

**Hon. Susan Etezadi**  
 Presiding Juvenile  
 Court Judge, Superior  
 Court

**Judith Holiber**  
 Deputy County  
 Counsel

**Commissioners**

**Antoinette Barrack**  
 Co-Chair

**Debora Telleria**  
 Co-Chair

**Rebecca Flores**  
 Co-Vice Chair

**Sonoo Thadaney**  
 Co-Vice Chair

**Paul Bocanegra**

**Valerie Gibbs**

**Michele Gustafson**

**Monroe Labouisse**

**Susan Swope**

**Melissa Wilson**

**Douglas Winter**

Juvenile Justice and Delinquency Prevention Commission  
 February 25, 2020  
 5:15pm – 7:15pm  
 455 County Center – Room 405  
 Redwood City, CA 94063

**AGENDA**

*Public comment will be accommodated under Item II for items not on the agenda. The Commission requests that members of the public, who wish to comment on items on the agenda, submit a request to the Chair prior to the start of the meeting so that they may be recognized at the appropriate time.*

**I. Administrative Business (5:15-5:25)**

- a. Call to Order
- b. Roll Call and Establish Quorum
- c. Welcome and Introductions
- d. Agenda Review
- e. Approval of Minutes of January 28, 2020

**II. Oral Communications (5:25-5:30)**

*This item provides an opportunity for public comment on items not on the agenda (Time limit – two (2) minutes per person). There will be opportunity for public comment on agenda items as they are considered.*

**III. Restorative Justice Practices, Social & Emotional Learning, Positive Behavioral Interventions and Supports in SMC Schools (5:30-6:15)**

- a. Bettina Graf, Restorative Practices Lead, Office of Education
- b. Mary Yung, Coordinator, School Climate, Office of Education

**IV. Addressing Mental Health and Substance Abuse Issues (6:15-6:45)**

- a. Behavioral Health & Recovery Services (Pena)
- b. Juvenile Court (Judge Etezadi, Judge Jakubowski)
- c. Private Defender Program (Rayes)
- e. County Office of Education (Littrell)
- d. Comments from Probation, District Attorney (Barrack)

**V. Strategic Plan (6:45-6:55) (Labouisse)**

**VI. Project Report Outs (6:55-7:10)**

- a. Youth Court (Winter)
- b. Parent Guide (Wilson, Swope)
- c. 2019 Annual Report (Gustafson)
- d. JJDPC material organization and access (Telleria)
- e. Inspection Forms (Telleria)

**VII. Youth Commission Update (7:10-7:15) (Nori)**

**VIII. Announcements (Time Permitting)**

**Next Meeting: Tuesday, March 31, 2020 5:15 – 7:15 p.m.  
Location: 455 County Center, 4<sup>th</sup> Floor, Room 405, Redwood City**

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MEETINGS ARE ACCESSIBLE TO PEOPLE WITH DISABILITIES. INDIVIDUALS WHO NEED SPECIAL ASSISTANCE OR A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION (INCLUDING AUXILIARY AIDS OR SERVICES) TO PARTICIPATE IN THIS MEETING, OR WHO HAVE A DISABILITY AND WISH TO REQUEST AN ALTERNATIVE FORMAT FOR THE AGENDA, MEETING NOTICE, AGENDA PACKET OR OTHER WRITINGS THAT MAY BE DISTRIBUTED AT THE MEETING, SHOULD CONTACT SECRETARY JANNET BONILLA (650) 312-5254 AT LEAST 72 HOURS BEFORE THE MEETING AS NOTIFICATION IN ADVANCE OF THE MEETING WILL ENABLE THE COUNTY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING AND THE MATERIALS RELATED TO IT. ATTENDEES TO THIS MEETING ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL BASED PRODUCTS.

If you wish to speak to the Committee, please fill out a speaker's slip. If you have anything that you wish distributed to the Committee and included in the official record, please hand it to the County Manager who will distribute the information to the committee members.

**Minutes of the Juvenile Justice & Delinquency Prevention Commission**  
**January 28, 2020**  
**5:15-7:15 pm**  
**455 County Center, 4<sup>th</sup> Floor, Room 405, Redwood City**

**MINUTES**

**Commissioners Present:** Co-Chair, Toni Barrack, Co-Chair Debora Telleria; Co-Vice Chair Rebecca Flores; Susan Swope; Douglas Winter; Monroe Labouisse; Toni Barrack; Melissa Wilson; Valerie Gibbs; Michele Gustafson; Paul Bocanegra

**Commissioners Absent:** Co-Vice Chair Sonoo Thadaney

**Probation Staff Present:** Administrative Secretary Jannet Bonilla

**Additional Attendees:**

Ally Hoppis – Behavioral Health & Recovery Services	Judge Susan Jakubowski – Juvenile Court
Aurora Pena - Behavioral Health & Recovery Services	Regina Moreno - Behavioral Health & Recovery Services
Kate Heister – Fresh Lifelines for Youth	Rebecca Baum – District Attorney’s Office
Tara Ford – Youth and Education Law Project	Sathvik Nori – Youth Commissioner Liaison
Ron Rayes – Private Defender Program	Kat Giordano – Youth and Education Law Project
William Janover – Youth and Education Law Project	Emma Kaeser – Youth and Education Law Project

**I. Administrative Business:**

- a. Call to Order: Co Chair Barrack called meeting to order at 5:16 p.m.
- b. Roll Call and Establish Quorum: A quorum was established at 5:16 p.m.
- c. Welcome and Introductions
- d. Agenda Review: **Approved** as distributed.
- e. Approval of Minutes of December 10, 2019: **Approved** as distributed.
- f. Review/Readopt JJDPC Operating Policies.  
M:/Swope, S:/Wilson **Approved** as distributed.

**II. Oral Communications**

*None*

**III. Plans for 2020**

Co-Chair Barrack stated she would like the JJDPC commissioners to continue to increase emphasis on the Delinquency Prevention aspect of their mission. She also envisions more engagement with JJDPC stakeholders and partners. The Parent Guide Book, Youth Court, and Inspection Forms are projects that have been carried over from last year. A new project for 2020 will involve looking at the organization of materials and resources developed in order to make them more accessible. The JJDPC is also working on a strategic planning process.

#### IV. Trend Impacting Youth over last 12 Months

- a. Private Defender, Ron Rayes stated the closure of Camp Glenwood with no alternative has had a negative impact within the last 12 months; he would like to see allocation of the Phoenix Program resources in order to help youth. Another trend he has noticed is that the courts have a better understanding of youth needs and are trying to find the best alternatives to incarceration. The Private Defenders Program is pleased to see that immigrant youth are being connected with immigration attorneys. They have also noticed EMP is being used more often and FLY has been a positive program to youth.
- b. Rebecca Baum with the District Attorney's Office has noticed an increase in auto burglaries, robberies, youth in possession of guns, drug use, sexting, and gangs. Drug use has been a major issue; as a minor selling or using marijuana only receives an infraction.
- c. The County Office of Education was not able to make the meeting but sent over their thoughts on trends over the last 12 months. They have noticed an increase of substance use like vaping and an increase in students in need of mental health services.
- d. Aurora Pena with Behavioral Health and Recovery Services (BHRS) said they have noticed an increase in youth with significant trauma and higher needs like housing, food, and mental health. She stated the Youth Services Center currently has 3 youth showing psychotic symptoms as opposed to when they used to see about 1 a year. Other trends BHRS has noticed are youth smoking wax (highly concentrated marijuana), youth taking Xanax, an increase in Central American Youth, and youth that speak an indigenous language other than Spanish. BHRS is pleased to see more youth being released but it can have a negative effect as it is more difficult to connect those families to services and resources. A major issue that BHRS notices is the need for local residential treatment programs for youth.
- e. Judge Jakubowski also reported trends very similar to Education and BHRS like youth with significant substance abuse issues who need residential treatment. She stated the need for residential treatment goes far beyond the Bay Area as these programs are difficult to get licensed, but she would like to see these services being offered in other capacities.
- f. The Probation Department sent over their thoughts on trends including youth with mental health needs and substance abuse issues as well as youth tied to gang activity. Many come from lower socio-economic levels and have dysfunctional families. Probation has noticed an increase in youth committing crimes like robberies, sexual related offenses, battery and assault with deadly weapons.

#### V. Strategic Planning Project

Commissioner Labouisse is looking to have one more commissioner join the strategic planning subcommittee. He stated February will be a lot about gathering information and that information will then be turned into goals. Commissioner Labouisse envisions possibly revamping the commission mission statement and creating specific projects that

are resourced, have specific timelines, and end goals. Commissioners interested were informed to reach out to Co-Chair Barrack and Co-Chair Telleria. Commissioner Swope suggested the subcommittee should add the school boards to those interviewed as they may be able to provide information on truancy issues occurring. She also suggested adding the Youth Commission and the LGBTQ commission for interviewing.

## **VI. Project Report Outs**

- a. Commissioner Winter reported that Probation is reviewing information from Youth Court. He plans on taking a group of people to the Marin County's Youth Court and will reach out to the commission to attend. The plan is to start a small program in South San Francisco.
- b. Commissioner Wilson provided an update on the Parent Guide Book; she stated they are working on the graphics, proofing it, and translating it. Commissioner Swope plans on contacting Bill Silverfarb about funding the design and printing of the handbook.
- c. Co-Chair Telleria reported she has old inspection forms and will be comparing the one from one year ago with the one from two years ago as preparation for updating forms for 2020
- d. Commissioner Gustafson will be working on the 2019 Annual Report and Commissioner Labouisse has agreed to edit it.
- e. Co-Chair Telleria informed the group she is updating a JJDC Google drive with helpful documents; she will organize it and give the commissioners access.

## **VII. Youth Commission Update**

Sathvik reported the Youth Commission had a presentation from the San Mateo Community Collaboration for Children's Success which is a program run by the County where they analyze 4 zip codes that have a disproportional amount of youth on Probation or needing Behavioral Health Services. They came up with a trauma based informative approach to help these communities. The program did not have funding to go forward with helping and the Youth Commission would like to assist in bringing this program back.

## **VIII. Announcements**

- a. Commissioner Wilson and Commissioner Swope will attend the Supervisor Groom Census Training for Commissioners on January 30<sup>th</sup>.
- b. Commissioner Bocanegra did a presentation at the San Mateo County Library for the ACLU regarding "Locking Up Our Neighbors". He was pleased with the outcome and was able to speak to a lot of youth supporters about institutionalized youth.

- c. Commissioner Wilson announced the head of the Health Department at CCCS contact is Shireen Malekafzali. She also announced that Probation is working on a 5-year Local Action Plan and they are looking for 6 parents impacted by the Juvenile Justice system. If anyone has this information, they were asked to reach out to Probation.
- d. Co-Chair Barrack announced Bill Silverfarb reached out to her and Co-Chair Telleria and would like to set up a meeting with Supervisor Canepa. She believes this is related to the letter written to the Board asking for the formation of a committee to review alternatives to incarceration.
- e. Commissioner Wilson announced the Commission on Disabilities sent out an invitation to a collaborative networking social on Thursday, February 27<sup>th</sup> at 4pm.

Meeting adjourned 6:51 p.m.

<b>FACILITY NAME:</b> Click or tap here to enter text.
<b>FACILITY TYPE AND CAPACITY:</b> Click or tap here to enter text.
<b>FACILITY ADDRESS:</b> Click or tap here to enter text.
<b>FACILITY PHONE NUMBER:</b> Click or tap here to enter text.
<b>FACILITY MANAGER INTERVIEWED:</b> Click or tap here to enter text.
<b>STAFF INTERVIEWED:</b> Click or tap here to enter text.
<b>COMMISSION CHAIR:</b> Click or tap here to enter text.
<b>COMMISSION INSPECTORS:</b> Click or tap here to enter text.
<b>PRESIDING JUDGE:</b> Click or tap here to enter text.
<b>INSPECTION DATE:</b> Click or tap here to enter text.
<b>LAST INSPECTION DATE:</b> Click or tap here to enter text.
*See attached appendix for statistics on population, escapes, deaths, serious incidents, use of force, etc.

**EXECUTIVE SUMMARY**

<b>COMMENDATIONS</b>	
Comments:	Click or tap here to enter text.

<b>RECOMMENDATIONS</b>	
Comments:	Click or tap here to enter text.

**DOCUMENT REVIEW**

<b>LOCAL COUNTY INSPECTIONS</b>				
<b>REVIEWED:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
County Building Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Fire Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Public Health-Nutrition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Public Health-Medical / Mental Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Public Health-Environmental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>OTHER DOCUMENTATION</b>				
<b>REVIEWED:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Grievance Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Serious Incident Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Youth/Parent Orientation Materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Comments:	Click or tap here to enter text.			
Recommendations:	Click or tap here to enter text.			

**INTERVIEWS**

<b>ANCILLARY SERVICES</b>				
<b>INTERVIEWED:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Mental Health (See behavioral health section below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Medical Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Dental Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Kitchen/Nutrition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Comments:	Click or tap here to enter text.			
Recommendations:	Click or tap here to enter text.			

**YOUTH INTERVIEWS**

What was your intake and orientation experience like?	Click or tap here to enter text.
Describe your interactions with medical/dental.	Click or tap here to enter text.



Describe your experience with behavioral health.	Click or tap here to enter text.
Describe the interactions between staff and youth.	Click or tap here to enter text.
What programs do you find most useful? Why?	Click or tap here to enter text.
Summary of youth interview:	Click or tap here to enter text.
Recommendations:	Click or tap here to enter text.

<b>BEHAVIORAL HEALTH</b>	
Caseload Ratio	Click or tap here to enter text.
Youth Experience	Click or tap here to enter text.
Programming Offered	Click or tap here to enter text.
Comments:	Click or tap here to enter text.
Recommendations:	Click or tap here to enter text.

<b>STAFFING</b>				
	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Does facility maintain mandated awake ratios? (1:10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Does facility maintain mandated sleeping ratios? (1:30)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Are Staff/Youth interactions respectful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Are there enough supervisors to supervise staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Are there staff who speak other languages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Is there a diverse staff workforce?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Does facility have enough staff to ensure that all programs, activities are provided as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Comments:	Click or tap here to enter text.
Recommendations:	Click or tap here to enter text.

<b>INTAKE/ADMISSION</b>				
	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Are youth searched during intake?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Can youth make phone calls during intake?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Comments:	Click or tap here to enter text.			
Recommendations:	Click or tap here to enter text.			

<b>ORIENTATION OF YOUTH</b>				
	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Are all youth orientated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Do youth understand rules and expectations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Are rules and grievance procedures posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Comments:	Click or tap here to enter text.			
Recommendations:	Click or tap here to enter text.			

<b>ACTIVITIES AND PROGRAMS</b>				
	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Telephone Access (Ongoing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Correspondence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Visiting (2-hr min per week)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Recreation (at least 1-hr of unscheduled activities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Exercise (at least 1-hr+ of daily LMA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Regular Programming (please describe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Special Programming (please describe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Counseling and Casework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Family Reunification and Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Substance Abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Cognitive Behavioral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Victim Awareness/ Restorative Justice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Vocational Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Post-Secondary Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Work Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Community Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Parenting Classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Sexual Harassment Classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Religious Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Comments:	Click or tap here to enter text.			
Recommendations:	Click or tap here to enter text.			

**USE OF FORCE**

Comments:	Click or tap here to enter text.
Recommendations:	Click or tap here to enter text.

**ROOM CONFINEMENT**

Comments:	Click or tap here to enter text.
Recommendations:	Click or tap here to enter text.

**DUE PROCESS**

REVIEWED	YES	NO	N/A	COMMENTS
Discipline Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Grievance Trends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Comments:	Click or tap here to enter text.			
Recommendations:	Click or tap here to enter text.			

**MEALS/NUTRITION**

	YES	NO	N/A	COMMENTS
Is the meal menu posted in dayroom?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Are meal servings ample, nutritious and appetizing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Are staff present and supervising during meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Are meals cafeteria style service or direct serve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Are youth allowed to converse during meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
What is the length of time allotted to eat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Comments:	Click or tap here to enter text.
Recommendations:	Click or tap here to enter text.

<b>TRAUMA INFORMED APPROACHES</b>	
Comments:	Click or tap here to enter text.
Recommendations:	Click or tap here to enter text.

<b>CULTURAL AND LINGUISTICALLY APPROPRIATE</b>	
Comments:	Click or tap here to enter text.
Recommendations:	Click or tap here to enter text.

<b>LGBTQI</b>	
Comments:	Click or tap here to enter text.
Recommendations:	Click or tap here to enter text.

<b>USE OF TECHNOLOGY</b>	
Comments:	Click or tap here to enter text.
Recommendations:	Click or tap here to enter text.

**PHYSICAL INSPECTION**

<b>ADMINISTRATION</b>				
AREA REVIEWED	YES	NO	N/A	COMMENTS
Facility Perimeter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Facility Paint, Gutters, Windows, Roof, Drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Comments:	Click or tap here to enter text.			
Recommendations:	Click or tap here to enter text.			

<b>EXTERIOR OF LOCKED FACILITY</b>				
AREA REVIEWED	YES	NO	N/A	COMMENTS
Grass Areas and Lawns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Concrete/Asphalt Walkways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Exercise/Recreation Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Facility Paint and Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Gutters, Roof, Drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Security and Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Comments:	Click or tap here to enter text.			
Recommendations:	Click or tap here to enter text.			

<b>INTERIOR OF LOCKED FACILITY</b>				
AREA REVIEWED	YES	NO	N/A	COMMENTS
Living Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Furnishings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Upkeep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Safe Storage of Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Sleeping Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Mattresses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Day Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Classrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Showers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Visitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Holding Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Admission/Release	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Secure Storage Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Comments:	Click or tap here to enter text.			
Recommendations:	Click or tap here to enter text.			

<b>PERSONAL HYGIENE/APPEARANCE OF YOUTH</b>				
<b>OBSERVED</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Showers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Hair Cuts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Shaving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Comments:	Click or tap here to enter text.			
Recommendations:	Click or tap here to enter text.			

**Signatures of Commissioner(s) preparing this report**

First Name Last Name \_\_\_\_\_

Date \_\_\_\_\_

First Name Last Name \_\_\_\_\_

Date \_\_\_\_\_

First Name Last Name \_\_\_\_\_

Date \_\_\_\_\_

z



## JUVENILE FACILITY EDUCATION PROGRAM REVIEW AND EVALUATION Juvenile Halls and Camps

FACILITY NAME:	COUNTY:	
FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE):		
CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1302	JUVENILE HALL <input type="checkbox"/>	CAMP <input type="checkbox"/>
DATE EVALUATED:		
EDUCATION PROGRAM EVALUATOR(S) (NAME, TITLE, TELEPHONE):		
EDUCATION STAFF INTERVIEWED (NAME, TITLE, TELEPHONE):		

Purpose

The facility administrator is required to request an annual review of each required element of the facility’s education program by the Superintendent of Schools. A report or review checklist on compliance, deficiencies, and corrective action needed to achieve compliance with this section must be provided to the facility administrator.

**The Superintendent of Schools shall conduct this review in conjunction with a qualified outside agency or individual. It is important to note that the regulation prohibits the Superintendent of Schools from delegating this review to the principal or any staff of a juvenile court school site; the intent of this regulation is that an independent third-party review is conducted.**

Upon receipt of the review, the facility administrator or designee shall review each item with the Superintendent of Schools and shall take whatever corrective action is necessary to address each deficiency and to fully protect the educational interests of all youth in the facility.

Instructions

To complete the review, assess each element listed in the checklists and document the findings in the “comments” section. Columns in the checklist identify compliance as “Yes”, “No”, or “N/A” (not applicable). When the evaluator assessing the education program “checks” a column to indicate that the facility is out of compliance with all or part of a regulation, or indicates that all or part of a regulation is not applicable, a brief explanation is required in the comments section. This explanation is critical; it assists both the BSCC and facility staff in understanding the rationale for the decision and highlights what needs correction. **Policies and procedures must be written and implemented to be in compliance.**

Education program evaluators may elect to assess areas that are not covered by the inspection checklists. If this is done, the additional issues must be clearly delineated on a separate sheet to maintain their distinction from the BSCC Title15 checklist. For information purposes, this additional sheet should be attached and distributed with the checklist.

Checklists and regulations are available on the BSCC website ([http://www.bscc.ca.gov/s\\_fsresources](http://www.bscc.ca.gov/s_fsresources)). Please contact the BSCC Field Representative assigned to your county at the number below or through e-mail access on the web site.

**JUVENILE FACILITY EDUCATION PROGRAM REVIEW AND EVALUATION**

<b>1370. Education Program</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
<p><b>(a) School Programs</b>                      The County Board of Education shall provide for the administration and operation of juvenile court schools in conjunction with the Chief Probation Officer, or designee pursuant to applicable State laws.</p>				
<p>The school and facility administrators shall develop and implement written policy and procedures to ensure communication and coordination between educators and probation staff.</p>				
<p>Culturally responsive and trauma-informed approaches should be applied when providing instruction.</p>				
<p>Education staff should collaborate with the facility administrator to use technology to facilitate learning and ensure safe technology practices.</p>				
<p>The facility administrator shall request an annual review of each required element of the program by the Superintendent of Schools, and a report or review checklist on compliance, deficiencies, and corrective action needed to achieve compliance with this section.</p>				
<p>Such a review, when conducted, cannot be delegated to the principal or any other staff of any juvenile court school site.</p>				
<p>The Superintendent of Schools shall conduct this review in conjunction with a qualified outside agency or individual. Upon receipt of the review, the facility administrator or designee shall review each item with the Superintendent of Schools and shall take whatever corrective action is necessary to address each deficiency and to fully protect the educational interests of all youth in the facility.</p>				
<p><b>(b) Required elements</b>                      The facility school program shall comply with the State Education Code and County Board of Education policies.</p>				
<p>As stated in the 2009 California Standards for the Teaching Profession, teachers shall establish and maintain learning environments that are physically, emotionally, and intellectually safe.</p>				
<p>Youth shall be provided a rigorous, quality educational program that responds to the different learning styles and abilities of students and prepares them for high school graduation, career entry, and post-secondary education.</p>				
<p>(1) The course of study shall comply with the State Education Code and include, but not be limited to, courses required for high school graduation.</p>				
<p>(2) Information and preparation for the High School Equivalency Test as approved by the California Department of Education shall be made available to eligible youth.</p>				
<p>(3) Youth shall be informed of post-secondary education and vocational opportunities.</p>				

1370. Education Program	YES	NO	N/A	COMMENTS
(4) Administration of the High School Equivalency Tests as approved by the California Department of Education, shall be made available when possible.				
(5) Supplemental instruction shall be afforded to youth who do not demonstrate sufficient progress towards grade level standards.				
(6) The minimum school day shall be consistent with State Education Code Requirements for juvenile court schools. The facility administrator, in conjunction with education staff, must ensure that operational procedures do not interfere with the time afforded for the minimum instructional day. Absences, time out of class or educational instruction, both excused and unexcused, shall be documented.				
(7) Education shall be provided to all youth regardless of classification, housing, security status, disciplinary or separation status, including room confinement, except when providing education poses an immediate threat to the safety of self or others. Education includes, but is not limited to, related services as provided in a youth's Section 504 Plan or Individualized Education Program (IEP).				
<b>(c) School Discipline</b>				
(1) Positive behavior management will be implemented to reduce the need for disciplinary action in the school setting and be integrated into the facility's overall behavioral management plan and security system.				
(2) School staff shall be advised of administrative decisions made by probation staff that may affect the educational programming of students.				
(3) Except as otherwise provided by the State Education Code, expulsion/suspension from school shall be imposed only when other means of correction 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 correction used prior to imposing expulsion/suspension if an expulsion/suspension is ultimately imposed				
(4) The facility administrator, in conjunction with education staff will develop policies and procedures that address the rights of any student who has continuing difficulty completing a school day.				
<b>(d) Provisions for Special Populations</b>				
(1) State and federal laws and regulations 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.				

1370. Education Program	YES	NO	N/A	COMMENTS
(2) Youth identified as English Learners shall be afforded an educational program that addresses their language needs pursuant to all applicable state and federal laws and regulations governing programs for EL students.				
<b>(e) Educational Screening and Admission</b>				
(1) Youth shall be interviewed after admittance and a record maintained that documents a youth's educational history, including but not limited to:				
(A) School progress/school history;				
(B) Home Language Survey and the results of the State Test used for English language proficiency;				
(C) Needs and services of special populations as defined by the State Education Code, including but not limited to, students with special needs.; and,				
(D) Discipline problems.				
(2) Youth will be immediately enrolled in school. Educational staff shall conduct an assessment to determine the youth's general academic functioning levels to enable placement in core curriculum courses.				
(3) After admission to the facility, a preliminary education plan shall be developed for each youth within five school days.				
(4) Upon enrollment, education staff shall comply with the State Education Code and request the youth's records from his/her prior school(s), including, but not limited to, transcripts, Individual Education Program (IEP), 504 Plan, state language assessment scores, immunization records, exit grades, and partial credits. Upon receipt of the transcripts, the youth's educational plan shall be reviewed with the youth and modified as needed. Youth should be informed of the credits they need to graduate.				
<b>(f) Educational Reporting</b>				
(1) The complete facility educational record of the youth shall be forwarded to the next educational placement in accordance with the State Education Code.				
(2) The County Superintendent of Schools shall provide appropriate credit (full or partial) for course work completed while in juvenile court school in accordance with the State Education Code.				
<b>(g) Transition and Re-Entry Planning</b>				
(1) The Superintendent of Schools and the Chief Probation Officer or designee, shall develop policies and procedures to 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.				

1370. Education Program	YES	NO	N/A	COMMENTS
<b>(h) Post-Secondary Education Opportunities</b>				
(1) 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.				

**Summary of educational evaluation:**



# JUVENILE JUSTICE COMMISSION ADULT LOCKUP INSPECTION REPORT

Please respond to the sections that apply to the facility you are inspecting

Facility Name: \_\_\_\_\_ Inspection Date: \_\_\_\_\_ Last Inspection: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
\_\_\_\_\_  
FAX Number: \_\_\_\_\_

Facility Manager: \_\_\_\_\_ Staff Interviewed: \_\_\_\_\_  
\_\_\_\_\_

Presiding Juvenile Court Judge: \_\_\_\_\_

Commission Chair: \_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_ Signature

Commission Inspection Team: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Major Concerns and Recommendations:

[Large yellow rectangular area for text entry]

# JUVENILE JUSTICE COMMISSION ADULT LOCKUP INSPECTION REPORT

## CONDITION OF SECURE DETENTION

**Are minors provided with orientation?**

**Purpose of Secure Detention:**

**Length Of Time Secure Detention Expected To Last:**

**Maximum Six-Hour Time Limit:**

## CONDITIONS OF CELL/LOCKED ROOM

**Proximity to Adult Inmates:**



**JUVENILE JUSTICE COMMISSION  
ADULT LOCKUP INSPECTION REPORT**

**CONDITIONS OF CELL/LOCKED ROOM (Continued)**

**Ability And Frequency Of Staff To Supervise Minor:**

**Constant Auditory Access To Staff:**

**Provided With Snack If Requested:**

**Access To Toilets And Washing Facilities:**

**Access To Drinking Fountains Or Water:**

# JUVENILE JUSTICE COMMISSION ADULT LOCKUP INSPECTION REPORT

## CONDITIONS OF CELL/LOCKED ROOM (Continued)

**Provisions To Provide Clothing Or Blankets To Assure Comfort:**

## CONDITIONS OF SECURE DETENTION OUTSIDE A LOCKED ENCLOSURE (e.g., CUFFING RAIL)

**Assure No "Contact" With Adult Males:**

**Constant Supervision:**

**30-Minute Limit And Watch Commander Approval Every 30 Minutes Thereafter:**

**Minors Placed In Cell When One Becomes Available:**

**Are weaker youth protected from having food taken from them?**

# JUVENILE JUSTICE COMMISSION ADULT LOCKUP INSPECTION REPORT

## CONDITIONS OF SECURE DETENTION OUTSIDE A LOCKED ENCLOSURE (e.g., CUFFING RAIL) (Cont'd)

### Access To Toilet And Washing Facilities:

### Access To Drinking Fountain:

## CONDITIONS OF NON-SECURE DETENTION

### Constant Supervision:

### Males And Females In Same Room:

JJDPC Agenda Packet 2-25-20 28

**JUVENILE JUSTICE COMMISSION  
ADULT LOCKUP INSPECTION REPORT**

List the names, dates, starting and ending time and circumstances for all minors held in the law enforcement facility longer than 6 hours.

**Distribution of Juvenile Justice Commission Inspection Reports**

**Board of State and Community Corrections Recommendation**

The Board of State and Community Corrections recommends commissions prepare and submit an inspection report for each juvenile hall and camp inspected by the commission. We suggest that copies of inspection reports be distributed to the Chief Probation Officer and other pertinent county agencies as directed by the court.

Please submit your annual report to the court and mail a copy to:

**ALLISON GANTER, DEPUTY DIRECTOR  
FACILITIES STANDARDS AND OPERATIONS DIVISION  
BOARD OF STATE AND COMMUNITY CORRECTIONS  
2590 VENTURE OAKS WAY SUITE 200  
SACRAMENTO, CA 95833**

**PHONE: (916) 445-5073 FAX: (916) 327-3317**