

# 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: Menlo Park Police Department

Address: 701 Laurel Street, Menlo Park, CA 94025

Contact Person: Corporal Paul Phu

Phone Number: 650 330 6348

Date of Inspection: 6/28/2019

Date of Last Inspection: 9/6/2016

Commission Inspection Team: Susan Swope, Valerie Gibbs

Presiding Juvenile Court Judge: Susan Irene Etezadi

#### 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: \_\_\_\_\_

Do logs reflect entry and exit times?  Yes  No Comments: \_\_\_\_\_

Are reasons for secured detention noted?  Yes  No Comments: \_\_\_\_\_

Is the offense noted?  Yes  No Comments: \_\_\_\_\_

Fire Inspection Report Reviewed?  Yes  No Date: 8/15/2018

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

No recommendations or concerns indicated.

Health Department Report Reviewed?  Yes  No Date: 10/29/2018

**San Mateo County Juvenile Justice and Delinquency Prevention Commission  
Adult Facility Inspection Report**

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

No. The report states, "The overall maintenance of the facility was excellent."

**General Information**

Number of minors held in detention during inspective review period:

Secured 1<sup>1</sup> Non-Secured 18

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

Describe: They are advised what they are accused of, read their rights, told where and how long they will likely be there. If not accused of a violent felony, they are released to parents. If a felony, they are taken to YSC.

Comments: The parents are phoned ASAP to be advised where their children are.

How are minors in custody supervised?

In a Locked Cell (Section 1547)? The juvenile cell is actually not locked, but they do not tell the youth that. There is a bunk and a combined toilet/sink. While the cell itself is unlocked, the way out is secured.

In Secure Custody outside of a cell (Section 1548)? They have a cuffing rail, but it has not been used with juveniles.

In Non-Secure Custody (Section 1550)? Constantly by the arresting officer.

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

In a Locked Cell? Youth are viewable through a window in an adjoining room so in constant visual sight. They are checked at least every 30 minutes.

In Secure Custody outside of a cell? \_\_\_\_\_

In Non-Secure Custody? Youth may be held and interviewed in the break room, briefing room, or lobby. There is water in the break room and TV in the briefing room. An officer is with them all the time.

How are minors in custody observed (video, audio device, personal observation, Section 1547)? In secure custody, at least every 30 minutes. In non-secure custody an officer is with them at all times.

Is the observation logged?  Yes  No Comments: The log has space to note observation.

<sup>1</sup> Based on correspondence with BSCC, this youth was in non-secure, as opposed to secure detention. See discussion on auditory access to staff on page 3.

**San Mateo County Juvenile Justice and Delinquency Prevention Commission  
Adult Facility Inspection Report**

Is there constant auditory access to staff at all times?  Yes  No Comments: There is no audio or video in the juvenile cell, only in the interview room. There is an intercom, and if youth presses the button, the audio goes to dispatch, which routes it to the control desk outside the cell. The minor can also knock on the window to contact the person next door. The minor is actively checked at least every 30 minutes. We questioned whether this is sufficient in our 2016 inspection. Corporal Phu believes that they cannot have audio or video in the youth cell for privacy reasons, because the cell has a toilet. We asked BSCC about this. The response was that if the cell is unlocked, the youth must be apprised of the fact and is, in fact, in non-secure detention and must be supervised according to those requirements—i.e., in direct visual observation of law enforcement staff under Title 15, Par 1150. Corporal Phu will send a bulletin to the rest of the MPPD staff to that effect.

Is there any contact with adult inmates?  Yes  No Comments: If an adult is brought in, they enter via a separate sally port that does not allow contact.

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

Are drinks (water) and snacks available, if requested?  Yes  No Comments: If youth are hungry, they will make a run to MacDonalds or Safeway to get food for them.

Is there access to toilets and washing facilities:  Yes  No Comments: There is a toilet/wash basin combination in the juvenile cell.

Are there provisions available for clothing, blankets, etc.?  Yes  No Comments: Blankets are available on site. If clothing is needed, they would go purchase it.

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.**): \_\_\_\_\_  
Not applicable. None held longer than six hours.

**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: It is available, but was not used in 2018 or year-to-date.

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

**San Mateo County Juvenile Justice and Delinquency Prevention Commission  
Adult Facility Inspection Report**

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?       If the youth is combative or a flight risk.

How often is secured detention reviewed and by whom?       At least every 30 minutes or more often.

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?       Close, but not within sight or sound of each other.

Describe the procedure for intoxicated or substance abusing minors:       They would call the Fire Department to assess the minor, and if necessary, call an ambulance to transport them to San Mateo County Hospital.

How frequently are intoxicated/impaired minors observed?       constantly

Is this observation documented in the logs?  Yes  No       There is space to note this on the form.

***If cuffing rail is used:***

Was cuffing rail observed and procedure explained?  Yes  No

How are youth secured?       If used, the person would be cuffed by their ankles. It has not been used for any juvenile in 2018, or thus far in 2019

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

How is the minor supervised? How frequently?       By arresting officer at all times.

What time limit is used when using cuffing rails? (30 min. limit):       Not used

Does the detention log note the use of cuffing rails?  Yes  No       There is space to note this, but it was not used in 2018 or 2019.

**Comments**

General comments or concerns that should be noted that haven't already been addressed? \_\_\_\_\_

      If the juvenile cell will not be locked, it might be advisable to have the youth sit on the bench in front of the supervising officer's desk.

**Signature of Commissioner(s) preparing this report:**

/s/ Susan Swope Date:       12/18/19

/s/ Valerie Gibbs Date:       12/18/19