

FILED

MAY 20 2011

CLERK OF THE SUPERIOR COURT
COUNTY OF TRINITY
BY: STACI WARNER, DEPUTY CLERK

**TRINITY COUNTY GRAND JURY
2010 – 2011**

**Judicial Committee
JUR 2010/2011-003
Final Report**

**Facilities Review
Trinity County Juvenile Detention Center**

Approved 05/03/11


**Jerry Brasuell
Foreperson**

**2010-2011 Trinity County Grand Jury
Judicial Committee
Facilities Review
Trinity County Juvenile Detention Center**

Summary

The Trinity County Grand Jury visited the Trinity County Juvenile Detention Center (Facility) in Weaverville, California and found it to be a well-run facility even as it faces current budget constraints and major non-compliance issues.

The Facility provides community work for the incarcerated juveniles that includes splitting and delivering wood, weekend work at the animal shelter, and helping out at the cemeteries in Lewiston and Hayfork. These opportunities help the juveniles to develop a sense of community and the rewards of working to help others.

Background

The 2010-2011 Trinity County Grand Jury review of the Facility and its condition and operations is required by California Penal Code Section 919(b).

The Facility was completed and dedicated in 2001. It is managed and operated by the Probation Department staff. Its purpose is to provide a safe and secure environment for juveniles either awaiting court appearances or incarcerated by order of the Court. The Facility is licensed to house up to 28 juvenile detainees from ages 7 to 18. There are cases when they may house a juvenile until the age of 19 years. There may be juveniles from other counties, if beds are available. The housing of out-of-county juveniles provides revenue to Trinity County for the Probation Department.

Method of Investigation

After a comprehensive interview with the Chief Probation Officer for Trinity County, members of the Judicial Committee and other members of the Trinity County Grand Jury conducted an extensive tour of the facility on October 12, 2010. The information obtained included the history of the Facility, current staffing levels, and procedures for housing, bedding, medical, security, education, exercise, disciplinary actions, and facility maintenance. During the tour, the committee members interviewed Facility staff members regarding operations and procedures. Because the Grand Jury had received no complaints, there were no interviews of the juveniles incarcerated at the time.

The Committee also reviewed the investigations from the County Environmental Health (Environmental Inspection), Corrections Standards Authority (CSA), and County Department of Health and Human Services (HHS) for 2009 and 2010.

Discussion

According to the Chief Probation Officer, the Probation Staff has been reduced to 5.5 Probation Officers including the Chief Probation Officer. Further, 1.5 positions may be laid off due to budget issues.

The management and viability of the Facility, as well as many small detention facilities around the State, are challenging. The difficulties of maintaining these facilities in rural counties are well publicized and documented. In most rural counties substantial funds must be generated via taxes or non-operating financial sources like grants or designated funds. There appears to be no strategic planning with other County departments that would allow for the pooling of financial, human, and physical resources providing for greater efficiency and incorporation of needed changes.

When built, the Facility was rated to have a 30+year life expectancy. It is now one-third of the way through its life. There is no long-term plan to determine and fund future costs and maintenance.

When juveniles are cited, there is a 72-hour time limit to handle hearings for felony charges and a 48-hour time limit for misdemeanor charges. Holiday and weekend hours are not included in this limit.

Pending incarceration, the facility houses juveniles from Trinity County with a charge of \$15/day to parents. The facility charges \$75/day for housing out-of-county juveniles. All bed revenues go to the Probation Department. These revenues are not consistent from year to year and the number of juveniles varies on a daily basis. Trinity County has one of the least costly facilities while other California facilities have raised their rates. There are seven counties in California that do not have juvenile facilities and five that use the Facility on a regular basis to house their juveniles.

At the time of intake into the Facility, all juveniles are drug tested. Within 48 hours of intake all juveniles receive medical assessment in addition to a mental health evaluation. The Facility provides programs on the following subjects: tobacco education, life skills, anger management, and drug abuse. Individual and family counseling are provided. After placement testing, educational services are available including the General Equivalency Diploma (GED) program.

There are currently no vocational programs in place. The funding for educational programs comes from the Federal/State Average Daily Attendance (ADA) and this may change daily. This uncertainty creates the potential for insufficient funding for the teachers at the Facility.

There is a Grievance Policy that covers procedure and the appeal process. The CSA Report (9/8/2010) found that the staff is not filling out the grievance forms correctly.

During the Grand Jury tour, all areas appeared neat, clean, organized, and well managed. The shower facilities needed to be repainted, as this has not been done since the opening of the Facility in 2001. The security monitors in the Facility have begun to age, resulting in difficulty with monitoring the floor area especially when the staffing is at low levels. The aging monitors are a safety issue and a potential liability for the staff and a risk for the juveniles.

The Facility is inspected by the State Board of Corrections every two years, and annually by the State Fire Marshal, Grand Jury, and the Health Department. The Grand Jury reviewed copies of inspection reports.

In 1999 a "*Proposal For Local Detention Facility Construction Grants, Juvenile And Adult Facility Funding - 11/12/98*" was signed by the Chief Probation Officer for submission to the California Board of Corrections. The Grand Jury was told that the proposal for an adult facility was never approved by the County Sheriff and therefore was not submitted, although funding was available at that time from the State of California. This extensive proposal recommended the creation of a full justice center with a county jail, juvenile detention center, court facility and related support facilities. This justice center would have allowed shared services such as administration, reception, record-keeping, kitchen and laundry. It is unknown whether the economic benefits and ongoing operating costs of such a facility were defined.

Findings/Recommendations

Finding 1:

The Facility staff should be commended on its continuing commitment to education. The Juvenile Detention Center is committed to providing educational programs for the inmates including attainment of a GED. Funding is provided by ADA and from the County Budget. The funds are not consistent from day-to-day due to fluctuating inmate numbers. There are inadequate monies available to support schooling and retain teachers for the long-term.

Recommendation 1:

Educational projects should continue to be pursued. The Board of Supervisors and County Office of Education are urged to seek funding to keep the education of the youth intact. This could include investigating possible changes in laws at the state level that affect funding and considering ways to promote the programs provided by the Facility to other Counties to increase bed revenue.

Finding 2:

There are currently 5.5 Probation Officers, including the Chief Probation Officer. There have been up to twelve officers in the past. It is a strong possibility that in the near future an additional 1.5 positions will be laid off, due to budget issues decreasing the total staff to only 4.

Recommendation 2:

The County must increase the number of probation staff to meet state mandatory requirements based on facility size.

Finding 3:

The Facility needs an additional the control panel in the day room. The current panel may be left unattended when it is necessary for staff to leave the control room. An additional panel would enhance the safety and security of the staff and juvenile inmates especially with decreased staffing at night. The surveillance monitors are aging rapidly and do not provide for a sufficient view of all the day floor area.

Recommendation 3:

Check with Federal/State surplus sources, in addition to grants and other funding to assist with the purchase of an additional control panel and video monitoring equipment.

Finding 4:

State of California CSA regulations define the Juvenile Facility staffing needs. Currently the staffing is below that required by the State regulations.

Recommendation 4:

Obtain additional budget allocation from the County augmented by grant funds to bring staffing at the Facility into state compliance.

Finding 5:

When the County Jail is unable to perform the search of an adult female detainee for booking, because there is no female corrections officer available to do the search, the detainee is taken to the Juvenile Facility for the search. When this occurs, the Juvenile Facility is out of CSA compliance because of removing female staff from the housing unit to perform the search.

Recommendation 5:

The Juvenile Facility should coordinate a change in procedure with the Jail to become compliant.

Finding 6:

There is no coordinated strategic planning by the County.

Recommendation 6:

Implement strategic planning to include all County departments.

Request for Responses

In accordance with California Penal Code 933.05, a response is required as indicated below:

<u>Respondent</u>	<u>Recommendation</u>	<u>Due Date</u>
Board of Supervisors	#1, 2, 3, 4, 5	90 Days
Trinity County CAO	#1, 2, 3, 4, 5, 6	60 Days
Trinity County Probation Dept.	#1, 2, 3, 4, 5, 6	60 Days
Trinity County Superintendent of Schools	#1	60 Days

The governing bodies indicated above should be aware that comment or response of the governing body must be conducted subject to the notice, agenda and open meeting requirements of the Brown Act.

Conclusion

The Grand Jury recognizes that the Trinity County Juvenile Detention Center Staff and Probation Staff are working within limited means to maintain the Facility and educational programs that efficiently serve Trinity County. We commend them for their professional attitude and effort to maintain the Facility, despite extensive staff and budget cuts.

Bibliography

Trinity County Juvenile Needs Assessment 1999

Appendices

Trinity County Health and Human Services: Juvenile Hall Health Inspection Reports 2009 & 2010

Excerpts from Trinity County Juvenile Local Detention Facility Construction Grant Application 1999 (Pages 1 – 5) *“Proposal For Local Detention Facility Construction Grants, Juvenile And Adult Facility Funding – 11/12/98”*

California Standards Authority Report, September 8, 2010

CORRECTIONS STANDARDS AUTHORITY

600 Bercut Drive
Sacramento, CA 95811
916-445-5073
www.cdcr.ca.gov/DivisionsBoards/CSA

RECEIVED
SEP 9 - 2010
TRINITY COUNTY
PROBATION DEPARTMENT



September 8 , 2010

Terry D. Lee, Chief Probation Officer
Trinity County Probation Department
P.O. Box 158
Weaverville, CA 96093

CORRECTIONS STANDARDS AUTHORITY'S 2008-2010 BIENNIAL INSPECTIONS
WELFARE AND INSTITUTIONS CODE, SECTIONS 209 AND 885
JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT OF 2002

Dear Chief Lee:

In June 2010 Corrections Standards Authority (CSA) staff conducted the 2008-2010 biennial inspections of the Trinity County Juvenile Detention Facility and the Trinity Mountain Camp. These inspections assessed compliance with Titles 15 and 24, Minimum Standards for Juvenile Facilities, California Code of Regulations, as well as compliance with the federal Juvenile Justice and Delinquency Prevention Act of 2002 (JJDP). We reviewed policy, procedures and related documentation, conducted a walk-through of the physical plant and discussed facility practices with both staff and minors.

We would like to thank Jeff Cody, Assistant Chief Probation Officer and Trish Miller, Lead Juvenile Officer for their participation in the inspection process.

The complete inspection report is enclosed and contains the following: the Title 15 procedures checklist outlining applicable Title 15 sections (this is a consolidated checklist with the juvenile hall and the camp on one document); summary information sheets identifying each facility and listing any areas of noncompliance; the physical plant evaluations outlining Title 24 requirements specific to each facility; and, the living area space evaluations that summarizes the physical plant configuration and shows the rated capacity for each facility.

We recommend maintaining a permanent file for historical copies of all inspections. It provides a beginning point to prepare for future inspections.

Local Inspections

To obtain an overall view of conditions at each facility, this report should be reviewed in conjunction with local inspections as required by Title 15, Section 1313, County Inspection and Evaluation of Building and Grounds and state statute. These inspections include those by the State Fire Marshal,¹ local health department,² building inspector, Superintendent of Schools, the Juvenile Justice Commission, and the juvenile court. All inspections are current with no outstanding noncompliance issues. Please see below for the date of the most current local inspections.

	Juvenile Detention Facility	Camp
Fire & Life Safety	9/30/09	9/30/09
Medical/Mental Health	10/29/09	10/29/09
Environmental Health	10/29/09	10/29/09
Nutritional Health	6/2/10	6/2/10
Building Safety	12/28/09	12/28/09
School Programs	5/25/10	5/25/10
Juvenile Justice Commission	4/20/10	4/20/10
Juvenile Court	9/30/09	9/30/09

CSA Inspection

To prepare staff for these inspections, you and I met on September 21, 2009. During this meeting we discussed plans and expectations to assist your staff in preparing for the inspection.

Title 24/Physical Plant Inspection

Due to state budget constraints, our on-site inspection time was limited; however, during the walk-through, we spoke with staff and minors. Discussions with both indicate that regulations are being consistently adhered to. Importantly, minors consistently told us that they felt safe and that they could talk to staff.

The inspection of the Trinity County Juvenile Detention Facility and Trinity Mountain Camp was completed on June 28, 2010. Constructed in 2001, this facility is inspected under the 1998 Title 24 regulations that were in effect at the time this facility was designed. This facility has a rated capacity of 28; 12 double occupancy rooms and one, four person dormitory in a podular design. There are two classrooms inside the unit.

¹ Also required by Health and Safety Code Section 13146.1.

² Also required by Health and Safety Code Section 101045.

The juvenile hall has a rated capacity of 22 beds. There were 12 boys and two girls housed in this facility on June 28. The Trinity Mountain Camp program has a rated capacity of six beds and is located within the juvenile hall. There were six boys in the camp program. Generally, minors in the dormitory are in the camp program; however, placement in the dormitory is based on classification factors. Minors participating in the camp program may be placed here or in the double occupancy rooms.

The facility is clean and well maintained and the grounds reflect pride in ownership. There were no items of noncompliance with Title 24 Minimum Standards for Juvenile Facilities identified during the inspection.

Title 15/Policy and Procedures and Operations Review

As part of this inspection, we were able to provide a comprehensive review of the policy and procedures manual to assess compliance with Title 15 regulations. As a result of our review, we found the facility manual noncompliant with Title 15, Section 1324, Policy and Procedures Manual. We believe that in practice, there is general compliance with regulations; however, the manual must support practice. The following Trinity County Juvenile Hall Policy Manual (PM) policy sections must be revised in order to comply with Section 1324. For detailed information, please refer to the attached Procedures Checklist.

- PM 5-1, Admission Procedures.
- PM 5-11, Use of Force.
- PM 5-12, Use of Physical Restraints.

Staffing a juvenile facility is a challenge in any jurisdiction; even more so in small counties. In a large part, you have met this challenge by being proactive and providing core training to all of Trinity County's probation officers. This investment serves the department well; if juvenile hall staff is not available to cover a shift, field services probation officers can fill in.

However, Title 15, Section 1321, Staffing, requires at least one staff member present on each living unit whenever there are minor(s) in the unit. On night shifts, there are two staff on duty. One person is assigned to the control room to operate all of the doors in the facility (internal and external), answer telephones and respond to alarms and to various intercoms. The person assigned here cannot leave their position. The other person on duty is responsible for staying in the living unit at all times. Noncompliance arises when the person assigned to supervise the living unit leaves for any reason. This includes responding to the intake area to book a minor into custody or releasing a minor from custody, supervising minors in holding rooms or providing continuous direct supervision of a minor in a safety room. Because the person in the control room cannot relieve the person supervising the living unit, we have found the facility noncompliant with Section 1321.

Due process is a critical component in the operation of any detention facility. In our review of PM 7-1, Discipline, we found several areas where the policy and the

procedures need to be amended to reflect the requirements of Title 15, Section 1391, Discipline Process. Some of the forms used did not include sufficient information and there are shifts that are absent any staff that are designated or authorized to impose discipline. This results in noncompliance with Title 15, Section 1391, Discipline Process. For detailed information, please refer to the attached Procedures Checklist.

Juvenile Justice and Delinquency Prevention Act Compliance Monitoring

The JJDPA prohibits status offenders from being held in secure detention with certain exceptions, and also prohibits contact between minors and adult inmates. Trinity County does not hold status offenders in secure detention.

Follow Up

As a result of our inspection, we found the facility noncompliant with three Title 15 regulations.

- Section 1321, Staffing
- Section 1324, Policy and Procedures Manual
- Section 1391, Discipline Process

We have and will continue to work closely with your staff with respect to these policy and operational changes.

As required by WIC 209(d), please provide a Corrective Action Plan (CAP) within 60 days, informing us how you intend to correct the issues of noncompliance identified in this report. The corrective action plan shall outline how the agency plans to correct the issues of noncompliance and give a reasonable timeframe for resolution, not to exceed 90 days.

If a CAP is not received within the time period as set forth in WIC 209(d), the juvenile hall will be considered unsuitable for the confinement of minors. By our calculations, the CAP will be due to CSA no later than **November 12, 2010**. If the issues of noncompliance are not corrected within 90 days following receipt of the CAP, the CSA Board will make a determination of suitability at its next scheduled meeting.

Please provide copies of any policies, procedures, or directives that were modified or created in order to comply with the issues discussed in this report, and explain how staff and minors were informed of procedural changes. When appropriate we will ask for examples that verify a practice follows an amended policy. Upon correction, we will update our records to reflect compliance.

We recognize the added work that inspections entail and appreciate the active participation of all of the staff involved in both the pre-inspection briefing and the inspection process. Inspections create significant demands of resources already overburdened. Staff's active participation in the inspection process was extremely

Terry D. Lee, Chief Probation Officer
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valuable; the professionalism and courtesy that was extended during our inspection was greatly appreciated.

This concludes the report for the 2008/2010 biennial inspection cycle. It is always a pleasure to work with such dedicated and knowledgeable staff. As you know, they are your greatest asset. If you have any questions regarding this report, please give me a call at (916) 324-1914 or e-mail me at charlene.aboytes@cdcr.ca.gov.

Sincerely,



CHARLENE ABOYTES
Field Representative
Facilities Standards and Operations Division

Enclosures

cc: Chair, Trinity County Board of Supervisors*
Trinity County Administrative Officer*
Presiding Juvenile Judge, Trinity County Superior Court*
Chair, Trinity County Juvenile Justice Commission*
Jeff Cody, Assistant Chief Probation Officer, Trinity County Probation Department
Trish Miller, Lead Juvenile Officer, Trinity County Probation Department

**A full copy of the inspection report is available upon request.*



TRINITY COUNTY HEALTH AND HUMAN SERVICES

LINDA WRIGHT, DIRECTOR
#51 INDUSTRIAL PARK WAY
P.O. BOX 1470, WEAVERVILLE, CALIFORNIA 96093
PHONE (530) 623-1265 (800) 851-5658 FAX (530) 623-1250

REC-11-18-09
NOV 23 2010
TRINITY COUNTY
PROBATION DEPARTMENT

November 18, 2009

Trinity County Juvenile Detention Center
Terry Lee, Chief Probation Officer
P.O. Box 158
333 Tom Bell Drive
Weaverville, Ca 96093

RE: Annual health inspection

Dear Mr. Lee:

On November 16, 2010 I performed the Medical/Mental Health and Nutritional evaluation of your facility using the Board of Corrections facility inspection form 458, latest revision 11/18/09. During this review I was escorted through the facility by Jack Pederson, Jail Health Medical Assistant.

I toured all areas of the facility, from booking to sick call. The documentation was found to be complete and care was timely and appropriate. A few juveniles were quiered and able to verbalize the process if they were in need of care.

Overall the juvenile health care delivery system is working well for the population you serve and the facility meets the minimum standards for juvenile detention facilities in the areas inspected. As always it is a pleasure to work with your staff.

Sincerely,

Carol Huang, RN, PHN
Trinity County Public Health Nursing

CC: Donald Krouse, Jail Health Officer
P.O. Box 2460
Weaverville, CA 96093

Dr. Kent Brusett MD, County Health Officer
P.O. Box 1470
Weaverville, CA 96093

Larry Stamm, Board of Corrections
Corrections, Standards and Services Division
600 Bercut Drive
Sacramento, CA 95814

Adult Services/IHSS
Public Guardian
PO Box 1470
Weaverville, CA 96093
(530) 623-1265
Fax: (530) 623-6628

Child Protective Services
PO Box 1470
Weaverville, CA 96093
(530) 623-1314
Fax: (530) 623-1488

CalWORKs
Eligibility/Employment
PO Box 1470
Weaverville, CA 96093
(530) 623-1265
Fax: (530) 623-1250

Health Services
PO Box 1470
Weaverville, CA 96093
(530) 623-8209 or
1-800-766-6147
Fax: (530) 623-1297

WIC
PO Box 1470
Weaverville, CA 96093
(530) 623-3238
Fax: (530) 623-4072

JUVENILE FACILITY HEALTH INSPECTION REPORT
Juvenile Halls, Special Purpose Juvenile Halls and Camps
Health and Safety Code Section 101045

CSA #: _____

FACILITY NAME: <i>TRINITY COUNTY JUVENILE DETENTION FACILITY</i>		COUNTY: <i>TRINITY</i>	
FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): <i>333 Tom Bell Rd. Weaverville, CA 96093 Tel. 530-623-1204</i>			
CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1302:	JUVENILE HALL: <input checked="" type="checkbox"/>	SPECIAL PURPOSE JUVENILE HALL: <input type="checkbox"/>	CAMP: <input type="checkbox"/>
ENVIRONMENTAL HEALTH EVALUATION		DATE INSPECTED: <i>NOV. 16, 2010</i>	
ENVIRONMENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): <i>Peter Hedtke, R.E.H.S. and Director of Tel. 623-1459 Environmental Health</i>			
FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): <i>Jack Pederson, Jail Health Medical Assistant Tel. Trish Miller 623-1226</i>			
NUTRITIONAL EVALUATION		DATE INSPECTED: <i>NOV. 16, 2010</i>	
NUTRITIONAL EVALUATORS (NAME, TITLE, TELEPHONE): <i>Carol Huang, Public Health Nurse 623-8209 Megan Blanchard, PHN</i>			
FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): <i>Jack Pederson</i>			
MEDICAL/MENTAL HEALTH EVALUATION		DATE INSPECTED: <i>Nov. 16, 2010</i>	
MEDICAL/MENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): <i>Carol Huang</i>			
FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): <i>Jack Pederson</i>			

This checklist is to be completed pursuant to the attached instructions.

HEALTH INSPECTION CHECKLIST INSTRUCTIONS

Authority for annual health inspections is in Health and Safety Code (HSC) § 101045. Items in the attached checklist are in the Title 15 of the California Code of Regulations (CCR), "Minimum Standards for Juvenile Facilities" or "Minimum Standards for Local Detention Facilities" (adult facilities) and HSC Division 104, Part 7, Chapter 4, Sections 1-8, California Uniform Retail Food Facilities Law (CURFFL). CURFFL requirements are incorporated in Title 15 regulations by the rulemaking process of the Administrative Procedures Act. Code references follow the regulation on each checklist.

There are three separate inspection checklists. Use the appropriate format for each facility, as different regulations apply in each type of facility:

- (1) Juvenile Halls, Special Purpose Juvenile Halls and Camps;
- (2) Adult Type I, II, III and IV Facilities; and,
- (3) Adult Court and Temporary Holding Facilities.

For juvenile facilities, the term "camp" includes "a juvenile camp, ranch, forestry camp or boot camp established in accordance with WIC § 880 [Title 15 § 1302].

Each checklist is divided into three sections: environmental, nutritional and medical/mental health. All sections are required for a complete health inspection. Checklists are an inspection tool and the regulation is typically not quoted in its entirety. To fully understand what is required, it is necessary to read the entire regulation, together with associated CSA guidelines. Although its use is optional, the environmental health section includes an attachment related to CURFFL, which may be useful to environmental health inspectors when assessing compliance with those requirements.

The applicability of a regulation to an individual facility is determined by that facility's operation. If the operation includes performing a function addressed by regulation, then the regulation applies, in total or in part. See Title 15 guidelines discussion for the adult § 1010 or juvenile § 1310 (Applicability.) Columns in the checklist identify compliance as "Yes," "No" or "N/A" (not applicable). When inspectors assess environmental, nutritional or medical/mental health areas and "check" a column to indicate that a facility is out of compliance with all or part of a regulation, or indicate that all or part of a regulation is not applicable, a brief explanation is required in the comments section. This explanation is critical. It assists both the CSA and facility staff in understanding the rationale for the decision and highlights what needs correction. **Policies and procedures must be written and implemented to be in compliance.**

Local health officers may elect to assess areas that are not covered by the inspection checklists. If this is done, the additional issues must be clearly delineated on a separate sheet to maintain their distinction from the CSA Title 15 checklist. For information purposes, this additional sheet should be attached and distributed with the checklist.

Checklists and regulations are available on the CSA website (<http://www.csa.ca.gov>). The checklists are in Microsoft WORD 2000, using the "tables" feature. **Please do not modify the checklist contents in any way.** If you have questions regarding the checklists, website or a regulation, contact the CSA Field Representative assigned to your county at the number below or through E-mail access on the web site. As specified in HSC § 101045, copies of the entire inspection report must be forwarded to the designated facility administrator and to the CSA:

**Corrections Standards Authority; FSO Division; 600 Bercut Drive, Sacramento CA 95811
Phone: 916-445-5073; (<http://www.csa.ca.gov>)**

I. ENVIRONMENTAL HEALTH EVALUATION
Juvenile Halls, Special Purpose Juvenile Halls and Camps

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
Article 9. Food				
<p>1464 Food Services Plan</p> <p>There is a written food services plan that complies with the applicable sections of California Retail food Code ((CalCode). In facilities with an average daily population of 50 or more, a trained and experienced food services manager is employed or available to prepare a food services plan. In facilities with an average daily population that is less than 50, that do not have a food services manager, the facility manager prepares the plan.</p> <p>The plan includes, but is not limited to the following policies and procedures: menu planning; purchasing; storage and inventory control; food preparation; food serving; transporting food; orientation and on-going training; personnel supervision; budgets and food costs accounting; documentation and record keeping; emergency feeding plan; waste management; and, <u>maintenance and repair.</u></p>	<p>Do not identify compliance with this section here. See comments.</p>			<p>The Nutrition Inspector retains primary responsibility to determine compliance with Section 1464. Compliance should be assessed in consultation with the Environmental Health Inspector so that the findings on the Nutritional Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only.</p>
<p>1465 Food Handlers Education and Monitoring</p> <p><i>CalCode, the California retail food Code(HSC Division 104, Part 7, Chapter 1-13, , Section 11370 et seq.) has been incorporated into Title 15 for local detention facilities through the rulemaking process.</i></p> <p>There are procedures to ensure that supervisory staff and food handlers receive ongoing training in safe food handling and hygiene techniques, in accordance with HSC § 113967, 113952-113961,113973,113977. Compliance with food handling and hygiene requirements is monitored.</p>	✓			<p>The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1465. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties.</p>
<p>1466 Kitchen Facilities, Sanitation, and Food Storage</p> <p>Kitchen facilities, sanitation, and food preparation, service and storage comply with standards set forth in CalCode.</p> <p>In facilities where minors prepare meals for self-consumption, or where frozen meals or prepared food from other facilities (permitted pursuant to HSC § 114381) is (re)heated and served, the following CalCode standards may be waived by the local health officer. <i>(Note: While the regulation uses the word "waived," the intent is that the inspector exercises professional latitude to approve alternative methods that that provide for food safety and sanitation.)</i></p>	✓			<p>The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1466. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties.</p>
<p>HSC § 114419-114423, Hazard Analysis Critical Control Point (HACCP) plans, review, approval, suspension, revocation; hearing;</p>	✓			
<p>HSC § 114130-114141, 114163, New or replacement equipment;</p>	✓			

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
HSC § 114099.6, 114107 Utensil and equipment cleaning and sanitation;	✓			
HSC § 114149-114149.3 Ventilation;	✓			
HSC § 114268-114269 (a) Floors; and,	✓			
HSC § 114279-114282 Storage area for cleaning equipment and supplies; disposal of mop bucket and wastes and other liquid wastes.	✓			
1467 Food Serving and Supervision				The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1467. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties.
There are policies and procedures to ensure that appropriate work assignments are made, that food handlers are adequately supervised and that food is prepared and served only under the immediate supervision of a staff member.	✓			
Article 10. Clothing and Personal Hygiene				
1480 Standard Facility Clothing Issue				
<i>Note: Personal clothing and footwear may be substituted for the institutional clothing and footwear specified in this regulation. The facility has the primary responsibility to provide clothing and footwear.</i>	✓			
Clothing provisions ensure that:				
Clothing is clean, reasonably fitted, durable, easily laundered, and in good repair; and,	✓			
The standard issue of climatically suitable clothing for minors consists of but not be limited to:	✓			
Socks and serviceable footwear;	✓			
Outer garments; and,	✓			
Undergarments, are freshly laundered and free of stains, including shorts and tee shirt for males; and, bra and panties for females.	✓			
1481 Special Clothing				
Provision is made to issue suitable additional clothing essential for minors to perform special work assignments when the issue of regular clothing would be unsanitary or inappropriate.	✓			
1482 Clothing Exchange				
There are policies and procedures for the cleaning and scheduled exchange of clothing.	✓			
Unless work, climatic conditions or illness necessitates more frequent exchange, outer garments, except footwear, are exchanged at least once each week. Undergarments and socks are exchanged daily.	✓			
1483 Clothing, Bedding and Linen Supply				
There is a quantity of clothing, bedding and linen available for actual and replacement needs of the facility population. Written procedures describe the acquisition, handling, storage, transportation and processing of clothing, bedding and linen in a clean and sanitary manner.	✓			

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
1484 Control of Vermin in Minors' Personal Clothing				
There are policies and procedures to control the contamination and/or spread of vermin in all minors' personal clothing.	✓			
Infested clothing is cleaned or stored in a closed container so as to eradicate or stop the spread of the vermin.	✓			
1485 Issue of Personal Care Items				
There are policies and procedures that ensure the availability of personal hygiene items.	✓			
Each female minor is provided with sanitary napkins and/or tampons as needed.	✓			
Each minor to be held over 24 hours is provided with the following personal care items:				
Toothbrush;	✓			
Dentifrice;	✓			
Soap;	✓			
Comb; and,	✓			
Shaving implements.	✓			
With the possible exception of shaving implements (discussed below), minors are not required to share any personal care items listed above.	✓			
Minors do not share disposable razors. Double-edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among minors are disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in § 979 and 980, Chapter 9, Title 16, CCR.	✓			
1486 Personal Hygiene				
There are policies and procedures for showering/bathing and brushing of teeth.	✓			
Minors are permitted to shower/bathe upon assignment to a housing unit and on a daily basis thereafter and given an opportunity to brush their teeth after each meal.	✓			
1487 Shaving				
Minors, except those who may not shave for reasons of identification in court, are allowed to shave daily. The facility administrator may suspend shaving for minors who are considered to be a danger to themselves or others.	✓			
1488 Hair Care Services				
Hair care services are available in all juvenile facilities. Minors receive hair care services monthly.	✓			
Equipment is cleaned and disinfected after each haircut or procedure, by a method approved by the State Board of Barbering and Cosmetology in § 979 and 980, Chapter 9, Title 16, CCR.	✓			

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
Article 11. Bedding and Linens				
1500 Standard Bedding and Linen Issue				
Each minor entering a living area and expected to remain overnight, is provided with laundered, clean and suitable bedding and linens which are in good repair. This includes, but is not limited to:	✓			
One clean and serviceable mattress (or mattress-pillow combination) which meets the requirements of Title 15 § 1502;	✓			
One pillow and a pillow case (unless provided in combination with the mattress;	✓			
One mattress cover and a sheet or two sheets;	✓			
One towel; and,	✓			
One or more blankets, depending upon climatic conditions.	✓			
1501 Bedding and Linen Exchange				
There are policies and procedures for the scheduled exchange of laundered bedding and linen issued to each minor housed.	✓			
Washable items such as sheets, mattress covers, pillowcases and towels are exchanged for a clean replacement at least once each week.	✓			
The covering blanket is cleaned or laundered at least once a month.	✓			
1502 Mattresses				
Mattresses conform to the size of the bed (Title 24, Section 460A.25) and are enclosed in an easily cleaned, non-absorbent ticking.	✓			
Any mattress purchased for issue to a minor in a facility that is locked to prevent unimpeded access to the outdoors, is certified by the manufacturer as meeting all requirements of the State Fire Marshal and Bureau of Home Furnishings test standard for penal mattresses (Technical Information Bulletin Number 121, April 1980).	✓			
Article 12. Facility Sanitation and Safety				
1510 Facility Sanitation, Safety and Maintenance				
There are policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility.	✓			
The plan provides for a regular schedule of housekeeping tasks, equipment and physical plant maintenance, and inspections to identify and correct unsanitary or unsafe conditions or work practices in a timely manner.	✓			
Medical care housing as described in Title 24, Part 1 § 13-201(c)6 is cleaned and sanitized according to policies and procedures established by the health administrator.	✓			

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
1511 Smoke Free Environment				
There are policies and procedures to assure that State laws prohibiting minors from smoking are enforced in all juvenile facilities, related work details, and other programs. Policies and procedures assure that minors are not exposed to second-hand smoke while in the facility or in the custody of staff.	✓			
Other Applicable Codes				
Title 24, Uniform Building Code				
Toilet bowls, wash basins, drinking fountains, and showers are clean and in good repair.	✓			
Title 24, Uniform Building Code				
Floors, walls, windows, grillwork and ceilings are clean and in good repair.	✓			
Title 24, Part 1, 13-201(c)6				
There is provision for a comfortable living environment in accordance with the heating, ventilating, and air conditioning requirements of Parts 2 and 4 and energy conservation requirements, of Part 6, Title 24, CCR.	✓			
Title 24, Uniform Plumbing Code				
Floor drains are flushed at least weekly.	✓			
Traps contain water to prevent escape of sewer gas.	✓			
Grids and grates are present.	✓			
CA Safe Drinking Water Act				
Potable water is supplied from an approved source in satisfactory compliance with this Act.	✓			
Local Ordinances				
Solid, toxic and infectious wastes are disposed of in accordance with state and local laws and regulations.	✓			
HSC and CCR Titles 22 and 24 Relating to Public Pools				
Swimming pools are designed, constructed, operated, and maintained in accordance with state and local laws and regulations			✓	
Health and Safety Code, § 1803 and 2271				
(Farms, petting zoos, etc.) All animal operations are removed from the immediate living area, designed, constructed, and maintained to minimize odor, vermin, and physical hazards.			✓	
The facility is free of vermin (or vermin signs), and general housekeeping is satisfactory.	✓			
General Industry Safety Order, Title 8-3362				
The facility is free of structural and other safety hazards.	✓			

ENVIRONMENTAL HEALTH INSPECTION CHECKLIST ATTACHMENT

Reference: California Retail Food Code; Health and Safety Code (HSC) Division 104, Part 7, Chapter 1-13

Use of this checklist is optional; however, inspectors may find it useful when determining responses to the Environmental Health Evaluation. Facility managers may use the checklist and corresponding explanations of key CalCode requirements as a self-audit.

HSC AREAS	YES	NO	N/A	COMMENTS
<i>Foodborne Illness – Critical Risk Factors</i>				
0. Knowledge in Food Safety				
133947-113947.6(HSC) Minimum standards of knowledge in food safety	✓			
0. Cooling, Holding and Preparing Food Ahead of Service				
113996, 113998, 114050, 114159(HSC) Holding potentially hazardous foods; temperatures for holding, keeping or displaying; thermometers	✓			
114002, 114002.1(HSC) Cooling of potentially hazardous foods	✓			
114018, 114020, 114020.1(HSC) Storage of frozen food; refreezing thawed food; thawing potentially hazardous food	✓			
0. Personal Hygiene/Food Handling				
113952-113953.5(HSC) Requirements for food handlers/hand washing	✓			
113952 (HSC) Water supply; minimum temperature for hot water	✓			
114250, 114276(HSC) Toilet facilities	✓			
113953.3(HSC) Hand washing facilities	✓			
114256-114256.1, 113953.4 (HSC) Food service clothing/apron storage	✓			
0. Cooking Temperatures				
114004-114016(HSC) Cooking temperatures (Lauren Beth Rudolph Safety Act of 1997)	✓			
114016(HSC) Reheating of foods	✓			
0. Cross Contamination/Inspection				
114021-114031(HSC) Protection from contamination/approved sources	✓			
114035(HSC) Inspections upon receipt	✓			
113980, 114025, 114027(HSC) Food must be protected	✓			
114257-114257.1, 114175 (HSC) Facilities and equipment are to be clean and in good repair	✓			
114161, 114179(HSC) Storage of food and non-food items	✓			
<i>Safety, Housekeeping, Maintenance and Equipment</i>				
0. Cleaning and Sanitizing				
114099.6, 114107 (HSC) Requirements for manual sanitation and cleaning, and sanitizing of utensils and equipment	✓			New dishwasher w/in last 3 mo.

Methods of Rapid Cooling:

- Using shallow pans.
- Separating food into smaller portions.
- Using rapid cooling equipment.
- Adding ice.
- Placing food in an ice bath and stirring.
- Other means as approved by local Environmental Health Agency.

0. Personal Hygiene/Food Handling

➤ **Health and Safety Code 113967, 113952-113961, 113973, 113977**

➤ **Food Handlers**

Employees (including inmate workers) must conduct themselves in such a manner that they do not contribute to the contamination of either food or utensils. This includes the need for wearing clean outer garments and hairnets, caps, etc., to confine hair. Hands must be washed for at least 20 seconds before and after any activity that may result in contamination. This includes:

- Immediately before engaging in food preparation or handling.
- When switching from handling raw food products to ready-to-eat food.
- After handling soiled equipment or utensils.
- After using the toilet facilities.
- After coughing, sneezing, eating or drinking.
- After any other activity that may contaminate the hands.

Disposable gloves are to be worn by employees (including inmate workers in detention facilities), when contacting food or food surfaces if the individual has any cuts, sores, rashes, artificial nails, etc. An adequate supply of dispensed soap and paper towels are to be maintained at all sinks used for hand washing.

0. Cooking Temperatures

➤ **Health and Safety Code 114004, 114008, 114093 Cooking Temperatures**

Proper cooking of potentially hazardous foods at correct temperatures is essential to kill bacteria, viruses, and parasites and deactivate some bacterial toxins. The following are the minimum internal cooking temperatures:

- Poultry, stuffed meats, pasta stuffed with meat, leftovers: 165 degrees Fahrenheit.
- Ground meats, including ground beef (non-poultry): 155 degrees Fahrenheit for 15 seconds.
- Eggs, pork and most other potentially hazardous foods: 145 degrees Fahrenheit.

Foods cooked in a microwave oven must be stirred or rotated often during cooking, and need to be covered and heated throughout to a minimum temperature of 165 degrees Fahrenheit. Never cook or reheat food using hot holding equipment, and never add raw food to food that has already been cooked. The final cooking temperatures should be checked with a sanitized, calibrated thermometer.

0. Cross Contamination/Inspection

➤ **Health and Safety Code 114035-114039.4, 114041**

➤ **Inspecting Food Upon Receipt**

Food delivered to a food facility must be inspected upon receipt. A receipt or invoice is to be provided upon delivery in order to verify this food is from an approved source.

Purchasing and Receiving of Food:

- Only clean and unbroken shell eggs shall be received.
- Carefully inspect deliveries for proper labeling, temperature and appearance.
- Check shipments for intact packaging, e.g., broken boxes, leaky packages or dented cans are signs of mishandling.
- Check packages for signs of refreezing and/or pest infestation.
- Inspect deliveries immediately and put items away as quickly as possible.
- Frozen foods are accepted only if there is no sign of thawing or re-freezing.

➤ Health and Safety Code 113980, 114047-114055, 114060, 114061, 114063, 114065

➤ Food Storage

All food must be stored in a manner that prevents contamination. Food must be stored at least six inches above the floor and away from sources of contamination, e.g., like overhead pipes and trash storage areas. Ready-to-eat food must be stored away from, or above raw food, such as uncooked meat, poultry or pork. Bulk container of flour, sugar etc. must be labeled and kept covered. Unpackaged food, which has been previously served, shall not be served to another person.

Safety, Housekeeping, Maintenance and Equipment

0. Cleaning and Sanitizing

➤ Health and Safety Code 114099.6, 114107

➤ Cleaning and Sanitizing Utensils and Equipment

After utensils, cutting boards, prep tables, and other food contact surfaces have been soiled from food storage, preparation, cooking and/or service, they must be washed, rinsed and sanitized before re-use. Failure to do so properly could contaminate food and lead to foodborne illness. Cleaning and Sanitizing must occur separately to be effective.

Definitions:

- "Cleaning" is the physical removal of soil and food matter from a surface.
- "Sanitizing" is the reduction of the number of bacteria and viruses on a surface to safe levels.

Dishwashing Machines

Dishwashing machines, when properly operated and maintained, can be very effective in removing soil and destroying microorganisms. Dishwashing machines must be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program or otherwise approved by the local environmental health jurisdiction. Generally, there are two types of dishwashing machines, and they differ in their method of sanitizing:

- High Temperature Machines sanitize dishes by rinsing dishes and utensils in water that has been heated to a temperature between 180 degrees Fahrenheit to 195 degrees Fahrenheit. The temperature at the dish surface must be at least 160 degrees Fahrenheit.
- Chemical-Sanitizing Machines dispense a chemical sanitizer into the final rinse water [concentration must be at least 100 parts per million (ppm) chlorine] for at least 30 seconds.

The sanitizing temperature or chemical concentration must be checked often to ensure proper levels are maintained.

Manual Dishwashing

Washing, rinsing, and sanitizing equipment, utensils, and other food-contact surfaces can also be done manually in a three-compartment sink. In a three-compartment sink, the first compartment is used for washing, the second is used for rinsing and the third is used for sanitizing. The three-compartment sink shall be equipped with dual integral drain boards. There are five steps to the manual dishwashing method:

1. Pre-Rinse: scrape and pre-rinse dishes thoroughly.
1. Wash with hot water and dishwashing detergent.
 - Hot water means that the water should be as hot as can be tolerated by hand.
 - Change the water often to keep it hot and free of food particles.
1. Rinse: Rinse in clean hot water to remove detergent.
 - Hot water means the water should be as hot as can be tolerated by hand.
 - Change the water often to keep it hot.
1. Sanitize: Immerse dishes into the warm (75 degrees Fahrenheit to 120 degrees Fahrenheit) sanitizer solution for the required amount of time listed below. Change the water solution often. The choices of sanitizer and the time required are:
 - 100 ppm chlorine for 30 seconds, or
 - 200 ppm quaternary ammonium for one minute, or
 - 25 ppm iodine for one minute, or
 - a. Hot water, at least 170 degrees Fahrenheit for 30 seconds.
1. Air Dry: Allow dishes to air dry or store in a draining position.

Frequency of Washing and Sanitizing

Food contact surfaces, such as prep tables, cutting boards, and utensils, (including knives and serving spoons) must be cleaned and sanitized throughout the day if in continuous use or after each use as indicated:

- Whenever there is a change between animal products.
- Each time there is a change from working with raw meats, or other potentially hazardous foods, to ready-to-eat foods.
- If the utensil or equipment is in continuous use throughout the day, it must be washed and sanitized at least every four hours.
- At any time during food preparation when contamination of the equipment or utensil may have occurred.

Wiping Cloths

Wiping cloths used on service counters, scales, and other surfaces that may directly or indirectly contact food, shall be used only once until laundered, or held in a sanitizing solution as indicated in #4 above, "Sanitize." The water solution must be changed often to keep it clean and to maintain the proper strength of sanitizer. Wiping cloths and solution used in the dining area must not be used on kitchen equipment and other food contact surfaces.

Sanitizer Test Kits

Sanitizer testing kits are necessary to ensure proper concentrations are being prepared and maintained. Check with your cleaning chemical or restaurant supplier to obtain the specific type of kit for the sanitizing chemical used in your facility.

0. Pesticide and Cleaning Supply Storage

- Health and Safety Code 114254-114254.3
- Use and Storage of Pesticides and Cleaning Supplies

All pesticides and cleaning supplies must be stored in an area where they will not contaminate food or food contact surfaces, utensils or packaging materials. It is recommended that only a licensed pest control operator apply pesticides. Pesticides are not to be stored with cleaning supplies.

0. Vermin Exclusion

- Health and Safety Code 114259, 114259.3
- Exclusions of Vermin

To exclude flies, physical barriers such as the installation of window and door screening, high velocity air curtain fans above exterior doors, and installation of self-closing devices on exterior doors are recommended. Openings under exterior doors and around pipes and wires that enter buildings through exterior walls, greater than one-quarter inch, are to be sealed to exclude rodents.

0. Solid Waste Management

- Health and Safety Code 114244-114245.8
- Solid Waste Management and Garbage Disposal

Pests attracted by garbage can contaminate food items, equipment and utensils. The solid waste management (garbage) program shall include:

- Removal of trash and garbage away from food preparation areas as soon as possible, and from the facility at least once each week, or more often if necessary to prevent a nuisance.
- Use of leak proof garbage containers with tight fitting lids.
- Frequent cleaning of garbage containers in a location away from food preparation and food storage areas.

0. Other Requirements

- Health and Safety Codes 113947-114286 (from attachment to inspection checklist)

Please reference the California Retail Food Code if further explanation is required.

JUVENILE FACILITY HEALTH INSPECTION REPORT
Juvenile Halls, Special Purpose Juvenile Halls and Camps
Health and Safety Code Section 101045

BOC #: _____

FACILITY NAME: Trinity County Juvenile Detention Facility		COUNTY: Trinity	
FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): 333 Tom Bell Road, P.O. Box 158, Weaverville, Ca 96093			
CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1302:	JUVENILE HALL: xx	SPECIAL PURPOSE JUVENILE HALL:	CAMP:
ENVIRONMENTAL HEALTH EVALUATION		DATE INSPECTED: 11-16-2010	
ENVIRONMENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): Peter Hedtke, R.E.H.S. 530-623-1459			
FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE):			
NUTRITIONAL EVALUATION		DATE INSPECTED: 10-16-2010	
NUTRITIONAL EVALUATORS (NAME, TITLE, TELEPHONE): Carol Huang, RN, PHN 530-623-8218			
FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Phyllis Nicolls, Food service manager			
MEDICAL/MENTAL HEALTH EVALUATION		DATE INSPECTED: 11-16-2010	
MEDICAL/MENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): Carol Huang, RN, PHN, Trinity County Health and Human Services (530) 623-8218			
FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Jack Pederson, Jail Health Medical Assistant, Trish Miller – Detention staff			

This checklist is to be completed pursuant to the attached instructions.

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
At least quarterly, there are documented administrative meetings between health and facility administrators to review medical, mental health and medical services.	X			
1404 Health Care Staff Qualifications (<i>Applicable to facilities with on-site health care staff</i>)				
Recruitment education and experience requirements are consistent with those in the community.	X			
There are policies and procedures to assure that state license, certification, or registration requirements and restrictions that apply in the community, also apply to health care personnel in the facility	X			Current license on file and are current
Health care staff credentials are on file at the facility or another central location where they are available for review. Policies and procedures require that these credentials are periodically reviewed and remain current.	X			
Position descriptions and actual practice reflect that health care staff receive the supervision required by their license and operate within the scope of their practice.	X			
1405 Health Care Procedures (<i>Applicable to facilities with on-site health care staff</i>)				
When the responsible physician determines that a clinical function can be delegated to health care staff other than a physician, that function is performed by staff operating within their scope of practice, pursuant to written protocol standardized procedures or direct medical order.	X			
1406 Health Care Records (<i>Applicable to facilities with on-site health care staff</i>)				
Complete, individual and dated health records are maintained and include, but are not limited to:	X			
Intake health screening form (<i>Note: The intake screening form may also be included in the probation file as a non-confidential document. See guidelines for discussion.</i>);	X			
Health appraisals/medical examinations;	X			
Health service reports (e.g., emergency department, dental, psychiatric and other consultations);	X			
Complaints of illness or injury;	X			
Names of personnel who treat prescribe, and/or administer/deliver prescription medication;	X			
Location where treatment is provided;	X			
Medication records in conformance with Title 15 § 1438;	XX			
Progress notes;	X			
Consent forms;	X			
Authorization for release of information;	X			
Copies of previous health records;	X			
Immunization records; and,	X			Immunization records not always timely from transferring facility
Laboratory reports.	X			

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
1409 Health Care Procedures Manual (<i>Applicable to facilities with on-site health care staff</i>)				Health officer signature current
There is a facility-specific health services manual for written policies and procedures that, at a minimum, address all health care related standards that are applicable to the facility. (<i>Note: "Facility specific" means that policies and procedures for that facility are included. In multi-facility systems policies and procedures for more than one facility in that system may be included in the same manual.</i>)	x			
The manual is available to all health care staff, the facility administrator, the facility manager, and other individuals as appropriate to ensure effective service delivery.	x			
There is a documented annual review of the health care procedures manual, with revisions as necessary.	x			
The facility administrator, the facility manager, the health administrator and the responsible physician have approved and signed the manual.	x			
1410 Management of Communicable Diseases				
Policy and procedures have been developed in cooperation with the local health officer to address the identification, treatment, control and follow-up management of communicable diseases. Policy and procedures include:	x			
Intake health screening procedures;	x			
Identification of relevant symptoms;	x			
Referral for medical evaluation;	x			
Treatment responsibilities during detention;	x			
Coordination with public and private community-based resources for follow-up treatment;	x			
Applicable reporting requirements, and,	x			
Strategies for handling disease outbreaks.	x			
Policies and procedures are updated as necessary to reflect local disease priorities.	x			
1411 Access to Treatment				
Policy and procedures provide unimpeded access to health care.	x			
1412 First Aid and Emergency Response				Procedures in place for restocking
Policy and procedures assure access to first aid and emergency services.	x			
First aid kits are available in designated areas of each juvenile facility.	x			
The responsible physician approved the contents, number, location and procedure for periodic inspection of the first aid kits.	x			
Child supervision and health care staff is trained and there are policies and procedures to respond to emergencies requiring first aid.	x			Various sizes of ambu bags and masks available

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
Consistent with facility resources to safely hold a minor, the responsible physician has identified health conditions that would preclude a minor's acceptance into a facility without a documented medical clearance. At a minimum, intake criteria provide that:	x			
Unconscious minors are not accepted;	x			
Minors who are known to have ingested or who appear to be under the influence of intoxicating substances are cleared in accordance with Title 15 § 1431, (<i>Intoxicated and Substance Abusing Minors</i>)	x			
Circumstances and reasons for requiring a medical clearance are documented whenever a minor is not accepted for booking; and,	x			
Written medical clearance is received prior to accepting any minor who was referred for pre-booking treatment and clearance.	x			
An intake screening, consisting of a defined, systematic inquiry and observation of every minor booked into the facility is conducted by health care or trained child supervision staff at the time of entry into the facility.	x			
Screening procedures address medical, dental and mental health concerns that may pose a hazard to the minor or others in the facility, as well as health conditions that require treatment while the minor is in the facility.	x			
Minors suspected of having a communicable disease are separated from the general population pending the outcome of an evaluation by medical staff.	x			
There is provision for a timely referral for health care commensurate with the nature of any problems or compliant identified during the screening process.	x			
1431 Intoxicated and Substance Abusing Minors				
There are policy and procedures for the identification and management of alcohol and other drug intoxication that address:	x			
Designated housing, including protective environments for placement of intoxicated minors;	x			
Symptoms or known history of ingestion that should prompt immediate referral for medical evaluation and treatment;	x			
Determining when the minor is no longer considered intoxicated and documenting when the monitoring requirements of this regulation are discontinued;	x			
Medical responses to minors experiencing intoxication or withdrawal reactions;	x			
Management of pregnant minors who use alcohol or other drugs;	x			
Initiation of substance abuse counseling during confinement and referral procedures for continuation upon release to the community, consistent with Title 15 § 1413 and Title 15 § 1355; and,	x			

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
Immunizations are verified and, within two weeks of the Health Appraisal/ Medical Examination, a program is started to bring the minor's immunizations up-to-date in accordance with current public health guidelines.	x			Timely vaccination dependant on getting records from transferring facility or cum record for transferring school
The responsible physician may modify the health examination for minors admitted with an adequate examination done within the previous 12 months, provided there is reason to believe that no substantial change would have occurred since the full evaluation. When this is done, health care staff review the intake health screening form and conduct a face-to-face interview with the minor.	x			
There are policy and procedures for a medical evaluation and clearance for adjudicated minors who are confined in any juvenile facility for successive stays, each of which totals less than 96 hours. When this evaluation and clearance cannot be completed at the facility during the initial stay, it is completed prior to acceptance at the facility and includes screening for tuberculosis.	x			
For minors who are transferred to jails and juvenile facilities outside their detention system, policy and procedures assure that the health appraisal/medical examination:	x			
Is received from the sending facility;	x			
Is reviewed by designated health care staff at the receiving facility; and,	x			
Absent a previous appraisal/examination or receipt of the record, a health appraisal/medical examination, as outlined in this regulation, is completed on the minor within 96 hours of admission.	x			
Policy and procedures require that minors who are transferred among juvenile facilities within the same detention system, receive a written health care clearance. The health appraisal/medical examination is reviewed and updated prior to transfer and forwarded to facilities that have licensed on-site health care staff.			x	Only one juvenile facility in this county
1433 Requests for Health Care Services				
Policy and procedures establish a daily routine for minors to convey requests for emergency and non-emergency health care requests and include the following:	x			
There is opportunity for both written and verbal requests, with provision for minors having language or literacy barriers.	x			
Supervision staff relays requests from the minor, initiate referrals when the need for health care services is observed, and advocate for the minor when the need for services appears urgent.	x			
Designated staff inquires and make observations regarding the health of each minor on a daily basis and in the event of possible injury.	x			

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
Medication support services; and,	x			
Provision for referral and admission to licensed mental health facilities for minors whose psychiatric needs exceed the treatment capability of the facility.	x			
Any minor who displays significant symptoms of severe depression, suicidal ideation, irrational, violent or self destructive behaviors, or who is receiving psychotropic medication, is provided a mental status assessment by a licensed mental health clinician, psychologist or psychiatrist.	x			County behavioral health services used, as well as outside counselors
A mentally disordered minor who appears to be a danger to himself or others or to be gravely disabled, is evaluated pursuant to Penal Code § 4011.6 or Welfare and Institutions Code § 6551. Absent an emergency, unless the facility has been designated as a Lanterman-Petris-Short (LPS) facility, and minors meet the criteria for involuntary commitment under the LPS Act in Welfare and Institutions Code § 5000 et seq., all services are provided on a voluntary basis. Voluntary mental health admissions may be sought pursuant to Penal Code § 4011.8 or Welfare and Institutions Code § 6552,	x			
1438 Pharmaceutical Management				
Pharmaceutical policies, procedures, space and accessories include but not be limited to:	x			
Securely lockable cabinets, closets and refrigeration units:	x			
A means for the positive identification of the recipient of the prescribed medication;	x			
Administration/delivery of medicines to minors as prescribed;	x			
Confirmation that the recipient has ingested the medication;	x			
Documenting that prescribed medications have or have not been administered by whom, and if not, for what reason;	x			
Prohibition of the delivery of drugs from one minor to another:	x			
Limitation to the length of time medication may be administered without further medical evaluation;	x			
The length of time allowable for a physician's signature on verbal orders;	x			
Training for non-licensed personnel includes, but is not limited to: delivery procedures and documentation; recognizing common symptoms and side-effects that should result in contacting health care staff for evaluation; procedures for confirming ingestion of medication; and, consultation with health care staff for monitoring the minor's response to medication; and,	x			Training program duplicates that of the adult detention facility
At least annually, a pharmacist prepares a written report on the status of pharmacy services in the facility. The report is provided to the health authority and the facility administrator. (See also Title 15 § 1403.)	x			Reports reviewed

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
Provision that minors who are on psychotropic medications prescribed in the community are continued on their medications pending re-evaluation and further determination by a physician;	x			
Provision that the necessity for continuation on psychotropic medication is addressed in pre-release planning and prior to transfer to another facility or program; and,	x			
Provision for regular clinical-administrative review for utilization patterns for all psychotropic medications, including every emergency situation.	x			
Psychotropic medications are not administered to a minor absent an emergency unless informed consent has been given by the legally authorized person or entity.	x			
Minors are informed of the expected benefits, potential side effects and alternatives to psychotropic medications.	x			
Absent an emergency, minors may refuse treatment.	x			
Minors found by a physician to be a danger to themselves or others by reason of a mental disorder, may be involuntarily given psychotropic medication that is immediately necessary for the preservation of life or the prevention of serious bodily harm. This can only be done when there is insufficient time to obtain consent from the parent, guardian or court before the threatened harm would occur. It is not necessary for harm to take place or become unavoidable prior to initiating treatment.	x			
Assessment and diagnosis supports the administration of psychotropic medications and administration of psychotropic medication is not allowed for disciplinary reasons.	x			
1450 Suicide Prevention Program				
There is a written suicide prevention plan, with policies and procedures to train staff to identify minors who present a suicide risk, appropriately monitor their condition, and provide for the necessary treatment and follow-up.	x			
1452 Collection of Forensic Evidence				
Policy and procedures assure that forensic medical services, including drawing of blood alcohol samples, body cavity searches, and other functions for the purpose of prosecution are collected by appropriately trained medical personnel who are not responsible for providing ongoing health care to the minor.	x			
1453 Sexual Assaults				
There is policy and procedures for treating victims of sexual assaults and for reporting such incidents, when they occur in the facility, to local law enforcement.	x			

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
Restraints are not used as punishment, discipline, or as a substitution for treatment.	x			
The affixing of hands and feet together behind the back (hog-tying) is prohibited.	x			
1359 Safety Room Procedures				
Policies and procedures govern the use of safety rooms, as described in Title 24, Part 2, Section 460A.1.13.	x			
The safety room is used to hold only those minors who present an immediate danger to themselves or others who exhibit behavior that results in the destruction of property, or reveals the intent to cause self-inflicted physical harm.	x			
The safety room is not to be used for punishment, discipline, or as a substitute for treatment. Policies and procedures:	x			
Include provisions for administration of necessary nutrition and fluids, access to a toilet, and suitable clothing to provide for privacy;	x			
Provide for approval of the facility administrator, or designed shift supervisor, before a minor is placed into a safety room;	x			
Provide for continuous direct visual observation;	x			
Provide that the minor is evaluated by the facility administrator, or designee, every four hours;	x			
Provide for immediate medical assessment, where appropriate, or an assessment at the next daily sick call;	x			
Provide that a minor is medically cleared for continued retention every 24 hours;	x			
Provide that a mental health opinion is secured within 24 hours; and,	x			
Provide a process for documenting the reason for placement, including attempts to use less restrictive means of control, observations of the minor during confinement, and decisions to continue and end placement.	x			

Summary of medical/mental health evaluation: Not a lot has changed at this hall since the last inspection. It continues to be well managed and staff is trained in all policies and procedures. Health care delivery is provided on a regular basis and detainees interviewed had no complaints of their care and verbalized how to access care.

This juvenile detention center meets the minimum standards.

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
Grain Group. There are at least six servings each day, at least three of which are made with some whole grain products.	x			
Calories. <i>Note: Providing only the minimum serving is not sufficient to meet the minor's caloric requirements. Based on activity levels, additional servings from dairy, vegetable-fruit, and bread-cereal (grain) groups must be provided to meet caloric requirements. Pregnant minors must receive a supplemental snack if medically indicated. The RDA allows for a plus or minus 20% of the recommended caloric intake.</i> The average daily caloric allowance for female minors between 11-18 years of age is 2200 calories and for males in that age category, 2500-3000 calories each day.	x			
Total dietary fat does not exceed 30% of total calories on a weekly basis.	x			
1462 Medical Diets				
Only the attending physician prescribes a medical diet.	x			
Medical diets that are utilized by a facility are planned, prepared and served in consultation with a registered dietitian.	x			
The facility manager provides any medical diet prescribed for a minor.	x			
Diet orders are maintained on file for at least one year.	x			
There is a medical diet manual that includes sample menus. It is available in the medical and food service offices.	x			
A registered dietitian reviews, and the responsible physician approves, the diet manual on an annual basis.	x			Done by outside RD consultant as noted above
1463 Menus				
Menus are planned at least one month in advance of their use. Menus provide a variety of foods considering the cultural and ethnic makeup of the facility thus preventing repetitive meals.	x			
A registered dietitian approves menus before they are used.	x			
Changes are noted on the menu and/or production worksheet when any meal that is served varies from the planned menu.	x			
Menus, as planned and including changes, are retained for one year and evaluated by a registered dietitian at least annually.	x			

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
<p>HSC § 114419-114423 Hazard Analysis Critical Control Point (HACCP) plans, review, approval, suspension, revocation; hearing;</p> <p>HSC § 114130-114141,114163, New or replacement equipment;</p> <p>HSC § 114099.6, 114107 Utensil and equipment cleaning and sanitation;</p> <p>HSC § 114149-114149.3 Ventilation;</p> <p>HSC § 114268-114269 Floors; and,</p> <p>HSC § 114185-114185.5 Storage area for cleaning equipment and supplies; disposal of mop bucket and wastes and other liquid wastes.</p>				
<p>1467 Food Serving and Supervision</p> <p>There are policies and procedures to ensure that appropriate work assignments are made, that food handlers are adequately supervised and that food is prepared and served only under the immediate supervision of a staff member.</p>			<p>Do not identify compliance with this regulation here. See comments.</p>	<p>The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1467. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only.</p>

Summary of nutritional evaluation: Meals for the juvenile facility are supplied by the adult detention facility. Meals are transported from the adult facility to the juvenile facility on a daily basis. The food prep area is clean and well maintained. They have a new commercial type dishwasher – dishes are washed on site and returned to the adult facility to be run through their dishwasher. The food service director oversees the food service deliver, from menu planning, annual budgets and the training of food support staff for both adult and juvenile facilities. An outside dietary consultant is used to review the menus, special diets and ensure proper calorie and nutrient content.

Food service delivery at this facility meets the minimum standards.

JUVENILE FACILITY HEALTH INSPECTION REPORT
Juvenile Halls, Special Purpose Juvenile Halls and Camps
Health and Safety Code Section 101045

CSA #: _____

FACILITY NAME: TRINITY COUNTY JUVENILE DETENTION FACILITY		COUNTY: TRINITY	
FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): 333 TOM BELL RD. WEAVERVILLE, CA 96093 TEL. 530-623-1204			
CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1302:	JUVENILE HALL: <input checked="" type="checkbox"/>	SPECIAL PURPOSE JUVENILE HALL: <input type="checkbox"/>	CAMP: <input type="checkbox"/>
ENVIRONMENTAL HEALTH EVALUATION		DATE INSPECTED: OCT 29, 2009	
ENVIRONMENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): BRIAN MCNALLY R.E.H.S. TEL. 530-623-1459			
FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): JACK PEDERSON, JAIL HEALTH MEDICAL ASSISTANT TEL. 530-623-1226			
NUTRITIONAL EVALUATION: BY PUBLIC HEALTH		DATE INSPECTED: OCT 29, 2009	
NUTRITIONAL EVALUATORS (NAME, TITLE, TELEPHONE): CAROL HUANG, PUBLIC HEALTH NURSE TEL. 530-623-8209			
FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): JACK PEDERSON			
MEDICAL/MENTAL HEALTH EVALUATION: BY PUBLIC HEALTH		DATE INSPECTED: OCT 29, 2009	
MEDICAL/MENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): CAROL HUANG			
FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): JACK PEDERSON			

This checklist is to be completed pursuant to the attached instructions.

HEALTH INSPECTION CHECKLIST INSTRUCTIONS

Authority for annual health inspections is in Health and Safety Code (HSC) § 101045. Items in the attached checklist are in the Title 15 of the California Code of Regulations (CCR), "Minimum Standards for Juvenile Facilities" or "Minimum Standards for Local Detention Facilities" (adult facilities) and HSC Division 104, Part 7, Chapter 4, Sections 1-8, California Uniform Retail Food Facilities Law (CURFFL). CURFFL requirements are incorporated in Title 15 regulations by the rulemaking process of the Administrative Procedures Act. Code references follow the regulation on each checklist.

There are three separate inspection checklists. Use the appropriate format for each facility, as different regulations apply in each type of facility:

- (1) Juvenile Halls, Special Purpose Juvenile Halls and Camps;
- (2) Adult Type I, II, III and IV Facilities; and,
- (3) Adult Court and Temporary Holding Facilities.

For juvenile facilities, the term "camp" includes "a juvenile camp, ranch, forestry camp or boot camp established in accordance with WIC § 880 [Title 15 § 1302].

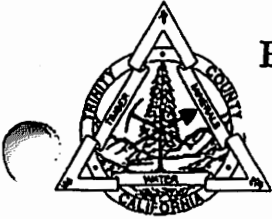
Each checklist is divided into three sections: environmental, nutritional and medical/mental health. All sections are required for a complete health inspection. Checklists are an inspection tool and the regulation is typically not quoted in its entirety. To fully understand what is required, it is necessary to read the entire regulation, together with associated CSA guidelines. Although its use is optional, the environmental health section includes an attachment related to CURFFL, which may be useful to environmental health inspectors when assessing compliance with those requirements.

The applicability of a regulation to an individual facility is determined by that facility's operation. If the operation includes performing a function addressed by regulation, then the regulation applies, in total or in part. See Title 15 guidelines discussion for the adult § 1010 or juvenile § 1310 (Applicability.) Columns in the checklist identify compliance as "Yes," "No" or "N/A" (not applicable). When inspectors assess environmental, nutritional or medical/mental health areas and "check" a column to indicate that a facility is out of compliance with all or part of a regulation, or indicate that all or part of a regulation is not applicable, a brief explanation is required in the comments section. This explanation is critical. It assists both the CSA and facility staff in understanding the rationale for the decision and highlights what needs correction. **Policies and procedures must be written and implemented to be in compliance.**

Local health officers may elect to assess areas that are not covered by the inspection checklists. If this is done, the additional issues must be clearly delineated on a separate sheet to maintain their distinction from the CSA Title 15 checklist. For information purposes, this additional sheet should be attached and distributed with the checklist.

Checklists and regulations are available on the CSA website (<http://www.csa.ca.gov>). The checklists are in Microsoft WORD 2000, using the "tables" feature. **Please do not modify the checklist contents in any way.** If you have questions regarding the checklists, website or a regulation, contact the CSA Field Representative assigned to your county at the number below or through E-mail access on the web site. As specified in HSC § 101045, copies of the entire inspection report must be forwarded to the designated facility administrator and to the CSA:

**Corrections Standards Authority; FSO Division; 600 Bercut Drive, Sacramento CA 95811
Phone: 916-445-5073; (<http://www.csa.ca.gov>)**



COUNTY OF TRINITY
BUILDING & DEVELOPMENT SERVICES DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
 P.O. Box 476, Weaverville CA 96093-0476
 Phone: (530) 623-1459

FOOD PROGRAM INSPECTION REPORT

Name (dba) TRINITY COUNTY JUVENILE DETENTION FACILITY Date 10/29/09
 Address WEAVERVILLE Recheck Date _____

- | | | | |
|---|--|---|--|
| 1. FOOD STORAGE
a. Hot (temp-min. 140°)
b. Hot (methods)
c. Cold (temp-max. 41°F)
d. Cold (methods)
e. Thermometers
f. Walk-in
g. Storeroom
h. Thawing

2. DISHWASHING
a. Sinks
b. Machines
c. Temperature
d. Chemical/test kit
e. Drainboards | Violations
Major Minor

3. SANITATION
a. Utensils
b. Equipment
c. Appliances
d. Surfaces
e. Shelves
f. Walls
g. Floors
h. Ceilings

4. STRUCTURAL/MAINTENANCE
a. Walls
b. Floors
c. Ceilings
d. Cross-connections
e. Plumbing/sinks
f. Equipment | Violations
Major Minor

5. VECTOR CONTROL
a. Flies
b. Rodents
c. Insects
d. Floor storage

6. WASTE: Solid or Liquid
a. Containers
b. Storage areas
c. Sewage

7. RESTROOMS
a. Hot & cold water
b. Cleanliness
c. Self-closure
e. Hot air blowers
f. Handwash sign

8. WATER SUPPLY | Violations
Major Minor

9. VENTILATION
a. Hoods
b. Restrooms
c. Work areas

10. LIGHTING
a. Prep areas
b. Storage areas
c. Dishwashing area
d. Restrooms

11. OTHER
a. Smoking designation
b. Use of tobacco
c. Hazardous materials
d. Food prep/service
e. Employee clothing
f. Current permit
g. Choking first aid sign
h. Soap & Towels
i. Other |
|---|--|---|--|

Potentially hazardous foods shall be held at or below 41°F or shall be kept at or above 135°F.

- Potentially hazardous frozen foods shall be thawed only:
- In refrigeration units.
 - Under potable running water of sufficient velocity to flush loose food particles into the sink drain.
 - In a microwave oven.
 - As part of the cooking process

POST IN CONSPICUOUS PLACE
 For review by employees. A copy must be available to customers, upon request.

Person with food safety certification: _____

NO DEFICIENCIES NOTED DURING THIS INSPECTION

APPLICABLE LAW: CALIFORNIA RETAIL FOOD CODE (CAL CODE). The deficiencies noted have been discussed with me and specific locations referred to in the report have been identified. I understand Trinity County Environmental Health should be called if any further questions or need for clarification should arise. Call 623-1459 between 8:00 a.m. and 5:00 p.m. Monday through Friday.

Received by ✓ _____ Issued by B McNally, R.E.H.S.

I. ENVIRONMENTAL HEALTH EVALUATION
Juvenile Halls, Special Purpose Juvenile Halls and Camps

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
Article 9. Food				
<p>1464 Food Services Plan</p> <p>There is a written food services plan that complies with the applicable sections of California Retail food Code ((CalCode). In facilities with an average daily population of 50 or more, a trained and experienced food services manager is employed or available to prepare a food services plan. In facilities with an average daily population that is less than 50, that do not have a food services manager, the facility manager prepares the plan.</p> <p>The plan includes, but is not limited to the following policies and procedures: menu planning; purchasing; storage and inventory control; food preparation; food serving; transporting food; orientation and on-going training; personnel supervision; budgets and food costs accounting; documentation and record keeping; emergency feeding plan; waste management; and, maintenance and repair.</p>	<p>Do not identify compliance with this section here. See comments.</p>			<p>The Nutrition Inspector retains primary responsibility to determine compliance with Section 1464. Compliance should be assessed in consultation with the Environmental Health Inspector so that the findings on the Nutritional Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only.</p>
<p>1465 Food Handlers Education and Monitoring</p> <p><i>CalCode, the California retail food Code(HSC Division 104, Part 7, Chapter 1-13, , Section 11370 et seq.) has been incorporated into Title 15 for local detention facilities through the rulemaking process.</i></p> <p>There are procedures to ensure that supervisory staff and food handlers receive ongoing training in safe food handling and hygiene techniques, in accordance with HSC § 113967, 113952-113961,113973,113977. Compliance with food handling and hygiene requirements is monitored.</p>				<p>✓</p>
<p>1466 Kitchen Facilities, Sanitation, and Food Storage</p> <p>Kitchen facilities, sanitation, and food preparation, service and storage comply with standards set forth in CalCode.</p> <p>In facilities where minors prepare meals for self-consumption, or where frozen meals or prepared food from other facilities (permitted pursuant to HSC § 114381) is (re)heated and served, the following CalCode standards may be waived by the local health officer. <i>(Note: While the regulation uses the word "waived," the intent is that the inspector exercises professional latitude to approve alternative methods that that provide for food safety and sanitation.)</i></p>	<p>✓</p>			<p>The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1466. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties.</p>
<p>HSC § 114419-114423, Hazard Analysis Critical Control Point (HACCP) plans, review, approval, suspension, revocation; hearing;</p>	<p>✓</p>			
<p>HSC § 114130-114141, 114163, New or replacement equipment;</p>	<p>✓</p>			

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
HSC § 114099.6, 114107 Utensil and equipment cleaning and sanitation;	✓			
HSC § 114149-114149.3 Ventilation;	✓			
HSC § 114268-114269 (a) Floors; and,	✓			
HSC § 114279-114282 Storage area for cleaning equipment and supplies; disposal of mop bucket and wastes and other liquid wastes.	✓			
1467 Food Serving and Supervision				
There are policies and procedures to ensure that appropriate work assignments are made, that food handlers are adequately supervised and that food is prepared and served only under the immediate supervision of a staff member.	✓			The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1467. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties.
Article 10. Clothing and Personal Hygiene				
1480 Standard Facility Clothing Issue				
<i>Note: Personal clothing and footwear may be substituted for the institutional clothing and footwear specified in this regulation. The facility has the primary responsibility to provide clothing and footwear.</i>	✓			
Clothing provisions ensure that:				
Clothing is clean, reasonably fitted, durable, easily laundered, and in good repair; and,	✓			
The standard issue of climatically suitable clothing for minors consists of but not be limited to:	✓			
Socks and serviceable footwear;	✓			
Outer garments; and,	✓			
Undergarments, are freshly laundered and free of stains, including shorts and tee shirt for males; and, bra and panties for females.	✓			
1481 Special Clothing				
Provision is made to issue suitable additional clothing essential for minors to perform special work assignments when the issue of regular clothing would be unsanitary or inappropriate.	✓			
1482 Clothing Exchange				
There are policies and procedures for the cleaning and scheduled exchange of clothing.	✓			
Unless work, climatic conditions or illness necessitates more frequent exchange, outer garments, except footwear, are exchanged at least once each week. Undergarments and socks are exchanged daily.	✓			
1483 Clothing, Bedding and Linen Supply				
There is a quantity of clothing, bedding and linen available for actual and replacement needs of the facility population. Written procedures describe the acquisition, handling, storage, transportation and processing of clothing, bedding and linen in a clean and sanitary manner.	✓			

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
1484 Control of Vermin in Minors' Personal Clothing	✓			
There are policies and procedures to control the contamination and/or spread of vermin in all minors' personal clothing.				
Infested clothing is cleaned or stored in a closed container so as to eradicate or stop the spread of the vermin.	✓			
1485 Issue of Personal Care Items	✓			
There are policies and procedures that ensure the availability of personal hygiene items.				
Each female minor is provided with sanitary napkins and/or tampons as needed.	✓			
Each minor to be held over 24 hours is provided with the following personal care items:				
Toothbrush;	✓			
Dentifrice;	✓			
Soap;	✓			
Comb; and,	✓			
Shaving implements.	✓			
With the possible exception of shaving implements (discussed below), minors are not required to share any personal care items listed above.	✓			
Minors do not share disposable razors. Double-edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among minors are disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in § 979 and 980, Chapter 9, Title 16, CCR.	✓			
1486 Personal Hygiene	✓			
There are policies and procedures for showering/bathing and brushing of teeth.				
Minors are permitted to shower/bathe upon assignment to a housing unit and on a daily basis thereafter and given an opportunity to brush their teeth after each meal.	✓			
1487 Shaving	✓			
Minors, except those who may not shave for reasons of identification in court, are allowed to shave daily. The facility administrator may suspend shaving for minors who are considered to be a danger to themselves or others.				
1488 Hair Care Services	✓			
Hair care services are available in all juvenile facilities. Minors receive hair care services monthly.				
Equipment is cleaned and disinfected after each haircut or procedure, by a method approved by the State Board of Barbering and Cosmetology in § 979 and 980, Chapter 9, Title 16, CCR.	✓			

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
Article 11. Bedding and Linens				
1500 Standard Bedding and Linen Issue				
Each minor entering a living area and expected to remain overnight, is provided with laundered, clean and suitable bedding and linens which are in good repair. This includes, but is not limited to:	✓			
One clean and serviceable mattress (or mattress-pillow combination) which meets the requirements of Title 15 § 1502;	✓			
One pillow and a pillow case (unless provided in combination with the mattress);	✓			
One mattress cover and a sheet or two sheets;	✓			
One towel; and,	✓			
One or more blankets, depending upon climatic conditions.	✓			
1501 Bedding and Linen Exchange				
There are policies and procedures for the scheduled exchange of laundered bedding and linen issued to each minor housed.	✓			
Washable items such as sheets, mattress covers, pillowcases and towels are exchanged for a clean replacement at least once each week.	✓			
The covering blanket is cleaned or laundered at least once a month.	✓			
1502 Mattresses				
Mattresses conform to the size of the bed (Title 24, Section 460A.25) and are enclosed in an easily cleaned, non-absorbent ticking.	✓			
Any mattress purchased for issue to a minor in a facility that is locked to prevent unimpeded access to the outdoors, is certified by the manufacturer as meeting all requirements of the State Fire Marshal and Bureau of Home Furnishings test standard for penal mattresses (Technical Information Bulletin Number 121, April 1980).	✓			
Article 12. Facility Sanitation and Safety				
1510 Facility Sanitation, Safety and Maintenance				
There are policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility.	✓			
The plan provides for a regular schedule of housekeeping tasks, equipment and physical plant maintenance, and inspections to identify and correct unsanitary or unsafe conditions or work practices in a timely manner.	✓			
Medical care housing as described in Title 24, Part 1 § 13-201(c)6 is cleaned and sanitized according to policies and procedures established by the health administrator.	✓			

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
1511 Smoke Free Environment				
There are policies and procedures to assure that State laws prohibiting minors from smoking are enforced in all juvenile facilities, related work details, and other programs. Policies and procedures assure that minors are not exposed to second-hand smoke while in the facility or in the custody of staff.	✓			
Other Applicable Codes				
Title 24, Uniform Building Code				
Toilet bowls, wash basins, drinking fountains, and showers are clean and in good repair.	✓			
Title 24, Uniform Building Code				
Floors, walls, windows, grillwork and ceilings are clean and in good repair.	✓			
Title 24, Part 1, 13-201(c)6				
There is provision for a comfortable living environment in accordance with the heating, ventilating, and air conditioning requirements of Parts 2 and 4 and energy conservation requirements, of Part 6, Title 24, CCR.	✓			
Title 24, Uniform Plumbing Code				
Floor drains are flushed at least weekly.	✓			
Traps contain water to prevent escape of sewer gas.	✓			
Grids and grates are present.	✓			
CA Safe Drinking Water Act				
Potable water is supplied from an approved source in satisfactory compliance with this Act.	✓			
Local Ordinances				
Solid, toxic and infectious wastes are disposed of in accordance with state and local laws and regulations.	✓			
HSC and CCR Titles 22 and 24 Relating to Public Pools				
Swimming pools are designed, constructed, operated, and maintained in accordance with state and local laws and regulations			✓	
Health and Safety Code, § 1803 and 2271				
(Farms, petting zoos, etc.) All animal operations are removed from the immediate living area, designed, constructed, and maintained to minimize odor, vermin, and physical hazards.			✓	
The facility is free of vermin (or vermin signs), and general housekeeping is satisfactory.	✓			
General Industry Safety Order, Title 8-3362				
The facility is free of structural and other safety hazards.	✓			

ENVIRONMENTAL HEALTH INSPECTION CHECKLIST ATTACHMENT

Reference: California Retail Food Code; Health and Safety Code (HSC) Division 104, Part 7, Chapter 1-13

Use of this checklist is optional; however, inspectors may find it useful when determining responses to the Environmental Health Evaluation. Facility managers may use the checklist and corresponding explanations of key CalCode requirements as a self-audit.

HSC AREAS	YES	NO	N/A	COMMENTS
<i>Foodborne Illness – Critical Risk Factors</i>				
0. Knowledge in Food Safety				
133947-113947.6(HSC) Minimum standards of knowledge in food safety	✓			
0. Cooling, Holding and Preparing Food Ahead of Service				
113996,113998, 114050, 114159(HSC) Holding potentially hazardous foods; temperatures for holding, keeping or displaying; thermometers	✓			
114002, 114002.1(HSC) Cooling of potentially hazardous foods	✓			
114018, 114020, 114020.1(HSC) Storage of frozen food; refreezing thawed food; thawing potentially hazardous food	✓			
0. Personal Hygiene/Food Handling				
113952-113953.5(HSC) Requirements for food handlers/hand washing	✓			
113952 (HSC) Water supply; minimum temperature for hot water	✓			
114250, 114276(HSC) Toilet facilities	✓			
113953.3(HSC) Hand washing facilities	✓			
114256-114256.1,113953.4 (HSC) Food service clothing/apron storage	✓			
0. Cooking Temperatures				
114004-114016(HSC) Cooking temperatures (Lauren Beth Rudolph Safety Act of 1997)	✓			
114016(HSC) Reheating of foods	✓			
0. Cross Contamination/Inspection				
114021-114031(HSC) Protection from contamination/approved sources	✓			
114035(HSC) Inspections upon receipt	✓			
113980, 114025, 114027(HSC) Food must be protected	✓			
114257-114257.1, 114175 (HSC) Facilities and equipment are to be clean and in good repair	✓			
114161, 114179(HSC) Storage of food and non-food items	✓			
<i>Safety, Housekeeping, Maintenance and Equipment</i>				
0. Cleaning and Sanitizing				
114099.6, 114107 (HSC) Requirements for manual sanitation and cleaning, and sanitizing of utensils and equipment	✓			

ENVIRONMENTAL HEALTH INSPECTION CHECKLIST ATTACHMENT

Reference: California Retail Food Code; Health and Safety Code (HSC) Division 104, Part 7, Chapter 1-13

HSC ARDAS	YES	NO	N/A	COMMENTS
Chapter 5 (HSC) Cleanliness of utensils and equipment; three-compartment metal sink required; methods of cleaning utensils	✓			
0. Pesticide and Cleaning Supply Storage				
113978,113953.5 (HSC) Posting of signs	✓			
114254-114254.3 (HSC) Storage and use of poisonous or injurious substances	✓			
0. Vermin Exclusion				
114259, 114259.3(HSC) Prevention of the entrance and harborage of insects and/or rodents	✓			
0. Solid Waste				
114244-114245.8(HSC) Storage and disposal of waste material	✓			
0. Other Requirements				
114259-114259.1 (HSC) Cleanliness of premises	✓			
113903, 114259.4,- 114259 HSC) Prohibition against live animals; Exceptions; Liability for damages	✓			
114419-114423(HSC) Requirements for HACCP Plans & HACCP Plans Requiring Approval. The food facility may operate pursuant to a Hazard Analysis Critical Control Point Plan (HACCP). Applicability is determined by food management techniques.	✓			
114057, 114057.1(HSC) Date marking on containers	✓			
114130-114141, 114163 (HSC) New or replacement equipment	✓			
114190, 114193-114193.1, 114197,114199. 114269(HSC) Installation and maintenance of plumbing; disposal of liquid waste; drains	✓			
114149-114149.3(HSC) Ventilation; mechanical exhaust for cooking equipment	✓			
114268-114269 (HSC) Floor surface materials and floor drains	✓			
114271 (HSC) Wall and ceiling surfaces	✓			
114185-114185.5 (HSC) Storage for clean linens; containers for soiled linens	✓			
114279-114282(HSC) Storage area for cleaning equipment and supplies; disposal of mop bucket waste and other liquid wastes	✓			
114286(HSC) Lighting requirements	✓			
114286(HSC) Living and sleeping quarters shall be separated from food preparation areas	✓			

EXPLANATION FOR CURFFL REQUIREMENTS ON INSPECTION ATTACHMENT

The following explanation was developed by California environmental health inspectors as a reference for detention facility health inspectors and facility managers. It is not intended as a replacement to California Uniform Retail Food Facilities Law (CURFFL). Explanations reference the numbers on the CURFFL attachment to the Corrections Standards Authority inspection checklist.

FOODBORNE ILLNESS – CRITICAL RISK FACTORS

0. Knowledge in Food Safety

- Health and Safety Code 113947-113947.6, 113794, 113794.1
- Food Safety Manager

Knowledgeable managers and employees, who understand the importance of food safety are vital to the operation of a food facility in preventing foodborne illness. Each food facility must have at least one employee who has successfully passed an approved and accredited food safety certification examination. The certification is good for three years from the date of issuance and is to be kept on file in each food facility.

0. Cooling, Holding & Preparing Food Ahead of Service

- Health and Safety Code 113996-114157, 114159
- Hot and Cold Holding Temperatures

Maintaining proper holding temperatures is one of the most important factors in preventing foodborne illness. Since disease-causing bacteria are able to multiply rapidly at temperatures between 41 degrees Fahrenheit and 135 degrees Fahrenheit, and this is known as the temperature danger zone. You can prevent bacterial growth in food by keeping hot foods hot, and cold foods cold. The proper holding temperatures for potentially hazardous foods are:

- Hot foods shall be kept at 135 degrees Fahrenheit or above.
- Cold foods shall be refrigerated at 41 degrees Fahrenheit or below.
- Frozen food shall be kept at 0 degrees Fahrenheit or below.

Ways in which hot foods can be held safely:

- Transfer hot foods directly to an oven, steam table, or other holding unit. Do not heat foods in a steam table or by using hot holding equipment.
- Reheat leftover foods to 165 degrees Fahrenheit prior to placing in holding unit.
- If possible, avoid cooking foods more than one day ahead of time.
- Stir foods at frequent intervals to evenly distribute heat.
- Keep a cover on foods to help maintain temperatures.

Ways in which cold foods can be held safely:

- Keep foods in cold-holding tables, commercial refrigerated display cases, and refrigerators.
- For salad bars and display units place the food containers in ice up to the product depth.
- Keep a cover on foods held in cold holding units to help maintain temperatures.
- Check the temperature of the foods on a frequent and regular basis. Use a calibrated, clean and sanitized thermometer. Thermostat gauges of holding equipment may not accurately indicate the internal temperature of the food and should not solely be relied on during food preparation.

Thawing

Frozen food must be thawed under refrigeration, or under cold (70 degrees Fahrenheit) running water, as part of the cooking process or in a microwave oven as part of a continuous cooking process.

- Health and Safety Code 114002, 114002.1
- Cooling of Potentially Hazardous Food
- Potentially hazardous food prepared or cooked, which will be served at a later time and which is not held at 135 degrees Fahrenheit must be rapidly cooled to prevent the growth of microorganisms that cause foodborne illness.
- After heating or hot holding, potentially hazardous food must be cooled from 135 degrees Fahrenheit to 70 degrees Fahrenheit (or below) within two hours and from 70 degrees Fahrenheit (or below) to 41 degrees Fahrenheit or below within four hours.
- Food prepared at room temperature must be cooled to 41 degrees Fahrenheit or below within four hours.

Methods of Rapid Cooling:

- Using shallow pans.
- Separating food into smaller portions.
- Using rapid cooling equipment.
- Adding ice.
- Placing food in an ice bath and stirring.
- Other means as approved by local Environmental Health Agency.

0. Personal Hygiene/Food Handling

- Health and Safety Code 113967, 113952-113961, 113973, 113977
- Food Handlers

Employees (including inmate workers) must conduct themselves in such a manner that they do not contribute to the contamination of either food or utensils. This includes the need for wearing clean outer garments and hairnets, caps, etc., to confine hair. Hands must be washed for at least 20 seconds before and after any activity that may result in contamination. This includes:

- Immediately before engaging in food preparation or handling.
- When switching from handling raw food products to ready-to-eat food.
- After handling soiled equipment or utensils.
- After using the toilet facilities.
- After coughing, sneezing, eating or drinking.
- After any other activity that may contaminate the hands.

Disposable gloves are to be worn by employees (including inmate workers in detention facilities), when contacting food or food surfaces if the individual has any cuts, sores, rashes, artificial nails, etc. An adequate supply of dispensed soap and paper towels are to be maintained at all sinks used for hand washing.

0. Cooking Temperatures

- Health and Safety Code 114004, 114008, 114093 Cooking Temperatures

Proper cooking of potentially hazardous foods at correct temperatures is essential to kill bacteria, viruses, and parasites and deactivate some bacterial toxins. The following are the minimum internal cooking temperatures:

- Poultry, stuffed meats, pasta stuffed with meat, leftovers: 165 degrees Fahrenheit.
- Ground meats, including ground beef (non-poultry): 155 degrees Fahrenheit for 15 seconds.
- Eggs, pork and most other potentially hazardous foods: 145 degrees Fahrenheit.

Foods cooked in a microwave oven must be stirred or rotated often during cooking, and need to be covered and heated throughout to a minimum temperature of 165 degrees Fahrenheit. Never cook or reheat food using hot holding equipment, and never add raw food to food that has already been cooked. The final cooking temperatures should be checked with a sanitized, calibrated thermometer.

0. Cross Contamination/Inspection

- Health and Safety Code 114035-114039.4, 114041
- Inspecting Food Upon Receipt

Food delivered to a food facility must be inspected upon receipt. A receipt or invoice is to be provided upon delivery in order to verify this food is from an approved source.

Purchasing and Receiving of Food:

- Only clean and unbroken shell eggs shall be received.
- Carefully inspect deliveries for proper labeling, temperature and appearance.
- Check shipments for intact packaging, e.g., broken boxes, leaky packages or dented cans are signs of mishandling.
- Check packages for signs of refreezing and/or pest infestation.
- Inspect deliveries immediately and put items away as quickly as possible.
- Frozen foods are accepted only if there is no sign of thawing or re-freezing.

➤ Health and Safety Code 113980, 114047-114055, 114060, 114061, 114063, 114065

➤ Food Storage

All food must be stored in a manner that prevents contamination. Food must be stored at least six inches above the floor and away from sources of contamination, e.g., like overhead pipes and trash storage areas. Ready-to-eat food must be stored away from, or above raw food, such as uncooked meat, poultry or pork. Bulk container of flour, sugar etc. must be labeled and kept covered. Unpackaged food, which has been previously served, shall not be served to another person.

Safety, Housekeeping, Maintenance and Equipment

0. Cleaning and Sanitizing

➤ Health and Safety Code 114099.6, 114107

➤ Cleaning and Sanitizing Utensils and Equipment

After utensils, cutting boards, prep tables, and other food contact surfaces have been soiled from food storage, preparation, cooking and/or service, they must be washed, rinsed and sanitized before re-use. Failure to do so properly could contaminate food and lead to foodborne illness. Cleaning and Sanitizing must occur separately to be effective.

Definitions:

- "Cleaning" is the physical removal of soil and food matter from a surface.
- "Sanitizing" is the reduction of the number of bacteria and viruses on a surface to safe levels.

Dishwashing Machines

Dishwashing machines, when properly operated and maintained, can be very effective in removing soil and destroying microorganisms. Dishwashing machines must be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program or otherwise approved by the local environmental health jurisdiction. Generally, there are two types of dishwashing machines, and they differ in their method of sanitizing:

- High Temperature Machines sanitize dishes by rinsing dishes and utensils in water that has been heated to a temperature between 180 degrees Fahrenheit to 195 degrees Fahrenheit. The temperature at the dish surface must be at least 160 degrees Fahrenheit.
- Chemical-Sanitizing Machines dispense a chemical sanitizer into the final rinse water [concentration must be at least 100 parts per million (ppm) chlorine] for at least 30 seconds.

The sanitizing temperature or chemical concentration must be checked often to ensure proper levels are maintained.

Manual Dishwashing

Washing, rinsing, and sanitizing equipment, utensils, and other food-contact surfaces can also be done manually in a three-compartment sink. In a three-compartment sink, the first compartment is used for washing, the second is used for rinsing and the third is used for sanitizing. The three-compartment sink shall be equipped with dual integral drain boards. There are five steps to the manual dishwashing method:

1. Pre-Rinse: scrape and pre-rinse dishes thoroughly.
1. Wash with hot water and dishwashing detergent.
 - . Hot water means that the water should be as hot as can be tolerated by hand.
 - . Change the water often to keep it hot and free of food particles.
1. Rinse: Rinse in clean hot water to remove detergent.
 - . Hot water means the water should be as hot as can be tolerated by hand.
 - . Change the water often to keep it hot.
1. Sanitize: Immerse dishes into the warm (75 degrees Fahrenheit to 120 degrees Fahrenheit) sanitizer solution for the required amount of time listed below. Change the water solution often. The choices of sanitizer and the time required are:
 - . 100 ppm chlorine for 30 seconds, or
 - . 200 ppm quaternary ammonium for one minute, or
 - . 25 ppm iodine for one minute, or
 - a. Hot water, at least 170 degrees Fahrenheit for 30 seconds.
1. Air Dry: Allow dishes to air dry or store in a draining position.

Frequency of Washing and Sanitizing

Food contact surfaces, such as prep tables, cutting boards, and utensils, (including knives and serving spoons) must be cleaned and sanitized throughout the day if in continuous use or after each use as indicated:

- Whenever there is a change between animal products.
- Each time there is a change from working with raw meats, or other potentially hazardous foods, to ready-to-eat foods.
- If the utensil or equipment is in continuous use throughout the day, it must be washed and sanitized at least every four hours.
- At any time during food preparation when contamination of the equipment or utensil may have occurred.

Wiping Cloths

Wiping cloths used on service counters, scales, and other surfaces that may directly or indirectly contact food, shall be used only once until laundered, or held in a sanitizing solution as indicated in #4 above, "Sanitize." The water solution must be changed often to keep it clean and to maintain the proper strength of sanitizer. Wiping cloths and solution used in the dining area must not be used on kitchen equipment and other food contact surfaces.

Sanitizer Test Kits

Sanitizer testing kits are necessary to ensure proper concentrations are being prepared and maintained. Check with your cleaning chemical or restaurant supplier to obtain the specific type of kit for the sanitizing chemical used in your facility.

0. Pesticide and Cleaning Supply Storage

- Health and Safety Code 114254-114254.3
- Use and Storage of Pesticides and Cleaning Supplies

All pesticides and cleaning supplies must be stored in an area where they will not contaminate food or food contact surfaces, utensils or packaging materials. It is recommended that only a licensed pest control operator apply pesticides. Pesticides are not to be stored with cleaning supplies.

0. Vermin Exclusion

- Health and Safety Code 114259, 114259.3
- Exclusions of Vermin

To exclude flies, physical barriers such as the installation of window and door screening, high velocity air curtain fans above exterior doors, and installation of self-closing devices on exterior doors are recommended. Openings under exterior doors and around pipes and wires that enter buildings through exterior walls, greater than one-quarter inch, are to be sealed to exclude rodents.

0. Solid Waste Management

- Health and Safety Code 114244-114245.8
- Solid Waste Management and Garbage Disposal

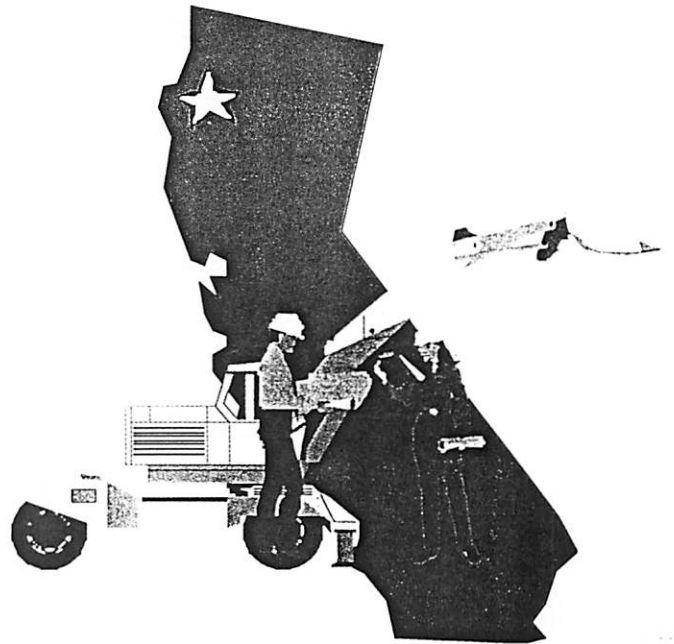
Pests attracted by garbage can contaminate food items, equipment and utensils. The solid waste management (garbage) program shall include:

- Removal of trash and garbage away from food preparation areas as soon as possible, and from the facility at least once each week, or more often if necessary to prevent a nuisance.
- Use of leak proof garbage containers with tight fitting lids.
- Frequent cleaning of garbage containers in a location away from food preparation and food storage areas.

0. Other Requirements

- Health and Safety Codes 113947-114286 (from attachment to inspection checklist)

Please reference the California Retail Food Code if further explanation is required.



**Trinity County
*Juvenile Local Detention Facility
Construction Grant Application***

March 15th, 1999
TRGConsulting, Inc.

**PROPOSAL FOR LOCAL DETENTION FACILITY CONSTRUCTION GRANTS
JUVENILE AND ADULT FACILITY FUNDING APPLICATION FORM - 11/12/98**

Section 1 - County Information

INDIVIDUAL COUNTY PROPOSAL OR REGIONAL PROPOSAL (MULTIPLE COUNTIES)

Indicate County(ies): Trinity County

JUVENILE FACILITY OR ADULT FACILITY

NEW FACILITY OR EXISTING FACILITY

Name of Facility: Trinity County Juvenile Hall

Project Street Address: Hwy 3

Project City, County, Zip Code: Weaverville, Trinity County, California

Congressional District Number 2 (for Federal funding purposes)

Short Project Title: Trinity County Juvenile Hall

Indicate below the type of construction proposed in this application. Applicants have discretion to submit one proposal for each type of construction (multiple proposals), or to submit a single proposal for all types of construction checked below.

Multiple Proposals: Indicate in the abstract if ability to proceed is contingent on other funding applications.

Single Proposal With More Than One Type of Construction: Indicate in the abstract if ability to proceed is contingent on approval of all proposed types of construction. Since state and federal funds may be used, and all types of proposed construction may not be funded, applicants must submit a separate Section 3, Cost Summary; Section 4, Budget; and Section 5, Timetable, for each type of proposed construction. One Section 6, Narrative, can be submitted, but it must clearly describe the need for each type of proposed construction, with separate scope of work statements, project impact statements, work plans, and budget calculation descriptions.

Adult Facility:

BOC Priority One: Add Bed Space Project (build new facility or add bed space to existing facility - may include necessary support space - no funding cap - federal funds only).

BOC Priority Two: Modification/Improvement project (no added beds - no repair or maintenance - \$1 million grant cap per project - federal funds only).

Juvenile Facility:

Add Bed Space Project (build new facility or add bed space to existing facility - may include necessary support space - no funding cap). Check if you will accept:

federal or state funds

state funds only (required if bed space is for adjudicated violent offenders or if grant or cash match is to be used for activities that occurred between 9/15/98 and 5/20/99).

Renovation/Reconstruction or Deferred Maintenance of Existing Facility Project (primarily renovation/reconstruction or deferred maintenance - no added bed space or a small amount of added bed space ancillary/incidental to renovation/reconstruction - no funding cap - state funds only).

Assurance Statement: I certify that the information contained in this application form, budget, proposal narrative, and attachments is true and correct to the best of my knowledge. I certify that any deferred maintenance items (paid with state funds) have a useful future life of at least 10 years. I certify that bed space will not be constructed for confinement of adjudicated violent juvenile offenders (as defined) with federal grant funds or applied cash match.

Signature: Terry D. Lee

Date: 11 March 1999

Name: Terry D. Lee

Title: Chief Probation Officer

Designated County Construction Administrator: John Whitaker

Title: Director of General Services

Department: Department of General Services

Address: P. O. Box 1230

City/Zip: Weaverville, California 96093

Telephone: (530) 623-1319

Facsimile: (530) 623-5015

Designated Project Financial Officer: Diane Radar

Title: Project Specialist

Department: Department of General Services

Address: P. O. Box 1230

City/Zip: Weaverville, California 96093

Telephone: (530) 623-1319

Facsimile: (530) 623-5015

Designated Project Contact Person: Terry D. Lee

Title: Chief Probation Officer

Department: Trinity County Probation Department

Address: P. O. Box 158

City/Zip: Weaverville, California 96093

Telephone: (530) 623-1204

Facsimile: (530) 623-1237

Indicate if the facility is new or the current age of the facility subject to construction (in years): New

If the Project is funded, indicate how many more years (from 1999) that the county intends to operate the facility subject to construction: 30+

Indicate total number of BOC-rated beds affected by renovation/deferred maintenance with grant and match funds 0

Indicate total number of BOC-rated beds to be added with grant and match funds: 24

Indicate the security level of BOC-rated beds to be added with grant and match funds:
(# maximum beds: 24 ; # medium beds: _____; # minimum beds: _____)

Indicate the total number of BOC-rated beds to be eliminated (as a result of construction project and/or by facility replacement, if any): 0

Indicate the "net gain" of BOC-rated beds with this construction project (beds added minus beds eliminated): 24

Indicate or attach clarifying comments on any of the above questions, if needed:

Trinity County will replace their existing "special purpose" 96 hour youth center with this new 24 bed juvenile detention facility. In addition to the housing unit, this new secure facility will include academic and program space, spaces for contact and non-contact visiting, indoor and outdoor recreation space, a new intake area and the administrative spaces required to operate the facility.

Section 2 - Board of Supervisors' Resolution

Each the county Board of Supervisors' resolution for the grant that contains the following:

- County approval of Memorandum of Understanding or Joint Powers Agreement, if a multiple county regional facility application (attach copy of MOU or JPA).
- Identifies the County Construction Administrator, Project Financial Officer and Project Contact Person.
- Authorization of appropriate County official to sign the assurance statement and submit the application for funding.
- Assures that the County will adhere to state and federal requirements and terms of contract in expenditure of grant and matching funds.
- Assures that the County has appropriated, or will appropriate after grant award but before the contract, the amount of match identified by the County on the funding application form submitted to the Board of Corrections; identifies the source of cash match when appropriated, and assures that grant and match funds do not supplant funds otherwise dedicated for construction activities.
- Certifies that the Board of Supervisors has reviewed, approved and is committed to the need for additional staff and operating costs should they result from the project(s) for which funds are being requested, and agree to fully and safely staff and operate the facility subject to construction (consistent with Title 15, California Code of Regulations) within 90 days after project completion.
- Assures that the County has a fee simple or other such estate or interest in the site of the project and rights of assess sufficient to assure undisturbed use and possession of the site, and will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site of facility subject to construction, or lease the facility for operation by other entities, without permission and instructions from the state Board of Corrections (state grant funds) or the Office of Justice Programs, U. S. Department of Justice (federal grant funds). If site acquisition has not occurred, attach an explanation and indicate the date by when the site is expected to be acquired.
- Attests to \$185,000.00 as the site acquisition land cost or current fair market value of the land for a new or expanded facility (land only - supported by actual cost documentation or County appraisal) if any portion of this cost/value is claimed as in-kind match. This can be claimed for land cost/value for new facility construction, land cost/value used for expansion of a closed facility that will be renovated and reopened, or land cost/value used for expansion of an existing facility. It cannot be claimed for land cost/value under an existing operational detention facility. If site acquisition has not occurred, attach an explanation and indicate the date by when the site is expected to be acquired.

The Trinity County Board of Supervisors' Resolution is attached. This project enjoys the unanimous support of the Board of Supervisors as well as the unqualified support of the County's criminal justice system agencies, the Grand Jury, the Department of Education, the Department of Mental Health and a wide variety of related service providers, government agencies, care providers and volunteer organizations.

Section 3 - Cost Summary

INDICATE THE AMOUNT OF GRANT FUNDS REQUESTED AND THE AMOUNT OF CASH (HARD) MATCH AND IN-KIND (SOFT) MATCH, CASH MATCH MUST BE AT LEAST THE TOTAL OF GRANT FUNDS REQUESTED DIVIDED BY NINE; GREATER THAN REQUIRED CASH MATCH WILL BE ACCORDED HIGHER RATING POINTS. IN-KIND MATCH CANNOT EXCEED THE TOTAL OF GRANT FUNDS REQUESTED DIVIDED BY 7.2 AND MAY BE REDUCED FOR EACH DOLLAR THAT CASH MATCH IS INCREASED ABOVE THE REQUIRED MINIMUM. AT LEAST 25 PERCENT TOTAL MATCH (CASH + IN-KIND) IS REQUIRED.

GRANT FUNDS REQUESTED:	\$ <u>2,733,994</u>
COUNTY CASH MATCH: (at least the total of grant funds requested divided by 9)	\$ <u>376,020</u>
COUNTY IN-KIND MATCH: (cannot exceed the total of grant funds requested divided by 7.2)	\$ <u>345,319</u>
TOTAL COSTS:	\$ <u>3,455,333</u>

Section 4 - Budget Summary

	GRANT FUNDS	CASH MATCH	IN-KIND MATCH
CONSTRUCTION * MOVEABLE EQUIPMENT/FURNISHINGS)	\$ <u>2,733,994</u>	\$ <u>157,300</u>	\$ <u>0</u>
ARCHITECTURAL *	\$ [REDACTED]	\$ <u>218,720</u>	\$ <u>14,098</u>
ENVIRONMENTAL IMPACT REPORT *	\$ [REDACTED]	\$ <u>0</u>	\$ <u>5,000</u>
CONSTRUCTION MANAGEMENT *	\$ [REDACTED]	\$ <u>0</u>	\$ <u>30,000</u>
AUDIT OF GRANT *	\$ [REDACTED]	\$ [REDACTED]	\$ <u>10,000</u>
SITE ACQUISITION * (COST OR CURRENT FAIR MARKET VALUE)	\$ [REDACTED]	\$ [REDACTED]	\$ <u>185,000</u>
NEEDS ASSESSMENT *	\$ [REDACTED]	\$ [REDACTED]	\$ <u>21,221</u>
COUNTY ADMINISTRATION *	\$ [REDACTED]	\$ [REDACTED]	\$ <u>60,000</u>
TRANSITION PLANNING *	\$ [REDACTED]	\$ [REDACTED]	\$ <u>20,000</u>
TOTAL COSTS	\$ <u>2,733,994</u>	\$ <u>376,020</u>	\$ <u>345,319</u>

* ATTACH A BRIEF SUMMARY OF EACH LINE ITEM.

Section 5 - Project Timetable

TOP! Before completing this timetable, make sure that you have consulted with all appropriate County staff (e.g., General Services, Public Works, County Administrator, etc.) to ensure that dates are achievable and that you have reviewed the pre-contractual requirements section of the RFP. The BOC will condition grants on the County meeting its notice to proceed and construction start dates as indicated below. Allow three weeks for BOC review and response to architectural drawings submitted at the stages of schematic design, design development, and construction documents. Indicate start and completion dates for key events in each phase. Space is provided for comments, if any. If event is not applicable, indicate "N/A."

(Refer to attached list of definitions)

Key Events	Start Dates	Completion Dates	Comments
Schematic Design with Program Statement	June 24, 1999		<i>Schematic design (SD) and Design development (DD) have been combined into one package to save time and County resources. BOC staff provided a preliminary design review on 2/24/99.</i>
Design Development		August 23, 1999	<i>Although SD and DD are combined, we will provide two review packages to BOC staff (with completed checklists).</i>
Staffing Plan	June 24, 1999	July 19, 1999	<i>A preliminary staffing plan has been completed and it was used to develop the conceptual design.</i>
Operating and Staffing Cost Statement	June 24, 1999	July 2, 1999	<i>This juvenile detention facility has been designed to be staff efficient (and to reduce staffing costs). The design is based on operational requirements.</i>
Construction Documents	August 30, 1999	November 22, 1999	<i>Construction documents will have cost estimate reviews at 50% and 90% of completion. A constructability review will be performed at 90% of completion.</i>
Construction Bids	December 15, 1999	January 28, 1999	<i>Bidding will occur during December and February when there are fewer projects "on the street" to encourage additional bidders and receive competitive bids.</i>
Notice to Proceed	March 21, 2000	March 21, 2000	<i>A summary of bids received, contractor identification and a copy of the notice to proceed will be provided to BOC.</i>
BOC Contract Development ¹	March 28, 2000	April 28, 2000	<i>Schedule of values, project schedule, management plan, key personnel and arrangements to pay provided to BOC.</i>
Construction	April 17, 2000	June 1, 2001	<i>Construction schedule allows completion of the building envelope prior to the onset of winter weather.</i>
Occupancy	June 1, 2001	June 15, 2001	<i>Facility move-in, training and equipment commissioning will occur over a two week period.</i>

Attach explanatory information, if needed:

¹ BOC contract development start date should be when contract and budget data are provided by the County to the BOC and completion date should be when contract is signed by the County Chair of the Board of Supervisors. Allow sufficient time for in County review/approval. State contract is finalized after a notice to proceed has been issued, construction has begun, and construction costs can be budgeted in contract by Construction Specification Institute (CSI) Division and sub-element.

CORRECTIONS STANDARDS AUTHORITY

600 Bercut Drive
Sacramento, CA 95811
916-445-5073
www.cdcr.ca.gov/DivisionsBoards/CSA

RECEIVED
SEP 9 - 2010
TRINITY COUNTY
PROBATION DEPARTMENT



September 8 , 2010

Terry D. Lee, Chief Probation Officer
Trinity County Probation Department
P.O. Box 158
Weaverville, CA 96093

**CORRECTIONS STANDARDS AUTHORITY'S 2008-2010 BIENNIAL INSPECTIONS
WELFARE AND INSTITUTIONS CODE, SECTIONS 209 AND 885
JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT OF 2002**

Dear Chief Lee:

In June 2010 Corrections Standards Authority (CSA) staff conducted the 2008-2010 biennial inspections of the Trinity County Juvenile Detention Facility and the Trinity Mountain Camp. These inspections assessed compliance with Titles 15 and 24, Minimum Standards for Juvenile Facilities, California Code of Regulations, as well as compliance with the federal Juvenile Justice and Delinquency Prevention Act of 2002 (JJDP). We reviewed policy, procedures and related documentation, conducted a walk-through of the physical plant and discussed facility practices with both staff and minors.

We would like to thank Jeff Cody, Assistant Chief Probation Officer and Trish Miller, Lead Juvenile Officer for their participation in the inspection process.

The complete inspection report is enclosed and contains the following: the Title 15 procedures checklist outlining applicable Title 15 sections (this is a consolidated checklist with the juvenile hall and the camp on one document); summary information sheets identifying each facility and listing any areas of noncompliance; the physical plant evaluations outlining Title 24 requirements specific to each facility; and, the living area space evaluations that summarizes the physical plant configuration and shows the rated capacity for each facility.

We recommend maintaining a permanent file for historical copies of all inspections. It provides a beginning point to prepare for future inspections.

The juvenile hall has a rated capacity of 22 beds. There were 12 boys and two girls housed in this facility on June 28. The Trinity Mountain Camp program has a rated capacity of six beds and is located within the juvenile hall. There were six boys in the camp program. Generally, minors in the dormitory are in the camp program; however, placement in the dormitory is based on classification factors. Minors participating in the camp program may be placed here or in the double occupancy rooms.

The facility is clean and well maintained and the grounds reflect pride in ownership. There were no items of noncompliance with Title 24 Minimum Standards for Juvenile Facilities identified during the inspection.

Title 15/Policy and Procedures and Operations Review

As part of this inspection, we were able to provide a comprehensive review of the policy and procedures manual to assess compliance with Title 15 regulations. As a result of our review, we found the facility manual noncompliant with Title 15, Section 1324, Policy and Procedures Manual. We believe that in practice, there is general compliance with regulations; however, the manual must support practice. The following Trinity County Juvenile Hall Policy Manual (PM) policy sections must be revised in order to comply with Section 1324. For detailed information, please refer to the attached Procedures Checklist.

- PM 5-1, Admission Procedures.
- PM 5-11, Use of Force.
- PM 5-12, Use of Physical Restraints.

Staffing a juvenile facility is a challenge in any jurisdiction; even more so in small counties. In a large part, you have met this challenge by being proactive and providing core training to all of Trinity County's probation officers. This investment serves the department well; if juvenile hall staff is not available to cover a shift, field services probation officers can fill in.

However, Title 15, Section 1321, Staffing, requires at least one staff member present on each living unit whenever there are minor(s) in the unit. On night shifts, there are two staff on duty. One person is assigned to the control room to operate all of the doors in the facility (internal and external), answer telephones and respond to alarms and to various intercoms. The person assigned here cannot leave their position. The other person on duty is responsible for staying in the living unit at all times. Noncompliance arises when the person assigned to supervise the living unit leaves for any reason. This includes responding to the intake area to book a minor into custody or releasing a minor from custody, supervising minors in holding rooms or providing continuous direct supervision of a minor in a safety room. Because the person in the control room cannot relieve the person supervising the living unit, we have found the facility noncompliant with Section 1321.

Due process is a critical component in the operation of any detention facility. In our review of PM 7-1, Discipline, we found several areas where the policy and the

Terry D. Lee, Chief Probation Officer
Page 5

valuable; the professionalism and courtesy that was extended during our inspection was greatly appreciated.

This concludes the report for the 2008/2010 biennial inspection cycle. It is always a pleasure to work with such dedicated and knowledgeable staff. As you know, they are your greatest asset. If you have any questions regarding this report, please give me a call at (916) 324-1914 or e-mail me at charlene.aboytes@cdcr.ca.gov.

Sincerely,



CHARLENE ABOYTES
Field Representative
Facilities Standards and Operations Division

Enclosures

cc: Chair, Trinity County Board of Supervisors*
Trinity County Administrative Officer*
Presiding Juvenile Judge, Trinity County Superior Court*
Chair, Trinity County Juvenile Justice Commission*
Jeff Cody, Assistant Chief Probation Officer, Trinity County Probation Department
Trish Miller, Lead Juvenile Officer, Trinity County Probation Department

**A full copy of the inspection report is available upon request.*

**Corrections Standards Authority
Juvenile Detention Facility
Inspection Cycle Information**

CSA Code:	7697	Inspection Cycle:	08/10
County:	Trinity	Inspection Date:	6/28/2010
City:	Countywide	Field Representative:	Aboytes, Charlene

A. Description

Department:	Trinity Probation Department	Department #:	312
Administrator:	Terry Lee, Chief Probation Officer	Phone #:	(530) 623-1204
Address:	P O Box 158 Weaverville, CA 96093	FAX #:	(530) 623-1237
		Email:	
Facility:	Trinity Mountain Camp	Type:	Camp
Facility Address:	HWY 3	Phone #'s:	(530) 623-1226
City, State Zip:	Weaverville, CA 96093		
Mailing Address:	P.O. Box 158 Weaverville CA, 96093	Fax #'s:	(530) 623-1237
Manager:	Jeff Cody	Phone #	(530) 623-1430
Title:	Assistant Chief Probation Officer	Email:	

B. Physical Plant

Year Facility Completed:	2001	Applicable Standards:	1998
Year Last Remodeled:			
Date of Anticipated Opening:			

C. Lawsuit Information

Court-ordered Population Cap (if applicable):

D. Population Information

<u>Rated Capacity</u>	<u>Non-Rated Special Use Beds</u>	<u>Avg. Daily Population</u>
Total RC: 6	Medical/Mental Health:	# Males:
Total # of Beds:	Disciplinary:	# Females:
	Other Beds:	
Total Capacity: 6	Total NRC: 0	Total ADP: 0

E. Local Inspections And Dates

Inspection Type	Date	Inspection Type	Date
Fire and Life Safety	9/30/2009	Building Safety	12/28/2009
Health-Medical/MMH	10/29/2009	School Programs	5/25/2010
Health-Environmental	10/29/2009	JJ/DPC	4/20/2010
Health-Nutrition	6/2/2010	Juvenile Court	9/30/2009

F. Staffing

	Positions	Vacancies
Management/Supervisor	2	1
Line Custody / Child Supervisor	9	2
Support Staff	4	0

**Corrections Standards Authority
Juvenile Detention Facility
Inspection Cycle Information**

CSA Code: 7699	Inspection Cycle: 08/10
County: Trinity	Inspection Date: 6/28/2010
City: Countywide	Field Representative: Aboytes, Charlene

A. Description

Department: Trinity Probation Department	Department #: 312
Administrator: Terry Lee, Chief Probation Officer	Phone #: (530) 623-1204
Address: P O Box 158 Weaverville, CA 96093	FAX #: (530) 623-1237
	Email:
Facility: Trinity Juvenile Detention	Type: JH
Facility Address: HWY 3	Phone #'s: (530) 623-1226
City, State Zip: Weaverville, CA 96093	
Mailing Address: P.O. Box 158 Weaverville CA, 96093	Fax #'s: (530) 623-1237
Manager: Jeff Cody	Phone # (530) 623-1430
Title: Assistant Chief Probation Officer	Email:

B. Physical Plant

Year Facility Completed: 2001	Applicable Standards: 1998
Year Last Remodeled:	
Date of Anticipated Opening:	

C. Lawsuit Information

Court-ordered Population Cap (if applicable):

D. Population Information

<u>Rated Capacity</u>	<u>Non-Rated Special Use Beds</u>	<u>Avg. Daily Population</u>
Total RC: 22	Medical/Mental Health:	# Males:
Total # of Beds: 22	Disciplinary:	# Females:
	Other Beds:	
Total Capacity: 22	Total NRC: 0	Total ADP: 0

E. Local Inspections And Dates

<u>Inspection Type</u>	<u>Date</u>	<u>Inspection Type</u>	<u>Date</u>
Fire and Life Safety	9/30/2009	Building Safety	12/28/2009
Health-Medical/MMH	10/29/2009	School Programs	5/25/2010
Health-Environmental	10/29/2009	JJ/DPC	4/20/2010
Health-Nutrition	6/2/2010	Juvenile Court	9/30/2009

F. Staffing

	<u>Positions</u>	<u>Vacancies</u>
Management/Supervisor	2	1
Line Custody / Child Supervisor	9	2
Support Staff	4	0

CSA Code: 7699
County: Trinity
Facility: Trinity Juvenile Detention

Inspection Cycle: 08/10
Inspection Date: 6/28/2010

G. Standards Compliance

Reg. #	Code	Article	Article Title	Description
1321	15	3	Training, Personnel and Management	Staffing
1324	15	3	Training, Personnel and Management	Policy and Procedures Manual
1391	15	7	Discipline	Discipline Process.

JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
Corrections Standards Authority
PROCEDURES CHECKLIST¹

7699 & 7697

FACILITY NAME: Trinity Juvenile Hall and Camp	FACILITY TYPE: Juvenile Hall & Camp
PERSON(S) INTERVIEWED: Terry Lee, Chief Probation Officer; Jeff Cody, Assistant Chief Probation Officer; Trish Miller, Lead Juvenile Officer; Tammy Baudizzon, Probation Officer; Amy Alward, Probation Officer	
FIELD REPRESENTATIVE: Charlene Aboytes	DATE: June 28, 2010

TITLE 15 SECTION	JH	Camp	P/P REFERENCE - COMMENTS
1320 APPOINTMENT AND QUALIFICATIONS The CPO has submitted a letter certifying that each employee has been appointed and are qualified pursuant to the requirements of this regulation.	Yes	Yes	CPO letter dated 4/20/10.
The facility adheres to the minimum standards for the selection and training requirements in PC 6035 (STC compliant).	Yes	Yes	PM 3-2, Appointment and Qualifications.
1321 STAFFING			PM 3-3, Staffing.
a) There are an adequate number of personnel to carry out the facility program, to provide for safety and security of minors and staff and meet established standards and regulations.	Yes	Yes	
b) There is sufficient staff to ensure that no required service is denied.	Yes	Yes	PM 3-3, Staffing.
c) There is a sufficient number of supervisory level staff to ensure adequate supervision of all staff members.	Yes	Yes	PM 3-3, Staffing.
d) There is a clearly identified person on duty who is responsible for all the operations and activities and has completed the Juvenile Corrections Officer Core Course and PC 832 training.	Yes	Yes	PM 3-3, Staffing. All staff (even extra-help) are core trained.
e) There is as least one staff member present on each living unit whenever there are minor(s) in the unit.	No	No	Minimum staffing on graveyard is two staff. One person is in control, a posted position. The other person on duty is responsible for staying in the living unit at all times. Noncompliance arises when the person assigned to supervise the living unit leaves for any reason. This includes responding to the intake area to book a minor into custody or releasing a minor from custody, supervising minors in holding rooms or providing continuous direct supervision of a minor in a safety room.
f) The facility has sufficient food services personnel relative to the number and security of units.	Yes	Yes	PM 3-3, Staffing.

This document is intended for use as a tool during the inspection process; this worksheet may not contain each Title 15 regulation that is required. Additionally, many regulations on this worksheet are SUMMARIES of the regulation; the text on this worksheet may not contain the entire text of the actual regulation. Please refer to the complete California Code of Regulations, Title 15, Minimum Standards for Local Juvenile Facilities, Division 1, Chapter 1, Subchapter 5 for the complete list and text of regulations.

TITLE 15 SECTION	JH	Camp	P/P REFERENCE - COMMENTS
g) The facility has administrative, clerical, recreational, medical, dental, mental health, building maintenance and other support staff for the efficient management of the facility, and to ensure that child supervision staff are not diverted from supervising minors.	Yes	Yes	PM 3-3, Staffing.
h) There is sufficient child supervision staff to provide continuous wide-awake supervision of minors, subject to temporary variations in staff assignments, to meet special program needs.	Yes	Yes	PM 3-3, Staffing.
<u>Juvenile halls</u> (minimum child-staff ratio): (A) During hours that minors are awake, one wide-awake child supervision staff member is on duty for each 10 minors in detention.	Yes	N/A	PM 3-3, Staffing.
(B) During hours that minors are asleep, one wide-awake child supervision staff member is on duty for each 30 minors in detention.	Yes	N/A	PM 3-3, Staffing.
(C) At least two wide-awake child supervision staff members are on duty at all times, regardless of the number of minors in detention, unless an arrangement has been made for immediate backup support services for emergencies.	Yes	N/A	PM 3-3, Staffing.
(D) At least one child supervision staff member is on duty who is the same gender as minor(s) who are housed in the facility.	Yes	N/A	PM 3-3, Staffing.
<u>Special Purpose Juvenile Halls</u> (minimum child-staff ratio): (A) During hours that minors are awake, one wide-awake child supervision staff member is on duty for each 10 minors in detention.	N/A	N/A	
(B) During hours that minors are asleep, one wide-awake child supervision staff member is on duty for each 30 minors in detention.	N/A	N/A	
(C) At least two wide-awake child supervision staff members are on duty at all times, regardless of the number of minors in detention, unless an arrangement has been made for immediate backup support services for emergencies.	N/A	N/A	
(D) At least one child supervision staff member is on duty who is the same gender as minor(s) who are housed in the facility, unless an arrangement has been made for immediate same gender supervision.	N/A	N/A	
<u>Camps</u> (minimum child-staff ratio): (A) During the hours when minors are awake, there is a minimum of one wide-awake child supervision staff member on duty for each 15 minors in the camp population.	N/A	Yes	PM 3-3, Staffing.
(B) During the hours when minors are asleep, at least one wide-awake child supervision staff member is on duty for each 30 minors present in the facility.	N/A	Yes	PM 3-3, Staffing.

TITLE 15 SECTION	JH	Camp	P/P REFERENCE - COMMENTS
(C) At least two wide-awake child supervision staff members are on duty at all times regardless of the number of minors in residence, unless there have been arrangements made for backup support services which allow for immediate response to emergencies.	N/A	Yes	PM 3-3, Staffing.
(D) At least one child supervision staff member is on duty who is the same gender as minors who are housed in the facility.	N/A	Yes	PM 3-3, Staffing.
In addition to the minimum staff to child ratio required above, consideration has been given to the size, design, and location of the camp; types of offenders committed to the camp; and the function of the camp in determining the level of supervision necessary to maintain the safety and welfare of minors and staff.	N/A	Yes	PM 3-3, Staffing.
1322 CHILD SUPERVISION STAFF ORIENTATION AND TRAINING <i>CPO certification letter has been received and addresses the elements of Section 1320).</i>	Yes	Yes	CPO letter dated 4/20/10.
Prior to assuming any responsibilities each staff member is properly oriented to his/her duties.	Yes	Yes	PM 3-5, Child Supervision Staff Training.
Prior to assuming responsibility for the supervision of minors, each child supervision staff member receives a minimum of 40 hours of facility-specific orientation.	Yes	Yes	PM 3-5, Child Supervision Staff Training.
Prior to assuming primary responsibility for supervision of minors, each child supervision staff member successfully completes the requirements of the Juvenile Corrections Officer Core Course pursuant to PC 6035.	Yes	Yes	PM 3-5, Child Supervision Staff Training.
1323 FIRE AND LIFE SAFETY There is at least one person on duty at all times who meets the training standards established by the Corrections Standards Authority for general fire and life safety and who is also trained in procedures that relate specifically to the facility.	Yes	Yes	PM 3-5, Child Supervision Staff Training and 3-9, Fire and Life Safety. All are appropriately trained.

TITLE 15 SECTION	JH	Camp	P/P REFERENCE - COMMENTS
<p>1324 POLICY AND PROCEDURES MANUAL</p> <p>There is a policy and procedures manual that, at a minimum, addresses all regulations that are applicable to the facility.</p>	No	No	<p>Trinity County Juvenile Hall Policy Manual (PM). During this limited inspection, it appeared that the practice generally follows the regulation; however, we noted that several policies and procedures require revision in order to comply with this regulation. For specific requirements, please see the following Title 15 sections in this document:</p> <ul style="list-style-type: none"> • 1350 – Include written criteria for detention in PM 5-1, Admission Procedures. See page 7, subsection b). • 1357 – Amend PM 5-11, Use of Force to include the requirements in subsection a), 4 and b), 2 on page 10. • 1358 – Amend the following sections of PM 5-12, Use of Physical Restraints: <ul style="list-style-type: none"> - Section III G to reflect the requirements in subsection a) of this regulation, see page 10; - Section II C to reflect the requirements in subsection c) of this regulation, see page 11; - Section III B to reflect the requirements in subsection c) of this regulation, see page 11. - Additional clarification is also required in Section III A, 6, g, Section C and Section III D regarding the requirements in subsection c) of this regulation, see page 11. - Amend PM 5-12, Use of Physical Restraints to include the requirements in subsection f) of this regulation. See page 11
The manual is available to and reviewed by all employees.	Yes	Yes	Manual available in control, booking and on-line.
The manual is administratively reviewed annually and updated as necessary.	Yes	Yes	PM 3-10, Policy & Procedures Manual.
The records relating to the standards and requirements set forth in these regulations are accessible to the Corrections Standards Authority.	Yes	Yes	PM 3-10, Policy & Procedures Manual.
<p>The manual includes:</p> <p>a) Table of organization, including channels of communications and description of job classifications;</p>	Yes	Yes	PM 3-6, Senior Juvenile Hall Correctional Officer Job Description; 3-7, Juvenile Hall Correctional Officer Job Description; 3-8, Transportation Officer/Corrections Duties.
<p>b) Responsibility of the probation department, purpose of programs, relationship to the juvenile court, the Juvenile Justice/Delinquency Prevention Commission or Probation Committee, probation staff, school personnel and other agencies that are involved in juvenile facility programs;</p>	Yes	Yes	PM 3-1, Administration.
c) Responsibilities of all employees;	Yes	Yes	PM 3-1, Administration.
d) Initial orientation and training program for employees;	Yes	Yes	PM 3-10, Policy & Procedures Manual.
e) Initial orientation, including safety and security issues, for support staff, contract employees, school and medical staff, program providers and volunteers;	Yes	Yes	PM 3-10, Policy & Procedures Manual.
f) The maintenance of record keeping, statistics and communication systems to ensure: efficient operation of the facility; care of minors; maintenance of minors' records; providing information to the court and those authorized by the court or by law, release of information regarding minors;	Yes	Yes	PM 4-6, Minor's File Folder.
g) Ethical responsibilities;	Yes	Yes	PM 3-10, Policy & Procedures Manual.

TITLE 15 SECTION	JH	Camp	P/P REFERENCE - COMMENTS
h) A non-discrimination provision that provides that all minors within the facility shall have fair and equal access to all available services, placement, care, treatment, and benefits, and provides that no person shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV status; and,	Yes	Yes	PM 3-10, Policy & Procedures Manual.
i) Storage and maintenance requirements for any chemical agents used in the facility.	Yes	Yes	PM 3-11, Fire Safety Plan.
1325 FIRE SAFETY PLAN The fire safety plan includes:	Yes	Yes	PM 3-11, Fire Safety Plan.
a) A fire prevention plan as part of the manual policy and procedure;	Yes	Yes	PM 3-11, Fire Safety Plan.
b) Monthly fire and life safety inspections by facility staff with a two-year retention of the inspection record;	Yes	Yes	PM 3-11, Fire Safety Plan.
c) Fire prevention inspections as required by HSC 13146.1 (a) and (b).	Yes	Yes	PM 3-11, Fire Safety Plan. Inspection dated 9/30/09.
d) An evacuation plan;	Yes	Yes	PM 3-11, Fire Safety Plan. Evacuations monthly.
e) Documented fire drills are conducted at least quarterly;	Yes	Yes	PM 3-11, Fire Safety Plan. Fire drills monthly.
f) A written plan for the emergency housing of minors in the case of fire; and,	Yes	Yes	PM 3-11, Fire Safety Plan.
g) A fire suppression pre-plan in cooperation with the local fire department.	Yes	Yes	PM 3-11, Fire Safety Plan.
1326 SECURITY REVIEW The facility administrator annually reviews, evaluates, and documents security reviews. The review and evaluation address the internal and external security, including, but not limited to: key control, security equipment and related training.	Yes	Yes	PM 3-12, Security Review. As a practical matter, this review occurs. Formal report needed for the next and subsequent inspections.
1327 EMERGENCY PROCEDURES Emergency policies and procedures include but are not limited to: escape, disturbances, and taking of hostages; civil disturbances; fire and natural disasters; periodic testing of emergency equipment; storage, issue and use of chemical agents, related security devices, and weapons and ammunition, where applicable; emergency evacuation plans; and, an annual review of emergency procedures for all child supervision staff.	Yes	Yes	PM 5-16, Security Procedures.
1328 SAFETY CHECKS Documented direct visual observation of minors occurs every 15 minutes when minors are asleep or in their rooms.	Yes	Yes	PM 4-3, Population Accounting policy indicates room checks are to be made every 15 minutes minimum on a staggered basis. Safety checks appeared to be random (not patterned), providing credible documentation.

TITLE 15 SECTION	JH	Camp	P/P REFERENCE - COMMENTS
<p>1340 REPORTING OF LEGAL ACTIONS</p> <p>The facility submits a letter of notification to the Corrections Standards Authority on each legal action pertaining to conditions of confinement filed against person or legal entities responsible for juvenile facility operation.</p>	Yes	Yes	PM 4-1, Reporting of Legal Action. No legal actions have been reported.
<p>1341 DEATH AND SERIOUS ILLNESS OR INJURY OF A MINOR WHILE DETAINED</p> <p>The administrator of the facility provides the Corrections Standards Authority a copy of the death in custody report that is submitted to the Attorney General under Government Code Section 12525 within 10 days.</p>	Yes	Yes	PM 4-2, Death of a Minor While Detained.
<p>Written policy and procedures assure a medical and operational review of each in-custody death. The review team includes the facility administrator and/or the facility manager; the health administrator; the responsible physician; and other health care and supervision staff who were relevant to the incident</p>	Yes	Yes	PM 4-2, Death of a Minor While Detained.
<p>There are written policies and procedures for handling deaths, suicide attempts, suicide prevention and notification of the juvenile court and the parent, guardian or person standing in loco parentis, in the event of a serious illness, injury or death.</p>	Yes	Yes	PM 4-2, Death of a Minor While Detained.
<p>1342 POPULATION ACCOUNTING</p> <p>Population and profile survey reports are submitted to the Corrections Standards Authority within 10 working days after the end of each reporting period, in a format provided by the Board.</p>	Yes	Yes	PM 4-3, Population Accounting.
<p>1343 JUVENILE FACILITY CAPACITY</p> <p>The number of minors detained in a living unit has exceeded its maximum capacity for more than 15 calendar days in a month since the previous inspection.</p>	No	N/A	PM 4-4, Juvenile Facility Capacity. This facility has not experienced crowded conditions.
<p>If required, the facility has submitted CARs/CCARs to CSA since the last inspection (N/A if no to the above).</p>	N/A	N/A	PM 4-4, Juvenile Facility Capacity.
<p>The facility is under an approved suitability plan (N/A if no to the above).</p>	N/A	N/A	PM 4-4, Juvenile Facility Capacity.
<p>1350 ADMITTANCE PROCEDURES</p> <p>Written policies and procedures for admittance of minors include the requirements of Sections 1324 and 1430.</p>	Yes	Yes	PM 5-1, Admission Procedures; 5-4, Orientation; 5-4A Juvenile Hall Rules and 6-7, Telephone Access.
<p>a) In juvenile halls, minors are allowed access to a telephone, in accordance with the provisions of Welfare and Institutions Code Section 627 (two completed telephone calls [parent/guardian and attorney] within an hour, at the public expense).</p>	Yes	Yes	PM 5-1, Admission Procedures; 5-4, Orientation and 5-4A, Juvenile Hall Rules.

TITLE 15 SECTION	JH	Camp	P/P REFERENCE - COMMENTS
b) The juvenile hall has established written criteria for detention.	Yes	N/A	PM 5-1, Admission Procedures. As a practical matter there are criteria for detention. Policies and procedures are needed to reflect practice. Noncompliance is found under Section 1324.
c) The juvenile camp has included policies and procedures that advise the minor of the estimated length of stay and has developed program guidelines that include written screening criteria for inclusion and exclusion from the program.	N/A	Yes	PM 5-1, Admission Procedures.
1351 RELEASE PROCEDURES Written policies and procedures for release of minors in custody provide for:	Yes	Yes	PM 5-2, Release Procedures.
a) Verification of identity/release papers;	Yes	Yes	PM 5-2, Release Procedures.
b) Return of personal clothing and valuables;	Yes	Yes	PM 5-2, Release Procedures.
c) Notification to the minor's parents or guardian;	Yes	Yes	PM 5-2, Release Procedures.
d) Notification to the facility health care provider in accordance with Sections 1408 and 1437 of these regulations, for coordination with outside agencies; and,	Yes	Yes	PM 5-2, Release Procedures.
e) Notification of school staff.	Yes	Yes	PM 5-2, Release Procedures.
There are written policy and procedures for furlough of minors from custody.	Yes	Yes	PM 5-2, Release Procedures.
1352 CLASSIFICATION Written policies and procedures on classification of minors for the purpose of determining housing placement in the facility provide for:	Yes	Yes	PM 5-3, Classification.
a) The safety of the minor, facility staff, and the public by placing minors in the appropriate, least restrictive housing and program settings and housing assignments consider the need for single, double, or dormitory assignment;	Yes	Yes	PM 5-3, Classification.
b) Consideration of facility populations and physical design of the facility;	Yes	Yes	PM 5-3, Classification.
c) Classification of a minor upon admittance to the facility; and,	Yes	Yes	PM 5-3, Classification.
d) Periodic classification reviews.	Yes	Yes	PM 5-3, Classification.
1353 ORIENTATION Written policies and procedures require an orientation for minors prior to placement in a living area. Both written and verbal information are provided. Provisions are made to provide information to minors who are impaired, illiterate or do not speak English. The orientation includes:	Yes	Yes	PM 5-1, Admission Procedures and 5-4, Orientation.
a) Facility rules and disciplinary procedures;	Yes	Yes	PM 5-4, Orientation, 5-4A, Juvenile Hall Rules.
b) Grievance procedures;	Yes	Yes	PM 5-4, Orientation, 5-4A, Juvenile Hall Rules and Orientation Manual.
c) Access to legal services;	Yes	Yes	PM 5-4, Orientation, 5-4A, Juvenile Hall Rules and Orientation Manual.

TITLE 15 SECTION	JH	Camp	P/P REFERENCE - COMMENTS
d) Access to health care services;	Yes	Yes	PM 5-4, Orientation, 5-4A, Juvenile Hall Rules and Orientation Manual.
e) Access to counseling services;	Yes	Yes	PM 5-4, Orientation.
f) Access to religious services;	Yes	Yes	PM 5-4, Orientation, 5-4A, Juvenile Hall Rules and Orientation Manual.
g) Access to educational services;	Yes	Yes	PM 5-4, Orientation, 5-4A, Juvenile Hall Rules.
h) Information on the court process;	Yes	Yes	PM 5-4, Orientation and Orientation Manual.
i) Housing assignments;	Yes	Yes	PM 5-4, Orientation.
j) Availability of personal care items and opportunity for personal hygiene;	Yes	Yes	PM 5-4, Orientation, 5-4A, Juvenile Hall Rules and Orientation Manual.
k) Correspondence, visiting and telephone use;	Yes	Yes	PM 5-4, Orientation, 5-4A, Juvenile Hall Rules and Orientation Manual.
l) Availability of reading materials, programs, and activities;	Yes	Yes	PM 5-4, Orientation, 5-4A, Juvenile Hall Rules and Orientation Manual.
m) Use of restraints and chemical agents;	Yes	Yes	PM 5-4, Orientation, 5-4A, Juvenile Hall Rules and Orientation Manual.
n) Use of force; and,	Yes	Yes	PM 5-4, Orientation, 5-4A, Juvenile Hall Rules and Orientation Manual.
o) Emergency and evacuation procedures.	Yes	Yes	PM 5-4, Orientation and Orientation Manual.
1354 SEGREGATION			PM 5-5, Segregation. Three types of segregation: <ul style="list-style-type: none"> · Medical segregation · Administrative segregation · Disciplinary segregation (any minor on disciplinary segregation is given due process.
There are written policies and procedures for the segregation of minors.	Yes	Yes	
Minors who are segregated are not denied normal privileges available at the facility, except to accomplish the objectives of the segregation.	Yes	Yes	PM 5-5, Segregation.
Written procedures provide for direct visual observation and for a review of all minors in segregation to determine whether it is appropriate for them to remain in segregation. <i>When segregation is for the purpose of discipline, Title 15, Section 1390, applies.</i>	Yes	Yes	PM 5-5, Segregation.
1355 INSTITUTIONAL ASSESSMENT AND PLAN			PM 5-7, Assessment and Plan and 5-10, Caseplan Procedures.
Written policies and procedures require that documented assessments and plans be developed within 40 days after admission, for minors who are held for a period of 30 days or more.	Yes	Yes	
The assessment is a statement of the minor's problems, which includes: Identification of substance abuse history, education, vocational, counseling, and family reunification needs.	Yes	Yes	PM 5-7, Assessment and Plan.
The institutional plan for adjudicated and pre-adjudicated minors includes written documentation that provides for: Objectives and time frames for the resolution of problems identified in the assessment; and,	Yes	Yes	PM 5-7, Assessment and Plan.

TITLE 15 SECTION	JH	Camp	P/P REFERENCE - COMMENTS
A plan for meeting the objectives that includes a description of program resources needed and individuals responsible for assuring that the plan is implemented.	Yes	Yes	PM 5-7, Assessment and Plan.
Subsequent to adjudication, the institution plan documents: Periodic evaluation of progress towards meeting the objectives, including periodic review and discussion of the plan with the minor;	Yes	Yes	PM 5-7, Assessment and Plan.
A transition or aftercare plan, subject to existing resources, that is completed prior to the minor being released; and,	Yes	Yes	PM 5-7, Assessment and Plan.
Contact with the Regional Center for the Developmentally Disabled, pursuant to Section 1413.	Yes	Yes	PM 5-7, Assessment and Plan and 5-8, Developmentally Disabled Placements.
1356 COUNSELING AND CASEWORK SERVICES Written policies and procedures ensure appropriate counseling and casework services for all minors. Policies and procedures include: Assisting with personal problems or needs that may arise;	Yes	Yes	PM 5-9, Counseling Services.
Assisting the minor requesting contact with parents, attorney, clergyman, probation officer, or other public official; and,	Yes	Yes	PM 5-9, Counseling Services.
Providing services as appropriate to the population housed in the facility, and may include: substance abuse, family crisis and reunification, counseling, public health and mental health services.	Yes	Yes	PM 5-9, Counseling Services and 5-7, Assessment and Plan.
1357 USE OF FORCE There are written policies and procedures for the use of force, which may include chemical agents.	Yes	Yes	PM 5-11, Use of Force.
Force is not applied as punishment, discipline, or treatment.	Yes	Yes	PM 5-11, Use of Force.
a) There are policy statements that: 1. Define the term "force" and address the escalation and appropriate level of force, emphasizing the need to avoid the use of force whenever possible and using only that force necessary to ensure the safety of minors and others;	Yes	Yes	PM 5-11, Use of Force.
2. Describe the requirements for staff to report the use of force and to take action to stop the inappropriate use of force;	Yes	Yes	PM 5-11, Use of Force.
3. Define the role, notification, and follow up procedures of medical and mental health staff concerning the use of force; and	Yes	Yes	PM 5-11, Use of Force.

TITLE 15 SECTION	JH	Camp	P/P REFERENCE - COMMENTS
<p>4. Define the training that shall be provided and required for the use of force. Such training shall include, but not be limited to, <u>known medical conditions that would contraindicate certain types of force; acceptable chemical agents; methods of application; signs or symptoms that should result in immediate referral to medical or mental health staff; and, requirements of the decontamination of chemical agents, if such agents are utilized.</u></p>	Yes	Yes	<p>While training appears to be occurring, please revise manual to define the training for:</p> <ul style="list-style-type: none"> • The known medical conditions that would contraindicate certain types of force (information relates to chemical agents only: define the training for other types of use of force). • Acceptable chemical agents (define the chemical agents). • The requirements of the decontamination of chemical agents, if such agents are utilized. • The signs or symptoms that should result in immediate referral to medical or mental health staff (define the signs or symptoms). <p>Noncompliance is found under Section 1324.</p>
<p>b) Policies and procedures address: The types, levels, and application of force; documentation of the use of force; a grievance procedure; a system for investigation of the use of force and administrative review; and discipline for the improper use of force;</p>	Yes	Yes	<p>PM 5-11, Use of Force and 5-12, Use of Physical Restraints.</p>
<p>1. The specific use of physical, chemical agent, lethal, and non-lethal force that may, or may not, be used in the facility;</p>	Yes	Yes	<p>PM 5-11, Use of Force.</p>
<p>2. The limitations regarding the use of force on pregnant minors in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222; and,</p>	Yes	Yes	<p>PM 5-11, Use of Force. Current policy isn't specific; it defers to qualified health personnel taking necessary precautions. Health care staff are not available 24/7. Revise this policy to describe how this is done without health personnel available 24/7.</p> <p>Noncompliance is found under Section 1324.</p>
<p>3. A standardized format, time period, and procedure for reporting the use of force, including the reporting requirements of management and line staff.</p>	Yes	Yes	<p>PM 5-11, Use of Force.</p>
<p>1358 USE OF PHYSICAL RESTRAINTS <i>Note: The provisions of this regulation do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain minors for movement or transportation.</i></p> <p>a) Written policies and procedures govern the use of restraint devices. The policies address: <u>known medical conditions that would contraindicate certain restraint devices and/or techniques</u>; acceptable restraint devices; signs or symptoms which should result in immediate medical/mental health referral; availability of cardiopulmonary resuscitation equipment; protective housing of restrained minors; provision for hydration and sanitation needs; exercising of extremities.</p>	Yes	Yes	<p>PM 5-12, Use of Physical Restraints. Restraints, as defined in this section were not used during this inspection cycle.</p> <p>Section III G reiterates the regulation. Revise PM 5-12, Use of Physical Restraints to describe the known medical conditions that would contraindicate certain restraint devices and/or techniques.</p> <p>PM 5-12, Use of Physical Restraints lists handcuffs and leg restraints as acceptable mechanical restraints for use as described in Section 1358, Use of Physical Restraints. While regulations do not prohibit the use of hard restraints, special care is warranted when using them of the purposes of this regulation.</p> <p>Noncompliance is found under Section 1324.</p>

TITLE 15 SECTION	JH	Camp	P/P REFERENCE - COMMENTS
b) Physical restraints are utilized only when it appears less restrictive alternatives would be ineffective in controlling the disordered behavior.	Yes	Yes	PM 5-12, Use of Physical Restraints.
Restrains are used only for those minors who present an immediate danger to themselves or others, who exhibit behavior that results in the destruction of property, or reveals the intent to cause self-inflicted physical harm. The circumstances leading to the use of restraints are documented.	Yes	Yes	PM 5-12, Use of Physical Restraints.
c) Minors are placed in restraints <u>only with the approval of the facility manager or designee</u> . The facility manager may delegate authority to place a minor in restraints to a physician.	Yes	Yes	PM 5-12, Use of Physical Restraints. Revise Section II C to reflect that minors are placed in restraints only with the approval of the facility manager or designee. Noncompliance is found under Section 1324.
Reasons for continued retention in restraints are reviewed and <u>documented a minimum of every hour</u> .	Yes	Yes	PM 5-12, Use of Physical Restraints. Revise Section III B to reflect a <u>documented</u> review of the reasons for continued retention a minimum of <u>every hour</u> . Noncompliance is found under Section 1324.
A medical opinion on the safety of placement and retention is secured as soon as possible, but no later than <u>two</u> hours from the time of placement. The minor is medically cleared for continued retention at least every <u>three</u> hours after the initial medical opinion.	Yes	Yes	PM 5-12, Use of Physical Restraints. Section III A, 6, g indicates an evaluation as soon as possible with on-going evaluation. Section C indicates medical assessment by medically trained staff and medical clearance at least every three hours. Revise these policies to describe how this is done without medical staff 24/7.
A mental health consultation to assess the need for mental health treatment is secured as soon as possible, but in no case longer than <u>four</u> hours from the time of placement.	Yes	Yes	PM 5-12, Use of Physical Restraints. Section III D, indicates that a mental health evaluation by a mental health professional will be done as soon as possible, but within four hours of placement in restraints. Revise this policy to describe how this is done without mental health staff 24/7.
d) Continuous direct visual supervision is conducted and documented to ensure that the restraints are properly employed and to ensure the well being of the minor.	Yes	Yes	PM 5-12, Use of Physical Restraints.
Observations of the minor's behavior and any staff interventions are documented at least <u>every 15 minutes</u> , with actual time recorded.	Yes	Yes	PM 5-12, Use of Physical Restraints.
All minors in restraint devices are housed alone or in a specified housing area for restrained minors, with provisions to protect the minor from abuse.	Yes	Yes	PM 5-12, Use of Physical Restraints.
Restrains are not used as punishment, discipline, or as a substitute for treatment. The affixing of hands and feet together behind the back (hog-tying) is prohibited.	Yes	Yes	PM 5-12, Use of Physical Restraints.
f) The use of restraints on pregnant minors is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.	Yes	Yes	Unable to verify. Noncompliance is found under Section 1324.
1359 SAFETY ROOM PROCEDURES Ten policies and procedures govern the use of safety rooms, as described in Title 24, Part 2, Section 460A.1.13.	Yes	Yes	PM 5-6, Use of Safety Room. Submit safety room documentation as is becomes available.

TITLE 15 SECTION	JH	Camp	P/P REFERENCE - COMMENTS
The safety room is used to hold only those minors who present an immediate danger to themselves or others who exhibit behavior that results in the destruction of property, or reveals the intent to cause self-inflicted physical harm.	Yes	Yes	PM 5-6, Use of Safety Room.
The safety room is not to be used for punishment, discipline, or as a substitute for treatment.	Yes	Yes	PM 5-6, Use of Safety Room.
Policies and procedures:			PM 5-6, Use of Safety Room.
a) Include provisions for administration of necessary nutrition and fluids, access to a toilet, and suitable clothing to provide for privacy;	Yes	Yes	
b) Provide for approval of the facility manager or designee, before a minor is placed into a safety room;	Yes	Yes	PM 5-6, Use of Safety Room.
c) Provide for continuous direct visual supervision and documentation of the minor's behavior and any staff interventions every 15 minutes, with actual time recorded.	Yes	Yes	PM 5-6, Use of Safety Room.
d) Provide that the minor shall be evaluated by the facility manager, or designee, every four hours;	Yes	Yes	PM 5-6, Use of Safety Room.
e) Provide for immediate medical assessment, where appropriate, or an assessment at the next daily sick call;	Yes	Yes	PM 5-6, Use of Safety Room.
f) Provide that a minor shall be medically cleared for continued retention every 24 hours;	Yes	Yes	PM 5-6, Use of Safety Room.
g) Provide that a mental health opinion is secured within 24 hours; and,	Yes	Yes	PM 5-6, Use of Safety Room.
h) Provide a process for documenting the reason for placement, including attempts to use less restrictive means of control and decisions to continue and end placement.	Yes	Yes	PM 5-6, Use of Safety Room.
1360 SEARCHES			PM 5-13, Searches.
Written policies and procedures govern the search of minors, the facility, and visitors.	Yes	Yes	
Searches are conducted to insure the safety and security of the facility and to provide for the safety and security of the public, visitors, minors, and staff.	Yes	Yes	PM 5-13, Searches.
Searches are not conducted for harassment or as a form of discipline or punishment.	Yes	Yes	PM 5-13, Searches.
Written procedures address each of the following: Intake searches; Searching minors who are returning from activities outside of the living unit, court, another facility, or visiting; Facility searches; Searches of visitors; and, Cross-gender supervision.	Yes	Yes	PM 3-15, Working With Minor of the Opposite Sex; 5-13, Searches and 5-16, Security Procedures.
1361 GRIEVANCE PROCEDURE			PM 5-4A, Juvenile Hall Rules and 5-14, Grievance Procedures.
There are written policies and procedures allowing any minor to appeal and have grievances resolved relating to any condition of confinement.	Yes	Yes	
The policies and procedures include:			PM 5-4A, Juvenile Hall Rules and 5-14, Grievance Procedures.
a) A grievance form and instructions that include provisions for the minor to have free access to the form;	Yes	Yes	Grievances forms reviewed were not always completed.
b) The option for minors to confidentially file the grievance or deliver the form to any child care supervision staff working in the facility.	Yes	Yes	PM 5-4A, Juvenile Hall Rules and 5-14, Grievance Procedures.

TITLE 15 SECTION	JH	Camp	P/P REFERENCE - COMMENTS
c) Resolution of the grievance at the lowest appropriate staff level;	Yes	Yes	PM 5-4A, Juvenile Hall Rules and 5-14, Grievance Procedures.
Provision for a prompt review and response to grievances within a specified time limit;	Yes	Yes	PM 5-14, Grievance Procedures. Staff will respond to the grievance within 48 hours.
Minors may elect to be present to explain their version of the grievance to a person not directly involved in the circumstances that led to the grievance.	Yes	Yes	PM 5-14, Grievance Procedures.
Provision for a staff representative approved by the facility administrator to assist the minor.	Yes	Yes	PM 5-14, Grievance Procedures.
e) Provision for a written response to the grievance which includes the reasons for the decisions;	Yes	Yes	PM 5-14, Grievance Procedures. We recommend that supervisors review grievances to assure that staff completely fills out forms. This includes dates and times.
f) A system which provides that any appeal of a grievance shall be heard by a person not directly involved in the circumstances which led to the grievance; and,	Yes	Yes	PM 5-14, Grievance Procedures.
Concerns of parent, guardians, staff or other parties are addressed and documented within a specified time frame, whether or not those concerns are associated with a grievance.	Yes	Yes	
1362 REPORTING OF INCIDENTS A written report of all incidents, which resulted in physical harm, serious threat of physical harm, or death to an employee or a minor of a juvenile facility, or other person(s), is maintained. Such written records are prepared by staff and submitted to the facility manager by the end of the shift.	Yes	Yes	PM 5-15, Reporting of Incidents.
1363 USE OF REASONABLE FORCE TO COLLECT DNA SPECIMENS, SAMPLES, IMPRESSIONS Pursuant to Penal Code Section 298.1, policy and procedures describe the use reasonable force to collect DNA samples from individuals who are required to provide such samples, specimens or impressions pursuant to Penal Code Section 296 and who refuse following written or oral request.	Yes	Yes	PM 5-19, Collection of DNA.
Policy and procedures address: documentation of efforts to secure voluntary compliance, including an advisement of the legal obligation to provide the requisite specimen, sample or impression and the consequences of refusal.	Yes	Yes	PM 5-19, Collection of DNA.
Documentation of supervisory knowledge of the above and authorization to use force.	Yes	Yes	PM 5-19, Collection of DNA.
If the use of reasonable force includes cell extraction, the extraction shall be videotaped and retained by the department. <i>(Consult with County Counsel regarding statutes applicable to your department.)</i>	N/A	N/A	PM 5-19, Collection of DNA. Reporting to CSA no longer required.
1370 EDUCATION PROGRAM The County Board of Education provides for the administration operation of juvenile court schools in conjunction with the Chief Probation Officer or designee. Policies and procedures ensure communication and coordination between educators and probation staff.	Yes	Yes	PM 6-1, School Program.

TITLE 15 SECTION	JH	Camp	P/P REFERENCE - COMMENTS
The annual review of each required element of the program from the Superintendent of Schools has been received along with a report or review checklist on compliance, deficiencies, and corrective action needed to achieve compliance.	Yes	Yes	Evaluation dated 5/25/10.
The facility school program complies with the State Education Code (Note: The Education Code currently requires a 240-minute school day.)	Yes	Yes	PM 6-1, School Program. School day 285 minu.
School discipline is integrated into the facility's overall behavioral management plan, with school staff advised of administrative decisions that may affect the educational programming.	Yes	Yes	PM 6-1, School Program.
Expulsion/suspension follows the due process safeguards in the education code, including the rights of students with special needs.	Yes	Yes	Evaluation dated 5/25/10.
Policies and procedures address the rights of any student who has continuing difficulty completing the school day.	Yes	Yes	PM 6-1, School Program.
There are provisions for individuals with special needs that include educational instruction for minors in high security or other special units, compliance with applicable statutes for special education, and, provision for non-English speaking minors and those with limited English speaking skills.	Yes	Yes	PM 6-1, School Program.
Minors are enrolled in school no later than three (3) days after admission.	Yes	Yes	PM 6-1, School Program.
1371 RECREATION AND EXERCISE			PM 6-2, Recreation and Exercise.
a) There are policies and procedures for recreation and exercise of minors.	Yes	Yes	
b) There is equivalent recreational programming for female and male minors.	Yes	Yes	PM 6-2, Recreation and Exercise.
c) The recreation program includes a written daily schedule; access to approved reading materials; and other programs such as television, radio, ping-pong, video, and games.	Yes	Yes	PM 5-4A, Juvenile Hall Rules (only references weekdays) and 6-2, Recreation and Exercise.
The activities are supervised and include orientation and coaching of minors.	Yes	Yes	PM 6-2, Recreation and Exercise.
d) The exercise program provides the opportunity for at least one hour of outdoor physical activity each day, weather permitting. If weather does not permit outdoor physical activity, at least one hour each day of exercise involving large muscle activities is provided.	Yes	Yes	PM 5-4A, Juvenile Hall Rules (only references weekdays) and PM 6-2, Recreation and Exercise.
e) There is the opportunity for a minimum of three hours of recreation and exercise a day during the week and five hours a day each Saturday, Sunday and other non-school days. At least one hour of this time is large muscle exercise.	Yes	Yes	PM 5-4A, Juvenile Hall Rules (only references weekdays) and PM 6-2, Recreation and Exercise.
The recreation and exercise schedule is posted in the living units.	Yes	Yes	PM 6-2, Recreation and Exercise.
f) Minors on disciplinary status have an opportunity for a minimum one hour of large muscle exercise. That one hour of exercise is suspended only upon a written finding by the administrator/manager that the minor represents a threat to the safety and security of the facility.	Yes	Yes	

TITLE 15 SECTION	JH	Camp	P/P REFERENCE - COMMENTS
1372 RELIGIOUS PROGRAM The facility administrator provides access for voluntary participation in religious services and/or religious counseling at least once a week. A minor is allowed to participate in other program activities if he/she elects not to participate in religious programs.	Yes	Yes	PM 5-4A, Juvenile Hall Rules and 6-3, Religious Programs. Reminder that a minor is allowed to participate in other program activities if he/she elects not to participate in religious programs.
Religious programs provide for: religious services, availability of clergy, and availability of religious diets.	Yes	Yes	PM 6-3, Religious Programs.
1373 WORK PROGRAM There are written policies and procedures for assigning minors to work programs, which are meaningful, constructive, and related to vocational training or increasing a minor's sense of responsibility.	Yes	Yes	PM 6-4, Work Program.
1374 VISITING There are written policies and procedures for visiting that include provision for special visits.	Yes	Yes	PM 5-4A, Juvenile Hall Rules and 6-5, Visiting.
Minors are allowed visits by parents, guardians, or persons standing in loco parentis, at reasonable times. Opportunity for visiting is at least two hours per week.	Yes	Yes	PM 5-4A, Juvenile Hall Rules, Orientation Manual and 6-5, Visiting.
Visits are supervised, but conversations are not monitored unless there is a security or safety need.	Yes	Yes	PM 6-5, Visiting.
1375 CORRESPONDENCE There are written policies and procedures for correspondence which provide that:	Yes	Yes	PM 5-4A, Juvenile Hall Rules and 6-6, Correspondence.
a) There is no limitation on the volume of mail that minors may send or receive;	Yes	Yes	PM 6-6, Correspondence.
b) Minors may send special mail and two letters per week postage-free;	Yes	Yes	PM 5-4A, Juvenile Hall Rules and 6-6, Correspondence.
c) Minors may correspond confidentially with state and federal courts, any member of the State Bar or holder of public office, and the State Corrections Standards Authority; however, authorized facility staff may open and inspect such mail only to search for contraband and in the presence of the minor; and,	Yes	Yes	PM 6-6, Correspondence.
d) Incoming and outgoing mail, other than confidential correspondence described above, may be read by staff only when there is reasonable cause to believe facility safety and security, public safety, or minor safety is jeopardized.	Yes	Yes	PM 6-6, Correspondence.
1376 TELEPHONE ACCESS There are written policies and procedures to provide minors with access to telephone communications.	Yes	Yes	PM 6-7, Telephone Access.

TITLE 15 SECTION	JH	Camp	P/P REFERENCE - COMMENTS
1377 ACCESS TO LEGAL SERVICES Written procedures ensure the rights of minors to have access to the courts and legal services include:	Yes	Yes	PM 5-4A, Juvenile Hall Rules and 6-8, Access to Legal Services.
a) Access, upon request by the minor, to licensed attorneys and their authorized representatives;	Yes	Yes	PM 6-8, Access to Legal Services.
b) Provision for confidential consultation with attorneys; and,	Yes	Yes	PM 6-8, Access to Legal Services.
c) Unlimited postage paid legal correspondence and cost free telephone access as appropriate.	Yes	Yes	PM 5-4A, Juvenile Hall Rules and 6-8, Access to Legal Services.
1378 SOCIAL AWARENESS PROGRAM The County Board of Education or the Chief Probation Officer provides programs designed to promote social awareness and reduce recidivism. The programs consider the needs of male and female minors and may include: victim awareness; conflict resolution; anger management; parenting skills; appropriate gender specific programming; juvenile justice; self-esteem; building effective decision making skills; and, other topics that suit the needs of the minors.	Yes	Yes	PM 6-12, Social Awareness Program.
The agency responsible for providing the programs conducts a written annual review to ensure that the program content is current, consistent and relevant to the population.	Yes	Yes	PM 6-12, Social Awareness Program. Memo dated July 1, 2010.
1390 DISCIPLINE There are written policies and procedures for the discipline of minors that promote acceptable behavior.	Yes	Yes	PM 7-1, Discipline. PM 5-5, Segregation addresses minors in disciplinary isolation.
Discipline is imposed at the least restrictive level that promotes the desired behavior.	Yes	Yes	PM 7-1, Discipline.
Discipline does not include corporal punishment, group punishment, physical or psychological degradation or deprivation of the following:	Yes	Yes	PM 7-1, Discipline.
a) Bed and clothing;	Yes	Yes	PM 7-1, Discipline.
b) Daily shower, access to drinking fountain, toilet and personal hygiene items, and clean clothing;	Yes	Yes	PM 7-1, Discipline.
c) Full nutrition;	Yes	Yes	PM 7-1, Discipline.
d) Contact with parent or attorney;	Yes	Yes	PM 7-1, Discipline.
e) Exercise;	Yes	Yes	PM 7-1, Discipline.
f) Medical services and counseling;	Yes	Yes	PM 7-1, Discipline.
g) Religious services;	Yes	Yes	PM 7-1, Discipline.
h) Clean and sanitary living conditions;	Yes	Yes	PM 7-1, Discipline.
i) The right to send and receive mail; and,	Yes	Yes	PM 7-1, Discipline.
j) Education.	Yes	Yes	PM 7-1, Discipline.
There are established rules of conduct and disciplinary penalties to guide the conduct of minors. The rules and penalties, which include both major violations and minor violations, are simply and affirmatively stated and are available to all minors. There are provisions for minors who are impaired, illiterate, or do not speak English.	Yes	Yes	PM 5-4A, Juvenile Hall Rules and 7-1, Discipline.

TITLE 15 SECTION	JH	Camp	P/P REFERENCE - COMMENTS
1391 DISCIPLINE PROCESS There are written policies and procedures for the administration of discipline that include:	Yes	Yes	PM 7-1, Discipline. There are some forms used for the discipline/due process that do not include the required language from subsection (e). Revise forms for this inspection. We recommend that supervisors review discipline/due process to assure that staff completely fills out forms. This includes dates and times.
a) Designation of personnel authorized to impose discipline for violation of rules;	No	No	Unable to verify. There are shifts that are absent any staff designated or authorized to impose discipline. Though not in procedure, staff must telephone someone on the call list to receive authorization. (Sometimes this person is the Chief, resulting in an inability of the minor to appeal.) Incident reports do not clarify that these authorizations are preliminary or temporary, pending someone authorized to impose discipline to review the incident.
b) Prohibiting discipline from being delegated to any minor;	Yes	Yes	PM 7-1, Discipline.
c) Definition of major and minor rule violations and penalties, due process requirements;	Yes	Yes	PM 7-1, Discipline.
d) Minor rule violations may be handled informally by counseling or advising the minor of the expected conduct or by the imposition of a minor penalty; segregation for a minor violation shall not exceed 24 hours; discipline shall be accompanied by written documentation and a policy of review and appeal to a supervisor; and,	Yes	Yes	PM 7-1, Discipline and 7-2, Discipline Due Process.
e) Major rule violations include but are not limited to: any violation that results in segregation for 24 hours or more, or extension of time in custody. Major rule violations and the discipline process shall be documented and require the following:	Yes	Yes	PM 7-1, Discipline and 7-2, Discipline Due Process.
Written notice of violation prior to a hearing;	No	No	PM 7-2, Discipline Due Process. Incident reports for discipline contained a brief form at the bottom of the page to address some of the elements of due process. None of these forms were completely filled out. We were unable to verify that minors received notice prior to a hearing. There appears to be a need for training for staff to understand the process. Revise policy for this inspection.
Hearing by a person who is not a party to the incident;	Yes	Yes	PM 7-2, Discipline Due Process.
Opportunity for the minor to be heard, present evidence and testimony;	Yes	Yes	PM 7-2, Discipline Due Process.
Provision for minor to be assisted by staff in the hearing process; and,	Yes	Yes	PM 7-2, Discipline Due Process.
Provision for administrative review.	Yes	Yes	PM 7-2, Discipline Due Process.

REVIEW OF NON REGULATORY REQUIREMENTS

GRANT FUNDING OR CODE REFERENCE	YES	NO	N/A	P/P REFERENCE - COMMENTS
208.5 WIC CONTACT BETWEEN PERSONS UNDER THE JUVENILE COURT AGES 19- 20 AND MINORS IN THE FACILITY				
The facility houses Juvenile Court Wards 19 years of age and older.		No		
The facility has been approved to hold persons under the juvenile court who are ages 19 through 21.			N/A	
The facility continues to comply with the requirements of 208.5 WIC (programming, capacity and security of the facility) as outlined in the county's application.			N/A	
JUVENILE JUSTICE DELINQUENCY PREVENTION ACT MONITORING (JJDP A)				
WIC 206 SEPARATE FACILITIES FOR WIC 300 MINORS Dependent or neglected minors who are defined under Section 300 of the Welfare and Institutions Code (WIC) are held only in non-secure, separate and segregated facilities.	Yes	Violation		No 300s cross threshold.
DETENTION OF STATUS OFFENDERS (WIC 601) AND FEDERAL MINORS Status Offenders (WIC 601) are held in the facility.	No			No 601s cross threshold.
Status Offenders (WIC 601) are kept separate from Juvenile Delinquents (WIC 602)? (WIC 207[d]).		Violation	N/A	
Federal Minors (ICE Holds or ORR Contract) are held in the facility.	No			
If yes to the above, the <i>Monthly Report on the Detention of Status Offenders/Federal Minors</i> is submitted to the CSA.			N/A	
WIC 208 SEPARATION OF MINORS AND ADULT INMATES (JJDP A 42 USC 5633, Sec 223, State Plans (a)[12]) Are adult inmates held in the facility? (When a person in detention is proceeding through the adult court, AND that person is 18 years of age or older that person is an adult inmate.)		No		
If adult inmates are held, they are appropriately separated from minors.		Violation	N/A	
Adult inmates from an adult facility (e.g. inmate workers or "Scared Straight" programs) are not allowed in the facility in a manner that allows contact with minors.		Violation	N/A	

**JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
PHYSICAL PLANT EVALUATION
Corrections Standards Authority**

APPLICABLE TITLE 24 REGULATIONS: 4/98; 2001; 2003

CSA Code: 7697 & 7699

FACILITY NAME: Trinity County Juvenile Hall and Camp			FACILITY TYPE: JH and Camp	
APPLICABLE REGULATIONS (Check All That Apply):	4/98: X	2001:	2003:	OTHER:
FIELD REPRESENTATIVE: Charlene Aboytes			DATE: June 28, 2010	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Reception/Intake Admission (JH; 1.1)				
Contains a weapons locker as specified in these regulations	X			
Contains a secure room for the confinement of minors pending admission to JH	X			
Provides access to a shower	X			
Provides a secure vault or storage space for minor's valuables	X			
Provides telephone access to minors	X			
Provides staff access to hot and cold running water	X			
Locked Holding Room (1.2)				Contains toilet and sink combo unit.
Contains a minimum of 15 square feet of floor area per minor	X			
Provides no less than 45 square feet of floor area	X			
Contains seating to accommodate all minors as specified in these regulations	X			
98: Provides access to a toilet, wash basin and drinking fountain as specified in these regulations				
03: Be equipped with a toilet, wash basin and drinking fountain unless a procedure is in effect to provide access	X			
Maximizes staff visual supervision	X			
03: Outward swinging or lateral sliding door required	X			
Natural Light (1.3)				
Visual access to natural light is provided in locked sleeping rooms, single and double occupancy sleeping rooms, dormitories and dayrooms.	X			
Corridors (1.4)				
Corridors in living areas are at least eight feet wide. When doors are staggered or if rooms are located only on one side, corridors may be at least six feet wide.			X	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Living Unit (JH; 1.5) JH living units do not exceed 30 minors and contain sleeping areas and plumbing fixtures, commensurate with the number of minors housed.	X			
Locked Sleeping Rooms (1.6) 98: Have a toilet, wash basin and drinking fountain unless a procedure is in effect to provide other access to these fixtures 03: Toilet, wash basin and drinking fountain required in locked sleeping rooms	X			
Single Occupancy Sleeping Rooms (1.7) 98: Minimum of 63 square feet of floor area and a clear ceiling height of eight feet 03: Minimum of 70 square feet of floor area and a clear ceiling height of eight feet			X	
98: A door view panel is constructed of security glazing and is a <u>maximum</u> of 144 square inches. 01: View panel size changed to a <u>minimum</u> of 144 inches.			X	
03: Outward swinging or lateral sliding door required			X	
Double Occupancy Sleeping Rooms (1.8) Minimum of 100 square feet floor area, a clear ceiling height of eight feet, and a minimum width of seven feet	X			
98: A door view panel is constructed of security glazing and is a <u>maximum</u> of 144 square inches. 01: View panel size changed to a <u>minimum</u> of 144 inches	X			
03: Outward swinging or lateral sliding door required	X			
Dormitories (1.9) In JHs and camps, there is a minimum of 50 square feet of floor area per minor, with a minimum dormitory size of 200 square feet and a minimum clear ceiling height of eight feet.	X			
In JHs and camps, dormitories are designed for no fewer than four minors.	X			
98: JH dormitories for detained minors are designed for no more than 15 minors (NA camps). 03: This subsection deleted, eliminating the 15 minor limitation. <i>(See below.)</i>			X	
98: JH dormitories for court commitments are designed for no more than 30 minors (NA Camps). 03: No JH dormitory can be designed for more than 30 minors <i>(regardless of whether it is for court commitments or other detained minors).</i>			X	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Dayrooms (1.10)				
JH dayrooms contain 35 square feet of floor area per minor.	X			
Dayrooms in camps and SPJHs contain 30 square feet of floor area per minor.			X	
All dayrooms provide access to toilets, wash basins, drinking fountains and showers.	X			
Physical Activity and Recreation Spaces (NA SPJH; 1.11)				
98: Facilities with a capacity of less than 41 minors have a minimum of 9,000 square feet dedicated indoor-outdoor space.	X			
01: Facilities with a capacity of 40 minors or less have a minimum of 9,000 square feet dedicated indoor-outdoor space.				
98: Facilities with a capacity of 41 to 100 minors have a minimum of 9,000 square feet dedicated indoor-outdoor space, plus a field area. The field area contains a minimum of one acre with a minimum dimension of 100 feet.			X	
01: Facilities with a capacity of 41-274 minors have a minimum of 225 square feet of dedicated indoor-outdoor space per minor, up to 61,650 feet.				
98: Facilities with a capacity over 100 minors have a minimum of 18,000 square feet dedicated indoor-outdoor space, plus a field area. The field area contains a minimum of one acre with a minimum dimension of 100 feet.			X	
01: Facilities with a capacity of 275 or more minors have 61,650 square feet dedicated indoor-outdoor space, plus 145 square feet for each minor beyond 274 (up to a maximum of 87,120 square feet).				
98: At least one half of the dedicated indoor-outdoor space is a paved or "like" surface.	X			
01: Changed from one-half to one-quarter of the space				
A portion of the dedicated physical activity and recreation space is out-of-doors, and is equipped and of a sufficient size to comply with Title 15, § 1371.	X			
01: The required recreation area has no single dimension less than 40 feet.	X			
Outdoor recreation area lighting allows for evening activities and provides security.	X			
Academic Classrooms (NA SPJH; 1.12)				
Classrooms are designed for a maximum of 20 minors.	X			
There is a minimum of one classroom in each facility				
01: Dedicated classroom space is available for every minor in the facility. The primary purpose for the academic classroom is for education.			X	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Each classroom contains a minimum of 160 square feet of floor space for the teacher's desk and work area, and a minimum of 28 square feet floor space per minor.	X			
There is a communication system in each classroom that allows for immediate response to emergencies.	X			
Safety Room (1.13)				
Provides a minimum of 63 square feet of floor space and a minimum clear ceiling height of eight feet	X			
Limited to one minor	X			
Padded as specified in these regulations	X			
There are one or more vertical view panels constructed of security glazing. Panels provide a view of the entire room and are no more than four inches wide and at least 24 inches long.	X			
Audio monitoring system as specified in these regulations	X			
Access to a toilet, wash basin and drinking fountain is provided.	X			
03: Be equipped with a variable intensity security-type lighting fixture, with controls outside the room			X	
03: Any wall- or ceiling-mounted devices are designed to prohibit the occupant's access.			X	
Medical Examination Room (NA SPJH; 1.14)				
There is a minimum of one suitably equipped medical examination room in every juvenile facility. The examination room provides the following:	X			
Space for routine and emergency examinations that is used for no other purpose;	X			
Privacy for minors;	X			
Lockable storage for medical supplies;	X			
Not less than 144 square feet floor space with no single dimension less than seven feet;	X			
Hot and cold running water; and,	X			
01: Smooth, non-porous, washable surfaces.			X	
Pharmaceutical Storage (1.15)				
There is lockable storage space for medical supplies and pharmaceutical preparations as specified by Title 15 § 1438.	X			
Dining Areas (NA SPJH; 1.16)				Dining in dayroom.
There is a minimum of 15 square feet floor space and sufficient tables and seating for each person being fed (including minors, staff and visitors).	X			
Dining areas do not contain toilets or showers in the same room, unless there is an appropriate visual barrier.	X			

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Visiting Space (1.17) Visiting space is provided.	X			
Institutional Storage (1.18) There is a minimum of 80 cubic feet of storage space per minor for institutional clothing, bedding, supplies and activity equipment, in one or more storage rooms.	X			
Personal Storage (1.19) Each minor has a minimum of nine cubic feet of secure storage space for personal clothing and belongings.	X			
Safety Equipment Storage (1.20) There is a secure area for storing safety equipment, such as fire extinguishers, self-contained breathing apparatus, wire and bar cutters, emergency lights, etc.	X			
Janitor Closet (1.21) There is at least one securely lockable janitorial closet containing a mop sink and sufficient area for storing cleaning implements within the security area.	X			
Audio Monitoring System (1.22) There is an audio monitoring system capable of actuation by the minor to alert staff in: safety rooms; locked holding rooms, locked sleeping rooms; single and double occupancy sleeping rooms and dormitories of JHs and in locked sleeping rooms and single occupancy rooms of secure camps.	X			
Emergency Power (1.23) There is an emergency power source capable of providing minimal lighting in all living units, activity areas, corridors, stairs, and central control points, to maintain fire and life safety, security, communications and alarm systems. The power source conforms to the requirements specified in Title 24, Part 3, Article 700, California Electrical Code (CCR).	X			
Confidential Interview Room (1.24) Contain a minimum of 60 square feet of floor area and provide for confidential consultation with minors	X			
There is a minimum of one suitably furnished interview room for each 30 minors in JHs.	X			

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
There is a minimum of one suitably furnished interview room in each camp.	X			
Court Holding Room for Minors (1.26)				
Contains a minimum of 10 square feet of floor area per minor			X	
Limited to no more than 16 minors			X	
Provides 40 square feet of floor area and a minimum clear ceiling height of eight feet			X	
Contains seating to accommodate all minors			X	
Contains a toilet, wash basin and drinking fountain as specified in these regulations			X	
Maximizes staffs' visual supervision of minors			X	
Toilets/Urinals (2.1)				
Toilets are available on living units in a ratio of 1:6 in JH; 1:10 in camps; and, 1:8 in locked holding rooms. One toilet and one urinal may be substituted for every 15 boys. Toilet areas provide modesty for the minors without mitigating staff's ability to supervise.	X			
Wash basins (2.2)				
Wash basins must provide hot and cold or tempered water and be available on living units in a ratio of 1:6 in JH; 1:10 in camps; and, 1:8 in locked sleeping rooms.	X			
Drinking Fountains (2.3)				
Drinking fountains are accessible to minors and staff in living areas and indoor-outdoor recreation areas.	X			
01: The drinking fountain bubbler is activated by mechanical means and is at an angle that prevents waste water from flowing over the bubbler.	X			
Showers (2.4)				
Showers provide tempered water and are available on living units at a ratio of at least one shower or bathtub to every six minors.	X			
Shower areas provide for inmate privacy without mitigating staff's ability to supervise.	X			
Beds (2.5)				
Beds are at least 30 inches wide and 76 long and are of a pan-bottom type or constructed of concrete.	X			
Beds are at least 12 inches of the floor and spaced no less than 36 inches apart.	X			

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Lighting (2.6) There is at least 20 foot-candles (216 lx) of illumination at desk level in locked sleeping rooms, single and double occupancy rooms, dormitories, dayrooms and activity areas.	X			
Night lighting in the above areas provides good visibility and is conducive to sleep.	X			
Padding (2.7) Padding in safety rooms covers the floor, door and walls to a clear height of eight feet. Benches or platforms are not placed on the floor of safety rooms.	X			
Padded rooms are equipped with a tamper-resistant fire sprinkler as approved by the State Fire Marshal (SFM).	X			
The padding is approved by the SFM and is: non-porous; at least one-half inch thick; of a unitary or laminated construction; firmly bonded to all padded surfaces; and, is without exposed seams.	X			
Seating (2.8) Seating is designed for the level of security. When bench seating is used, 18 inches of bench seating is allowed for each person.	X			
Weapons Locker (2.9) Weapons lockers are located outside the security perimeter of the facility. (Personnel do not bring any weapon into the security area.)	X			
Lockers are equipped with individual compartments, each with their own locking device.	X			
Assess for New Construction/Remodel or Repair:				
Security Glazing (2.10) (Added in 2003) <i>(Note to inspector: This will typically be assessed from specifications provided at plan review.)</i> Security glazing complies with the minimum requirements of one of the following test standards: American Society for Testing and Materials, ASTM F 1233-98, Class III glass; California Department of Corrections, CDC 860-94d, Class C glass; or, H. P. White Laboratory, Inc., HPW-TP-0500.02, Forced Entry Level III.			X	
Design Requirements (201(c)6) Design requirements as specified in Title 24, Part 1, 201(c)6 are met. <i>(Note to inspector: See regulation for specific requirements. Note areas of non-compliance that are applicable to the facility type and construction date in the "Comments" section.)</i>	X			

**JUVENILE HALLS, SPECIAL PURPOSE HALLS AND CAMPS
LIVING AREA SPACE EVALUATION
Corrections Standards Authority Inspection**

CSA Code: 7699 & 7697

FACILITY: Trinity County Juvenile Hall and Camp	TYPE: JH and Camp	RC: JH 22/Camp 6
FIELD REPRESENTATIVE: Charlene Aboytes		DATE: June 28, 2010

ROOMS							EACH ROOM					COMMENTS	
Unit Designation	Room Type	Applicable Standards	# Rooms	Each Room		Total RC	Size (L x W x H) or Square/Cubic Feet	FIXTURES					
				# Beds	RC			T	U	W	F		S
Intake	Restroom							1		1	1	1	Accessible intake area.
	Holding	1998	1	0	4	(4)	8.8 x 8.8	1		1			Seating 76" or used for one special watch housing.
	Safety	1998	1	0	1	(1)	8.0 x 7.8	1					One floor toilet in safety room.
Juvenile Hall													
Housing	Dayroom	1998	1				2270 square feet				1	4	One shower handicap accessible 2 lower – 2 upper.
	Double	1998	11	2	2	22	9 x 14	1		1			One room-lower level handicap accessible. All rooms 100+ square feet.
Camp													
	Double		1	2	2	2							
	Dorm	1998	1	4	4	4	222.5 sq. ft	1		1	1	1	Two double bunks.
Note: Placement in the dormitory is based on classification factors. Minors in the camp program may be placed here or in the double rooms.													
	Classroom ¹	1998	1			(20)	20.8 x 36						
	Classroom	1998	2				10 x 12						Smaller additional educational space.
	Medical Exam	1998	1				12 x 12						Plus additional adjacent room for storage.
Note: The camp was operational on July 1, 2005 and is co-located within the juvenile hall.													

¹ The facility was constructed under the 1998 Title 24 minimum standards that require a minimum of one academic classroom for each juvenile facility. Thus, is not required to comply with the later more restrictive 2001 standards that require a dedicated academic classroom space for every juvenile in every facility.

*T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit. If "Total RC" appears in brackets (), it is not part of the facility's rated capacity.
 Juvenile Insp. \08-10\LAS\7699 7697 Trinity County JH and Camp LAS;6/29/2010 - 1 - J460 LAS JUV.dot (03/01)

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JUL - 5 2011



TRINITY COUNTY

PROBATION DEPARTMENT
Terry Lee, Chief Probation Officer
PO Box 158, Weaverville, CA 96093
333 Tom Bell Road
Phone 530.623.1204 Fax 530.623.1237

*Reviewed
/ ALN
7/6/11*

Date: June 27, 2011
To: Honorable Judge of the Superior Court,
James P. Woodward
From: Terry Lee, Chief Probation Officer
RE: 2010/2011 Response to the Grand Jury Report
"Trinity County Juvenile Detention Center"

I would like to thank the Trinity County Grand Jury for their insightful and thorough inspection of the Trinity County Juvenile Detention facility and Probation Department. I have made the following responses to their report and recommendations.

Finding #1. I agree with finding #1 of the Grand Jury's findings and recommendations.

Recommendation #1. I have been the co-chair of the legislation committee of the Chief Probation Officers of California (CPOC) for over 10 years. During the last two legislative years, the CPOC has written new legislation and tried to find a legislator who would be willing to carry the new legislation that would address the funding for court schools. I am hopeful that we might see some interest in changing the law within the next legislative session.

Finding #2. I agree with finding # 2 of the Grand Jury's findings and recommendations.

Recommendation #2. Since meeting with the Grand Jury, I have been able to secure some additional revenues from the County Board of Supervisors and the Probation Department was awarded incentive funds through SB 678.

It is my intent to use these funds to acquire additional staffing to aid the department in our public safety roll. To date we have been able to keep current staffing and employ one probation assistant. I am hopeful that funding from public safety realignment will allow our department to increase staffing back up to previous numbers. The Board of Supervisors has been helpful in authorizing the reorganization of the Probation Department to meet our new challenges when taking over local parole responsibilities.

Finding #3. I partially agree with finding #3 of the Grand Jury's findings and recommendations.

Recommendation #3. A new control panel on the day room floor could enhance security and control, but additional staffing would be even more effective. As funding becomes available we have identified a number of projects to be accomplished allowing us to keep our facility operating in an efficient and safe manner.

Finding #4. I agree with recommendation #4 of the Grand Jury's findings and recommendations.

Recommendation #4. The Probation Department has been very adept at compliance with state standards by utilizing extra help employees to meet the necessary mandates for day to day staffing. Long term, the extra help employees need to be made full time employees in order to fully comply with state mandates. Obviously budget constraints at the county level have necessitated our use of extra help employees as a short term solution to a long term problem. Again realignment funds expected to arrive from the state, due to the closure of the California Youth Authority, should enable us to bring extra help staffing on to a full time basis.

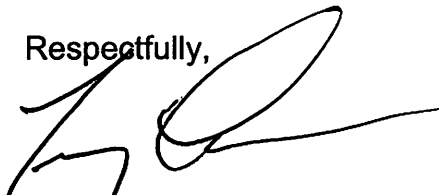
Finding #5. I partially agree with finding #5 of the Grand Jury's findings and recommendations.

Recommendation #5. There are times in which the jail does not have sufficient female staffing available to adequately search incoming female prisoners. By providing a female juvenile correctional officer to the jail, this does, on occasion, put the juvenile hall out of compliance for a short period of time. In that both facilities are operating on minimal staffing, coordination of these activities are almost impossible unless we know in advance when a female inmate is to arrive at the jail. I am convinced that both the jail and the juvenile hall are doing their best to coordinate the search procedure. I will speak to the jail commander to determine if new procedures could be put in place to address the Grand Jury's concerns.

Finding #6. I agree with finding #6 of the Grand Jury's findings and recommendations.

Recommendation #6. In the mid 1990's, Trinity County did have a strategic planning committee which addressed a multitude of long term planning and strategic needs. This group was disbanded by the County Board of Supervisors. There is a need for long term planning and I would fully support the implementation of a new committee. Trinity County faces a number of challenges and the need to carry out an extended, more proactive approach to many of our vital problems would only benefit the County in the future.

Respectfully,



Terry D. Lee
Chief Probation Officer
County of Trinity



TRINITY COUNTY

Office of the County Administrator

WENDY G. TYLER, Deputy County Administrative Officer
P.O. BOX 1613, WEAVERVILLE, CALIFORNIA 96093-1613
PHONE (530) 623-1382 FAX (530) 623-8365

*Reviewed
3/14/12*

TO: The Honorable James P. Woodward,
Presiding Judge of the Superior Court

FROM: Wendy G. Tyler, Deputy CAO *Wendy Tyler*

SUBJECT: Response to Recommendations of 2010-2011 Grand Jury
Judicial Committee Facilities Review Trinity County Juvenile
Detention Center Final Report

DATE: September 6, 2011

The Grand Jury Judicial Committee has requested a written response to their final report on the Facilities Review, Trinity County Juvenile Detention Center. In my capacity as Deputy County Administrative Officer, my response is as follows:

Finding #1:

The Facility staff should be commended on its continuing commitment to education. The Juvenile Detention Center is committed to providing educational programs for the inmates including attainment of a GED. Funding is provided by ADA and from the County Budget. The funds are not consistent from day-to-day due to fluctuating inmate numbers. There are inadequate monies available to support schooling and retain teachers for the long-term.

Response: Agree

Recommendation #1:

Educational projects should continue to be pursued. The Board of Supervisors and County Office of Education are urged to seek funding to keep the education of the youth intact. This could include investigating possible changes in laws at the state level that affect funding and considering ways to promote the programs provided by the Facility to other Counties to increase bed revenue.

Response:

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DEC 14 2011

TRINITY COUNTY
SUPERIOR COURT

TRINITY COUNTY

Board of Supervisors

P.O. BOX 1613, WEAVERVILLE, CALIFORNIA 96093
PHONE (530) 623-1217 FAX (530) 623-8365

TO: The Honorable James P. Woodward,
Presiding Judge of the Superior Court

FROM: Trinity County Board of Supervisors *J. Morris-Chen*

SUBJECT: Response to Recommendations of 2010-2011 Grand Jury
Judicial Committee Facilities Review Trinity County
Juvenile Detention Center Final Report
JUR 2010-2011/003

DATE: November 1, 2011

*Received
12/17/11
J. Morris-Chen*

The Grand Jury Judicial Committee has requested a written response to their final report on the Facilities Review, Trinity County Juvenile Detention Center. The response of the Board is as follows:

Finding #1:

The Facility staff should be commended on its continuing commitment to education. The Juvenile Detention Center is committed to providing educational programs for the inmates including attainment of a GED. Funding is provided by ADA and from the County Budget. The funds are not consistent from day-to-day due to fluctuating inmate numbers. There are inadequate monies available to support schooling and retain teachers for the long-term.

Response: Agree

Recommendation #1:

Educational projects should continue to be pursued. The Board of Supervisors and County Office of Education are urged to seek funding to keep the education of the youth intact. This could include investigating possible changes in laws at the state level that affect funding and considering ways to promote the programs provided by the Facility to other Counties to increase bed revenue.

JUDY PFLUEGER
DISTRICT 1

JUDY MORRIS
DISTRICT 2

ROGER JAEGEL
DISTRICT 3

DEBRA CHAPMAN
DISTRICT 4

WENDY OTTO
DISTRICT 5

Response: Agree

Continued implementation of existing programs is ongoing; possible law changes are ongoing via the Chief Probations Officers of California Association and CSAC; filling of open beds is and has been ongoing depending upon demand and availability.

Finding #2: There are currently 5.5 Probation Officers, including the Chief Probation Officer. There have been up to twelve officers in the past. It is a strong possibility that in the near future an additional 1.5 positions will be laid off, due to budget issues decreasing the total staff

Response: Agree

Recommendation #2: The County must increase the number of probation staff to meet state mandatory requirements based on facility size.

Response:

Will be partially implemented. Since this finding was documented the Board of Supervisors approved the filling of two positions for the probation department and avoided the layoff of the 1.5 positions. Further implementation and funding will be dependent upon the public safety realignment.

Finding #3

The Facility needs an additional control panel in the day room. The current panel may be left unattended when it is necessary for staff to leave the control room. An additional panel would enhance the safety and security of the staff and juvenile inmates especially with decreased staffing at night. The surveillance monitors are aging rapidly and do not provide for a sufficient view of all the day floor area.

Response: Agree.

Recommendation #3:

Check with Federal/State surplus sources, in addition to grants and other funding to assist with the purchase of an additional control panel and video monitoring equipment.

Response: The recommendation will be implemented when time and money are available. A new or an additional control panel would be welcomed and staff will continue to look for and prioritize funds to replace aging equipment from every source available.

Finding # 4:

State of California CSA regulations define the Juvenile Facility staffing needs. Currently the staffing is below that required by the State regulations.

Response: Agree

Recommendation # 4:

Obtain additional budget allocation from the County augmented by grant funds to bring staffing at the Facility into state compliance.

Response:

Is partially implemented. As in Response on Finding # 2, the layoff of 1.5 persons was deferred and funding for 2 positions was approved. Coupled with the use of extra help the department has been in compliance for the short term. As for the long term, all safety departments are going through a major realignment and requirements will probably be changing. With this, realignment funds should be available to meet requirements.

Finding # 5:

When the County Jail is unable to perform the search of an adult female detainee for booking, because there is no female corrections officer available to do the search, the detainee is taken to the Juvenile Facility for the search. When this occurs, the Juvenile Facility is out of CSA compliance because of removing female staff from housing unit to perform the search.

Response: Agree

Recommendation #5:

The Juvenile Facility should coordinate a change in procedure with the Jail to become compliant.

Response:

Will require further analysis which will be done by December 31, 2011. The Chief Probation Officer will meet with the Sheriff to discuss the procedures.

Finding # 6:

There is no coordinated strategic planning by the County.

Response: Disagree in part, as this report refers to the public safety facility only; it is ambiguous what is meant by "coordinated strategic planning by County".

Recommendation # 6:

Implement strategic planning to include all County departments.

Response:

Is being implemented for the public safety units. As this report is on the facility, we assume you are referring to public safety facilities. Currently through the passage of AB109/AB117, a committee has been established to set up new policies and procedures, which coordinates and sets a strategic plan in place. This will include consideration on how to house our inmates, short and long term. There has been past planning which included a new jail/juvenile facility but due to funding and staffing shortfalls, has been put on hold along with other county planning. With the new realignment via the State, we again are looking into AB900 requirements for possible funding of a new jail facility at the juvenile/probation site, as long as it is acceptable under the conditions set in the 2005 Certificates of Participation.

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FEB 28 2012
TRINITY COUNTY
SUPERIOR COURT



TRINITY COUNTY

Board of Supervisors

P.O. BOX 1613, WEAVERVILLE, CALIFORNIA 96093
PHONE (530) 623-1217 FAX (530) 623-8365

*Reviewed
/ 1/11
2/29/2012*

TO: The Honorable James P. Woodward,
Presiding Judge of the Superior Court

FROM: Trinity County Board of Supervisors

*Supervisor
Chair / 2011*

SUBJECT: Response to Recommendations of 2010-2011 Grand Jury
Judicial Committee Facilities Review Trinity County
Juvenile Detention Center Final Report

DATE: September 6, 2011

The Grand Jury Judicial Committee has requested a written response to their final report on the Facilities Review, Trinity County Juvenile Detention Center. The response of the Board is as follows:

Finding #1:

The Facility staff should be commended on its continuing commitment to education. The Juvenile Detention Center is committed to providing educational programs for the inmates including attainment of a GED. Funding is provided by ADA and from the County Budget. The funds are not consistent from day-to-day due to fluctuating inmate numbers. There are inadequate monies available to support schooling and retain teachers for the long-term.

Response: Agree

Recommendation #1:

Educational projects should continue to be pursued. The Board of Supervisors and County Office of Education are urged to seek funding to keep the education of the youth intact. This could include investigating possible changes in laws at the state level that affect funding and considering ways to promote the programs provided by the Facility to other Counties to increase bed revenue.

JUDY PFLUEGER
DISTRICT 1

JUDY MORRIS
DISTRICT 2

ROGER JAEGLER
DISTRICT 3

DEBRA CHAPMAN
DISTRICT 4

WENDY OTTO
DISTRICT 5

Response:

Continuous implementation of existing programs and the staff is, through the Chief Probation Officers of California, trying to get new legislation that will address funding for court schools. When the legislation verbiage is ready we will through the California State Association of Counties, push for support. We are unable at this moment to give a timeline as it has been discussed for the past ten years but with some major changes coming in the structure of state/county duties, we may have an opportunity.

Finding #2

There are currently 5.5 Probations Officers, including the Chief Probation Officer. There have been up to twelve officers in the past. It is a strong possibility that in the near future an additional 1.5 positions will be laid off, due to budget issues decreasing the total staff to only 4.

Response: I agree.

Recommendation #2:

The County must increase the number of probation staff to meet state mandatory requirements based on facility size.

Response:

Will be partially implemented. Since this finding was documented the Board of Supervisors approved the filling of two positions for the probation department and avoided the layoff of the 1.5 positions. Further implementation and funding will be dependent upon the public safety realignment.

Finding #3

The Facility needs an additional control panel in the day room. The current panel may be left unattended when it is necessary for staff to leave the control room. An additional panel would enhance the safety and security of the staff and juvenile inmates especially with decreased staffing at night. The surveillance monitors are aging rapidly and do not provide for a sufficient view of all the day floor area.

Response: Agree.

Recommendation #3:

Check with Federal/State surplus sources, in addition to grants and other funding to assist with the purchase of an additional control panel and video monitoring equipment.

Response:

A new or an additional control panel would be welcomed and staff will continue to look for and prioritize funds to replace aging equipment from every source available.

Finding # 4:

State of California CSA regulations define the Juvenile Facility staffing needs. Currently the staffing is below that required by the State regulations.

Response: Agree

Recommendation # 4:

Obtain additional budget allocation from the County augmented by grant funds to bring staffing at the Facility into state compliance.

Response:

Is partially implemented. As in Response on Finding # 2, the layoff of 1.5 persons was deferred and funding for 2 positions was approved. Coupled with the use of extra help the department has been in compliance for the short term. As for the long term, all safety departments are going through a major realignment and requirements will probably be changing. With this, realignment funds should be available to meet requirements.

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Response: Agree

Recommendation #5:

The Juvenile Facility should coordinate a change in procedure with the Jail to become compliant.

Response:

Will require further analysis which will be done by December 31, 2011. The Chief Probation Officer will meet with the Sheriff to discuss the procedures.

Finding # 6:

There is no coordinated strategic planning by the County.

Response:

Disagree in part.

Recommendation # 6:

Implement strategic planning to include all County departments.

Response:

Is being partially implemented. As this report is on the facility, we assume you are referring to public safety facilities. Currently through the passage of AB109/AB117, a committee has been established to set up new policy and procedures which will also consider how to house our guests, short and long term. There has been past planning which included a new jail/juvenile facility but due to funding and staffing shortfalls, had been put on hold along with other county planning. With the new realignment via the State, we again are looking into AB900 requirements for possible funding of a new jail facility at the juvenile/probation site. After the CAO position is filled, we plan to further strategic planning.

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TRINITY COUNTY
SUPERIOR COURT

Trinity County

OFFICE OF EDUCATION

*Reviewed
2/21/12*

<http://www.tcoe.trinity.k12.ca.us>

To: James P. Woodward, Judge, Trinity Co. Superior Court

Feb. 12, 2012

From: Jim French, *JF* Trinity Co. Supt. Of Schools

Subject: 2010-11 Grand Jury Report, Juvenile Detention Center

I met with two members of the Trinity County Grand Jury on Feb. 9, 2012 concerning my required response to Finding & Recommendation #1 in the report. Please accept my sincerest apologies for my tardiness in responding, but I'm not sure the report/request to respond reached me last spring.

Nevertheless below is the recommendation, and my response.

From Recommendation #1 " The Board of Supervisors, and the County Office of Education are urged to seek funding to keep the education of the youth intact. This could include investigating possible changes in laws at the state level that affect funding, and considering ways to promote the programs provided by the Facility to other Counties to increase bed revenue.

My Response As Supt. Of Schools I'm deeply concerned about ongoing state revenue to support maintaining an educational program at our juvenile court school facility. Our state revenue is based on facility enrollment, and consequently average daily attendance which has dropped from 12-20 students annually to 6-8 students this year, with a corresponding drop in state revenue.(Basically not paying for staff) Our office has met with Chief Probation Officer , Terry Lee who shares our concern. We have contacted the state about applying for non-ADA based Nec. Small School funding, and have been informed that county offices of education are not eligible for Nec. Small School funding. We have also been informed that Trinity County School **districts** that operate high schools may apply for said funding, so we are exploring the possibility of Trinity Alps Unified School District administering the program in 2012-13. We are also exploring the possibility of a legislative fix, by adding "county offices of education" to the education code that makes "districts" eligible for Nec. Small School funding.

Thank you

James B. French, Trinity County Superintendent of Schools