



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

**ARTICLE 5
Classification and Separation
§1352**

**Procedure
Classification**

1352 PURPOSE AND SCOPE

This policy provides general guidance regarding the Classification Process.

1352 GENERAL CLASSIFICATION

1. A staff member may appeal a housing assignment or security status decision by notifying an Institutions Services Manager (ISM-OD) in writing.
2. Initial classification, changes in classification, and removal of a youth from the regular program shall be noted in the facility/unit log and in the youth's log.
3. In the event a youth classification changes, a new Juvenile Hall Classification/Room Assignment Evaluation form must be filled out by the housing unit lead staff and approved by the ISM-OD and filed in the appropriate Admissions and Unit files.
4. Staff shall not consider lesbian, gay, bisexual, transgender, questioning or intersex identification or status as an indicator of likelihood of being sexually abusive

1352. 1 JUVENILE HALL

1. Admissions staff shall assign all incoming pre-adjudicated youth to a unit based on the criteria in safety and security consideration, placing youth in assigned room through PIMS per the Housing Unit.
2. Admissions staff shall complete a Juvenile Hall Classification/Room Assignment Evaluation upon intake and assign a youth to a housing unit according to the criteria in the Youth Classification

Policy and the following general guidelines:

- a. Age.
- b. Sex.
- c. Physical size and stature.
- d. Current charges.
- e. Behavior during arrest or detention and admission process.
- f. Criminal, detention, and incarceration history.

- g. Level of emotional and cognitive development.
 - h. Potential risk to safety of others or self.
 - i. Special needs assessment for vulnerable youth.
 - j. Behavioral or physical limitations or disabilities.
 - k. Medical condition.
 - l. Medical disability.
 - m. Mental health history
 - n. Intellectual or developmental disabilities.
 - o. Suicidal ideation (15 CCR 1329).
 - p. Escape history and degree of escape risk.
 - q. Prior assaultive or violent behavior.
 - r. The need to be separated from other classifications of youth (e.g., violent offenders, gang affiliation, confidential informants), Non-association orders or Protective custody status.
 - s. Prior sexual abusiveness.
 - t. Whether the youth is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender non-conforming (see the Transgender and Intersex Youth Policy for transgender and intersex definitions).
 - u. Previous sexual victimization.
 - v. The youth's own perception of vulnerability.
 - w. Any other criteria deemed appropriate by the Chief Probation Officer or the authorized designee.
 - x. Gender or gender identity (15 CCR 1352).
3. The makeup of the population on any unit is subject to change based on the needs of the facility.
 4. The ISM-OD shall review and sign the Juvenile Hall Classification/Room Assignment Evaluation Form. If a youth is reclassified at some point after being admitted, a new form must be completed and signed by the ISM-OD. Once the form is completed, the original copy shall be added into the youth's Admissions file. The yellow copy goes into the youth's Unit file with the youth to the assigned unit.
 5. When a youth arrives on the Housing Unit, staff shall assess the Juvenile Hall Classification/Room Assignment Evaluation form and sign the "Unit Staff Review" section. Staff shall orient youth of his/her classification and roommate eligibility and have them to sign the form. Staff shall instruct the youth on the proper care and maintenance of the room and send the youth to his/her assigned room. Housing Unit staff shall inform the youth about any rules particular to that unit. Staff shall ensure the youth has the Facility Rules, YSC Handbook and the PREA pamphlet.
 6. In the event new charges change a youth's classification, Admissions staff shall complete a new Juvenile Hall Classification/Room Assignment Evaluation form to be approved by the ISM or OD and filed in appropriate Admissions and Unit files. Once the youth is on the unit, the housing staff shall complete the unit staff review of the evaluation.

7. Admissions staff shall classify youth according to Detention Reason and place Detention Reason on Classification/Room Assignment Evaluation form. Detention Reasons include the following:
 - a. Fitness cases, 707b offenders, escape risks, parolees, and youth being recommended for the California Department of Corrections or the Department of Juvenile Justice
 - b. Youth being held for other counties, U.S. Immigration and Customs Enforcement, County jail, Camp Glenwood or Kemp (courtesy, medical, disciplinary), probation violations, transfer to a placement program, or warrants, or newly-admitted youth
 - c. Post-adjudicated youth, new bookings, 24- and 48-hour holds, probation violations, transfer-outs, courtesy hold, and weekenders
8. Within the housing unit, staff may reserve mezzanine-level rooms for youth with limited disciplinary actions, good behavior, and no signs of suicidal behavior, mental health issues, or medical conditions.
9. Lead staff and the ISM of a housing unit shall review the housing assignments and youth classifications on their units as needed and document any significant changes in the ISM-OD Report. If a youth requires reclassification, a new Classification/Room Assignment Evaluation form must be filled out.
10. With the assistance of Institution Services Managers, the Director of Juvenile Hall shall prepare and maintain documentation (“Transfer to County Form”) relating to any youth who might be transferred to County Jail. This documentation shall include a summary of the youth’s behavior, sanctions and programming efforts that have been made to manage the youth in the juvenile system, and consideration of escape potential.
11. Institution Services Managers (ISM’s) supervise the application of relevant policies and procedures. ISM’s are accountable to the Director of the facility, who is accountable to the Deputy Chief Probation Officer of the Institutions Division.

1352.2 CAMP KEMP

1. All youth admitted to Camp Kemp shall be female and post-adjudicated. All youth, regardless of dorm assignment, shall receive the same or similar programming based on their individual case plan.
2. Lead staff shall assign youth to dorms according to the criteria in the Youth Classification Policy. Should a dorm be closed due to low population, youth shall be classified generally by age, sophistication, and non-association orders.
3. At the weekly multidisciplinary team meeting, staff shall review the housing assignment and security level of all youth, giving consideration. Camp Kemp staff shall document youth’s room assignment in PIMS