



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

**ARTICLE 5
Classification and Separation
§1350/1350.5**

Topic Admittance Procedures

Policy The San Mateo County Probation Department has a legal and standardized process for receiving youth into a juvenile facility. The admittance of youth into a facility should be conducted in a respectful, humane, trauma-sensitive, and culturally cognizant manner. This policy establishes guidelines for admittance procedures including security needs, the classification process, identification of medical/mental health issues, and the seizure and storage of personal property (15 CCR 1350).

The Chief Probation Officer or the authorized designee shall develop program guidelines that include written screening criteria for inclusion and exclusion from Juvenile Camps and post- dispositional programs. The procedure shall include youth advisement of the program guidelines (15 CCR 1350).

Prior to admitting youth into the juvenile facility, the ISM-OD shall review the admissions paperwork and determine if the youth should be admitted. The On-Duty Officer of the Day is responsible for ensuring only youth who can be lawfully admitted into the facility are accepted. Those generally prohibited for admission include non-offenders transported to the juvenile facilities due to no fault of their own (e.g., abuse, neglect, abandonment). Some status offenders may not be accepted for admission unless their detention is pursuant to the core requirements of the federal Juvenile Justice and Delinquency Prevention Act (JJDP) (see the Status Offenders and Non-Offenders Policy)

Youth under the age of 12 years will not be accepted into custody unless there are allegations of murder or certain sexual assaults (Welfare and Institutions Code § 602.1).

All youth shall be screened prior to admission to ensure the youth is medically acceptable for admission (see the Youth Screening and Evaluations Policy) and that all attached paperwork is present to qualify the youth for admission. Required paperwork may include:

- a. Intake Screening Form
- b. Juvenile Contact Report (JCR)
- c. Detention reports.
- d. Probable cause declarations (PCD).
- e. Petitions/Warrants/Indictments/Interstate Compact verification for Juveniles or court orders.

- f. Victim notification information.
- g. Special needs related to religious practices, such as diet, clothing, and appearance (see the Religious Programs Policy).
- h. Accommodation requests related to disabilities (see the Detainees with Disabilities Policy).
- i. Information regarding suicidal statements or actions.
- j. Risk assessment of detention criteria that considers the least restrictive environment (15 CCR 1350).
- k. Information regarding the reasons and conditions for temporary detention of a youth taken into custody under the provisions of Welfare and Institutions § 628.

Any discrepancies or missing paperwork should be resolved before accepting the youth for admission from the arresting or transporting officer.

Prior to accepting detention of a youth who claims to have been arrested due to a mistake of the youth's true identity or a youth who claims that identity theft led to the issuance of a petition/warrant/attachment/indictment in the youth's name, staff shall make reasonable efforts to investigate the youth's claim of identity fraud or mistake. Staff shall notify the On-Duty Officer of the Day a supervisor when a youth makes a claim of mistaken identity or identity fraud. A youth's identity can also be verified upon receipt of fingerprint report.

1. State law (SB 395) requires that a youth seventeen (17) years of age or younger consult with legal counsel in person, by telephone, or by video conference prior to any custodial interrogation, and prior to waiving his/her rights to remain silent, to have counsel present during any interrogation and/or to have counsel appointed if he/she is unable to afford counsel. Prior to accepting a booking on a youth seventeen (17) years of age or younger, Admissions staff shall confirm whether the youth has consulted with an attorney. In the event this requirement has not been fulfilled, Admissions staff will direct the arresting agency to contact an attorney for the youth prior to booking.
2. Any Youth taken into custody, who is confirmed to be an out-of-state runaway, will be booked into the facility pursuant to Section 207 of the Welfare and Institutions Code as a 601 WIC "Status Offender." Youth will be housed separately from 602 youth and will not be permitted to come in or remain in contact with any 602 youth.
3. The ISM-OD and Admissions staff shall assess the physical condition of the youth prior to admission for signs of injury, illness, use of drugs or alcohol within the previous 12 hours, critical mental health issue, intellectual or developmental disabilities and safety issues. Youth displaying such signs shall be cleared by the San Mateo County Medical Center. Clearance by the Medical Center shall be the responsibility of the transporting authority.
4. Any staff member who suspects that a youth may be suffering from an overdose or experiencing withdrawal symptoms shall promptly notify the On-Duty Officer of the Day and Admissions Lead staff supervisor, who shall ensure that the appropriate medical staff is notified (see the Youth Screening and Evaluations Policy) (15 CCR 1431).
5. Youth should be kept separate from the general population during the admission process. Newly admitted youth should be separated according to the facility's classification plan (see the Youth Classification Policy) [Include link here](#)

6. Admissions staff shall read the youth their Miranda rights. The youth and Admissions staff shall sign and date the “Rights of the Minor” section at the bottom of the Property Inventory Sheet.
7. Admissions staff shall have the youth change into Juvenile Hall clothing and perform a search according to the regulations in Section 1360 Searches.
8. At the time of Admission, the Admissions staff inventories the youth’s personal belongings and clothing in detail on the appropriate form. Admissions staff shall collect the youth’s personal property and log it on a Property Inventory Sheet. Admissions staff shall seal valuables except cash of \$10 or more in an envelope. Admissions staff and the youth shall sign the Personal Property Sheet.
9. Admissions staff shall secure the youth’s personal property in the Property Room
10. If staff identifies a youth who shows symptoms of active suicidal behavior or sudden onset of bizarre or deranged behavior, they must take appropriate action and fill out a Mental Health Memorandum Include link here and contact Mental Health Department during business hours. For all after-hours incidents, the Mental Health On Duty On Call must be contacted, as well as the On Duty ISM/OD.
11. For youth on active probation who are being booked on a new charge, the Probation Officer shall obtain the authorization from the Court to detain the youth on probable cause. For youth not previously on probation, the Assessment Center shall determine whether or not to detain. On weekends and holidays, Admissions staff will fax the Probable Cause Declaration form to the on-call Judge to continue holding the youth on probable cause.
12. Admissions staff shall complete the Receiving Screening Form (see San Mateo County Correctional Health Services, Youth Services Policies and Procedures, Section 0302.00, Receiving/Screening and Section 1329, Suicide Prevention Program). Include link here If it is determined that the youth should not be admitted, staff shall take appropriate measures to ensure the safety of the youth until such time as the youth can be transported to San Mateo County Medical Center Psychiatric Emergency Services (see Section 1329, Suicide Prevention Program).
13. Within one hour of assuming custody of the youth, Admissions staff shall telephone the guardian of the youth and inform them of the rules, programs, expectations, and available visiting hours.
14. Admissions staff will inform the guardian that they have a right to visit the youth and ask if they wish to schedule a visit or if they wish to contact Juvenile Hall Reception to schedule a visit with their child when they will be given the opportunity to sign the Medical Consent form.
15. In addition, staff will ask the guardian if the youth have any past or present suicidal ideation, behaviors or attempts and document the answer on the medical screening form. If the guardian does not answer, Admissions staff shall leave a message or call later. If language interpretation services are needed, Admissions staff shall obtain necessary translation services.
16. All youth detained in this facility shall be entitled to at least two free phone calls within one hour of admittance, unless physically impossible and no later than three hours after arrest (15CCR 1350). The calls may be of a duration that reasonably allows the person to make necessary arrangements for matters that the person may be unable to complete as a result of

being detained. The calls are not intended to be lengthy conversations, and the detention staff may use their judgment in determining the reasonable duration of the calls. If it is determined that the person is the custodial parent with responsibility for a minor child, the person shall be entitled to make such additional telephone calls as reasonably necessary to arrange care for the minor child.

17. Admissions staff shall distribute the booking sheets to the Medical Unit, Behavioral Health and Recovery Services, the YSC School, and Probation Services.
18. Admissions staff shall make two files containing all forms and documents, including any paperwork from previous admissions, and keep one in Admissions and send the other to the Housing Unit where the youth will be housed.
19. Youth will be allowed to shower before being dressed in clean juvenile facilities clothing (15 CCR 1350). Showering should occur before a youth is transferred from the temporary holding area to general population housing (see the Youth Hygiene Policy).
 - a. If a youth refuses to shower, staff shall complete a Mental Health Memorandum requesting that a mental health staff member talk to the youth.
20. Admissions staff shall issue basic clothing, bedding, hygiene items and offer food upon arrival. (see Article 10 Clothing and Personal Hygiene).

1350.1 UNDOCUMENTED YOUTH

No youth should be held based solely on a federal immigration detainer under 8 CFR 287.7 (Government Code § 7284.6).

Notification to a federal authority may be made prior to release of a youth who is the subject of a notification request only when permitted by the California Values Act (Government Code § 7282.5; Government Code § 7284.6).

Prior to providing notice to a federal authority regarding the pending release of a youth, authorization should be obtained from the Superintendent.

Youth in custody shall be given a copy of documentation received from ICE regarding a hold, notification, or transfer request along with information as to whether the Department intends to comply with the request (Government Code § 7283.1).

If the Department provides ICE with notification that a youth is being, or will be, released on a certain date, the same notification shall be provided in writing to the youth and to the youth's attorney or to one additional person whom the youth may designate (Government Code § 7283.1).

Before any interview between ICE personnel and an individual in custody for civil immigration violations, the Department shall provide the youth with a written consent form that explains the purpose of the interview, that the interview is voluntary, and that the youth may decline to be interviewed or may choose to be interviewed only with the youth's attorney present. The consent form must be available in the languages specified in Government Code § 7283.1.

Group supervisors shall not inquire into a youth's immigration status for immigration enforcement purposes (Government Code § 7284.6).

1350.2 INTERSTATE COMPACT FOR JUVENILES

When the admission group supervisor identifies a youth, whose residence is in another state and the youth is wanted, the Officer of the Day or the authorized assigned designee will notify the Assessment Probation Officer to coordinate the return/transfer of the youth to the youth's home state.

1350.5 SCREENING FOR THE RISK OF SEXUAL ABUSE

Staff shall assess the youth to determine if the youth is capable of understanding the admissions process. Staff shall also screen all youth for the risk of sexual abuse (CCR 1350.5) Staff shall provide youth with the appropriate resources to meet their language and/or literacy needs. Staff shall be sensitive to the trauma history of youth and ensure their physical and psychological safety.

Within 72 hours of admission, staff shall assess the youth for:

- a. Prior sexual victimization or abusiveness
- b. Gender nonconforming appearance or manner; or gender identification
- c. Current charges and offense history
- d. Age
- e. Level of emotional and cognitive behavior
- f. Physical size and stature
- g. Mental illness or mental disabilities
- h. Intellectual or developmental disabilities
- i. Physical disabilities
- j. The youth's Perception of vulnerability
- k. Any other specific information about the individual youth that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other youth.
- l. And then contact Mental Health OD. In addition, staff shall notify the ISM/OD.

Staff shall ascertain this information through conversations with the youth during the admittance process, medical and behavioral health screenings; during classification assessments; and by reviewing court records, case files, facility behavioral records, and other relevant documentation from the youth's files.

The facility administrator shall implement appropriate controls of the dissemination of information within the facility relative to responses received pursuant to this assessment in order to ensure that sensitive information is not exploited to the youth's detriment by staff or other youth.

See Procedures Manual on Admittance Procedures for further information.