





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 1 - Administration, Organization, and Management

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Policy Name:	Pilot Projects
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Related Policies and Procedures:	
Related Forms:	
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I. POLICY

- A. The Board may, upon application of a city, county or city and county, grant pilot project status to a program, operational innovation or new concept related to the operation and management of a local juvenile facility. An application for a pilot project shall include, at a minimum, the following information:
- i. The regulations which the pilot project shall affect;
 - ii. Any lawsuits brought against the applicant local juvenile facility, pertinent to the proposal;
 - iii. A summary of the “totality of conditions” in the facility or facilities, including but not limited to:
 - a. program activities, exercise, and recreation;
 - b. adequacy of supervision;
 - c. types of youth affected; and,
 - d. classification procedures.
 - iv. a statement of the goals the pilot project is intended to achieve, the reasons a pilot project is necessary, and why the approach was selected;
 - v. the projected costs of the pilot project and projected cost savings the city, county, or city and county, if any;
 - vi. a plan for developing and implementing the pilot project including a timeline where appropriate; and,
 - vii. a statement of how the overall goal of providing safety to staff and youth shall be achieved.

- viii. documentation of community outreach, engagement, or public notice regarding application.
- B. The Board may consider applications for pilot projects based on the relevance and appropriateness of the proposed project, the applicant's history of compliance/non-compliance with regulations, the completeness of the information provided in the application, and staff recommendations.
- C. Within 10 working days of receipt of the application, Board staff shall notify the applicant, in writing, that the application is complete and accepted for filing, or that the application is being returned as deficient and identifying what specific additional information is needed. This does not preclude the Board members from requesting additional information necessary to make a determination that the pilot project proposed actually meets or exceeds the intent of these regulations at the time of the hearing. When complete, the application shall be placed on the agenda for the Board's consideration at a regularly scheduled meeting. The written notification from the Board to the applicant shall also include the date, time, and location of the meeting at which the application shall be considered.
- D. When an application for a pilot project is approved by the Board, Board staff shall notify the applicant, in writing within 10 working days of the meeting, of any conditions included in the approval and the time period for the pilot project. Regular progress reports and evaluative data on the success of the pilot project in meeting its goals shall be provided to the Board. The Board may extend time limits for pilot projects for good and proper purpose.
- E. If disapproved, the applicant shall be notified in writing, within 10 working days of the meeting, the reasons for said disapproval. This application approval process may take up to 90 days from the date of receipt of a complete application.
- F. Pilot project status granted by the Board shall not exceed twelve months after its approval date. When deemed to be in the best

interest of the applicant, the Board may extend the expiration date. Once a city, county, or city and county successfully completes the pilot project evaluation period and desires to continue with the program, it may apply for an alternate means of compliance. The pilot project shall be granted an automatic extension of time to operate the project pending the Board consideration of an alternate means of compliance.