



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 1
General Instructions
§1302**

Topic **Juvenile Title 15, Definitions of Key Terms**

Policy Board of State and Community Corrections, Minimum Standards for Juvenile Facilities, Title 15, Article 1, Section 1302, Definitions

“Administering medication” as it relates to pharmaceutical management, means the act by which a single dose of medication is given to a patient by licensed health care staff or Group Supervisor at the direction of a licensed health care staff. The single dose of medication may be taken either from stock (undispensed) or dispensed supplies.

“Adult” Any person 18 years of age or older.

“Alternate means of compliance” means a process for meeting or exceeding the intent of the standards in an innovative way as approved by the Board pursuant to an application.

“Appeal hearing” means an administrative procedure providing an appellant with an opportunity to present the facts of the appeal for the formal decision concerning matters raised pursuant to the purposes set forth in these regulations. Such hearing may be conducted using oral and/or written testimony as specified by the Executive Director of the Board or the Board.

“Appellant” means an individual or government entity, county or city which files a request for an appeal hearing.

“Assigned staff” The staff person assigned to investigate a youth’s grievance. The staff person may be a Group Supervisor III, an Institutions Services Manager, or the Superintendent.

“Authorized representative” means an individual authorized by the appellant to act as its representative in any or all aspects of the hearing.

“Behavioral health” means mental/emotional well-being and/or actions that affect wellness. Behavioral health problems include: substance use disorders, alcohol and drug addiction, and serious psychological distress, suicide, and mental disorders.

“Behavioral / Mental Health Director” means that individual who is designated by contract,

written agreement or job description to have administrative responsibility for the behavioral/mental health program of the facility or system. The health administrator shall work in cooperation with the behavioral/mental health Director to develop and implement mental health policies and procedures.

“BHRS” Behavioral Health and Recovery Services, which includes Mental Health

“BHRS Business Day” Weekdays from 8 a.m. to 5 p.m. (not including holidays).

“Bisexual” means a person who is emotionally, romantically, and sexually attracted to both men and women.

“Board” means the Board of State and Community Corrections, which acts by and through its executive Superintendent, deputy Superintendents, and field representatives.

“Breast Binder” Is the act of flattening breasts using constrictive materials. The term also refers to the material used in this act. Common binding materials include cloth strips, elastic or non-elastic bandages, purpose-built undergarments (often using spandex or other synthetic fiber) and layered shirts to provide further restriction.

“Camp” means a juvenile camp, ranch, forestry camp or boot camp established in accordance with Section 881 of the Welfare and Institutions Code, to which youth made wards of the court on the grounds of fitting the description in Section 602 of the Welfare and Institutions Code may be committed.

“Chaplaincy Board” A group of volunteer clergy that maintains and coordinates the rotational schedule of religious services at Probation facilities in cooperation with the Chaplain.

“Cisgender” means a person whose gender identity corresponds to the gender they were assigned at birth.

“Clergy” means persons ordained for religious duties.

“Clothing search/Dress-out search” Any search that involves youth removing their clothing in private to enable staff to search the clothing for contraband.

“Committed” means placed in a jail or juvenile facility pursuant to a court order for a specific period independent of, or in connection with, other sentencing alternatives.

“Compelling government interest” A legal standard for determining the constitutionality of a policy that restricts the practice of a fundamental right. For such a policy to be valid, there must be a compelling government interest that is necessary or crucial to the mission of the Department, as opposed to a mere preference, that can be furthered only by the policy under review.

“Conditions of confinement” Any condition of a youth’s confinement in the Juvenile Facilities including health care services; classification decisions; program participation; telephone, mail, or visiting procedures; food; clothing; bedding; mistreatment; and harassment or violations of the Youth Nondiscrimination Policy (15 CCR 1361).

“Contraband” is any object, writing or substance, the possession of which would constitute a crime under the laws of the State of California, pose a danger within a juvenile facility, would interfere with the safety and security of the facility, the public, youth, visitors, or staff.

“Control Room” is a continuously staffed secure area within the facility that contains staff responsible for safety, security, emergency response, communication, electronics, and movement.

“Correctional Health Staff” Nurses who practice nursing and deliver care within the unique and distinct environment of the criminal justice system.

“Counts” At the beginning of each shift, Admissions Staff prints a copy of the Detention Facility Population Summary, and the Juvenile Hall Population Report, which includes the Unit Roster. These reports are generated by the Probation Information Management System (PIMS).

“County-certified 5150 clinician” A person who has completed training on 5150, including the writing of an Application for 72-hour Detention for Evaluation and Treatment. This person may be a mental health clinician or deputy sheriff.

“Court holding facility for youth” means a local detention facility constructed within a court building used for the confinement of youth and adults for the purpose of a court appearance, for a period not to exceed 12 hours.

“Crowding” Any occasion when the facility population is above the BSCC-rated capacity at the point of the headcount at midnight.

“Culturally Responsive” means considering the diverse population of a facility regarding race, language, ethnicity, sexual orientation, gender, gender expression, immigration status and values.

“Deadly Force” Any use of force which creates a substantial risk of causing death or serious bodily injury, including but not limited to the discharge of a firearm (Penal Code § 835a).

“De-escalation” pertaining to use of force, is the use and application of efforts and techniques, including conflict resolution, to discourage, decrease or prevent threatening, disruptive or violent behavior.

“Delivering medication” as it relates to pharmaceutical medication management, means the act of providing one or more doses of a prescribed and dispensed medication to a youth.

“Detention Manual” The Department Detention Manual

“Developmentally disabled” applies to those persons who have a disability which originates before an individual attains age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes intellectual disability, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to intellectual disabilities or to require treatment similar to that required for individuals with intellectual disabilities but shall not include other disabilities that are solely physical in nature.

“Direct visual observation” means staff must personally see youth's movement and/or skin. Audio/video monitoring and mirrors may supplement, but not substitute, for direct visual observation.

“Direct visual observation” Monitoring by staff such that staff are constantly in the presence of the youth, personally see youth movement and/or skin. Audio/video monitoring and mirrors may supplement but not substitute for direct visual observation.

“Dispensing” as it relates to pharmaceutical management and pursuant to Business and Professions Code Section 4024, means the placing of one or more doses of a prescribed medication into containers that are correctly labeled to indicate the name of the youth, the contents of the container, and all other vital information.

“Disposal” as it relates to pharmaceutical management, means the destruction of medication or its return to the manufacturer or supplier on its expiration date or when retention is no longer necessary or suitable (e.g. upon youth discharge from the facility) or the provision of medication to the patient upon discharge.

“DNA” or Deoxyribonucleic acid means a chromosomal double-stranded molecule that exists in each living cell. DNA determines an individual's hereditary characteristics and can be used to distinguish and identify an individual from another person. This becomes critical when blood, hair, skin, or any other part of the body is used to prove one's involvement or lack of involvement, in a crime scene. Board of State and Community Corrections Juvenile Title 15 Express Terms 7 rev. 3/12/2018

“Ecto-parasite” A parasite that lives on or in the skin but not within the body. Lice, fleas and bed bugs are common examples of ecto-parasites.

“Emergency” means a significant disruption of normal facility procedure, policy or operation caused by a situation that threatens the safety of the facility, youth, staff, or the public. A single incident of mass arrest of juvenile's youth, an escape, disturbance, taking of hostages, civil disturbance, fire, or natural disasters such as flood, fire or earthquake or other event that

endangers the safety and security of the facility, youth, staff, service providers, or visitors and requires immediate action to avert death, injury and to maintain security.

“Emergency Manual” The document describing the procedures for the maintenance of safety and security during an emergency including:

- Escape/AWOL
- Bomb Threat
- Active Shooter
- Terrorist Attack
- Disturbances/Violence/Riot /Civil Disturbance
- Hostages
- Fire
- Natural Disasters
- Evacuation
- Chemical Agents, Radios, Personal Security Devices, Weapons/Ammunition
- Documentation, Debriefing, and Follow-up
- Notification Procedures
- Periodic Testing of Emergency Equipment
- Annual Review of Emergency Procedures for Youth Supervision Staff

“Employee” Any person employed by the Department

“Excessive force” The use of more force than is objectively reasonable under the circumstances to accomplish a lawful purpose.

“Executive Director” means the Executive Director of the Board of State and Community Corrections.

“Exercise” means an activity that requires physical exertion of the large muscle groups. The physical exertion of large muscle groups

“Exigent” means an urgent and unanticipated event that requires immediate action.

“Facility administrator” means chief probation officer, sheriff, marshal, chief of police or other official charged by law with administration of the facility.

“Facility manager” means Superintendent, superintendent, police or sheriff commander or other person in charge of the day-to-day operation of a facility holding youth.

“Filing date” means the date a request for an appeal hearing is received by the Executive Superintendent of the Board.

“Food” means any nourishing substance that is eaten, drunk, or otherwise taken into the body to sustain life, provide energy, and/or promote growth.

“504 plan” means a written educational plan developed by a group of educators, administrators, parents and other relevant participants that addresses the needs of a disabled student with a physical or mental impairment which may substantially limit major life activities, including, but not limited to, caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks and learning as defined under Section 504 of the Rehabilitation Act of 1973.

“Furlough” means the conditional or temporary release of a youth from the facility.

“Furlough Camp Kemp” The three-month period following a youth's release from Camp Kemp.

“Gay” means a person whose emotional, romantic, and sexual attraction are primarily for individuals of the same sex, typically in reference to men.

“Gender expression” means the way a person expresses his or her gender is expressed through clothing, appearance, behavior, speech, etc.

“Gender fluidity” means a gender identity which can vary over time. A gender fluid person may at any time identify as male, female, neutrois, any other non-binary identity, or some combination of identities. Their gender can also vary at random or vary in response to different circumstances. Gender fluid people may also identify as multi-gender, non-binary, and/or transgender.

“Gender identity” means a person's sense of being male, female, some combination of male or female, or either male or female.

“Gender Nonconforming” means a youth whose appearance or manner does not conform to traditional masculine and feminine gender norms.

“Grievance” A formal, documented youth complaint about any condition of confinement.

“Group Punishment,” which is prohibited, means sanctioning a group of uninvolved youth based on the actions of one or more youth.

“Group Supervisor” All persons, regardless of rank, who are employees and who are selected and trained in accordance with state law as group supervisors of the San Mateo County Probation Department- Juvenile Facilities.

“Guardian” The parent, guardian, or person standing in loco parentis.

“Health administrator” means that individual or agency that is designated with responsibility for health care policy and procedures pursuant to a written agreement, contract or job description. The health administrator may be a physician, an individual or a health agency.

“Health care” means behavioral/medical, mental health and dental services.

“Health care clearance” means a non-confidential statement which indicates to youth supervision staff that there are no health contraindications to a youth being admitted to a facility and specifies any limitations to full program participation.

“Health care provider” is an individual appropriately licensed by the State and is designated by contract, written agreement, or job description to have responsibility to provide preventive, curative, promotional, or rehabilitative health care in a systematic way to youth.

“Hearing panel” means a panel comprised of three members of the Board who shall be selected by the Chair at the time an appeal is filed. A fourth member may be designated as alternate. Members designated to the hearing panel shall not be employed by, or citizens of, the county or city submitting an appeal.

“Human trafficking” means the trade of humans, most commonly for the purpose of forced labor, sexual slavery, or commercial sexual exploitation for the benefit of the trafficker or others.

“In-custody death” The death of any youth, for whatever reason (natural causes, suicide, homicide, accident), who is in detention at any facility of this facility.

“Individual Education Program” (IEP) means a written statement for each individual with exceptional needs that is developed, reviewed and revised in a meeting in accordance with Education Code Section 56345 and applicable federal laws and regulation.

“Internal review” (also known as administrative review) - An assessment of whether a facility’s standards, training, and supervision are adequate, and whether changes should be made.

“Intersex” means a youth whose sexual or reproductive anatomy or chromosomal pattern does not fit typical definitions of male or female.

“ISM-OD” The Institutions Services Manager designated as the lead during a shift in Juvenile Hall.

“Juvenile facility” means a juvenile hall ranch or camp, forestry camp, regional youth education facility, boot camp or special purpose juvenile hall.

“Juvenile hall” means a county facility designed for the reception and care of youth detained in accordance with the provisions of this subchapter and the juvenile court authority.

“Key indicators” Factors that mitigate or elevate a youth’s risk of self-harm. The indicators

are current plan (elevates risk), prior suicidal behavior (elevates risk), and resources (mitigates risk). Signs of depression and possible self-harm behavior include: talk of dying; recent loss; significant changes in personality, emotions, behavior, sleep patterns, or eating habits; diminished sexual interest; fear of losing control; low self-esteem; and absence of hope for the future.

“Labeling” as it relates to pharmaceutical management and pursuant to Business and Professions Code Sections 4076 and 4076.5, means the act of preparing and affixing an appropriate label to a medication container.

“Least restrictive means” A standard imposed by the courts when considering the validity of policies that touch upon constitutional interests. If the Department adopts a policy that restricts a fundamental religious liberty, it must employ the least restrictive measures possible to achieve its goal.

“Legend drugs” are any drugs defined as “dangerous drugs” under Chapter 9, Division 2, Section 4022 of the California Business and Professions Code. These drugs bear the legend, “Caution Federal Law Prohibits Dispensing Without a Prescription.” The Food and Drug Administration (FDA) has determined, because of toxicity or other potentially harmful effects, that these drugs are not safe for use except under the supervision of a health care practitioner licensed by law to prescribe legend drugs.

“Lesbian” A woman whose emotional, romantic, and sexual attractions are primarily for other women.

“Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex (LGBTQI)” is a diversity of sexuality and gender identity-based cultures. It may be used to refer to anyone who is non-heterosexual or non-cisgender, instead of exclusively to people who are lesbian, gay, bisexual, or transgender. To recognize this inclusion, the letter Q is for those who identify as queer or are questioning their sexual identity. The letter I stands for “intersex” which is defined above.

“Levels of Precaution” The intensity of intervention based on assessed risk for self-harm.

- **Mental health observation:** A safety measure in which staff assesses youth’s behavior every 15 minutes. Observation is most appropriate for youth with moderate risk of self-harm.
- **Contract for safety:** An intervention with suicidal youth in which the youth signs a contract agreeing that he or she will not harm himself or herself.
- **Suicide watch:** A safety measure in which staff maintains continuous direct visual observation of youth. Suicide watch is most appropriate for youth with high and severe risk of self-harm.
- **5150 hold:** A safety measure in which a youth is held involuntarily in a psychiatric facility for up to 72 hours for reasons of danger to self, danger to others, or grave disability. A 5150 hold is most appropriate for youth with severe risk of self-harm. A 5150 can be initiated by a peace officer, BHRS staff, or other person designated by

law by completing an Application for 72- hour Detention for Evaluation and Treatment (see Welfare and Institutions Code 5150).

“Linguistically appropriate” means delivered in a manner that effectively communicates with persons of limited English proficiency, those who have low literacy or are not literate, and individuals with disabilities.

“Living unit” shall be a self-contained unit containing locked sleeping rooms, single and double occupancy sleeping rooms, or dormitories, day room space, water closets, wash basins, drinking fountains and showers commensurate to the number of youths housed. A living unit shall not be divided in a way that hinders direct access, supervision, immediate intervention or other action if needed.

“Local Health Officer” means that licensed physician who is appointed by the Board of Supervisors pursuant to Health and Safety Code Section 101000 to carry out duly authorized orders and statutes related to public health within his/her jurisdiction.

“Magnetometer search/Wand search” A search involving a scan of the youth using a hand-held magnetometer when the youth is clothed.

“May” Indicates a permissive, discretionary, or conditional action.

“Meal” means the food served and eaten, especially at one of the customary or regular occasions for taking food during the day, such as breakfast, lunch or dinner.

“Minor” means a person under 18 years of age and includes individuals whose cases are under the jurisdiction of the adult criminal court.

“Member” Any person employed or appointed by the San Mateo County Probation Department – Juvenile Facilities, including:

- Full and par-time employees
- Sworn Group Supervisors
- Professional Staff employees
- Volunteers

“Mental Health Staff (MH)” Part of Behavioral Health and Recovery Services (BHRS), or BHRS licensed clinician, BHRS Associate Marriage & Family Therapist, BHRS Associate Social Worker, BHRS Supervised Intern.

“MH Clinician” BHRS licensed clinician, BHRS Associate Marriage & Family Therapist, BHRS Associate Social Worker, BHRS Supervised Intern.

“MH On-Call Clinician (MH-OC)” Overnights 5 p.m. to 8 a.m., weekends and holidays.

“MH On-Duty Clinician (MH-OD)” Works weekdays from 8 a.m. to 5 p.m. (not including holidays).

“Modified strip search” - A search that requires a youth to remove or rearrange some of the youth's clothing. It does not include a visual inspection of the breasts, buttocks, or genitalia of the youth but may include a thorough tactile search of the youth’s partially unclothed body. This also includes searching the youth’s clothing once it has been removed.

“Non-school day” means a day when school is not in operation. It also applies when an individual youth is both not enrolled in school and not required to be in attendance.

“Notice of decision” means a written statement by the Executive Superintendent of the Board which contains the formal decision of the Executive Superintendent and the reason for that decision.

“On-Duty employee” Status during the period when the person is engaged in the performance of assigned duties.

“On-site health care staff” means licensed, certified or registered health care personnel who provide regularly scheduled health care services at the facility pursuant to a contract, written agreement or job description. It does not extend to emergency medical personnel or other health care personnel who may be on-site to respond to an emergency or an unusual situation.

“Order” A written, or verbal instruction issued by a superior.

“Other Authorized Persons” Persons approved by the On-Duty Officer of the Day (OD) Institution Services Manager (ISM), Director of Institutions, Deputy Probation Officer (DPO), or Court for visiting with a youth.

“Other facility staff” Education, food service, maintenance, and other persons working at the institution.

“Other Supportive Adults” Adults who have had a significant impact or relationship with the youth and approved by the Facility Superintendent or their designee.

“Out of Control Youth”- A youth who exhibits unruly behavior (i.e. kicking, screaming, attempting to hurt himself/herself or others and / or destroying County property) even after many failed attempts by staff to de-escalate the youth’s negative behavior.

“Over-the-counter (OTC) drugs” as it relates to pharmaceutical management, are medications which do not require a prescription (non-legend).

“Parent / Youth Handbook” The document given to each youth when admitted to the facility, explaining the rules, expectations and their rights while being detained. (“Juvenile Hall Parent /Youth Handbook” or “Margaret J. Kemp Girls Camp Parent/Youth Orientation

Packet.”

“Pat-down search” The normal type of search used by group supervisors within this facility to check others, including youth, for weapons or contraband. It involves manual pressing against the body, a thorough patting down of clothing, and twisting or crushing of the youth’s clothing to locate any weapons or dangerous items that could pose a danger to the group supervisor, the youth, or other youth.

“Physical body cavity search” A search requiring a search warrant that allows for a visual inspection of the body and may include a physical intrusion by a physician into a body cavity. Body cavity means the stomach or rectal cavity of a youth, and the vagina of a female youth.

“Pilot project” means an initial short-term method to test or apply an innovation or concept related to the operation, management or design of a juvenile facility, jail or lockup pursuant to an application to, and approval by, the Board.

“Podular design” means a design concept for detention facilities in which housing cells, dormitories or sleeping rooms are positioned around the perimeter of a common dayroom, forming a housing/living unit. Generally, the majority of services for each housing/living unit (such as dining, medical exam/sick call, programming, school, etc.) occur in specified locations within the unit.

“Post-dispositional youth” means a youth detained in a facility after a dispositional order by the Court.

“Privileged mail” Letters and correspondence to and from federal, state, and local courts; any member of the State Bar, attorneys; public officials; or other officials or agencies charged with the administration of justice.

“Professional visitors” Persons providing services to youth such as mental health therapists, school personnel, healthcare providers and approved clergy

“Programs” Structured programs designed to enhance socialization that provides a positive, pro- social experience to build positive youth development.

“Provider mortality review” An assessment of the medical care, including mental health care, provided to a youth who later died in detention. It should analyze the care provided, or care that should have been provided to prevent the death. A medical provider mortality review should address areas where improvements can be made.

“Psychological autopsy” Can be performed for suicide deaths to illuminate the various stressors that could have contributed to the suicide. It is usually conducted by a psychologist or other qualified mental health professional.

“Queer” Historically used as a derogatory term, queer has been widely reclaimed, especially

by younger LGBTQI people, as a positive social and political identity. It is sometimes used as an umbrella term for all LGBTQI people.

“Questioning” Refers to the active process in which a person explores her/his own sexual orientation, and/or gender identity, and questions the cultural assumptions that they are heterosexual and/or gender conforming.

“Rated capacity” means the number of beds approved by the Board that can be utilized by a Juvenile Facility based on the design requirements of Title 24, Part 1, Article 2, Section 13-201(c)6, of the California Code of Regulations.

“Reasonable and necessary force” refers to the amount and type of force that an objective, similarly trained, experienced and competent youth supervision staff, faced with similar facts and circumstances, would consider necessary and reasonable to ensure the safety and security of youth, staff, others, and the facility.

“Reasonable suspicion” The belief that the youth is more likely than not concealing drugs, contraband, or weapons on their person based on the youth’s current charges, circumstances of arrest, unusual behavior, or prior conduct in the facility.

“Recreation” means the youth’s free time to choose from activities that occupy the attention and offer the opportunity for relaxation. Such activities may include table games, ping-pong, watching television, reading, board games, letter writing and socializing with other individuals.

“Regional facility” means a facility serving two or more counties bound together by a memorandum of understanding or a joint powers agreement identifying the terms, conditions, rights, responsibilities and financial obligations of all parties.

“Religious exercise” Any exercise of religion, whether or not it is compelled by, or central to, a system of religious belief. The key is not what a faith requires but whether the practice is included in the youth’s sincerely held religious beliefs.

“Remodeling” means to alter the facility structure by adding, deleting or moving any of the building's components thereby affecting any of the spaces specified in Title 24, Section 460A.

“Repackaging” as it relates to pharmaceutical management, means transferring medications from the original manufacturers' container to another properly labeled container.

“Request for appeal hearing” means a clear written expression of dissatisfaction about a procedure or action taken, requesting a hearing on the matter, and filed with the Executive Superintendent of the Board.

“Resource Review Board (RRB)” A committee consisting of Probation Services Managers, Superintendent, Institutions Services Managers, and other county partner that approves

recommendations for placement or commitment of youth.

“Respite Care” The short-term stay of a youth at Camp Kemp because the youth was living in an unsafe environment in the community or because there are concerns about the living situation or the youth’s guardian.

“Responsible physician” means that physician who is appropriately licensed by the State and is designated by contract, written agreement or job description to have responsibility for policy development in medical, dental and mental health matters involving clinical judgements. The responsible physician may also be the health administrator.

“Restraints” Any device designed to restrict a person’s bodily movement. Examples include handcuffs, leather restraints, and leg irons (15 CCR 1358).

“Risk” The degree of likelihood that a youth will act on a self-harm plan, as assessed by the key indicators of self-harm behavior.

- Low Risk: A youth reports suicidal thoughts but does not articulate a self-harm plan and is able to contract for safety.
- Moderate Risk: A youth reports suicidal thoughts and a self-harm plan but does not state an immediate time frame or a clearly stated intent to act on the plan and is able to contract for safety.
- High Risk: A youth reports suicidal thoughts, a realistic self-harm plan, and a method of harming himself or herself, an intention to complete within 24 hours and is unable to contract for safety.
- Severe Risk: A youth attempts suicide or significant self-harm, or appears imminently prepared or intent on self-harm and is unable to contract for safety. Examples include attempting hanging or suffocation, making medium- deep cuts, or possessing a weapon for self-harm.

“Room confinement” means the placement of a youth in a locked room with minimal or no contact with persons other than correctional facility staff and attorneys. Room confinement does not include confinement of a youth in a locked single person room for brief periods as may be necessary for required institutional operations.

“Room Extraction” means the forceful removal of a youth from a room. “Security glazing” means a glass/polycarbonate composite glazing material designed for use in detention facility doors and windows and intended to withstand measurable, complex loads from deliberate and sustained attacks in a detention environment.

“Safety room” An enhanced protective/secure housing designed to minimize the risk of injury or destruction of property used for youths who display problematic behavior that may cause immediate physical harm to themselves or others or destroy facility property (24 CCR 1230.1.13). The room provides continuous camera monitoring of a youth who may be in danger of self-harm.

“Security Glazing” means a glass/ polycarbonate composite glazing material designed for use in detention facility doors and windows and intended to withstand measurable, complex loads from deliberate and sustained attacks in a detention environment.

“Self-harm” Intentionally causing injury to oneself – not including tattooing or scarring.

“Self -Inflicted Physical Harm” Including but not limited to carving the skin, cutting off blood circulation to the extremities and/or the youth banging their head against a hard surface.

“Separation” means limiting a youth's participation in regular programming for a specific purpose.

“Serious self-harm” Self-harm involving bodily injury, requiring hospital admission for medical attention.

“Sexual abuse” is sexual activity or voyeurism by one or more persons upon another person who does not consent, is unable to refuse, or is coerced into the act by manipulation, violence, or by overt or implied threats.

“Sexual orientation” means a person's emotional, romantic, and sexual attraction for members of the same, opposite or both genders.

“Shall or will” Indicates a mandatory action.

“Should” Indicates a generally required or expected action, absent a rational basis for failing to conform.

“SMMC PES” San Mateo Medical Center Psychiatric Emergency Services

“Snack” means a small portion of food, drink or a light meal, especially one eaten or drunk between regular meals.

“Sole supervision” means independent supervision of one or more youth by youth supervision staff who have successfully completed Juvenile Corrections Officer Core Training.

“Special purpose juvenile hall” means a county facility used for the temporary confinement of a youth, not to exceed 96 hours, prior to transfer to a full-service juvenile facility or release.

“Special visits” mean visits by persons other than parents or guardians, those standing in loco parentis, and children of the youth, as outlined in Section 1374 of these regulations.

“Status offender” means a minor alleged or adjudged to be a person described in Section 601 of the Welfare and Institutions Code.

“STC” Standards and Training for Corrections Program, training certified by the state Board of State and Community Corrections **“Strip search”** - A search that requires a youth to remove or rearrange some or all the youth's clothing to permit a visual inspection of the youth's underclothing, breasts, buttocks, anus, or outer genitalia. This includes monitoring a youth while the youth is showering or changing clothes and the youth's underclothing, buttocks, genitalia, or female breasts are visible to the monitoring member.

“Storage” as it relates to pharmaceutical management, means the controlled physical environment used for the safekeeping and accounting of medications.

“Substantial burden” For the purposes of this policy, substantial burden means either of the following:

- A restriction or requirement imposed by the Department that places a youth in a position of having to choose between following the precepts of the youth's religion and forfeiting benefits otherwise generally available to other youth, or having to abandon one of the precepts of the youth's religion in order to receive a benefit
- When the Department pressures youth to substantially modify their behavior in violation of their beliefs

“Supervisory staff” means a staff person whose primary duties may include, but are not limited to, scheduling and evaluating subordinate staff, providing on-the-job training, making recommendations for promotion, hiring and discharge of subordinate staff, recommending disciplinary actions, and overseeing subordinate staff work. Supervisory staff may be included in the youth to supervision staff ratio when performing duties of direct youth supervision.

“Transgender youth” means a youth whose gender identity is different from the youth’s assigned sex at birth.

“Transgender” A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person’s assigned sex at birth.

“Trauma” is an experience that causes intense physical and psychological stress reactions. It can refer to a single event, multiple events, or a set of circumstances that is experienced by an individual as physically and emotionally harmful or threatening and that has lasting adverse effects on the individual’s physical, social, emotional, cognitive, or spiritual well-being.

“Trauma-informed approaches” are policies, practices and procedures that ensure that all parties involved recognize and respond appropriately to the impact of traumatic stress and ensure the physical and psychological safety of all youth, family members, and staff.

“Trauma-informed care” means an organizational structure and system framework that involves understanding, recognizing, and responding to traumatic stress reactions and the effects of all types of trauma. Trauma-informed care also emphasizes raising awareness and

providing resources about trauma and the impact of trauma on youth, family members and staff.

“Trauma reminder” means something that reminds a person of a traumatic event or loss and can lead to fear, panic, agitation, numbness, physiological arousal, or other traumatic stress reactions.

“Traumatic stress” occurs when youth are exposed to traumatic events and this exposure overwhelms their ability to cope.

“Un-enrolled” means an individual youth is not enrolled in school.

“Use of force” Any application of physical techniques or tactics to overcome resistance and controlling the threat of imminent harm to self or others, and includes chemical agents or weapons, to another person. It is not a use of force when the youth allows others to search, escort, handcuff, or otherwise restrain them

“Use of force team technique” The Safety Response Team (SRT) team technique ordinarily involves trained staff clothed in protective gear who enter the youth's area in tandem, each with a specific task, to achieve immediate control of the youth.

“Vermin”: Insects or rodents that may carry disease.

“Voyeurism” means an invasion of privacy of a youth by another individual during private activities such as using the toilet or undressing, or by staff for reasons unrelated to official duties, such as peering at a youth who is using a toilet in his or her room to perform bodily functions; requiring the youth to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a youth's naked body or of a youth performing bodily functions.

Exceptions would include exigent circumstances or when such viewing is incidental to routine room safety checks.

“Weekenders” Youth serving custody time only on weekends

“Youth” Any person who is in the detention of the San Mateo County Probation Department-Juvenile Facilities. This person may be a minor under the age of 18 whose cases are under the jurisdiction of either juvenile or adult court or a person over 18 years of age whose case is under the jurisdiction of the juvenile court (15 CCR 1302)

“Youth Handbook” The document given to each youth when admitted to the facility explaining the rules, expectations and their rights while being detained. (“Juvenile Hall Parent / Youth Handbook” or “Margaret J. Kemp Girls Camp Parent/ Youth Orientation Packet”)

“Youth supervision staff” means those acting as Group Supervisors Extra Help Group Supervisors Deputy Probation Officers working overtime and Institutions Services Managers

who are monitoring, directing and whose duty is to supervise the youth. Administrative, supervisory, food services, janitorial or other auxiliary staff is not considered youth supervision staff.

“5150” Involuntary Psychiatric Hold of up to 72 hours.