

Juvenile Justice and Delinquency Prevention Commission

San Mateo County, California

Adult Facility Inspection Report

Please respond to sections that apply to the facility you are inspecting.
Type or print clearly.

Facility Name: San Mateo Police Department

Address: 200 Franklin Street, San Mateo, CA

Contact Person: Community Service Officer Betsy Sievert

Phone Number: (650) 522-7628

Date of Inspection: 8/19/2015

Date of Last Inspection: 8/22/2013

Commission Inspection Team: Michele Gustafson

Presiding Juvenile Court Judge: Judge Clifford Cretan

Observations, Concerns, and Recommendations

Detention Log of Minors Reviewed? Yes No

Are detention logs periodically forwarded to the California Division of Juvenile Justice? Yes No

How frequently? Monthly

Are logs current, complete and legible? Yes No Comments: Juvenile detention logs are now computerized. There is summary screen that drills down into a detail page. Inspection team considered both to constitute the detention log, but will recommend some alterations to the summary screen. The detention log includes not only youth that were present in person at the San Mateo Police Department, but also youth that were arrested or detained out in the community (i.e., in a police car). Youth who were detained at the station are identified as "non-secure" or "secure".

Do logs reflect entry and exit times? Yes No Comments: The summary screen does not reflect entry and exit times, but it does list the cumulative "station time". The detail page reflects entry and exit times.

Are reasons for secured detention noted? Yes No Comments: At the time of inspection, neither the summary page nor the detail page notes the reason for secured detention. San Mateo Police Department updated its Secured Detention Admonition form (which previously listed

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generically that the youth is being securely detained because s/he has been determined to be a danger to self or others) at the Commission's recommendation that the reason for secure detention be specifically noted on the admonition form itself. They are working on updating the electronic record, as well. The Commission appreciates the responsiveness.

Is the offense noted? Yes No Comments: The offense is noted on the detail page, but it is not noted on the summary page.

Fire Inspection Report Reviewed? Yes No Date: 8/15/2015

Any recommendations/concerns from last inspection? Have these been implemented?:

There were no recommendations or concerns on the fire inspection report.

Health Department Report Reviewed? Yes No Date: _____

Any recommendations/concerns from last inspection? Have these been implemented?:

There were no recommendations or concerns on the health inspection report specifically relevant to detention of minors.

General Information

Number of minors held in detention during inspective review period (January 2014-December 2014):

Secured 3 Non-Secured 29

Are minors given an orientation prior to being detained? (Section 1540): Yes No

Comments: When a minor is brought to the San Mateo Police Department, his or her parent is called, and they are told what to expect and that they cannot be held for more than 6 hours.

How are minors in custody supervised?

In a Locked Cell (Section 1547)? There is a microphone in each locked cell, so there is constant auditory observation. Furthermore, there is a volume-activated alarm – if someone shouts loudly, an alarm will sound. This is present in each cell as well as in the central observation area. All persons in the locked cell are personally observed every thirty minutes, but most minors are constantly observed.

In Secure Custody outside of a cell (Section 1548)? There is another room upstairs that can be used for detention of minors. The youth can be left alone inside of the room and the door can be locked, but generally is not. If the youth is left alone, there is both video and constant observation and it is constant.

In Non-Secure Custody (Section 1550)? The minor remains with the officer under constant supervision in either the juvenile interview room or in the lobby.

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How often are minors in custody observed? (Section 1548):

In a Locked Cell? Every 30 minutes officially, but the reality is that they are usually accompanied

In Secure Custody outside of a cell? Officer will check in person at least every 30 minutes

In Non-Secure Custody? Every 30 minutes, but in practical terms, they are accompanied

How are minors in custody observed (video, audio device, personal observation, Section 1547)?: For secured custody, see above. In the juvenile interview room, there is an officer directly outside the room observing the minor through the window. There is a microphone in the room and the observing officer wears headphones to monitor the youth. There is a separate room upstairs where a minor can be held. There are no windows, but there is a video camera and a microphone. Officer is generally present, and the audio and video observation is constant.

Is the observation logged?: Yes No Comments: When the youth is held in a locked cell, there is a "Temporary Holding Facility Intake Health Screening Form" completed. On this form, the officer logs the 30-minute checks.

Is there constant auditory access to staff at all times?: Yes No Comments: _____

Is there any contact with adult inmates?: Yes No Comments: _____

Are males and females kept in the same room/area? Yes No Comments: _____

Are drinks (water) and snacks available, if requested?: Yes No Comments: _____

Is there access to toilets and washing facilities: Yes No Comments: _____

Are there provisions available for clothing, blankets, etc.?: Yes No Comments: There are disposable blankets available for any inmate. If clothing is needed, there was inmate clothing available, but CSO Sievert said that if clothing was needed, someone would go to purchase something from Ross down the street.

List the names, dates, intake and release times, and circumstances for all minors held for longer than six hours. (Attach any additional documents if necessary. **Names will be redacted prior to publication.**): _____

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None held longer than 6 hours. Logs do reflect some held longer than 6 hours, but these are incorrectly entered. The recording officer used military time for the entry time, then non-military time for the exit which led the system to calculate time held incorrectly. This has been corrected, so no one can enter time in non-military time.

Secured Detention

Was the secured detention area observed? Yes No

Is the secured detention area a locked room? Yes No

Is a cuffing rail used for secured detention? Yes No

Comments: The San Mateo Police Department has a separate area with three locked cells. A cuffing rail is present, but is never used.

Are minors in secured detention informed of the following?:

The purpose/reason for being placed in secured detention: Yes No

The length of time the secure detention is expected to last: Yes No

Informed of the six-hour limit of being held in secured detention: Yes No

For what purpose/reasons would a minor would be placed in secured detention?: Danger to self or others; offense involved assault on a police officer; minor is a flight risk; youth has refused to give correct identity and unaware that the individual is a minor.

How often is secured detention reviewed and by whom? Every 30 minutes. Approved by supervising officer.

Have any minors been held in secured detention for more than six hours?: Yes No

What is the proximity of the secured detention area to adult inmates? The locked cell area has 3 locked cells, but minor would never been in the same cell or in the center area as the same time as an adult. The juvenile interview area is separate from adults in a closed (but not locked) room.

Describe the procedure for intoxicated or substance abusing minors: San Mateo Police Department does not bring intoxicated juveniles or adults to the facility. For juveniles, they are either released to parents, taken to the hospital or Juvenile Hall at Hillcrest. The Police Department does not have a facility to handle intoxicated or under the influence individuals.

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How frequently are intoxicated/impaired minors observed? N/A

Is this observation documented in the logs? Yes No N/A

***If cuffing rail is used:* PRESENT, BUT NOT USED**

Was cuffing rail observed and procedure explained? Yes No

How are youth secured? The cuffing rail is present in the holding cell area, but it is not used for either minors or adults.

Who approves the use of a cuffing rail? (e.g. Watch Commander): N/A

How is the minor supervised? How frequently?: N/A

What time limit is used when using cuffing rails? (30 min. limit): N/A

Does the detention log note the use of cuffing rails?: Yes No N/A

Comments

General comments or concerns that should be noted that haven't already been addressed?: Many thanks to CSO Sievert for her assistance. She was very well-prepared, in particular, she remembered the inspection from last year and was prepared with similar documents to those requested and reviewed last year by inspector Al Serrato. With the online system, it would be helpful to have both the upper level summary page, a sample of the detail pages for a couple of "non-secure" detainees, as well as a couple from the youth that weren't at the facility at all (no entry in the "Detention" column, and a print out of the detail page for any youth that were in secure detention, along with the admonition form, and the "Temporary Holding Facility Intake Health Screening Form" for those youth in secured detention.

The issue reported in 2013 with inadvertently holding youth in a room with an automatically locking door has been resolved. The lock has been removed from the door and it is no longer capable of locking.

The new computerized logs are very legible and reasonably complete and resolve the white-out issue noted in the 2013 inspection report. They discovered that it is important for all time to be entered either consistently in 24-hour (military) time or not, because failure to do so resulted in the system reporting that a minor had been in detention for longer than actually held, e.g., for 27 hours rather than the correct duration. This has been corrected by ensuring that time can only be entered in the same format (24-hour time). Currently, the summary page shows only "station time", which is the calculated duration – the Commission recommends adding entry and exit time to the summary page.

CSO Sievert noted that they continue to educate officers on what is "secured" vs. "non-secured" custody. In order to help ensure that officers do not assume that a minor in handcuffs is in "secured" custody, they have implemented a prompt when the officer enters "secured" into the juvenile log asking "are you sure?" so that the officer will inquire if there are any doubts. This is a great practice.

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Reasons for secured custody are not noted in the detailed juvenile detention record. The Commission recommends that the reason be noted. CSO Sievert asked if the Commission could provide a list of options that would be acceptable, leaving space for an "Other" option that would bring up a text field if none of those options was applicable.

Noting a very good practice: San Mateo Police Department has implemented a Juvenile Secure Detention Admonition form that includes the information the officer must give to a minor before placing him/her in secured custody. It reflects the Sergeant approving the detention and the form states the belief that the youth presents a risk of harm to self or others and has a blank for the officer to fill in how long the detention is supposed to last and includes the admonition that the detention can last no longer than 6 hours. The detention log includes a field to indicate whether this has been given.

CSO Sievert recommended that the Commission set up a separate meeting with the Juvenile Inspector. San Mateo PD has received a grant for a diversion program to work with juveniles for crime prevention working with the YMCA and using PAL as a resource. Commissioner Gustafson will follow up. Overall, the facility is very well-run and open to recommendations, comments and criticisms.

Signature of Commissioner(s) preparing this report:

Michele Gustafson

Date: 12/8/2015

Date: _____