

SONOMA COUNTY PROBATION DEPARTMENT
JUVENILE HALL POLICY & PROCEDURES MANUAL

SECTION:
Administration

SUBJECT:
Administrative Responsibilities

PAGE:
1 of 4

IDENTIFIER:
1.1.4

POLICY STATEMENT

It is the policy of Sonoma County Juvenile Hall that Juvenile Hall Administration is responsible for performing the following duties in order to ensure that the facility operates safely, smoothly, & efficiently.

PROCEDURES

1. POLICY & PROCEDURE MANUAL ACCESSIBILITY & MAINTENANCE

A. General Information

- i. The Policy & Procedure Manual is a resource for staff that contains important and pertinent information regarding aspects of the operation of the facility.
- ii. Staff are required to read and be familiar with the policies and procedures contained within the manual.

B. Accessibility

- i. A paper copy of the Policy & Procedure Manual is maintained in the Administration area supply room.
- ii. An electronic version of the manual is available to all staff via any computer station.

C. Maintenance

- i. The Division Director ("Director") shall review the policy and procedure manual, at a minimum, biennially and update as necessary.

2. PRISON RAPE ELIMINATION ACT ("PREA") COMPLIANCE MANAGER

- A. The Division Director II shall serve as the facility's PREA Compliance Manager and shall work in conjunction with the Department PREA Coordinator to conduct an annual assessment of the facility, its staffing plan, and use of video monitoring to ensure compliance with PREA standards.
- B. The Directors shall conduct and document unannounced rounds to identify and deter staff sexual abuse and sexual harassment and/or to monitor for signs of retaliation toward a resident or staff should an allegation be filed. In addition, the Directors shall monitor to ensure that the JCC Supervisors are conducting unannounced rounds on each shift.

3. SECURITY REVIEW & SAFETY COMMITTEE

A. Security Review

- i. The Director shall, at least annually, review, evaluate, and maintain a record of security measures.

**SONOMA COUNTY PROBATION DEPARTMENT
JUVENILE HALL POLICY & PROCEDURES MANUAL**

SECTION: <i>Administration</i>	SUBJECT: <i>Administrative Responsibilities</i>	PAGE: <i>2 of 4</i>	IDENTIFIER: <i>1.1.4</i>
-----------------------------------	--	------------------------	-----------------------------

- ii. The review and evaluation shall include internal and external security measures of the facility, including but not limited to:
 - a) Chemical agents.
 - b) Contraband.
 - c) Duress alarm systems.
 - d) Equipment.
 - e) Firearms control.
 - f) Key control.
 - g) Mechanical restraint devices.
 - h) Perimeter security, including fencing and lighting.
 - i) Physical counts of youth.
 - j) Searches.
 - k) Staffing.
 - l) Training.
 - m) Vehicle security.
 - n) Procedures in the event of an emergency.

iii. A record of the review and evaluation shall be dated and signed by the Director.

B. Safety Committee

- i. The Juvenile Hall Safety Committee shall meet monthly to review, evaluate, and make a record of internal and external security measures of the facility.
- ii. The committee will advise the Director of findings and recommendations, in writing.
- iii. The committee will utilize and address safety concerns listed in the Monthly Fire Safety Inspection Guide.

4. REPORTING OF LEGAL ACTION

- A. The Director will submit a letter of notification to the Board of State and Community Corrections (BSCC) on each legal action pertaining to conditions of confinement filed against persons or legal entities responsible for juvenile facility operation. In instances of death or serious injury of a detained youth, the Director shall within ten (10) calendar days provide to the BSCC a copy of the report that was submitted to the Attorney General.

5. POPULATION REPORTING

SONOMA COUNTY PROBATION DEPARTMENT
JUVENILE HALL POLICY & PROCEDURES MANUAL

SECTION:
Administration

SUBJECT:
Administrative Responsibilities

PAGE:
3 of 4

IDENTIFIER:
1.1.4

- A. Each juvenile facility shall submit monthly population reports and quarterly Population Profile Surveys to the BSCC within ten (10) calendar days after the end of each month in a format to be provided by the BSCC.
- B. The Director or designee is responsible for completing and recording actual number and status of residents detained each day in a unit and the total daily population.
- C. At the end of each month, a report is submitted to BSCC.

6. OVERCROWDING

- A. When the number of residents detained in a housing unit of a juvenile facility exceeds its maximum capacity for more than fifteen (15) calendar days in a month, the Director shall provide a report of crowding to the BSCC in a format provided by BSCC.

7. OTHER REVIEWS & INSPECTIONS

- A. The Director or designee shall conduct a daily review of the following reports:
 - i. Admittance forms
 - ii. Facility Operational Reports
 - iii. Incident reports
- B. The Director or designee shall ensure that each of the following annual inspections is current:
 - i. Building Inspection
 - ii. Fire Inspection
 - iii. Health Inspection
 - iv. Education Inspection
 - v. Juvenile Court Inspection
 - vi. Juvenile Justice Commission or Probation Commission

8. CAMERA RESPONSIBILITIES

- A. Authorized administration has the ability to use video recording devices within the facility in a lawful manner for legitimate safety and security purposes, including to provide documentary evidence for criminal, internal, or administrative investigations; to assist in the identification and prevention of threats, escapes, violations of the PREA, or other inappropriate conduct; to help public safety personnel respond to emergencies, and for civil litigation purposes.
- B. While video recordings can provide an objective record of events, it is understood that these recordings may not necessarily reflect the entire experience or state of mind of the individual(s) in a given incident. In some circumstances, the recording devices will

**SONOMA COUNTY PROBATION DEPARTMENT
JUVENILE HALL POLICY & PROCEDURES MANUAL**

SECTION: <i>Administration</i>	SUBJECT: <i>Administrative Responsibilities</i>	PAGE: <i>4 of 4</i>	IDENTIFIER: <i>1.1.4</i>
-----------------------------------	--	------------------------	-----------------------------

capture information that may not have been observed by the involved individual(s). Similarly, there may be some situations where the recording devices will not capture information that was observed by the involved individual(s).

- C. All video recordings from within the facility shall remain the property of the Probation Department and shall be stored and managed in accordance with applicable records retention policies. Staff shall have no expectation of privacy or ownership interest in the content of these recordings. Only authorized staff are allowed to access and view video recordings. Staff are prohibited from making personal copies of recordings. Staff must treat the video footage as confidential and shall not duplicate or distribute any recordings except for authorized business purposes.
- D. Access to the recordings is managed on a need-to-know, right-to-know basis. Staff may be authorized to review recordings with a supervisor, if necessary for the staff to be able to provide an accurate incident report.

REPLACEMENT HISTORY

Revised: 6/8/15; 5/14/19

APPROVED BY:

DAVID M. KOCH
Chief Probation Officer

REFERENCES

- Title 15