



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

**ARTICLE 4
Records and Public Information
§1343**

Topic Juvenile Facility Capacity

Policy It is the purpose of this policy to ensure the proper reporting of facility crowding to the Board of State and Community Corrections (BSCC) and provide for review by the Board of the conditions of confinement.

1. The Institution Services Manager (ISM)/Officer of the Day (OD) shall notify the Superintendent of the facility immediately should the population exceed the Board of State and Community Corrections (BSCC) rated capacity. The Superintendent shall notify the Deputy Chief of the Institutions Division, the Assistant Chief Probation Officer, the Chief Probation Officer, and the Juvenile Court Judges.
2. The Superintendent of the facility shall make every attempt to bring the population within the rated capacity and shall obtain the prior approval of the Court to release youth early or transition youth to an alternative to detention program.
3. No youth shall be transferred from the juvenile hall to Camp Kemp if the camp population will exceed rated capacity. The Superintendent shall notify the juvenile presiding judge and any other interested party (e.g., District Attorney's Office, attorney of record, assigned probation officer) if a youth committed to Camp Kemp must continue to be detained at the juvenile hall.
4. Should the facility population exceed the BSCC-rated capacity, the Institutions Services Manager shall immediately notify the Superintendent. Should the population exceed the BSCC rated capacity for more that fifteen (15) calendar day a month, the Superintendent shall provide a crowding report to the BSCC in a format provided by the Board.

5. If the Executive Director of the Board determines that the facility is unsuitable for the confinement of youth, the recommendation shall be reviewed by the Board at the next scheduled meeting. Notice of the Board's findings and/or actions shall be public record and, at a minimum, will be provided to the facility administrator, presiding juvenile court judge, chairperson of the board of supervisors, Probation Commission, and juvenile justice commission within ten working days of the Board meeting.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code.
Reference: Section 209, Welfare and Institution Code.