



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

**ARTICLE 5
Classification and Separation
§1352**

Topic	Classification
Policy	<p>Probation staff shall classify youth to ensure the appropriate housing and programming of youth and to maintain the safety and security of the facility.</p> <ol style="list-style-type: none">1. Classification shall not be a tool for punishment or discipline.2. Classification of youth shall:<ol style="list-style-type: none">a. Provide for the safety of the youth, other youth, facility staff, and the public.b. Allow youth to be housed in the least restrictive setting possible and consider the facility population and the physical design of the facility.3. Classification factors shall include, but are not limited to age, maturity, sophistication, emotional stability, program needs, legal status, public safety considerations, medical/mental health considerations, gender, and gender identity of the youth actors such as compatibility with other youth, size, non-association orders, protective custody orders, and gang affiliation may also influence housing assignments. In addition, classification decisions may be influenced by information from the youth, records, parents, victims, the police, and other sources. Factors determining roommate status shall include, but are not limited to: Sex, body type, sexual orientation, charge(s), criminal sophistication, safety concerns, protective (non-association), mental health issues, medical issues, physical disabilities, gang affiliation, and history of violence and/or sexual assault.4. Youth shall not be separated from the general population or be assigned a single occupancy room based solely on the youth's actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status. Staff are not precluded from placing a youth in a single occupancy room at the youth's specific request or in accordance with Title 15 regulations regarding separation.5. Probation staff shall not consider lesbian, gay, bisexual, transgender,

questioning or intersex identification or status as an indicator of likelihood of being sexually abusive.

6. A youth may appeal a housing assignment or security status decision through the facility grievance process (see Section 1361, Grievance Procedures).

See Procedures Manual on Classification procedures for further information.