



RIVERSIDE COUNTY
PROBATION
DEPARTMENT

SERVING COURTS · PROTECTING OUR COMMUNITY · CHANGING LIVES

Juvenile Facilities Handbook

CONTACTING RIVERSIDE COUNTY JUVENILE FACILITIES

Administration

3960 Orange Street, Suite 600, Riverside, CA 92501
(951) 955-2830
Mail: PO Box 866, Riverside, CA 92502-0833

DETENTION AND TREATMENT FACILITIES

Indio Juvenile Hall

47665 Oasis St.
Indio, CA 92201-6950
(760) 863-7600

Alan M. Crogan

**Youth Treatment and
Education Center &
Enhanced Aftercare**
10000 County Farm Rd.
Riverside, CA 92503-3523
(951) 358-4400

Riverside Juvenile Hall

3933 Harrison St.
Riverside, CA 92503-3523
(951) 358-4200

Southwest Juvenile Hall

30755-C Auld Rd.
Murrieta, CA 92563-2599
(951) 600-6750

Welcome to Riverside County Probation Department
Juvenile Detention and Treatment Facilities

The primary function of the Riverside County Probation Department's Juvenile Detention and Treatment Facilities is to provide treatment and services within a safe and secure environment for youth who are in our care. We facilitate individualized care that supports the emotional, educational, pro-social, and physical development of youth. We provide support services for youth, their families and the community in order to promote public safety and reduce the likelihood of re-offending.

Youth who are detained in a juvenile detention facility are pending court hearings, serving commitment time, or awaiting out-of-home placement in a foster/group home, camp or a county treatment facility. Youth can be placed in a treatment facility, by the courts, with the intent to rehabilitate and educate the youth prior to re-entering the community. A small percentage of youth apprehended by law enforcement agencies are actually detained in a juvenile detention facility. Most youth are released to their parent(s)/legal guardian(s).

Staff working in the Probation Department's Juvenile Facilities recognizes that they serve as role models who uphold high professional and ethical standards of behavior. Mutual respect and professionalism are projected through staff appearance, attitude and approach to the youth and the community they serve. Our staff strives to instill in the youth that they have the ability to make positive changes.

Mission Statement:

The Mission of the Riverside County Probation Department is:

- ***Serving Courts***
- ***Protecting our Community***
- ***Changing Lives***

While youth are detained in a detention or treatment facility, they shall receive:

- Academic, psychological, medical, recreational and other services, which will promote personal growth and enable youth to develop the skills and values necessary to succeed.
- A level of supervision and discipline, which promotes accountability and responsibility and does not exceed the limits necessary to achieve the desired behavior. Staff maintains control by communicating and interacting with youth and through the use of professional skills and abilities.

- Necessary care and support services so that youth leave the facility equipped with the tools necessary to re-enter the community.
- An environment that treats them with respect and dignity, respects their values, recognizes their individual rights, is culturally sensitive, and understands cultural and gender diversity.
- Positive role modeling by our staff. Youth may look to them to exhibit standards of socially acceptable behavior. Staff is expected to project an appearance, attitude, and behavior which create an atmosphere of mutual respect and which display the highest professional and ethical standards.

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Riverside County Probation Department Juvenile Facilities

Juvenile Facility Staff:

Supervising Probation Officer (SPO):

Supervising Probation Officers are sworn Peace Officers who are in charge of supervising the living units within the facility. They oversee day to day operations within their unit and work directly with youth supervision staff to ensure the safety and security of the youth and staff. They also act as the Duty Officer (DO) who is in charge of the daily operations of the entire facility and who is responsible for all staff and youth within the juvenile facility.

Probation Corrections Officers (PCO)/Senior Probation Corrections Officers (Sr. PCO):

PCO/Sr. PCOs are sworn Peace Officers working in the living units twenty-four hours a day. They are also known as youth supervision staff. Their primary responsibility is to ensure the safety and security of the youth under their care and their fellow staff members. They provide the youth with supervision and programming.

Each youth will be assigned a PCO/Sr. PCO as a caseworker who will work with them directly. During their stay in a juvenile facility, the caseworker will provide the youth guidance based on their needs, behavior and adjustment while detained.

In addition, the caseworker will discuss and complete a progress evaluation every 30 days that will be kept in the youth's file for review. This information will be forwarded to the youth's Probation Officer and can be used in future court hearings. The youth's caseworker may also assist them in contacting their parents/legal guardians, clergy, attorney or Probation Officer.

NOTE: Youth may be charged with battery upon a Peace Officer if they attempt to harm staff in any way (California Penal Code Section 243). This allegation may be filed in addition to any other allegation(s) the youth has pending.

Intake Process:

After youth have been admitted into a juvenile detention facility, the Detention Control Officer (DCO) will begin the intake process. The DCO will read youth age 15 and older their Miranda Rights and speak with them. Here are some of the things that may be discussed:

- A. Information regarding the youth's: address, telephone number, school name, grade, age, birth date, birthplace, height, weight, etc.
- B. Information regarding the youth's parents/legal guardians: birth date, birthplace, contact information, occupation, etc.
- C. Information regarding school: attendance history, behavior, grades, etc.

D. Health and mental health history.

After the interview, the DCO shall make telephone contact with the youth's parents/legal guardians. Youth will be allowed to speak to their parents/legal guardians at this time. The DCO will also ask many of the same questions to the parents/legal guardians to verify information provided by the youth. The youth will also be required to take the following assessments, which are necessary to determine the needs of the youth while in custody:

- A. MAYSI (Massachusetts Youth Screening Instrument) Mental Health Assessment.
- B. PREA (Prison Rape Elimination Act) Screening Assessment.
- C. JAMS (Juvenile Intake Detention) Assessment.

Youth will be required to sign the following forms during the intake process:

- A. Grievance Procedure
- B. Medical Record
- C. O.C. Pepper Spray Warning
- D. Prison Rape Elimination Act (PREA) Advisement
- E. Resident Orientation
- F. Rights to Religious Services

After the intake process, the DCO will prepare a packet of the youth's information to be sent to the Probation Officer (assigned to court intake).

Court Process:

The youth's allegations will be reviewed by the District Attorney and Probation Officer on the next judicial (working) day after the youth's detention. If the District Attorney determines that the allegations against the youth are legally sufficient and the Probation Officer determines they should be detained, the youth's case will be heard in court. If the allegation is a felony or misdemeanor that includes violence, possession and/or use of a weapon, and/or the youth is on probation/parole; they must appear in Juvenile Court within three (3) judicial (working) days after the youth's detention. If the youth is not on probation/parole and the allegation is a misdemeanor that does not include violence, possession and/or use of a weapon; they must appear in Juvenile Court within two (2) judicial (working) days. The Probation Officer will notify the youth's parents/legal guardians of the assigned court date.

If the youth is accused of committing a serious felony, for example: murder, arson or armed robbery, and they are 14 years or older at the time the crime was committed they can be tried as an adult in adult court. Youth will still be housed at juvenile hall, but they will attend adult court. The Probation Officer will advise the youth if their charges fall under this category. Youth may have a fitness for hearing in juvenile court to determine if their case will be heard in juvenile or adult court.

Legal Access:

Youth in juvenile facilities shall have access to the courts and legal services. This includes:

- A. Access to a licensed attorney, and/or their authorized representative(s) (such as investigators or paralegals) upon request by the youth or the attorney. When a youth requests contact with their attorney or representative, staff shall assist the youth with telephone or face-to-face contact;
- B. Confidential consultation with attorney(s). For attorney/client visits which can be planned, the attorneys or representatives should call the facility where the youth is housed to schedule a visit through the Duty Officer (DO). This is to ensure the youth is on-site and a confidential interview room is available. Under ordinary circumstances, visits shall be conducted at the juvenile facilities seven days a week between the hours of 8:00am - 8:00pm. For an emergent visit, every effort will be made to accommodate requests by attorneys or their representatives to visit youth in the facilities outside these time parameters; and
- C. Unlimited free postage for legal correspondence, and cost-free telephone access with the attorney upon the youth's request.

Health Care:

On-site health care staff is responsible for carrying out the health care plan of each youth. Sick-call rounds, emergency treatment, and medication distribution are part of various duties completed by on-site health care staff.

A physician is also part of the on-site health care staff and is responsible for treating detained youth. A complete physical examination will be performed within 96 hours of intake, unless a physical exam has been completed within one year, including, but not limited to the following:

- A. A medical history of past and present illness and treatment will be completed.
- B. A medical examination will be conducted.
- C. A dental examination to identify any emergency dental care will be conducted.
- D. An eye exam will be conducted.
- E. Laboratory screening.
- F. Females will be given a urine pregnancy test.

Any youth suspected of having a communicable disease that could pose a significant risk to others in the facility may be placed in medical isolation until cleared by on-site health care staff.

Medication Dispensing:

- A. Medications will be dispensed as ordered by the doctor.

Sick-Call:

- A. Youth wanting to see an on-site health care staff must fill out a "Request for Health Care Visit" form, located on each living unit.
- B. Completed forms are placed in the confidential health care staff's box, located on each living unit.
- C. On-site health care staff will retrieve forms, prioritize requests and see youth.

Additional appointments or treatment may be completed at Juvenile Hall, Riverside County Regional Medical Center, other local hospitals, dental providers, or by referrals to the youth's private medical physician.

Behavioral Health Care:

State licensed behavioral health providers are available and youth can request to speak to them at any time. If youth are feeling sad, want to hurt themselves, believe they are depressed, or cannot emotionally adjust to a detention/treatment setting, they may request to speak to any staff. Youth can also be referred to a behavioral health staff for services.

Youth may request counseling services at any time. Behavioral health request forms are available to youth on each living unit. Request forms can be placed in the confidential behavioral health staff's box located on each living unit. Behavioral health staff checks for new requests on a daily basis.

Correspondence:

There is no limit on the volume of mail youth may send or receive. Youth will be provided with pencils, paper, and envelopes; and staff will ensure that sufficient time is set aside to write letters. Prior to mail leaving the facility, staff will ensure that envelopes are properly addressed, sealed and free from inappropriate language/drawings. Youth may not enter into subscriptions.

Telephone Use:

Youth may contact parents/legal guardians by using the unit's collect-only telephones, but should keep the following guidelines in mind:

- A. These telephones make out-going collect calls only. The telephone to which youth are dialing must be able to receive collect calls. If youth cannot place a call for this reason, they will need to speak to a parent/legal guardian about having their phone service changed.
- B. An inability to make a collect call does not entitle youth to use of the regular unit phone.
- C. Collect-only phones may be used only during free-time periods of indoor recreation.
- D. Limits may be placed on the length of collect-only phone calls, due to the population of the unit, to allow others to use the phone.
- E. Other limitations or restrictions may be placed on phone usage.
- F. Court ordered telephone calls will be completed through the use of the collect-only telephones.

Visitation:

Family reunification and maintaining contact shall be provided for all youth while in custody. Youth are entitled to receive regular visitation on a weekly basis as specified for each unit. Such visitation occurs on weekend days, but due to operational needs of the facility, specific time slots may vary or change. For the current visiting schedule, please contact the facility.

Youth shall be allowed to receive regular visits from:

- A. Parents/Legal Guardians
- B. Grandparents
- C. Supportive adults authorized by the Probation Department

Visits are limited to two people from the authorized visiting list at any one time. **ALL visitors must arrive at least 15 minutes prior to visiting. Late arrival may result in the visitor's access being delayed or rescheduled. Visiting sessions will not be extended for late arrivals.**

Closed Circuit Television Security System cameras monitor and record all activities and interactions during visiting.

Letters, cards or pictures will NOT be accepted or allowed in during visiting hours. Court ordered visitations will be scheduled through the DO/SPO. They will be conducted either during normal visitation hours or a special visit will be arranged. Parents/legal guardians will need to notify the juvenile facility and make arrangements in advance.

Bringing firearms, explosives, alcoholic beverages, narcotics, and controlled substances into a detention facility is a crime and cause for arrest (California Penal Code Section(s) 2772, 2790, 4573, 4573.5, 4573.6, 4573.8, 4573.9, 4574).

Visitors are not to bring anything that is considered contraband. If they are caught bringing in contraband, their visitation will be terminated and they may be arrested and prosecuted. Bringing contraband into a secure juvenile facility is a felony.

Welfare and Institutions Code Section 871.5

“... any person who knowingly brings or sends into, or who knowingly assists in bringing into, or sending into any county juvenile hall ... any controlled substance, ... any firearm, weapon, or explosive of any kind, or any tear gas weapon shall be punished by imprisonment in a county jail for not more than one year or by imprisonment in the state prison.”

Visiting Rules:

Visits will be supervised by Probation Corrections Officers. **ALL** visitors must adhere to the following guidelines:

- A. Visitors will be required to present valid photo identification to the staff at the front door.
- B. Only parents/legal guardians or grandparents and supportive adults authorized by the Probation Department shall be admitted to the visiting area.
- C. Only two people from the authorized visiting list are permitted to visit at one time.
- D. Visiting days and times are specifically scheduled for each unit. Youth are only permitted to receive visits on the day scheduled for their assigned living unit.
- E. Visiting sessions are 2 hours in length - one day per week - no extensions.
- F. All personal items must be secured in the coin operated public lockers.
- G. The juvenile facility is not responsible for any lost or stolen items from the public lockers.
- H. Visitors will be required to pass through a metal detector before entering the visiting area.
- I. Visitors will be scanned with a hand held metal detector.
- J. Visitors will be asked to empty their pockets.
- K. Only the photo identification and locker keys will be allowed into the facility.
- L. Visitors and youth must keep their hands clearly visible at all times.
- M. Visitors who appear to be under the influence of alcohol and/or drugs will not be admitted.
- N. Visitors must adhere to the following dress code:
Visitors shall be appropriately attired. No tank tops, muscle shirts, short skirts, or other revealing attire is permitted. Clothing shall not display any gang affiliation, display sexual or lewd comments/pictures, or have the potential for being offensive to others. Visitors failing to dress appropriately and comply with this rule shall be denied access to the facility.
- O. Behavior must remain appropriate at all times; absolutely **NO** profanity, yelling, threatening behavior, etc.
- P. A visit may be terminated for inappropriate behavior and is at the discretion of staff/Duty Officer.
- Q. Visitors who leave early will not be re-admitted to the visiting area.

~ NO CELL PHONES, FOOD/DRINKS/GUM OR PERSONAL ITEMS OF ANY KIND ~

Special Visits:

Special visits are visits that have been approved by the DO/SPO on days other than regular assigned visiting days. Special visits may include children and siblings of youth, religious volunteers, and court ordered family visits. Special visits shall be scheduled with the DO/SPO in advance.

Orientation Process:

All incoming youth will be oriented about juvenile facility procedures, rules, behavioral expectations, services and programming. Youth will be given an advisement of rights. The orientation is intended to prevent rule violations and to provide a safe and secure environment for both youth and staff. Accommodations will be made to provide information to youth who are impaired, disabled or do not speak English.

Orientation shall be provided to youth prior to their arrival on a living unit.

The following items shall be issued to youth upon their arrival to a living unit:

Linen/Clothing

- 2 Blankets
- 2 Sheets
- 1 Pillowcase
- 1 Pillow
- 1 Mattress
- 1 T-shirt
- 1 Pair of shorts
- 1 Pair of pants
- Undergarments
- 1 Pair of socks
- 1 Sweatshirt
- Sandals (shower shoes)
- Tennis Shoes

Hygiene Supplies

- Toothbrush
- Comb/pick
- Soap
- Towel/Washcloth
- Toothpaste
- Hygiene Bag
- Deodorant

NOTE: Items at treatment facilities may vary.

Grievances:

Youth have the right to file a grievance for any issue of confinement. After a youth completes a grievance form, a Probation Corrections Officer will attempt to resolve the issue. If the youth still feels the issue remains unresolved, a Supervising Probation Officer will review the grievance and make a determination. If the youth still is not satisfied with the outcome, a request for an appeal will be sent to the Facility Manager. Youth may submit a grievance to any juvenile facility staff or place it anonymously in the grievance box on the unit. Grievances boxes are checked twice a day by the Duty Officer.

Religious Services:

The Religious Services Coordinator maintains oversight of all religious activities within each juvenile facility and along with Clergy, assigns religious volunteers to provide services for youth. Religious Volunteers have passed a background check and have been trained and approved by the Religious Services Coordinator.

Youth have the right to receive religious services and/or religious counseling while in custody and they have the right to request a religious representative of their choice. Attendance shall be voluntary and not required. Youth shall be allowed to participate in normal program activities should they elect not to participate in religious programs. Upon written request, and where practicable, religious services and/or religious counseling of the youth's indicated preference will be provided to them on a weekly basis. Once the religious/spiritual leader has been cleared, the approved visit will be scheduled so as not to interfere with regular facility activities.

School Program:

Every youth entering a juvenile facility is provided a quality educational program, through county schools, that includes instructional strategies designed to respond to the different learning styles and abilities of students. The Riverside County Office of Education (RCOE) operates twelve (12) months a year providing youths the opportunity to continue their education, graduate, or obtain their general education diploma. Vocational programs and work assignments may also be available to teach relevant skills which are transferable for employment.

In addition, RCOE provides job and career assessment curriculum, gang intervention speakers, and college related services. Other education services available are: basic reading, math, and language skill, special education for individuals with exceptional needs, and English as a Second Language.

School Rules:

During school hours, youth are expected to:

- A. Maintain a respectful attitude toward all teaching staff.
- B. Follow all directives given by teaching staff.
- C. Youth are expected to complete all assignments to the best of their ability.
- D. Only educational materials are allowed in the classroom.
- E. Points or ratings are earned based upon their classroom behavior.

Free Time, Programming, and Activities:

On a daily basis, unit programs and activities are scheduled by staff, which includes indoor and outdoor activities.

Programming may include but is not limited to the following:

- A. Social Awareness Programs
- B. Job Skills/Interviewing
- C. Independent Living Skills
- D. Conflict Resolution
- E. Aggression Replacement Therapy (ART)
- F. Victim Awareness
- G. Gender Specific Programming

Youth will be given the opportunity to participate in recreational or exercise activity for a minimum of 3 hours a day, and up to 5 hours a day on weekends.

Indoor Activities may include but are not limited to the following:

- A. Approved television programs
- B. Radio
- C. Video games
- D. Board games/card games
- E. Art activities
- F. Reading material
- G. Indoor games/competitive activities
- H. Letter writing
- I. Phone calls

Outside Activities Rules:

- A. Youth are expected to comply with staff's directives.
- B. Youth with medical conditions or medical restrictions will be excused from participation.
- C. Medical restrictions-self limited P.E. must be followed.
- D. Youth are expected to exhibit positive sportsmanship.

Weather permitting, youth shall be allowed the opportunity to have a minimum of 1 hour of outdoor physical activity each day.

Outside activities may include but are not limited to the following:

- A. Basketball
- B. Kickball
- C. Soccer
- D. Calisthenics
- E. Competition games with other units

Youth are required to wear appropriate shoes and attire when participating in activities.

Hygiene:

All youth are expected to maintain appropriate hygiene. All youth shall be issued a toothbrush, toothpaste, deodorant, shower shoes, a comb or pick, soap, and shaving implements. Females will be issued sanitary supplies as needed. Youth shall shower daily. Each youth shall be given an opportunity to brush his/her teeth after each meal.

Shower Rules:

- A. Youth must be dressed appropriately when going to and from the shower.
- B. Youth must wear shower shoes in the shower.
- C. Youth may bring the following items to the shower:
 - Towel
 - Washcloth
 - Soap
 - Shampoo/Conditioner

- D. Talking and horse playing are not allowed.
- E. Remove all personal items before exiting the shower.
- F. Shower time is not the appropriate time to discuss issues with staff.
- G. Fingernails and toenails may be trimmed at this time, with staff permission.

Shaving Rules:

- A. Shaving will be allowed daily, if requested.
- B. Tampering with the razor shall result in consequences.
- C. Male youth may shave under direct staff supervision.
- D. Female youth may shave only in the shower, one at a time, under staff supervision.
- E. Sufficient time will be provided to shave.
- F. After shaving youth will be required to clean the razor and return it to the staff supervising youth.
- G. No shaving of the head or eyebrows.

Hair Cuts:

- A. A licensed barber provides haircuts monthly.
- B. Haircuts must be appropriate (no unusual cuts). No cuts lower than a #2 clip.

Food Service:

In accordance with Title 15, the Juvenile Facilities Regulations, the meals served are based upon nutritional and caloric requirements. Prior to preparation and serving, menus are planned on a four-week cycle, and meet the required regulations as calculated by a registered dietitian. Standardized recipes are used to ensure proper nutrients are being met. Prior to leaving the food service area, all meals are individually portioned.

All youth in our facilities are served three meals per 24-hour period. Additionally, a snack is provided in the evenings.

Medical diets that require modifications, meet the same Title 15 standards, unless specified otherwise by the responsible physician. Medical diets are also planned with the consultation of a registered dietitian.

All precautions and safety measures are taken to ensure all meals are safe for consumption and free from any potential contaminants.

Meal Rules:

- A. Meals will be eaten in the dining hall or on the unit.
- B. Youth are to notify staff if there is a problem at their table or with their food.
- C. Use appropriate table manners.
- D. Playing with food is not allowed.
- E. Food is not to be taken from the dining area into rooms.
- F. Youth will dispose of trash and wipe down tables.
- G. Youth must show their eating utensil to staff before throwing it away.
- H. Youth may not give their food to another youth without permission from staff.

Behavior Point System:

Youth will receive positive incentives when behavior is appropriate or consequences when behavior is inappropriate. Youth will be given an opportunity to earn points on a weekly basis. A behavior point system is used to track behavior on each living unit and in the classroom. At the end of each week, staff will notify youth of the amount of points they earned. Youth can use points earned towards canteen purchases at some facilities and participation in honor party at others. In addition, youth will be placed on an honor roll, which will track each youth's progress during their stay in the juvenile facility. The closer a youth is to the "top" of the honor roll, the more unit privileges they may obtain. Youth who are at the top of the honor roll often have jobs in the living units such as: peer mentor, dog handler, etc. At YTEC a rating system and behavior point system are used.

Honor party is designed to promote, reward, and acknowledge positive behavior. The objective in establishing an honor party is to build self-esteem and develop social skills. Youth must attain the required minimum points/rating (each facility's requirements may vary), and not currently be on any form of separation in order to participate in honor party. Each facility participates in honor party; however, the activities and privileges may vary due to security reasons. Honor party is held once a week. Youth will be given an opportunity to attend honor party on a weekly basis.

YTEC:

Canteen is designed to promote, reward, and acknowledge positive behavior. It is used in treatment facilities such as YTEC. Youth may earn this privilege by attaining required minimum points/rating, based on their behavior from the previous week. When youth earn points/funds, they may purchase canteen items such as treats or extra hygiene items. Each canteen item is given a value and youth may choose canteen items based on the points/funds they have earned each week. Youth will be given an opportunity to earn canteen privileges on a weekly basis.

Rules of Conduct:

Examples of minor violations include, but are not limited to:

- A. Dangerous acts/horseplay: Loud, raucous behavior; rough, boisterous play; and/or physical contact between or among two or more youth.
- B. Out of assigned area: being in an unauthorized area of the institution without permission of staff; loitering in the restroom, shower or counselor's area.
- C. Refusal to participate in program: refusal to participate in daily group activities, hygiene, or housekeeping programs; failure to shower, maintain a clean room, participate in P.E. or groups without medical or other approved reason.
- D. Refusal to attend school: refusal to attend one or more periods of school without medical or other approved reason.
- E. Suspension from school: ejection from school for disruptive behavior after repeated warnings.
- F. Use or possession of contraband: possession of extra clothing, bedding,

- towels, books, cigarettes, matches, money, or items not authorized.
- G. Lying: intentionally deceiving staff.
 - H. Stealing: the knowing and unauthorized taking of an item belonging to another from a person or place.
 - I. Disobeying staff directives: refusal to stop inappropriate behavior or activities, or refusal to follow a staff member's directions to behave or perform appropriately.
 - J. Verbal misbehavior/inappropriate language: irritating or harassing others, cursing, inappropriate racial statements, name calling, or ridicule.
 - K. Disruptive behavior: banging or kicking on the door/walls; a situation in which a youth is disruptive after being warned to cease.
 - L. Refusal to follow facility/unit rules.

Examples of major violations include, but are not limited to:

- A. Use or possession of contraband: any item on the youth, or in their assigned room (or living area to which others do not have access) that can be used as a weapon or for the purpose of escape, alcohol, drugs, intoxicants, or possession of money indicative of escape plans or delinquent conduct.
- B. Gang orientated or riotous behavior: instigating or supporting group violence or rebellion.
- C. Escape attempts: any act to undermine the security of the facility, such as obtaining a key, conspiring to escape, aiding or abetting, attempting to escape or acquiring implements which could be used to escape.
- D. Assault: threats of violence (with existing means) to do bodily harm to another without the actual doing of the bodily harm threatened.
- E. Sexual harassment/assault: physical sexual contact whether consensual or not.
- F. Battery: any willful and unlawful use of force or violence upon the person of another. An intentional physical attack on an individual.
- G. Destruction of county property or fire setting: intentional or malicious destruction of county property.
- H. Stealing: the knowing and unauthorized taking of an item belonging to another from a person or place; obtaining items considered contraband.
- I. Persistent or established pattern of repetitive rule violations or refusal to obey directives.
- J. Mutual combat: mutual physical confrontation between 2 or more youth.

Major rule violations may result in additional allegations being filed with the District Attorney.

Room Rules:

The following is not allowed while in a room:

- A. Excessive noise, banging, vandalism, (graffiti, damaging fixtures or interior), horse playing and contraband.
- B. Using the intercom for non-emergencies. The room intercom is for emergencies only.
- C. Loitering at room windows.
- D. Talking through the door/window without permission.

- E. Taking tennis shoes into room.
- F. Covering windows or lights.
- G. No hardcover books.
- H. No newspapers.

Youth are responsible to make their bed and fold their clothes, prior to leaving their room. Staff shall supervise and provide youth with cleaning supplies to sweep, mop, and clean their room. Items allowed in room:

Personal Hygiene Bag:

- A. Soap, shampoo/conditioner, toothpaste, toothbrush, and deodorant.
- B. Lip balm.
- C. Lotion.
- D. Hair grease/gel.
- E. Comb/pick.
- F. Canteen purchased items (hygiene related items ONLY).

The youth's hygiene bag may or may not be stored in their room. It is at the staff's discretion and can vary based on each facility. If the youth's hygiene bag is allowed in their room, their comb/pick, toothbrush, toothpaste, hairbrush, and deodorant are to be kept inside the hygiene bag; items that do not fit inside the hygiene bag are considered contraband.

Personal Items:

- A. 1 Bible/Religious text.
- B. 2 Soft cover forms of reading material (books, magazines, word search, Sudoku, etc.).
- C. 1 Journal with 1 institutional pencil.
- D. 10 photographs that are approved by SPO.
- E. 4X6 Photo album approved by SPO (may be filled with additional pictures).
- F. Letters (amount that can be stored in a quart size bag)
- G. 1 Large puzzle or 2 small puzzles
- H. 1 Stress ball

Some behaviors may prohibit youth from possessing the above items (tagging, flooding, etc.)

Extra personal items shall be stored along with each youth's personal belongings in intake/detention control office until they are released or transferred.

Clothing Items (per youth):

Male

- 1 pair of shorts/pants
- 1 t-shirt
- 1 sweatshirt
- 1 pair of shower shoes
- 1 pair of sleeper shorts

- 1 pair of socks
- 1 pair of underwear

NOTE: Clothing at treatment facilities may vary.

<u>Female</u>	1 pair of shower shoes
1 pair of shorts/pants	1 set of sleepwear
1 t-shirt	1 pair of socks
1 sweatshirt	1 pair of underwear
	1 bra

Unit Rules:

Staff will provide youth with a verbal explanation of daily activities, behavioral expectations, and any concerns that they may have. Throughout the shift, staff will maintain the structure of the unit by consistently reminding youth of their expectations. Youth are expected to comply with staff directives and unit rules. Youth shall comply with staff's directives quickly and precisely for the safety of themselves and others.

While youth are on the unit, it is their responsibility to:

- A. Comply with staff's directives.
- B. Get staff's permission before leaving their seat.
- C. Be properly dressed. Clothes must be worn with underclothing. Shirts must be tucked in when wearing shorts/pants; shoe straps must be fastened, socks must be pulled up.
- D. Have the right size clothing. Oversized and/or sagging clothes are not allowed.
- E. Maintain a respectful attitude, encourage positive behavior among peers, and maintain proper sportsmanship during activities.
- F. Turn in their pencil, put away all games and throw away all trash before free time ends.
- G. Raise their hand to ask staff a question.
- H. Use appropriate language when speaking.
- I. Be respectful to staff.

Discipline Process:

While in custody at a juvenile facility, staff will make every effort to maintain control of the youth through methods of positive reinforcement. The goal is to avoid discipline problems by establishing an atmosphere of mutual respect and cooperation. Discipline shall be imposed at the least restrictive level, which promotes acceptable behaviors by youth. Discipline shall not include corporal punishment, group punishment, physical or psychological degradation and/or deprivation. Discipline procedures shall only be administered by designated staff and shall be reviewed by the Supervising Probation Officer or Duty Officer on a regular basis. During the orientation process, all youth will read and have the Rules of Conduct explained to them. The Rules of Conduct, which describes minor/major violations and disciplinary measures, are posted in all living units.

Unit staff has the authority to assign and recommend consequences to youth for failure to follow rules or directives. Some of the consequences youth may receive include, but are not limited to the following:

Consequences for minor violations:

- A. Special assignments: may include redoing poor work, writing an essay, reading a book, verbal apology, etc.
- B. Work detail: additional duties may be assigned up to two (2) hours per violation. Work time is generally to be completed during free time.
- C. Tray status: restricted from dining hall for one to three meals.

- F. Demotion or suspension of honor roll and/or level status: youth's status/level is reviewed with consequent loss of privileges for reduction in status/level.
- G. Behavior Control Separation (BCS). Youth shall still be given the opportunity to participate in mandated programs.

Treatment facility consequences (YTEC):

- A. Placement on status review: disciplinary action, which restricts youth's extra-curricular activity.
- B. Loss of furlough: the loss of a furlough is primarily a treatment decision most frequently determined by the PCO caseworker, Supervising Probation Officer, and the Facility Manager(s).

Consequences for major violations:

- A. BCS. Youth shall still be given the opportunity to participate in mandated programs.
- B. Extension of custody or commitment time.
- C. Additional allegations for illegal behavior being filed with the District Attorney.

Treatment facility consequences (YTEC) only:

- A. Removal from the program. Youth may be sent back to court.

Consequences are tools designed to improve behavior. Youth who receive a disciplinary consequence for a minor violation shall not receive a reduction in behavior points earned in addition to the disciplinary consequence for the same incident. Youth who receive a disciplinary consequence for a major violation shall receive a reduction in behavior points earned in addition to the disciplinary consequence imposed. Additional allegations may be filed for any illegal behavior that occurs while in custody.

Minor violations may be handled informally by staff counseling with youth, advising them of the expected conduct or by giving them a minor discipline. Major violations are those that have an impact on the safety, security, efficiency, or operation of the facility and its staff and youth. If a youth commits a major violation, they may receive a major discipline, in which they shall have due process rights. The youth shall be advised of allegations, given the opportunity to respond and call witnesses, given notice of the discipline hearing, given rights of the discipline hearing, and referred to the disciplinary hearing officer. Major violations such as an assault on another youth or staff will result in additional allegations being forwarded to the District Attorney.

If youth represent a behavioral problem and any of the following conditions exist, they may be separated away from other youth:

- A. Youth attempt, or are likely to attempt escape.
- B. Youth's status or behavior puts them at risk from other youth. Youth have been a witness that may place them at risk for intimidation or retaliation.
- C. Youth act out violently, commit repetitious acts of violence, or threaten violence to anyone.

Youth's needs including food service, medical, mental health, religious, and educational needs will continue to be met.

If youth continue to violate facility rules and staff directives, or act violently toward others, they may be confined in a room on Administration Separation. The Facility Manager reviews the Administration Separation paperwork on a regular basis and return the youth when the threat of violence or disorder has ended.

If youth threaten to harm themselves, they may be placed on suicide watch, in which they will receive close staff supervision to ensure their safety. They will also be evaluated by behavioral health staff.

Opposite Programming is NOT discipline, but may be used to separate one or more youth for their safety or the safety of the unit and/or facility.

Search and Seizure:

Each youth is subject to searches. Living units, youth's personal belongings and assigned rooms may be searched on a routine or random basis. Items that are not allowed will be removed.

Use of Force and Restraints:

Probation Corrections Officers (PCO) are Peace Officers who are authorized to use force to stop acts of violence, suicidal attempts or aggressive behavior toward themselves or other youth and staff.

Use of force may include the use of OC Pepper Spray. When possible, staff will issue a verbal warning that OC Pepper Spray is going to be used. If youth hear this warning, they are to stop what they're are doing and lay face down on the floor.

PCO's may also use mechanical restraints (handcuffs, ankle shackles, or waist chains, or the WRAP device) to prevent youth from acting out violently. These restraints, except for the WRAP device, shall also be used to secure youth who are transported out of the detention facility, such as to court. These restraints are never used for punishment and never used any longer than is necessary.

Emergency Code Rules:

Codes are used in emergencies. Staff will notify youth of an emergency and give them directives. Youth must follow these directives immediately to ensure their safety and the safety of others. Non-compliance in an emergency is considered a major rule violation, and will result in consequences.

When a code is called from anywhere in the facility, all youth must:

- A. Immediately lay on the ground face down;
- B. Place palms on the back of their head;
- C. Stay out of the way of responding staff;
- D. Remain on the ground quietly; and
- E. Await further instructions from staff.

Evacuation/Emergency Procedures:

The purpose of a fire, earthquake or evacuation drill is to establish a procedure regarding what actions will be taken in the event of an actual fire, earthquake or in the event of a real disaster. Youth may be directed to “drop, cover, and hold” during an earthquake drill, until the evacuation order has been given. Evacuation will be done in an orderly manner.

In the event an evacuation has been ordered, youth are to:

- A. Remain calm.
- B. Stop all activity.
- C. Quietly sit in an upright position.
- D. Listen and wait for staff's directives.
- E. Wait for instructions to evacuate.

Once the unit has been instructed to evacuate, youth will leave quickly and quietly in an orderly manner and listen for any additional directives from staff. Youth will then proceed to the units' designated staging area.

At this time, youth may be instructed to be seated and remain quiet. When cleared to return back to the unit, youth will do so in an orderly manner, the same as when evacuating. A roll call will be conducted once all youth have returned to the unit.

Fire, earthquake or evacuation drills will be conducted monthly and can occur at any time during the day.

Prison Rape Elimination Act (PREA):

Riverside County Probation Department is committed to maintaining an environment free from sexual abuse and sexual harassment of youth in its facilities. There is zero tolerance for anyone engaged in any form of sexual abuse or sexual harassment of youth. Sexual abuse and sexual harassment of youth is prohibited by Federal and State Law under the Prison Rape Elimination Act (PREA).

What is Sexual Abuse?

Sexual abuse of a youth by another youth includes any of the following acts if: 1) The victim does not consent; 2) Is coerced into such act by overt or implied threats of violence or; 3) 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 visitor includes any of the following acts:

- 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. Contact between the mouth and any body part with the intent to abuse, arouse, or gratify sexual desire;
- D. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or with the intent to abuse, arouse, or gratify sexual desire;
- E. 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 with the intent to abuse, arouse, or gratify sexual desire;
- F. Any attempt, threat, or request to engage in the activities described above;
- G. Any display of genitalia, buttocks, or breast in the presence of a youth; and
- H. Voyeurism.

What is Sexual Harassment?

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.

Any repeated verbal comments or gestures of a sexual nature to a youth by a staff member, contractor, volunteer, or visitor, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

How can a youth detained in a Riverside County Probation Department's juvenile facility report an incident of sexual abuse/harassment?

Youth can report PREA (Prison Rape Elimination Act) related incidents by telling any staff member they trust, filing a grievance, or filling out a behavioral health or medical referral.

How can a parent or third party report a PREA incident?

A parent or third party can call any of the department's juvenile facilities and report their concerns to the Duty Officer.

What happens when an allegation of sexual abuse is reported?

The local law enforcement is contacted to complete a full investigation into the allegation of sexual abuse. The department will also conduct an administrative investigation into all PREA related allegations made against any staff within the department's juvenile facilities.

What will happen to me if I make allegations knowing them to be false?

The department encourages the reporting of true sexual misconduct, but strongly discourages false accusations. Penal Code Section 148.6 states that any person who files an allegation of misconduct against a peace officer (including Probation Corrections Officers) knowing the allegation to be false will be guilty of a misdemeanor. The Probation Department will actively pursue prosecution.

Closed Circuit Television Security System:

The Closed Circuit Television Security System exists for: the protection of staff and youth; to increase the level of safety and security at each of our juvenile facilities; and to help ensure the health, safety and physical well-being of staff assigned in these facilities and the youth detained there.

Closed Circuit Television Security System cameras monitor and record youth activities and interactions with other youth and staff 24 hours a day, 7 days per week. Hand held video cameras are also used to record critical incidents. The recordings from both systems may be used as evidence against youth in any criminal proceedings.

NOTE: In order to maintain privacy, Closed Circuit Television Security System cameras are not located in restrooms, or showers.

Resource List for Sexual Assault Victims Services

Riverside County

Riverside Area Rape Crisis Center

1845 Chicago Avenue, Suite A

Riverside, CA 92507

tel: (951) 686-7273/fax: (951) 686-0839

Center Against Sexual Assault of Southwest Riverside County

P.O. Box 2564

Hemet, CA 92546

tel: (951) 652-8300/fax: (951) 652-0944

Morongo Basin Sexual Assault Services

(800) 656-4673 (Toll free)

57382 Twenty-Nine Palms Highway

Yucca Valley, CA 92284

tel: (760) 369-3353/fax: (760) 369-3389

San Bernardino County

San Bernardino Sexual Assault Services

505 North Arrowhead Ave., Ste. 100
San Bernardino, CA 92401-1221
tel: (909) 885-8884/fax: (909) 383-8478

Coachella Valley Sexual Assault Services

74-333 Highway 111 Suite 204
Palm Desert, CA 92260
tel: (760) 568-9070/(760) 568-9071

California

California Coalition Against Sexual Assault

1215 K Street, Suite 1100
Sacramento, CA 95814
tel: (916) 466-2520

For Our Future

Shirley Johnson, Director
3550 Watt Ave, Suite 7
Sacramento, CA 95281
tel: (530) 613-4714

National

Rape, Abuse, Incest National Network

(800) 656-4673 (Toll free)
2000 L Street, NW Suite 406
Washington, DC 20036
tel: (202) 544-3064/fax:(202) 544-3556
info@rainn.org

National Sexual Violence Resource Center

(877) 739-3895 (Toll free)