





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 10 - Security and Control

Policy Number:	10.22
Policy Name:	Courtroom Holding Cells
Authority:	Title 15, 1328
Replaces:	9.17 Non-Violent Crisis Intervention (05/01/2000)
Effective Date:	January 1, 2019
Revision Date:	November 14, 2018
Related Policies and Procedures:	10.03 - Safety Checks 10.08 - Use of Restraints for Movement and Transportation within the Facility
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

The Probation Services and Juvenile Hall Divisions shall work together to ensure that all Court Holding Cells are clean, safe, and suitable for use to lessen the possibility of youth in custody possessing contraband materials.

II. PROCEDURES

- A. Prior to the Court Officer and/or Juvenile Hall staff transporting a youth to Court, Juvenile Hall staff shall search the youth for contraband when there is reasonable suspicion based on specific and articulable facts to believe the youth is concealing contraband.
- B. Transporting of youth to and from Court shall require a completed Mechanical Restraints Determination. (See Policy 10.07)
- C. When the Court Officer and/or Juvenile Hall staff member places a youth in the holding cell, the Court Officer and/or Juvenile Hall staff member shall check the holding cell for existing damage or conditions posing a health hazard. If such a condition is noticed, the Court Officer Supervisor shall be notified as soon as possible.
- D. Youth in holding cells shall be checked every 15 minutes, at random and varied intervals, and prior to any shift assignment change. [Title 15, 1328]
- E. If there is an immediate health hazard present in a holding cell, the Court Officer Supervisor shall be notified immediately. The supervisor shall notify the Buildings and Grounds Superintendent to address the problem as soon as possible. A service request shall be completed the same day. No youth shall be placed in a holding cell posing a health threat.
- F. The Court Officer and/or Juvenile Hall staff member shall again inspect the holding cell for recent damage or graffiti upon removing a youth from a holding cell. If the Court Officer and/or Juvenile Hall staff member can determine the youth who is responsible, they shall write an incident report detailing the facts

of the incident. Copies of the incident report shall be given to the Court Officer Supervisor, the case carrying Probation Officer, and the Director of Juvenile Hall.

- G. Juvenile Hall staff shall search the youth upon return to the living unit by the Probation Services Division. The Probation Services Division shall inform Juvenile Hall staff of the incident and inform the youth that he/she may be subject to sanctions. Sanctions may include Juvenile Hall staff having the youth clean the holding cell.
- H. The Court Officer Supervisor shall notify the Buildings and Grounds Superintendent of any conditions in the holding cells that need cleaning or any attention by Custodial Staff.
- I. The Court Officers and/or Juvenile Hall staff shall inspect the holding cells prior to the daily court calendar. All observations shall be reported to the Court Officer Supervisor. The Probation Services Division shall be responsible for inspecting the holding cells at the end of the daily court calendar.
- J. The Court Officer Supervisor shall provide a monthly holding cell status report to the Chief Probation Officer.