





## San Francisco Juvenile Probation Department

### Juvenile Hall Policy and Procedures Manual

#### Chapter 2 - Personnel

Policy Number:	2.13
Policy Name:	Status During Complaint Investigation
Authority:	
Replaces:	
Effective Date:	January 1, 2019
Revision Date:	April 16, 2018
Related Policies and Procedures:	2.12 - Citizens Complaints 5.05 - Youth Grievances 10.16 - Use of Force
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

## I. POLICY

The administration will investigate youth complaints alleging use of excessive force by employees. The outcome of an investigation will determine disposition of the complaint. The nature of the complaint will determine the action taken to protect the youth and the employee pending the outcome of the investigation.

## II. GENERAL PROCEDURES

- A. Contact between the complaining youth and the employee against whom the complaint is made will be terminated until the investigation is complete:
  - i. The youth filing the complaint will be transferred to another living unit if the alleged incident occurred in the employee's regularly assigned unit. The employee will not be assigned to the living unit in which the youth is assigned while the investigation is active.
  - ii. The employee will be assigned to another living unit if an appropriate living unit cannot be determined for the youth who filed the complaint.
- B. If Director of Juvenile Hall determines the seriousness of the allegation warrants suspension of contact between all youths and the employee against whom the complaint is made, the employee will be assigned to duties which do not include direct supervision of youth until the investigation is completed and a disposition is made.

The following are examples of situations which may warrant this action:

- i. A Counselor or another employee working at Juvenile Hall including, but not limited to, a member of the medical or psychiatric staff reports he/she witnessed the use of excessive force with a youth resulting in injury to the youth.

- ii. A youth alleges use of excessive force resulting in significant physical injury.
- iii. The allegation includes the use of verbal humiliation, intimidation, or punitive interference with the daily functions of living.