
SAN FRANCISCO JUVENILE PROBATION DEPARTMENT**POLICY AND PROCEDURE MANUAL****JUVENILE JUSTICE CENTER****CHAPTER 1, ADMINISTRATION, ORGANIZATION AND MANAGEMENT****1.00 Glossary of Terms and Definitions**

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TERMS	DEFINITIONS
" Action Request Form"	a form available in each unit for use by the youth to make a request related to an aspect of confinement. Action Request Forms may be used to resolve an issue prior to filing a formal grievance but are not required.
"Admissions Log"	a log in which all calls completed during the admission process are recorded (in addition to being recorded on the Admission Form).
"Administering medication,"	as it relates to pharmaceutical management, means the act by which a single dose of medication is given to a patient by licensed health care staff. The single dose of medication may be taken either from stock (undispensed) or dispensed supplies.
"Alternate means of compliance"	means a process for meeting or exceeding the intent of the standards in an innovative way as approved by the Board pursuant to an application.
"Appeal hearing"	means an administrative procedure providing an appellant with an opportunity to present the facts of the appeal for the formal decision concerning matters raised pursuant to the purposes set forth in these regulations. Such hearing may be conducted using oral and/or written testimony as specified by the Executive Director of the Board or the Board.
"Appellant"	means a county or city which files a request for an appeal hearing.
"Assessment"	a statement of the youth's issues including but not limited to identification of substance abuse history, educational, vocational, counseling, health, behavioral health, and family reunification needs
"Authorization Letter"	a letter drafted by the youth's attorney on the assigned attorney's letterhead bearing the detainee's name, the representative's name, along with the attorney's contact information and signature.
"Authorized representative"	means an individual authorized by the appellant to act as its representative in any or all aspects of the hearing.

"Behavior Modeling"

Behavior modeling is the precise demonstration of a desired behavior, premised on the idea that we learn not only by doing but by watching what others do. Behavior modeling in the juvenile detention context must be purposeful and positive, teaching youth healthier ways of behaving. Therapeutic behavior modeling is often used to help youth change previously learned negative behaviors.

"Behavioral health"	means mental/emotional well-being and/or actions that affect wellness. Behavioral health problems includes, substance use
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	disorders, alcohol and drug addiction, and serious psychological distress, suicide, and mental disorders.
"Behavior Management Reviews"	are tools for promoting growth and behavioral improvements in youth
"Behavioral/Mental Health Director"	means that individual who is designated by contract, written agreement, or job description to have administrative responsibility for the behavioral/mental health program of the facility or system. The health administrator shall work in cooperation with the behavioral/mental health director to develop and implement mental health policies and procedures.
"Board" or "the board"	means the Board of State and Community Corrections, which acts by and through its executive director, deputy directors, and field representatives.
Board of State and Community Corrections (BSCC)	
"Camp"	means a juvenile camp, ranch, forestry camp or boot camp established in accordance with Section 881 of the Welfare and Institutions Code, to which youth made wards of the court on the grounds of fitting the description in Section 602 of the Welfare and Institutions Code may be committed

"Chemical Agent" Mace, pepper spray, tear gas, or other noxious agent used to subdue violent action.

"Cisgender"	means a person whose gender identity corresponds to the gender they were assigned at birth.
"Clergy"	means persons ordained for religious duties.
"Code 3"	means an emergency and will be followed by additional information re location and nature of incident
"Committed"	means placed in a juvenile facility or placement pursuant to a court order for a period, independent of, or about, other sentencing alternatives.
"Condition"	means an emergency where additional, designated staff must respond
"Condition Blue"	means an emergency where All available staff respond
"Confidentiality"	youth confidentiality is paramount to ensure the comfort of youth in making their voice heard. Staff must respect the youth's right to

	confidentiality to the extent possible while balancing safety and security and other concerns. In all cases, counselors must protect the confidentiality of youth, staff and others involved.
"Counselor"	Youth Supervision staff who work directly with youth
"Contraband"	is any object, writing or substance, the possession of which would constitute a crime under the laws of the State of California, pose a danger within a juvenile facility, would interfere with the orderly day-to-day operation of a juvenile facility, or violate facility rule
"Control Room"	is a continuously staffed secure area within the facility that contains staff responsible for safety, security, emergency response, communication, electronics, and movement.
"Court holding facility for youth"	means a local detention facility constructed within a court building used for the confinement of youth or youth and adults for a court appearance, for a period not to exceed 12 hours.
"Culturally Responsive"	means considering the diverse population of a facility about race, language, ethnicity, sexual orientation, gender. gender expression, immigration status and values.

Central Control

The control room from which all door and hallway security in the JJC is supervised and maintained.

Condition

An incident that disturbs the normal functioning of the facility or unit, and which may require back up. Conditions must be called over the radio.

Sally Port

A fortified gate allowing for the entrance and exit of vehicles.

"Daily Unit Activity Schedule"	Each unit control room will have a posted Daily Unit Activity Schedule provided by the Officer of the Day. The schedule will detail the unit's schedule for each day of the week, including youth activities and Counselor shift changes.
"De-escalation"	is the use and application of efforts and techniques, including conflict resolution, to discourage, decrease or prevent threatening, disruptive, or violent behavior.
"Delivering medication,"	as it relates to pharmaceutical management, means the act of providing one or more doses of a prescribed and dispensed medication to a youth.

"Developmentally disabled"	applies those persons who have a disability which originates before an individual attains age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes mental intellectual disability, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to intellectual disabilities or to require treatment like that required for d-individuals with intellectual disabilities but shall not include other disabilities that are solely physical in nature.
"Direct visual observation"	means staff must personally see youth's movement and/or skin. Audio/video monitoring and mirrors may supplement, but not substitute, for direct visual observation.
"Direct visual supervision"	means staff are constantly in the presence of the youth. Audio/video monitoring and mirrors may supplement, but not substitute, for direct visual supervision.
"Discrimination"	Refers to any practice that penalizes or disadvantages youth based on their sexual orientation or gender identity (perceived or actual).
"Dispensing,"	as it relates to pharmaceutical management and pursuant to Business and Professions Code Section 4024. means the placing of one or more doses of a prescribed medication into containers that are correctly labeled to indicate the name of the youth, the contents of the container, and all other vital information
"Discipline"	control, regulation, direction, order, authority, rule
"Disposal,"	as it relates to pharmaceutical management, means the destruction of medication or its return to the manufacturer or supplier on its expiration date or when retention is no longer necessary or suitable or the provision of medication to the patient upon discharge.
"DNA" or Deoxyribonucleic acid	means a chromosomal double-stranded molecule that exists in each living cell. DNA determines an individual's hereditary characteristics and can be used to distinguish and identify an individual from another person. This becomes critical when blood, hair, skin, or any other part of the body is used to prove one's involvement or lack of involvement, in a crime scene.
"Ecto-parasites"	are parasites, such as a tape worm that lives inside its host
"Emergency"	means a significant disruption of normal facility procedure, policy or operation caused by civil disorder, single incident of mass arrest of juveniles-youth, or natural disasters such as flood, fire, or earthquake; and which requires immediate action to avert death or injury and to maintain security.

“Escort Staff”

Staff assigned by the Officer of the Day for assisting with youth movement.

"Executive Director"	means the Executive Director of the Board of State and Community Corrections.
"Exercise"	means an activity that requires physical exertion of the large muscle groups.
"Exigent"	means an urgent and unanticipated event that requires immediate action.
"Facility administrator"	means chief probation officer, sheriff, marshal, chief of police or other official charged by law with administration of the facility.
"Facility manager"	means director, superintendent, police or sheriff commander or other person in charge of the day-to-day operation of a facility holding youth.
"Filing date"	means the date a request for an appeal hearing is received by the Executive Director of the Board.
"Food"	means any nourishing substance that is eaten, drunk, or otherwise taken in to the body to sustain life, provide energy, and/or promote growth.
“Force”	is the practice of forcing another party to act in an involuntary manner by use of threats or force. It involves a set of various types of forceful actions that overcome the free will or resistance of an individual to induce a desired response
"504 plan"	means a written educational plan developed by a group of educators, administrators, parents and other relevant participants that addresses the needs of a disabled-student with a physical or mental impairment which may substantially limit major life activities, including, but not limited to, caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks and learning
"Furlough"	means the conditional or temporary release of a youth from the facility.
“Gender”	The biological/anatomical category in which a person falls into. Refers to the range of characteristics pertaining to, and differentiating between, masculinity and femininity. A person’s gender is not determined by their biological sex and may change over time. Gender is an aspect of identity and a form of self-expression.

"Gender expression"	means the way gender is expressed through clothing, appearance, behavior, speech, etc.
"Gender fluidity"	means a gender identity which can vary over time. A gender fluid person may at any time identify as male, female, neutrois, any other non-binary identity, or some combination of identities. Their gender can also vary at random or vary in response to different circumstances. Gender fluid people may also identify as multi-gender, non-binary, and/or transgender.
"Gender identity"	means a person's sense of being male, female. some combination of male or female, or either male or female.
"Gender Nonconforming"	means a youth whose appearance or manner does not conform too traditional masculine and feminine gender norms.
"Grievance"	a formal written complaint about the conditions of confinement in the facility, including complaints about operations, personnel, or departmental policies/ procedures, or any other issues put forward by the youth.
"Group Counseling"	An opportunity for youth to explore important issues collectively. These may focus on conflict resolution and other life skills.
"Gender-nonbinary"	Describes someone whose gender identity is something other than male or female. Nonbinary people may identify as genderfluid, genderqueer, off the binary, gender (without gender), or something else.
"Group Punishment"	means sanctioning a group of uninvolved youth is based on the actions of one or more youth; and which is not allowed
"Harassment"	Includes name-calling, slurs, disrespectful gestures, being joked about, picked on, touched, or stared at, being labeled abnormal, sinful, or sick, being approached for sex and being told one should choose to not be LGBTQI. Attempting in any way to alter a youth's sexual orientation or gender identity is harassment
"Health administrator"	means that individual or agency that is designated with responsibility for health care policy and procedures pursuant to a written agreement, contract, or job description. The health administrator may be a physician, an individual or a health agency.
"Health care clearance"	mean a non-confidential statement which indicates to youth supervision staff that there are no health contraindications to a youth being admitted to a facility and specifies any limitations to full program participation.
"Health care provider"	is an individual appropriately licensed by the State and is designated by contract, written agreement, or lob description to have responsibility to

	provide preventive, curative, promotional, or rehabilitative health care in a systematic way to youth.
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"Human trafficking"	means the trade of humans, most commonly for forced labor, sexual slavery, or commercial sexual exploitation for the benefit of the trafficker or others.
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"Incident" an occurrence in the facility that is unusual. This includes but is not limited to any instance that results in physical harm, serious threat of physical harm, or death of an employee, youth or other person(s)

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"Incident Report"	A report documenting the perspective of the author as to the details of an Incident.
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"Individual Counseling" An opportunity for Counselors to check in with youth one-on-one. Counseling sessions should focus on providing insight into changing youth behavior or enhancing self-esteem. Counselors may focus on recent successes as well as areas in need of improvement.

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"Individual Education Program"(IEP)	means a written statement for everyone with exceptional needs that is developed, reviewed, and revised in a meeting in accordance with Education Code Section 56345 and applicable federal laws and regulation.
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"Intersex"	means a youth whose sexual or reproductive anatomy or chromosomal pattern does not fit typical definitions of male or female.
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"Juvenile facility"	means a juvenile hall ranch or camp, forestry camp, regional youth education facility, boot camp or special purpose juvenile hall.
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"Juvenile hall"	means a county facility designed for the reception and temper-any-care of youth detained in accordance with the provisions of this subchapter and the juvenile court law. The San Francisco Juvenile Justice Center.
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" Juvenile Justice Center" (JJC)	means the name of San Francisco County’s Juvenile Hall
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Kiosk The main desk in the JJC lobby that regulates facility access and entrance.

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"Labeling,"	as it relates to pharmaceutical management and pursuant to Business and Professions Code Sections 4076 and 4076.5, means the act of preparing and affixing an appropriate label to a medication container.
"Late Visit Pass"	a visiting pass assigned by the youth's Probation Officer and approved by the JJC Director or designee that allows pass-holders to visit youth in the JJC during the Late Visiting hours. The Late Visit Pass cannot be used for visits during the regular visit hours except during weekend visits
"Legal Call"	a call placed by youth to their licensed attorney and their authorized representatives.
"Legend drugs"	are any drugs defined as "dangerous drugs" under Chapter 9, Division 2, Section /1211 4022 of the California Business and Professions Code. These drugs bear the legend, "Caution Federal Law Prohibits Dispensing Without a Prescription." The Food and Drug Administration (FDA) has determined, because of toxicity or other potentially harmful effects, that these drugs are not safe for use except under the supervision of a health care practitioner licensed by law to prescribe legend drugs.
"LGBTQI"	Lesbian. Gay. Bisexual. Transgender. Questioning. Intersex; is a diversity of sexuality and gender identity-based cultures. It may be used to refer to anyone who is non-heterosexual or non-cisgender, instead of exclusively to people who are lesbian, gay, bisexual. or transgender. To recognize this inclusion, the letter Q is for those who identify as queer or are questioning their sexual identity. The letter I stands for "intersex".
"Linguistically appropriate"	means delivered in a manner that effectively communicates with persons of limited English proficiency, those who have low literacy or are not literate, and individuals with disabilities.
"Living unit"	shall be a self-contained unit containing locked sleeping rooms, single and double occupancy sleeping rooms, or dormitories, day room space, water closets, wash basins, drinking fountains and showers commensurate to the number of youths housed. A living unit shall not be divided in a way that hinders direct access, supervision, immediate intervention, or other action if needed.
"Local Health Officer"	means that licensed physician who is appointed by the Board of Supervisors pursuant to Health and Safety Code Section 101000 to carry out duly authorized orders and statutes related to public health within their jurisdiction.

Mandated Reporter

Individuals who must report suspected or known instances of child abuse and neglect.

Mandated Report Any report of child abuse or neglect made by a Mandatory Reporter. Form [SS8572] must be used for the written report.

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"Meal"	means the food served and eaten. especially at one of the customary or regular occasions for taking food during the day, such as breakfast, lunch, or dinner
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"Mechanical Restraint Determination Checklist" A tool used to determine whether or not a youth meets criteria requiring the use of mechanical restraints during a transport outside of secure detention

"Mechanical Restraints" Mechanical restraints include, but are not limited to, handcuffs, waist chains, leg restraints, or cloth or leather restraints, or other similar items used to maintain control, security, and safety of the youth, staff, and the public during transport or arrest of youth.

" Medical clearance"	means SPY staff must check youth for any medical needs that would require immediate
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"Merit System" The behavior management system used in each living unit to track youth behavior and privileges.

"Minor"	means a person under 18 years of age and includes individuals whose cases are under the jurisdiction of the adult criminal court
"Morning meeting"	refers to a daily Multi-Disciplinary session in which general information inter-departmental information is shared and case information on individual youth is assessed, discussed, and shared among JJC, SPY, SFUSD and Probation
"Multi-Disciplinary Team" (M.D.T)	staff from JJC, SPY, SFUSD and Probation who meet and share general inter-departmental information as well as case information on individual youth is assessed and discussed
"Non-school day"	means a day when school is not in operation. It also applies when an individual youth is both not enrolled in school and is-not required to be in attendance.

Neglect The negligent treatment, or the maltreatment of a child by a person responsible for the child's welfare under circumstances

indicating harm or threatened harm to the child's health or welfare.

"Notice of decision"	means a written statement by the Executive Director of the Board which contains the formal decision of the Executive Director and the reason for that decision.
"Officer of the Day (O.D.)"	JJC Manager responsible for operations and activities in the JJC during each shift
"Ombudsman"	is a neutral third party responsible for the resolution of grievances related to any conditions of confinement that youth may experience during custody. The Ombudsman has the authority to investigate any act, omission, decision, practice or any affected policies and/or procedures within the Department. The Ombudsman is not a JJC administrator.
"On-site health care staff"	means licensed, certified or registered health care personnel who provide regularly scheduled health care services at the facility pursuant to a contract, written agreement, or job description. It does not extend to emergency medical personnel or other health care personnel who may be on-site to respond to an emergency or an unusual situation.
"Over-the-counter (OTC) drugs,"	as it relates to pharmaceutical management, are medications which do not require a prescription (non-legend).
"Permanent Release"	refers to any instance in which a youth is released past midnight.
"Preferred Pronoun"	how an individual refers to themselves and prefers to be referred to. It is important to not assume someone's preferred pronoun and instead to ask the person how they would like to be addressed. Some common pronoun choices are he, she, they, him, or her. If you do not know a youth's gender identification or preferred pronoun, it is appropriate to refer to them as "they", "them" or another neutral pronoun. It is NEVER ok to refer to an individual as "it".
"Pilot project"	means an initial short-term method to test or apply an innovation or concept related to the operation, management or design of a juvenile facility, jail, or lockup pursuant to an application to, and approval by, the Board
"Plan"	a written plan, as in addressing needs identified in the youth's assessment

"Popular design"	means a design concept for detention facilities in which housing cells, dormitories or sleeping rooms are positioned around the perimeter of a common dayroom, forming a housing/living unit. Generally, most services for each housing/living unit (such as dining, medical exam/sick call, programming, school, etc.) occur in specified locations within the unit policy
"Post-dispositional youth"	means a youth detained in a facility after a dispositional order by the Court procedure
"PREA"	Prison Rape Elimination Act
"Privileged Mail"	letters and Correspondence to and from federal, state, and local courts; attorneys' public officials; CASA representatives; or other officials or agencies changed with the administration of justice
"Procurement,"	as it relates to pharmaceutical management, means the system for ordering and obtaining medications for facility stock.
"Prophylaxis"	an action taken to prevent disease, especially by specified means or against a specified disease
"Proposed decision"	means a written recommendation from the hearing panel/hearing officer to the full Board containing a summary of facts and a recommended decision on an appeal.
"Prostheses"	means artificial devices to replace missing body parts or to compensate for defective bodily function. Prostheses are distinguished from slings, crutches, or other similar assistive devices.
"Proximity Control"	a security strategy in which Counselors space themselves to be near youth as a means of reducing youth impulses to misbehave, as well as provide necessary support in the event of an incident.
"Psychotropic medication"	means those drugs that are used to treat psychiatric symptoms. Drugs used to reduce the toxic side effects of psychotropic medications are not included.
"Queer"	an umbrella term for self-identification with a non-heterosexual/cisgender experience

"Rated capacity"	means the number of beds approved by the Board that can be utilized by a Juvenile Facility based on the design requirements of Title 24, Part 1. Article 2, Section 13201(c)6, of the California Code of Regulations.
"Reasonable and necessary force"	refers to the amount and type of force that an objective, similarly trained, experienced, and competent youth supervision staff, faced with similar facts and circumstances, would consider necessary and reasonable to ensure the safety and security of youth, staff, others, and the facility.

Reasonable Suspicion

A suspicion that is based on facts that could cause a reasonable person in a like position, drawing on his or her training or experience, to suspect child abuse or neglect.

"Recreation"	means the youth's free time to choose from activities that occupy the attention and offer the opportunity for relaxation. Such activities may include ping-pong, TV, reading, board games, and letter writing.
"Regional facility"	means a facility serving two or more counties bound together by a memorandum of understanding or a joint powers agreement identifying the terms, conditions, rights, responsibilities, and financial obligations of all parties.
"Remodeling"	means to alter the facility structure by adding, deleting, or moving any of the building's components thereby affecting any of the spaces specified in Title 24, Section 460A.
"Repackaging,"	as it relates to pharmaceutical management, means transferring medications from the original manufacturers' container to another properly labeled container.
"Request for appeal hearing"	means a clear written expression of dissatisfaction about a procedure or action taken, requesting a hearing on the matter, and filed with the Executive Director of the Board
"Responsible physician"	means that physician who is appropriately licensed by the State and is designated by contract, written agreement, or job description to have responsibility for policy development in medical, dental, and mental health matters involving clinical judgements. The responsible physician may also be the health administrator
"Room confinement"	means the placement of a youth in a locked room with minimal or no contact with persons other than correctional facility staff and attorneys. Room

	confinement does not include confinement of a youth in a locked single person room for brief periods as may be necessary for required institutional operations.
"Room Extraction"	means the forceful removal of a youth from a room
"Runners"	are JJC Counselors available during the 11-7 Shift to act as back up to unit Counselors, as well as to perform bookings or other tasks as necessary.
"Security glazing"	means a glass/polycarbonate composite glazing material designed for use in detention facility doors and windows and intended to withstand measurable, complex loads from deliberate and sustained attacks in a detention environment
"Senior Counselor"	a first line supervisor or manager with institutional and unit responsibilities
"Senior Counselor/Programs"	is the JJC staff person designated by the Director of the JJC to coordinate all programming for youth.
"Separation"	means limiting a youth's participation in regular programming for a purpose
"Sexual abuse"	is sexual activity or voyeurism by one or more persons upon another person who does not consent, is unable to refuse, or is coerced into the act by manipulation, violence, or by overt or implied threats
"Sexual orientation"	means a person's emotional, romantic, and sexual attraction for members of the same, opposite or both genders
"Shall"	is mandatory; "may" is permissive
"Snack"	means a small portion of food, drink, or a light meal, especially one eaten or imbibed between regular meals
"Social awareness"	the active process of learning about community and cultural strengths and limitations to better identify the individual's role in society.
"Social Call"	a call to any person or organization that is not an Authorized Legal Representative or Probation Officer. This may include but is not limited to parents, guardians, siblings, children, other adults to whom the youth is related, and adults to whom the youth is not related but who have a family or mentoring relationship with the youth (such as godparents, clergy, teachers, neighbors, and family friends). Such calls shall be approved by the youths Probation Officer and documented on the booking slip.
"Sole supervision"	means independent supervision of one or more youth by youth supervision staff who have successfully completed Juvenile Corrections Officer Core Training

"Special Family Visit"	a visit by person(s) that may not be parents or guardians, including but not limited to mentors, extended family members, role models and spouses. Director approval required.
"Special purpose juvenile hall"	means a county facility used for the temporary confinement of a youth, not to exceed 96 hours, prior to transfer to a full-service juvenile facility or release.
"Special visits"	means visits by persons other than parents or guardians, those standing in loco_parentis, and children of the youth, as outlined in Section 1374 of these regulations
"Standards and Training for Corrections"	(STC) State of California program that certifies training programs for corrections and probation departments and offers partial reimbursement of costs to counties for such training

"Status offender"	means a minor alleged or adjudged to be a person described in Section 601 of the Welfare and Institutions Code.
"Storage,"	as it relates to pharmaceutical management, means the controlled physical environment used for the safekeeping and accounting of medications.

"Strong Box" A vault located in the Admissions Office for the secure storage of youth valuables. A designated employee from the Business Office is responsible to access and remove the contents of this box daily. - Juvenile Hall staff can make deposits into the strong box.

"Suicide Prevention Coordinator"	is Chief Probation Officer of San Francisco Juvenile Justice Center in conjunction with the Special Programs for Youth Management Team shall designate, in writing, a clinical staff member to serve as Suicide Prevention Coordinator. The Suicide Prevention Coordinator shall be responsible for the implementation of the Suicide Prevention Program and shall provide leadership to the Suicide Prevention Team

"Suicide Prevention Team" is a multi-disciplinary group, with representatives from the juvenile hall, probation, and Special Programs for Youth medical and behavioral health staff. The Suicide Prevention Coordinator provides leadership to this team whose goal is to review the suicide prevention plan policy on annual basis, amend prevention-related procedures, create opportunities for communication with the juvenile hall and medical staff regarding suicide prevention needs, and provide annual staff trainings.

This team shall also conduct an annual inspection of the juvenile hall facility to assure that the physical space where youth are housed is suicide-resistant and assure safe housing for all youth.

"Supervisory staff"	means a staff person whose primary duties may include but are not limited to scheduling and evaluating subordinate staff, providing on-the-job training, making recommendations for promotion, hiring and discharge of subordinate staff, recommending disciplinary actions and overseeing subordinate staff work. Supervisory staff may be included in the youth to supervision staff ratio when performing duties of direct youth supervision
"Temporary Release"	Refers to any instance in which a youth is off a living unit and returns before midnight
"Transgender youth"	means a youth whose gender identity different from the youth's assigned sex at birth.
"Transitioning"	A person who is in the process of changing their biological sex to fit their preferred gender identification.
"Trauma"	is an experience that causes intense physical and psychological stress reactions. It can refer to a single event, multiple events, or a set of circumstances that is experienced by an individual as physically and emotionally harmful or threatening and that has lasting adverse effects on the individual's physical, social, emotional, cognitive, or spiritual well-being
"Trauma-informed approaches"	are policies, practices and procedures that ensure that all parties involved recognize and respond appropriately to the impact of traumatic stress and ensure the physical and psychological safety of all youth, family members, and staff.
"Trauma-informed care"	means an organizational structure and system framework that involves understanding, recognizing, and responding to traumatic stress reactions and the effects of all types of trauma. Trauma-informed care also emphasizes raising awareness and providing resources about trauma and the impact of trauma on youth, family members and staff.
"Trauma reminder"	means something that reminds a person of a traumatic event or loss and can lead to fear, panic, agitation, numbness, physiological arousal, or other traumatic stress reactions.
"Traumatic stress"	occurs when youth are exposed to traumatic events and this exposure overwhelms their ability to cope.

"Un-enrolled"	means an individual youth is not enrolled in school
"Unit Call Log"	a log in which all calls completed in the unit are recorded.
"Use of force"	means an immediate means of overcoming resistance and controlling the threat of imminent harm too self or others.
"Valuables Receipt"	is a document detailing a youth's valuable possessions; also used in the retrieval of those possessions upon release
"Vexatious Grievant"	a youth believed to file an unreasonable number of grievances with the intent of abusing the grievance system.
"Visiting"	means
"Visit Pass"	is a pass assigned by the youth's Probation Officer that allows pass-holders to visit detained youth in the JJC during any regular visiting hours. A Visit Pass cannot be used to visit with youth during late visiting hours
"Voyeurism"	means an invasion of privacy of a youth by another individual during private activities such as using the toilet or undressing, or by staff for reasons unrelated to official duties, such as peering at a youth who is using a toilet in his or her room to perform bodily functions; requiring the youth to expose his or her buttocks, genitals, or breasts: or taking images of all or part of a youth's naked body or of a youth performing bodily functions. Exceptions would include exigent circumstances or when such viewing is incidental to routine room safety checks.
"Youth"	means aa person who is in the custody of the juvenile detention facility. This person may be a minor under the age of 18 years-of-age-or a person over 18 years of age. This includes persons whose cases are under the jurisdiction of the juvenile court and persons whose cases are under the jurisdiction of the adult court.
"Youth supervision staff"	means a juvenile facility employee, whose duty is to supervise the youth. Administrative, supervisory, food services, janitorial or other auxiliary staff is not considered youth supervision staff