

Juvenile Detention Orientation Handbook



OUR MISSION, VISION, AND CORE VALUES

Mission Statement

Serving Courts • Protecting Our Community • Changing Lives

Vision

Fostering a diverse and innovative team committed to safe communities, facilitating connections, and promoting resiliency.

Core Organizational Values

Integrity: The undivided adherence to strong ethical principles, such as honest, fairness, humility, and personal accountability.

Commitment: Absolute dedication to our mission and team, the courts, the county, and the public.

Compassion: Empathy, kindness, understanding, and respect.

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Indio, CA 92201
(760)863-7600

YTEC-Detention
10000 County Farm Road
Riverside, CA 92503
(951)358-4400

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30755-C Auld Road
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RIVERSIDE COUNTY PROBATION DEPARTMENT JUVENILE DETENTION ORIENTATION HANDBOOK

Welcome to a Riverside County Probation Department juvenile detention facility. This orientation handbook will provide information about facility procedures, rules, behavior expectations, services and programming. Orientation is intended to reduce rule violations and to provide a safe and secure environment for both you and staff. Provisions will be made to provide information to youth who are impaired, disabled, or do not speak English.

During your stay, you will be observed at all times. You are expected to always follow the rules of the facility. You shall comply with staff's directives quickly and precisely for the safety of yourself and others. You will receive positive incentives when behavior is appropriate or consequences when your behavior is inappropriate. In an effort to ensure a safe and secure environment for all youth, and juvenile facility staff, the staff assigned to living units will randomly search the rooms and units on a routine basis.

Riverside County Probation Department has a non-discrimination provision. You shall have fair and equal access to all available services, placement, care, treatment, and benefits. It further provides that no person shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status. This assures that you will not be subject to restrictive housing or classification decisions based solely on any of the above-mentioned categories. This section does not prohibit staff from placing you in a single occupancy room at your request or in accordance with Title 15 regulations regarding separation.

Only information that is considered relevant, necessary, and contributes to the accuracy and utility of your record shall be collected and/or contained in your file. Probation department records, legal files, and juvenile facility records are confidential and shall not be given to or discussed with anyone by juvenile facility staff, except with persons who have an official right and need to know such information in the performance of their duties, i.e., probation officers, the court, law enforcement or to others by court order. You are entitled to anonymity. Discussion outside the juvenile facility or with any person(s) not entitled to the information mentioned above is prohibited.

This handbook will answer some questions about the processes you are about to go through while in our facilities. If you have any questions after you have gone through this handbook, you can ask the following Probation staff: the Duty Officer (DO), the Detention Control Officer (DCO), a Supervising Probation Officer (SPO), a Probation Corrections Officer (PCO), and/or a Senior Probation Corrections Officer (SPCO).

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IDENTIFICATION OF KEY STAFF AND THEIR ROLES:

Director/Assistant Director: They manage facility operations and personnel.

Supervising Probation Officer (SPO):

They are sworn Peace Officers who are in charge of supervising the living units within the facility. 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.

Senior Probation Corrections Officer (SPCO):

They are sworn Peace Officers who oversee the living units, provide training for PCOs and act as the DO in the absence of a SPO.

Probation Corrections Officer (PCO):

They are sworn Peace Officers working in the living units twenty-four hours a day. Their primary responsibility is to provide the youth with supervision and programming. You will be assigned a PCO/SPCO as a caseworker who will work with you directly. The caseworker will provide guidance based on your needs, behavior, and adjustment while detained.

NOTE: You may be charged with battery upon a Peace Officer if you harm staff in any way (California Penal Code 243.)

Teacher/Correctional Health Staff/Behavioral Health Staff:

These staff work on-site and are there to assist with meeting your educational, medical and behavior health needs.

DETENTION CONTROL/INTAKE ASSESSMENT:

You will be asked a series of questions upon entry into the juvenile facility. Questions will include, but are not limited to:

- Medical Assessment
- Suicidal Ideation Assessment
- Educational Information
- Substance Abuse History

Upon entry into the facility, you will be pat-down searched, and a metal detector wand will be used to ensure you are free of weapons or contraband. All contraband (lighters, smoking paraphernalia, and weapons) will be discarded. Your clothing, personal items and valuables will be inventoried and logged. You will sign to verify the inventory. Any money or jewelry will be stored in a secure location. You will be offered a shower and issued juvenile facility clothing.

Pursuant to Section 627 of the Welfare and Institutions Code (WIC):

Immediately after being taken to a place of confinement and, except where physically impossible, no later than one (1) hour after taken into custody, the youth shall be advised and has the right to make two (2) telephone calls from the place where the youth is being held:

- One (1) call completed to his/her parent(s)/legal guardian(s), a responsible relative, or the youth's employer.
- One (1) call completed to an attorney.

MEDICAL ASSESSMENT AND ACCESS TO HEALTH CARE SERVICES:

A Registered Nurse (RN) will ask you a series of medical questions in order to get a better sense of your health needs. A complete physical examination will be performed within 96 hours of admission.

- A medical history of past and present illness and treatment will be conducted.
- A medical examination will be conducted.
- Laboratory screening will be conducted (urine sample).
- Females will be given a urine pregnancy test (upon request).
- A Tuberculosis (TB) skin test will be conducted.

If you are suspected of having a communicable disease that could pose a significant risk to others in the facility you shall be placed on medical isolation until cleared by health care professionals.

You are allowed access to medical care during your period of confinement. You may submit a nursing request at any time. Nursing requests are located on each living unit. In event of urgent need, you may directly ask the staff to call the nurse.

BEHAVIORAL HEALTH EVALUATION AND ACCESS TO COUNSELING SERVICES:

You will take the MAYSI-2 exam which asks you a series of questions that will help the DCO and Behavioral Health staff identify any immediate needs you might have. You will have access to Behavioral Health services during your period of confinement. You may submit a Behavioral Health request at any time. Behavioral Health requests are located on each living unit. In event of urgent need, you may directly ask the staff to call the BHS staff.

COURT PROCESS:

Your allegation(s) will be reviewed by the District Attorney and Probation Officer on the next judicial (business) day after admittance into the juvenile facility. If the District Attorney determines the allegations against you are legally sufficient (good), and if the Probation Officer determines you should be detained, you will be scheduled for a Detention Hearing. If the allegation(s) include violence, possession or use of a weapon, or if you are on probation or parole, you must appear in Juvenile Court within three (3) judicial days after being booked. If you are not on probation or parole, and the allegation(s) are misdemeanors that do not include violence, possession or use of a weapon, you must appear in Juvenile Court for a Detention Hearing within two (2) judicial days.

NON-DISCRIMINATION POLICY:

All youth within the juvenile facility shall have fair and equal access to all available services, placement, care, treatment, and benefits, and provides that no person shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, nation origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status, including restrictive housing or classification decisions based solely on any of the above mentioned categories. All youth have the right to be free from physical, verbal or sexual abuse and harassment by other youth and staff.

NON-ENGLISH SERVICES AND PROGRAMS:

Upon request, services and programs may be available in a language other than English if appropriate.

ACCESS TO LEGAL SERVICES:

You are allowed access to a licensed attorney. You are allowed access to telephone and in-person communications with your attorney during normal business hours.

HOUSING:

Based on the allegation(s) and other pertinent factors, you will be housed in a living unit with other youth and on an identified classification. During the intake process, a comprehensive classification assessment will be provided. This assessment will determine a suitable housing unit for you with consideration given to safety and security.

CHANGE OF PROGRAM:

If you have a request for different housing, education, programming, or work assignment, you are required to complete a "Request to See" form and submit it to unit staff. Your request will then be forwarded to the Unit Supervisor for review.

ADVISEMENT OF RIGHTS:

As a youth detained in a Riverside County Probation Department juvenile facility, you shall have the following rights (224.71 WIC):

- To live in a safe, healthy, and clean environment conducive to treatment and rehabilitation and where you are treated with dignity and respect.
- To be free from physical, sexual, emotional, or other abuse, or corporal punishment.
- To receive adequate and healthy food and water, sufficient personal hygiene items, and clothing that is adequate and clean.
- To receive adequate and appropriate medical, dental, vision, and mental services.
- To refuse the administration of psychotropic and other medications consistent with applicable law or unless immediately necessary for the preservation of life or the prevention of serious bodily harm.
- To not be searched for the purpose of harassment or humiliation or as a form of discipline or punishment.
- To maintain frequent and continuing contact with parent(s)/legal guardian(s), siblings, and children through visits, telephone calls, and mail.
- To make and receive confidential telephone calls, send and receive confidential mail, and have confidential visits with attorneys and your authorized representatives, ombudspersons and other advocates, holders of public office, state and federal court personnel, and legal service organizations.
- To have fair and equal access to all available services, placement, care, treatment, and benefits, and to not be subjected to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV status.
- To have regular opportunity for age-appropriate physical exercise and recreation, including time spent outdoors.
- To contact attorneys, ombudspersons and other advocates, and representatives of state or local agencies, regarding conditions of confinement or violations of rights, and to be free from retaliation for making these contacts or complaints.
- To participate in faith-based services and activities of their choice.
- To not be deprived of any of the following as a disciplinary measure: food, contact with parent(s)/legal guardian(s), or attorneys, sleep, exercise, education, bedding, access to faith-based services, a daily shower, a drinking fountain, a toilet, medical services, reading material, or the right to send and receive mail.
- To receive a quality education that complies with state law, to attend age-appropriate school classes and to continue to receive educational services while on disciplinary or medical status.

- To attend all court hearings pertaining to you.
- To have counsel and a prompt probable cause hearing when detained on probation or parole violations.
- To make at least two free telephone calls within an hour after initially being placed in a facility of the Division of Juvenile Facilities following an arrest.

READING MATERIALS:

Reading materials will be provided by the facility. Books and magazines that glorify gang involvement; promote criminal activity and violence; demean a particular gender; promote racial discord; or are of sexually explicit nature, are not permitted in the facility. Parent(s)/legal guardian(s) are not permitted to mail in or bring in any reading materials.

CORRESPONDENCE:

You may send and receive mail. You will be provided with pencils, paper, envelopes and be given sufficient time to write letters. Prior to mail leaving the facility, staff will ensure that outgoing mail is properly addressed, without slogans or symbols appearing on the outside of the envelope. You shall not be permitted to send/receive mail to/from another Riverside County Probation juvenile facility. Mail received from another facility shall be returned to sender. Staff shall review addressees to avoid the sending of mail to another facility. You shall not be permitted any material that:

- Contains instructions for the manufacturing of drugs, explosives, or other unlawful substances;
- Advocates violence within the juvenile facility;
- Advocates racial, gender, religious or national hatred;
- Advocates criminal behavior;
- Advocates behavior against juvenile facility staff/rules;
- Sexually explicit material; or
- Gang-related material.

You may be placed on mail review status only by an SPO. Staff shall immediately refer you to if you appear to fit the following criteria for mail review status to a SPO, who shall make that determination. Placement on mail review status shall be based on evidence that your mail either:

- Advocates the direct furtherance of a specific criminal act;
- Advocates or encourages specific acts of violence or contains threats of suicidal intent;
- Advocates or plans for escape;
- Contains contraband; or
- Promotes the furtherance of gang-related activities.

TELEPHONE USE:

You will have access to the telephone system.

IMMIGRATION LEGAL SERVICES:

Should you need information or assistance with legal immigration services, contact the unit staff and/or the unit supervisor.

EMERGENCIES AND EVACUATIONS:

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. You may be directed to “drop, cover and hold” during an earthquake drill, until an evacuation order is given. Fire, earthquake or evacuation drills will be conducted monthly and can occur at any time during the day. In case of emergency or if an evacuation is necessary, you should stop all activity, remain calm and obey staff directives. Any non-compliance in an emergency may result in consequences.

PREA (PRISON RAPE ELIMINATION ACT of 2003):

Riverside County Probation has a zero tolerance for sexual abuse or sexual harassment amongst youth, staff, volunteers, visitors, contractors, and vendors. If you witness, suspect, or become a victim of sexual abuse or sexual harassment, you can report it by filing a grievance, telling a staff you trust, telling any Behavioral Health staff member, or nurse, by asking to speak to the DO or a SPO or by calling the Ombudsman. If you are in need of crisis counseling regarding sexual abuse, you can contact the Riverside Area Rape Crisis Center or Coachella Valley Sexual Assault Services. There is a 1-800 hotline number located in the living units. All reported incidents of sexual abuse and sexual harassment will be taken seriously and will be investigated. The department will take steps to prevent any form of retaliation from staff or other youth toward you for reporting incidents of sexual abuse and sexual harassment. Any reported incident of sexual abuse or sexual harassment will be kept confidential and on a need to know basis. Staff are required to follow mandatory reporting laws regarding all reported allegations of sexual abuse.

FAITH-BASED SERVICES/FAITH-BASED COUNSELING:

You have the right to receive faith-based services and practices, and/or faith-based counseling and the right to request a faith-based representative of your choice. Attendance shall be voluntary and not required. You shall be allowed to participate in normal program activities should you elect not to participate in faith-based programs. Upon your written request, and where practicable, faith-based services and/or faith-based counseling of your indicated preference will be provided to you each week. You have the right to request a faith-based/religious diet. Staff will make every effort to assure that you retain your right to privacy and confidentiality with regard to your request for, and participation in, faith-based services and/or counseling. If you are on disciplinary status, you shall not be denied faith-based services and/or faith-based counseling. However, special arrangements may be required if you present a safety and security risk.

Faith-based representatives who provide faith-based services and/or faith-based counseling to you shall be certified clergy, ordained for faith-based duties by the church or faith-based organization. The freedom of faith can never constitute the freedom to interfere with the peaceful rights of others, or the freedom to disregard the rules of the juvenile facility.

FACILITY RULES OF CONDUCT:

It is important that you understand what is expected of you during your stay. You will be held responsible for your behavior. The following rules of conduct have been established for the safety and security of you, other youth, staff and the juvenile facility. You shall cooperate with all staff and follow all lawful and reasonable directives. Failure to comply with these rules will result in consequences that will vary due to the gravity and seriousness of the rule violation.

Rule violations shall be considered minor or major, depending on the severity of the behavior. Under certain circumstances, minor violations may be considered major violations.

Minor Rule Violations

- a. **Dangerous acts/horseplay:** Dangerous acts that could result in injury to a youth or others. This includes horseplay activities that consist of loud, raucous behavior, rough contact, or roughhousing, and/or wrestling between two or more youth.
- b. **Disruptive behavior:** Youth engaging in disruptive or nuisance behavior or activities.
- c. **Use or possession of non-hazardous contraband:** Any item(s) concealed or found in the facility that is prohibited including, but not limited to: extra food, clothes, bedding, towels, non-issued school items, other youths' property/canteen, or books.
- d. **Lying:** Intentionally deceiving staff, this can include, but not be limited to false allegations.
- e. **Verbal misbehavior/inappropriate language:** Use of language that is considered crude, offensive, demeaning, and/or disrespectful, including irritating or harassing others; cursing; racially or gender insensitive words; and name calling or ridicule.
- f. **Fighting:** A fight that does not result in a serious injury.
- g. **Vandalism/destruction of property:** Intentional or malicious destruction of personal property of another person or county property and does not result in additional law violations or extension of custody time.
- h. **Gang affiliated behavior:** Gang behavior including, but not limited to, written, verbal, and non-verbal gang related communications.

Discipline for Minor Violations

- a. Counseling/verbal redirection
- b. Special assignments: May include redoing poor work, writing an essay, reading a book, a verbal or written apology, or cleaning/restoring areas or items in the facility vandalized by the youth (example: cleaning graffiti/tagging from a wall or table).
- c. Forfeiture of points and/or incentives.
- d. Youth can be restricted from the dining hall to eat in an alternative area other than a locked room, If the youth present's a safety issue to the institution, then room confinement shall be initiated.
- e. Loss of honor roll status and/or privileges for the day.
- f. Alternative seating assignment and/or arrangement.

Major Rule Violations

- a. **Use or possession of contraband:** Any item(s) concealed or found in the facility, which may be potentially dangerous or poses a significant safety risk and is therefore prohibited

including, but not limited to drugs, medication, lighters, matches, alcohol, and weapons and/or weapon facsimile of any kind.

- b. **Disobeying staff directives/failure to comply:** Refusal to stop disruptive or nuisance behavior or activities. Refusal to follow a staff's reasonable directions to behave or perform appropriately. Refusal to obey staff directives, which results in an unsafe environment.
- c. **Riotous behavior:** When three or more youth-cause a disruption or interfere with normal facility operations due to their actions, threats, demands, or suggestions to advocate disruption or disturbance.
- d. **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.
- e. **Inappropriate sexual behavior:** Activities, regardless of voluntariness, that may include otherwise developmentally normative behaviors, norm-violating behaviors, sexual harassment, and exploitation/taking unfair advantage of another. This includes sexual comments or gestures, sexual advances, exposure, sexually explicit writing, or photographs, viewing pornography, masturbatory behavior, sexual favors, sexual threats, and sexting.
- f. **Gang behavior:** Gang behavior that willfully promotes, furthers, or assists in felonious criminal conduct by members of that gang.
- g. **Sexual assault:** Touching without penetration (either directly or through the clothing) of the genitalia, anus, groin, breast, inner thigh, or buttocks by a youth of another youth without the latter's consent, or of a youth who is coerced into sexual contact by threats of violence, or of a youth who is unable to consent or refuse. Any sexual penetration by a youth of another youth including contact between the penis and the vagina or the anus; contact between the mouth and penis, vagina, or anus; or penetration of the anal or genital opening of another person by a hand, finger, or other object. Refer to Juvenile Facility Services Policy: Prison Rape Elimination Act (PREA) of 2003.
- h. **Threats:** An expressed intention to inflict harm, pain, or injury on the person of another.
- i. **Fighting, assault and/or battery:** Any willful and unlawful use of force or violence upon the person of another, that results in serious physical injury.
- j. **Vandalism/destruction of property or fire setting:** Intentional or malicious destruction of personal property of another person or county property that can result in additional law violations or extension of custody time.
- k. **Stealing:** The knowing and unauthorized taking of an item belonging to a youth, the juvenile facility, or any juvenile facility staff.
- l. **Gambling:** All forms of gambling are prohibited
- m. **Misuse of technology or electronic devices to include but not limited to:** Computers, Tablets, mp3 player, DVD, Chromebooks.

Discipline for Major Violations

- a. Loss of incentive phone/video call privileges.

- b. Loss in honor roll and incentive/status for the week and/or month. Loss of incentives include, but are not limited to: Movies, MP3 players, food/hygiene products, video games, etc.
- c. Loss of incentive/canteen privileges for the week and/or month.
- d. Extension of custody commitment time in a juvenile facility: When legally authorized per court order, additional time may be added.
- e. Additional charges may be filed in court for a youth who commit new law violations.
- f. Disciplinary separation
- g. Removal from the treatment program. Disciplinary action which restricts the youth's extracurricular activities (Example: On-site incentive activities not included in mandated programming)
- h. Loss of furlough and/or any off-campus activity. The loss of a furlough/off-campus activity is primarily a treatment decision determined by the caseworker, SPO, and the facility manager(s)'.

DUE PROCESS:

If you are receiving major discipline, you have due process rights. You will be advised of allegations, given the opportunity to respond, call witnesses, given notice of the discipline hearing, given rights of the discipline hearing, and referred to the disciplinary hearing officer.

DISCIPLINARY PROCEDURES:

While detained at a juvenile facility, staff will make every effort to maintain control of the youth through methods of positive reinforcement, such as incentive/point system programs, which involve rewarding desirable behavior. The goal of the facility is to avoid discipline problems by establishing an atmosphere of mutual respect and cooperation. Staff will set an example of courtesy and consideration in their daily interactions with you and the same is expected in return. Discipline shall be imposed at the least restrictive level needed to promote the desired behavior and shall be commensurate with the seriousness of the misconduct. Disciplinary procedures shall only be administered by designated staff and shall be reviewed by the SPO or the DO on a regular basis. Staff shall clearly communicate to you the reason(s) for any disciplinary action. The discipline will show a direct relationship between the negative behavior and the consequence. Group discipline and corporal punishment are not permitted.

ROOM CONFINEMENT:

While detained at a facility, it may become necessary to remove you from the group setting to maintain order, security of the facility, and ensure the safety of all youth by placing you in a room. When you are placed on room confinement status, such status will be reviewed regularly by a SPO or the DO to determine if this status is, or remains, necessary and appropriate. While on room confinement status, you shall not be deprived of your legal rights. It is the objective of the staff to return you to regular group status at the earliest opportunity. Staff shall make every attempt to use all appropriate counseling methods and implement the least restrictive measure before placing you on room confinement status.

SEARCH AND SEIZURE/CONTRABAND:

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 and are considered contraband and can result in consequences.

RESTRAINTS:

Physical restraints for behavior control purposes shall be used if you present an immediate danger to yourself or others or exhibit behavior which results in the destruction of property. Staff may use restraints handcuffs, ankle shackles, waist chains and the Wrap to prevent you from acting out violently. A mechanical restraints assessment will be conducted to determine if restraints may be used when transporting you to Court or outside of the facility.

USE OF FORCE/OC PEPPER SPRAY:

To ensure the physical safety and security of all youth, staff and visitors within the facility, as well as the public, staff will use the level of authorized defensive force needed to stop aggressive behavior. Such force may include but is not limited to the use of OC pepper spray. When possible, staff will issue a verbal warning that OC spray is going to be used. If you hear this warning, stop what you are doing and lay face down on the floor and wait for further directives from staff.

EMERGENCY CODE CALLS:

Code calls are made by staff during emergency situations. Staff will give directives specific to the emergency code called. You are expected to stay out of the way of responding staff, lie down on the floor, cover your head with your hands and await further instruction. Any non-compliance in an emergency situation may result in a consequence.

- Code Blue – Is used for Medical Emergencies
- Code Green and/or an 11-88 – Are used for situations that present immediate threat/danger to youth and or staff. These codes are also used when additional staff are needed to assist in an emergency.
- Code Red – Is used to report a Fire

GRIEVANCE PROCEDURE:

You have the right to submit a grievance regarding any issue during your confinement. This includes, for example, rule violations, food, hygiene products, programming, and issues with staff. You should first try to resolve the grievance by discussing it with your unit staff. Staff will assist you to resolve your grievance at the lowest possible level.

If the grievance cannot be resolved at the lowest level, or if you choose not to discuss it with staff, you may speak to the unit SPO or you may complete a grievance form. The form may be submitted to either the DO or a SPO in one of the following ways:

- You may directly submit the grievance form to the DO/SPO.
- You may submit the form confidentially. A locked box labeled "Grievance Forms" shall be maintained in each living unit and throughout the facility. The box shall be checked by the DO on shift 2 & 3.
- If delivered to staff, staff shall forward the grievance form directly to the DO/SPO or place it in the locked grievance box.

Staff shall not discourage you from filing a grievance nor shall they refuse to accept a grievance from you. Staff shall not engage in any retaliatory act or disciplinary action against you as a direct result of you filing a grievance. Be aware, however, that false allegations shall be dealt with in accordance with existing laws and policies.

Upon receiving the grievance form, the DO/SPO will review it and provide an initial response within three (3) business days. You shall be allowed to have a staff representative of your choice be present to help you explain your version of the grievance. If the grievance is not resolved at this level, the grievance form and all other documentation will be sent to the Facility Manager(s) for an automatic appeal and final resolution. You shall receive a written response to the grievance at each step.

The appeal of any grievances shall be heard by someone who was not directly involved in the circumstances which led to the grievance. A grievance should be resolved within 10 days of submission unless it is determined to be an "Emergency Grievance."

"Emergency Grievance" is defined as anything that would be detrimental to your well-being that if not immediately addressed, would cause further hardship or injury, and requires immediate attention and resolution. The DO shall immediately review the grievance and, if determined to be an emergency, the matter will be immediately referred to the Facility Manager(s). In their absence, the DO or a SPO will act as their designee and will immediately address the problem, arriving at an acceptable resolution. The grievance will be forwarded to the Facility Manager(s) for further review. If the grieved issue is determined not to be an emergency, the grievance will be handled through the normal protocol as indicated above.

VISITATION:

While detained, you are entitled to regular visitation on a weekly basis, as specified for each unit. Regular visitation is limited to parent(s)/legal guardian(s), grandparents, persons standing in loco parentis, and children of youth. Other family members such as siblings and other supportive adults may be allowed to visit with the approval of the facility manager or supervising probation officer. Opportunity for visitation shall be a minimum of two hours per week. Visiting hours are subject to change; however, generally occur on weekend days. Special visits can be arranged with approval of the unit supervisor. For the current visiting schedule in your unit, contact unit staff.

VISITING RULES AND REGULATIONS:

- Visitors must have a proper and valid identification card (ID);
- Proper dress is required. No gang attire; no provocative garments; no clothing promoting drug use and/or illicit activities;
- Visitors shall adhere to the visiting rules and regulations of the juvenile facility. All rules
- must be posted at the visitor's entrance;
- No electronic devices (Cell phones, smart watches, tablets, etc.)
- No personal items, except a locker key and an identification card. Lockers shall be available for visitors to store personal items;
- All visitors shall pass through a metal detector and/or be searched via a hand-held metal
- detector (wand);
- No food/drink;
- Any person who is in possession of or brings drugs, tear gas, weapons, or alcohol into a county juvenile facility will be prosecuted under 871.5 WIC;

- Any visitor suspected of being under the influence of alcohol or a controlled substance will not be admitted into the facility;
- Any visit may be terminated or denied at the discretion of the SPO or DO for reasons including but not limited to: safety and security issues (i.e. Youth's behavior has become negative, disruptive or argumentative causing him/her to become a threat to the safety of themselves or others), failure to comply with the rules and regulations posted at each facility;
- All medication brought into the juvenile facility for a youth shall be given directly to on-site health care staff for approval;

CLOTHING AND PERSONAL CARE ITEMS:

You will be provided with clean clothing, footwear and personal items upon admittance to the juvenile facility. Clothing will fit reasonably, be laundered on a regular basis and be in good condition. Underwear shall remain with you throughout your stay. Personal care items will be replaced, as needed, and will not be shared or re-issued to other youth. You will be supplied with the following clothing, bedding and hygiene items:

Bedding	Clothing	Hygiene
1 Blanket 2 Sheets Pillow and pillowcase	T-Shirt Sweatshirt Pants Shorts Socks Sleeper Shirt Sleeper Shorts Bra Underwear (new/non-disposable) Tennis Shoes Shower Shoes	Toothbrush Toothpaste Soap Lotion Deodorant Shampoo Conditioner Feminine Hygiene Products Pick or Comb Hair Ties (long hair must be pulled back) Towel

All clothing will be worn in a manner that is appropriate and in compliance with juvenile facility guidelines (i.e. shirts tucked in; pants/shorts worn at waist level; pants not cuffed; and shoes worn properly and according to design). When you are released or transferred outside of the facility, all your clothing, personal items and belongings will accompany you. Upon release from the facility, you will dress out in your personal clothing and footwear and will receive your personal belongings.

PERSONAL HYGIENE:

You will be allowed to shower and shave on a daily basis and given the opportunity to brush your teeth after every meal. Hair care services are offered on a monthly basis.

EDUCATION:

You will attend an on-site, fully accredited high school. An evaluation test is administered to determine levels in math, reading, writing and English. Once you are evaluated, you will be placed in a classroom that is appropriate for your level. Three hours per day are spent in the classroom and one hour per day you will participate in a physical education program. You can earn credits toward your high school diploma, or if you meet the criteria, you may test for the High School Equivalency Test (HiSET). The school curriculum will be modified to meet special needs while you are residing at our facility. The Riverside County Office of Education (RCOE) and the on-site school are committed to addressing the educational needs of all youth and, if necessary, will assemble an IEP (Individual Educational Plan) team to review any special education issues.

MEALS:

While at the facility, you will be served three nutritional meals per day. You will also receive an (AM) snack and a (PM) snack in between meals. Special meals will be provided for those with medically prescribed therapeutic diets determined by the facility's attending physician. Meals will be eaten in the dining hall or inside their respective units. You are to comply with dining room protocol and follow staff directives. Poor behavior during meals or violations of dining room rules may result in consequences. Religious diets are also available upon request.

TRANSFERRING YOUTH BETWEEN JUVENILE FACILITIES:

During your stay at the juvenile facility, you may be transferred between facilities within the county, when transfers are necessary, consideration will be given to the residence of the parent(s)/legal guardian(s). Whenever possible, further inconvenience to the parent(s)/legal guardian(s), in reference to their visiting privileges, will not be created. Staff at the receiving facility will contact the parent(s)/legal guardian(s) by telephone and advise them of the transfer after you arrive. Parent(s)/legal guardian(s) will be advised of the visiting hours and staff will answer any questions they have.

INFORMATION FOR PARENT/GUARDIAN:

As your parent or guardian may have questions regarding your stay in a juvenile facility, they have access via the internet to obtain information that will include answers to frequently asked questions. This information also provides contact information for the facility, medical, school, and behavioral health.

TITLE 15 MINIMUM STANDARDS FOR JUVENILE FACILITIES:

Any youth may have access to the Title 15 minimum standards for juvenile facilities by asking unit staff. Title 15 minimum standards are available in each unit.

JUVENILE DETENTION ORIENTATION HANDBOOK RECEIPT

I, _____, acknowledge that I have reviewed, understand and been given a copy of the Riverside County Probation Department Juvenile Detention Orientation Handbook content to include but not limited to:

- Identification of Key Staff and Their Roles
- Detention Control/Intake Assessment
- Medical Assessment and Access to Health Care Services
- Behavioral Health Evaluation and Access to Counseling Services
- Court Process
- Non-Discrimination Policy
- Non-English Services and Programs
- Access to Legal Services
- Housing
- Change of Program
- Advisement of Rights
- Reading Materials
- Correspondence
- Telephone Use
- Immigration Legal Services
- Emergencies and Evacuations
- PREA (Prison Rape Elimination Act of 2003)
- Faith-Based Services/Practices/Counseling/Meals
- Facility Rules of Conduct
- Due Process
- Disciplinary Procedures
- Room Confinement
- Search and Seizure/Contraband
- Restraints
- Use of Force/OC Pepper Spray
- Emergency Code Calls
- Grievance Procedures
- Visitation
- Visiting Rules and Regulations
- Clothing and Personal Care Items
- Personal Hygiene
- Education
- Programs. Recreation and Exercise
- Positive Behavior Incentive Programs
- Honor Roll
- Meals
- Transferring Youth between Juvenile Facilities
- Information to Parent/Guardian
- Access to Title 15 Minimum Standards for Juvenile Facilities

Youth Signature

CID#

Date

Witness

Date