; and one bedspread

Some or all of the above items may be removed temporarily with authorization of the Senior Deputy Probation Officer /Duty Supervisor for the protection of the youth or to prevent destruction of county property.

2110 BEDDING AND LINEN EXCHANGE

TITLE 15, ARTICLE 11, SECTION 1501

Policy

Each youth being housed in the Kern Crossroads Facility shall receive clean, laundered bedding and linen. Washable items such as sheets, mattress covers and towels shall be exchanged for clean replacement at least once each week. Written procedures have been developed for the scheduled exchanges and posted in the wings.

Procedure

1. The bedding and linen are to be exchanged regularly;
2. Sheets are changed weekly;
3. Blankets and bedspreads are to be cleaned and laundered once a month or at staff discretion; and
4. Any heavily soiled, vermin infested or contaminated bedding or linen will be changed for clean items as soon as possible.

2110.1 Bagging of Laundry

1. Sort linen according to class and separate the colors from whites and other light colors from the dark.
2. Do not mix sheets with any other items.
3. Tie a knot on top of each plastic bag when full to keep linen inside of the bag.
4. When bagging heavy items, i.e., wet towels or pants, do not fill the bag more than half full.
5. Do not allow youth to tie knots on any garment or to stick garments inside socks or other clothing and be sure to unroll all socks before bagging. Turn all shirts right side out.
6. Combine linen that can be bagged together in order to eliminate wasting plastic laundry bags.
7. Return all empty cloth mesh sock bags to laundry when not in use.

Using clean plastic laundry bags, bag the following items:

- | | |
|---|---|
| 1. Sheets: | Bag using clear plastic laundry bags and place in laundry cart marked sheets only (20 per bag). Sheets are bagged separately. |
| 2. Socks, underwear, bath towels, and washcloths should be bagged together: | Bag using clear plastic laundry bags. |
| 3. All light colored sweatshirts and white t-shirts should be bagged together.
(May be bagged with towels) | Bag using clear plastic laundry bags. |
| 4. Program shirts, pants, and shorts can be bagged together. | Bag using clear plastic laundry bags. |
| 5. Blankets and bedspreads should be bagged together. | Bag using clear plastic laundry bags. |

Changing Schedule:

1. Sheets shall be changed weekly.
2. Towels shall be changed daily before showers.
3. Pants shall be changed weekly or more often if needed.
4. Gym trunks shall be changed weekly or more often if needed.
5. Tennis shoes shall be changed as needed.
6. T-shirts, underwear and socks shall be changed daily.

Bagging of Soiled and Contaminated Laundry:

1. Contaminated clothing that is not cleaned shall be kept isolated from other clothing in a closed container.
2. Place all colored clothing in a water soluble plastic laundry bag and then into a yellow plastic bag labeled "infectious linen."
3. Follow the same procedure for all white clothing and linen that is contaminated. (Colored clothing should be separated from white clothing).
4. Leave enough space to enable you to tie a knot on top of the bags; lift the bag by the knot.
5. Clothing contaminated with urine must be rinsed and placed only in a yellow bag.

2110.2 Laundry Schedule

Mondays

1. A, B & C wings-change PE shorts, pants and sheets
2. All wings to receive daily clothing
3. Program clothing sent will be washed and returned to the wings that day
4. Kitchen towels and aprons will be washed and sent to kitchen
5. Any dirty clothes will be washed and placed on the racks in laundry for distribution as needed

Wednesdays

1. D, E & F wings PE shorts, pants and sheets
2. All wings receive daily clothing
3. Program clothing sent will be washed and returned to the wings that day
4. Kitchen towels and aprons will be washed and sent to kitchen
5. Any dirty clothes will be washed and placed on the racks in laundry for distribution as needed

Fridays

1. All wings receive daily clothing for Saturday-Monday
2. Program Clothes that was sent will be washed and returned to the wings that day
3. Kitchen towels and aprons will be washed and sent to kitchen
4. Any dirty clothes will be washed and placed on the racks in laundry for distribution as needed

Blankets/Bedspreads exchange is on the last Monday of each month.

During winter months sweats (including shirts & pants) will be issued to youth.

Daily clothing consists of the following:

1 pair socks 1 underwear 1 white T-shirt 1 towel

Program clothes consist of the following:

2 pair of pants 2 brown/blue program shirts 1 gym shorts

2110.3 Laundry Distribution Policy

Procedure

Clean Laundry Arrives in Wing:

1. One staff and one youth will open laundry bag and verify the correct count that is received from Main Laundry.
2. Verification includes the right sizes and wearable items.
 - A. No holes, or damaged clothing
3. Set up dirty laundry bags.

Once Laundry has been verified:

1. Four youth will exit their room and line up next to the bags being used for the dirty laundry.
2. One at a time, have a youth physically show STAFF their dirty laundry before putting it into the bags.
3. Once ALL items are accounted for, have the youth place items in the dirty laundry bag.
4. Have youth "stand by" showers.
 - A. When ALL youth are "standing by" a shower, inform them of the time allowance and have them step in.
5. Have staff make up a laundry roll for each of the four youth currently taking showers.
6. Clothing will be laundered at temperature required by local ordinances for laundries and dried completely in a mechanical dryer.

Once youth complete showers:

1. Youth will receive deodorant, lotion, protocols, etc.
2. Staff is to witness youth putting dirty towel in dirty laundry bag.
3. Youth are to walk over to staff, who will then hand him his clean laundry roll.
4. Youth are to line up until instructed to go to their room.

Youth out of Wing during shower time:

1. Have staff make up a laundry roll for each youth.
2. Label rolls with youth's name.
3. Place rolls in the location designated by staff.

2111 MATTRESSES
TITLE 15, ARTICLE 11, SECTION 1502

Policy

Any mattress issued to a youth while detained at Larry J. Rhoades Kern Crossroads Facility 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 Material Safety Data Sheet binder located in the Duty Supervisor's Office.

**2200 FACILITY SANITATION, SAFETY and
MAINTENANCE**
TITLE 15, ARTICLE 12, SECTION 1510

Policy:

Kern Crossroads Facility 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. The use of chemicals shall be done in accordance to the product label and Safety Data Sheet which may include the use of Personal Protection Equipment (PPE).

Procedure:

Sanitation

Living areas and youth's rooms are to be cleaned daily, as needed, at least once. Laundry, kitchen and dining areas are to be cleaned after each use. Restrooms are to be cleaned twice a day and after showers. 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 wing staff. Restraint devices should be inspected daily and sanitized if appropriate. Any suspected equipment problems should be immediately reported to the Duty Supervisor and replacement items will be issued if necessary.

Safety

It will be the responsibility of each staff to maintain awareness for situations which 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. A Senior Youth Services Officer will be assigned as the safety officer for the Facility. The safety officer will conduct monthly inspections of the Facility. A safety topic will be covered quarterly in detail at meetings in 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 to the Juvenile Corrections Maintenance Worker via the facility maintenance request form located in the forms folder on the "Z" drive. General Service's requests will be e-mailed by the Juvenile Corrections Maintenance Worker at which time a work order number is given to the maintenance request. Emergency requests are to be phoned into General Services.

Emergency Requests Outside Regular Business Hours

During non-business hours, the Duty Supervisor will complete the General Services work order form and then contact the Kern County Sheriff's Office at (861-3110) and advise the operator of the problem and the need for immediate response from the on-call worker. A General Services staff member will contact the Duty Supervisor and arrange for services. *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 Kern Crossroads Facility Safety Officer via the assigned Administrative Liaison Supervisor, 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 files and maintained for three (3) years.

2210 SMOKE FREE ENVIRONMENT
TITLE 15, ARTICLE 12, SECTION 1511

Youth will always be protected from the effects of second-hand smoke. Staff shall not smoke or use smokeless tobacco 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.

2220 INFECTIOUS WASTE
TITLE 15, ARTICLE 8, SECTION 1410

Policy:

Proper infectious waste cleanup is an essential process for the safety and health of the youth and staff of Kern Crossroads Facility. Infectious waste cleanups include all bodily fluids or solids that may be deposited on any surface within the facility. All infectious waste deposits, whether by accident or design, will be treated with universal 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:

Universal 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 contacts with anyone exhibiting symptoms of tuberculosis (coughing, expectorating mucous).

Procedure:

Infectious Waste Cleanup

Senior Youth Services Officer/Lead Staff

1. Unit staff shall report all infectious waste incidents immediately to Duty Supervisor.
2. Unit staff will cover any liquid deposits with absorbent power and cordon off the area.
3. Unit lead staff shall ensure that the infectious waste deposit is thoroughly cleaned up and disinfected utilizing the proper supplies.
4. Unit lead staff shall ensure that all infectious waste incidents are properly documented.

Duty Supervisors

1. Duty Supervisor will review the thoroughness of all infectious waste cleanups.
2. Duty Supervisor will review all reports regarding infectious waste incidents.

Bio Waste Disposal

Bio waste is any bandage, wrap, etc., that may have blood, pus or other bodily fluids on it or the disposable trays and eating utensils of a youth who may be isolated due to a communicable disease. 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 the warehouse. The red infectious waste bags shall be secured and transported to the large infectious waste containers stored in the janitor closet in the medical area.

The large infectious waste containers shall be lined with an autoclave bag. The small secured red bags can be placed in the container without being placed in an individual autoclave bag. As infectious waste cannot be thrown out with the regular trash, the containers will be transported to the Juvenile Hall Warehouse by the warehouse personnel.

Youth are not to be involved in the clean up or disposal of any type of infectious waste.

References: KMC Juvenile Correctional Services Manual, Section 310.00