



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

**ARTICLE 4
Records and Public Information
§1340**

Topic Reporting of Legal Actions

Policy This policy acknowledges the department's responsibility for notifying the BSCC of any legal action involving the confinement of youth.

It is the department's policy that the secure detention facility will be maintained by all lawful means for the detention of juvenile offenders suspected of violating the law or who have been adjudicated as delinquent for committing a crime or civil offense by a competent legal authority, as prescribed by law.

Staff report to their direct supervisor any information, including hearsay information, that could lead to legal action against the department. The direct supervisor shall relay the information through their chain of command.

In the event of legal action, the Chief Probation Officer shall be responsible for notifying the BSCC of all legal action pertaining to conditions of confinement filed against persons or legal entities responsible for juvenile facility operations.