





## San Francisco Juvenile Probation Department

### Juvenile Hall Policy and Procedures Manual

#### Chapter 1 - Administration, Organization, and Management

Policy Number:	1.01
Policy Name:	Establishing the Facility and Delineating Its Mission
Authority:	Title 15, 1310, 1340, 1343
Replaces:	1.01 Establishing the Facility and Delineating Its Mission (05/01/2000)
Effective Date:	January 1, 2019
Related Policies and Procedures:	1.02 - Establishing the Facility Director and Defining Criteria for Selection 1.03 – Establishment and Maintenance of Manuals
Related Forms:	
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## I. POLICY

San Francisco Juvenile Hall is established to provide short term care and secure custody to youths who are accused, adjudicated, pending court action, or awaiting transfer to another facility, and who cannot be served in an open setting.

- A. The public agency operating this facility is a legal entity or part of a legal entity.
- B. The programs meet applicable licensing requirements of the jurisdiction in which the institution is located.
- C. There is a written document delineating the facility's mission within the context of the total system. This document is reviewed at least annually and updated as needed.
- D. There is a written statement that describes the philosophy, goals, and purposes of the facility. This statement is reviewed at least annually and updated as needed.
- E. Programs are periodically analyzed and evaluated to determine their contribution to the mission of the facility.
- F. The facility and its programs are managed by a single administrative officer to whom all employees or units of management are responsible.
- G. The facility administrator cooperates with the interstate compact administrator in the placement and/or return of youth charged with juvenile offenses to the requesting state, pursuant to the provision of the interstate compact for juveniles.
- H. The Board shall establish the rated capacity of a juvenile facility based on statute and applicable regulations. When the number of youths detained in a living unit of a juvenile facility exceeds its rated capacity for more than fifteen (15) calendar days in a month, the Director of Juvenile Hall or designee shall provide a crowding report to the Board in a format provided by the Board. The Executive Director of the Board shall review

the juvenile facility's report and initiate a process to make a preliminary determination if the facility is suitable for the continued confinement of youth. If the Executive Director determines that the facility is unsuitable for the confinement of youth, the recommendation shall be reviewed by the Board at the next scheduled meeting. Notice of the Board's findings and/or actions shall be public record and, at a minimum, will be provided to the facility administrator, Presiding Juvenile Court Judge, Chairperson of the Board of Supervisors, Probation Commission and Juvenile Justice Commission within ten working days of the Board meeting. [Title 15, 1343]

## II. PROCEDURES

### A. Legal Authority

San Francisco Juvenile Hall is established and operated by the Juvenile Probation Department pursuant to the Welfare and Institutions Code of the State of California Section 872.

### B. Licensing Requirement

San Francisco Juvenile Hall meets the licensing requirements of the State of California as published in the Minimum Standards for Juvenile Facilities California Code of Regulations, Title 15 and 24. [Title 15, 1310]

### C. Reporting of Legal Actions

San Francisco Juvenile Hall submits a letter of notification to the Board on each legal action pertaining to conditions of confinement, filed against persons or legal entities responsible for juvenile facility operation. [Title 15, 1340]

### D. Juvenile Facility Capacity

The board has established a rated capacity for each living unit of San Francisco Juvenile Hall. Juvenile Hall submits a monthly report to the Board on the daily population of each housing unit. If the

number of youths detained in a living unit exceeds its rated capacity for more than fifteen (15) calendar days in a month, the Director of Juvenile Hall or designee shall provide a crowding report to the Executive Director of the Board who will review the report and make a preliminary determination as to whether the facility is suitable for the continued confinement of youth. If it is determined that the facility is unsuitable for the confinement of youth, the matter shall be reviewed at the next scheduled Board meeting. The Board's findings and/or actions shall be public record and, at a minimum, will be provided to the Chief Probation Officer, the Presiding Juvenile Court Judge, the President of the Board of Supervisors, the Juvenile Probation Commission, and the Juvenile Justice Commissioner within ten working days of the meeting. [Title 15, 1343]

E. San Francisco Juvenile Probation Department Mission

It is the mission of the San Francisco Juvenile Probation Department to serve the needs of youth and families who are brought to our attention with care and compassion; to identify and respond to the individual crisis and needs presented by each youth, to engage fiscally sound and culturally competent strategies that promote the best interests of the youth; to provide victims with opportunities for restoration; to identify and utilize the least restrictive interventions and placements that do not compromise public safety; to hold youth accountable for their actions while providing them with opportunities and assisting them to develop new skills and competencies; and contribute to the overall quality of life for the citizens of San Francisco within the sound framework of public safety as outlined in the Welfare & Institutions Code.

F. San Francisco Juvenile Probation Department Vision

It is the vision of the San Francisco Juvenile Probation Department that effective models of intervention with youth are created in partnership with all Juvenile Justice Stakeholders, thereby leading to reductions in juvenile delinquency. Youth and families involved

with the Juvenile Justice System are strengthened to become more self-sufficient as a result of their contact with the Department. Victims and communities affected by juvenile crime are given opportunities to be heard and experience satisfaction through their active participation in the juvenile justice process. Our communities are safer due to continual reduction in juvenile crime and recidivism rates.

### III. PURPOSE

The purpose of the institution is to fulfill the mission of the Juvenile Probation Department:

- A. The purpose is to protect the public by providing for the treatment and rehabilitation of those youth of San Francisco who have been identified and referred by the courts, enabling them to lead productive, crime free lives and to realize their full potential. The Department will accomplish this in the least restrictive manner commensurate with public safety and while working with the family of the youth whenever possible.
- B. The purposes of the Institution include the following:
  - i. Provide for the youth's basic needs, such as shelter, food, clothing, and medical care.
  - ii. Prevent the abridgment of the youth's legal rights during his/her detention.
  - iii. Provide for physical, emotional, religious, educational, treatment and social needs of youth during the detention period.
  - iv. To house youth in a safe, secure, and humane environment in the least restrictive manner possible. Provide for physical, emotional, religious, educational, treatment and social needs of youth, which is ethically responsible, trauma informed, culturally competent and

gender responsive, during the detention period.

### C. Goals

The goals of the institution are to:

- i. Provide for each youth dispositioned for treatment or awaiting disposition or transfer, secure custody, care, and discipline as nearly as possible equivalent to that which should have been given by his or her parents.
- ii. Provide for youths professional and humane services that enhance conditions of confinement and quality of life and satisfy the mandates of the State and the Commission on Accreditation for Corrections: risk and need assessment and classification; intake screening and admission; educational and vocational programs; counseling, medical and mental health programs; work, recreation, physical education, social, cultural and religious programs; social services and family visitation programs; mentorship programs.
- iii. Provide an environment that, facilitates wellness, job satisfaction and professional growth and development for employees so that the institution will be able to attract and retain qualified employees who will be committed to achieving the mission and goals of the Department and the institution.
- iv. Implement, through unit management at the unit level, a decentralized organizational structure that delineates for the staff team its responsibility, authority and accountability for security, personnel, planning, programs, projects, problem solving, tasks, budget, and communication.

**D. Facility Programs**

Juvenile Hall shall provide the following programs:

**i. Evaluation and Assessment**

Juvenile Hall staff shall:

- a. Assess the youths according to the strengths, risk factors, security, offense and needs using a variety of screening techniques that are trauma-informed, culturally relevant, linguistically appropriate, gender responsive, and emphasize respectful and humane engagement with youth.
- b. Identify any difficulties experienced by the youth and transmit that information to the probation officer or caseworker.
- c. Distribute the assessment data collected to the probation officer.
- d. Arrange for any specialized medical and/or psychological testing deemed essential, or court ordered.
- e. Offer a diagnostic perspective of the youth's educational needs to school, court, and other involved agencies/individuals.

**ii. Education**

The County Board of Education shall provide for the administration and operation of Juvenile Court Schools

in conjunction with the Chief Probation Officer, or designee. This program shall:

- a. Provide an educational experience that promotes achievement and promotes replacing patterns of failure in the youth's education experience with a sense of achievement.
- b. Provide educational services and encourage youths to continue their education.
- c. Provide occupational and vocational counseling, emphasizing the skills, knowledge, habits, and attitude required for employment.
- d. Introduce community resources to the youths.

iii. Treatment Programs

These programs shall be provided based on the youth's individual needs identified during Evaluation and Assessment. The programs shall:

- a. Deal primarily with problems involving the day-to-day detention living, and secondarily with the potential problems the youth may face after leaving the facility.
- b. Provide information to the youth to reduce anxieties about his/her living situation.
- c. Improve the quality of staff-youth relationships helping the youth respond more positively to adults as authority and guidance figures.



- d. Assist the youths in finding solutions to problems for themselves.
- e. Introduce community resources to the youths.

iv. Recreation

These programs shall:

- a. Provide activities that upgrade the youth's self-concept through developing personal skills and aptitudes and providing opportunities for achievement and success.
- b. Provide activities that expend energy and allow physical and psychological release for the youth.

v. Health Care

This program shall:

- a. Provide medical, mental health, and health education services to the youth during detention which are respectful of the youth's individual needs as well as the responsibilities and mandates of the facility.
- b. Administer services in a manner that promotes the rehabilitative and growth potential of the youth.
- c. Provide the youth with information for maintenance or restoration of his/her physical, mental, and/or reproductive health.

- d. Provide free outpatient medical and mental health services to the youth after release from the facility or assist in the acquisition of continuing health care for the youth from other sources.

**E. Annual Review**

The Director of Juvenile Hall shall hold meetings at least annually with the administration of probation, school, and health care, to enhance communication, establish policy, explore problems, etc. The mission statement that describes philosophy, goals, and purpose of the facility shall be reviewed and updated at least annually to reflect changes in the youth detention process.