

**PROBATION DEPARTMENT
COUNTY OF SAN MATEO**



Juvenile Justice and Delinquency Prevention Commission

July 30, 2019

5:15pm – 7:15pm

455 County Center – Room 405

Redwood City, CA 94063

AGENDA

Public comment will be accommodated under Item II for items not on the agenda. The Commission requests that members of the public, who wish to comment on items on the agenda, submit a request to the Chair prior to the start of the meeting so that they may be recognized at the appropriate time.

Hon. Susan Etezadi
Presiding Juvenile
Court Judge, Superior
Court

Judith Holiber
Deputy County
Counsel

Commissioners

Michele Gustafson
Chair

Rebecca Flores
Co-Vice Chair

Sonoo Thadaney
Co-Vice Chair

Antoinette Barrack

Daniel Casillas

Christine Ford

Valerie Gibbs

Clara MacAvoy

Susan Swope

Debora Telleria

Melissa Wilson

Douglas Winter

I. Administrative Business (5:15-5:20)

- a. Call to Order
- b. Roll Call and Establish Quorum
- c. Introductions
- d. Agenda Review
- e. Approval of Minutes of June 25, 2019

II. Oral Communications (5:20-5:25)

This item provides an opportunity for public comment on items not on the agenda (Time limit – two (2) minutes per person). There will be opportunity for public comment on agenda items as they are considered.

III. Report on User Test of Juvenile Hall Admissions (MacAvoy) (5:25-5:35)

IV. Swearing in of New Commissioner Paul Bocanegra (5:35-5:40)

V. 2019 Inspections (5:40-6:10)

- a. Status, Remarks, Questions, Concerns
- b. Menlo Park Police Department
- c. Colma Police Department
- d. Canyon Oaks Police Department

VI. Report outs (6:10-6:25)

- a. Letter to Board Regarding Juvenile Hall Alternatives (Thadaney, Casillas)
- b. Court Liaison (Telleria)
- c. Probation Liaison Report (Wilson, Barrack)
- d. Assembly on American History at YSC (Swope)
- e. Restorative Practices: SMCoe and Susan's Introductory Sessions (Swope)

VII. Update on Phoenix Program (6:25-6:35)

- a. Probation
- b. Private Defender Program
- c. County Office of Education
- d. Court

- VIII. Court Remarks and Discussion (Judge Etezadi, Judge Jakubowski) (6:35-6:40)**
- IX. Private Defender Program Remarks and Discussion (Halpern) (6:40-6:45)**
- X. County Office of Education Remarks and Discussion (Littrell) (6:45-6:50)**
- XI. Youth Commission Update (Nori) (6:50-6:55)**
- XII. Probation (Hori, DiMauro) (6:55-7:00)**
 - a. Current population of facilities, number of out-of-custody youth supervised by Probation, and number and location (out of county/state) of youth placed out of home.
 - b. Update on data available for reporting.
 - c. Update on institutions/probation staffing.
- XIII. 2019 Projects Updates (7:00-7:10)**
 - a. Youth Court (Winter)
 - b. Parent Guide (Wilson, Swope)
 - c. Other Open or Proposed Projects
- XIV. JJDPC Operating Policy: Art II(A) – Who can apply for the Commission’s last open spot? Must it be saved for someone between 14-21? (7:10-7:15)**
- XV. Commissioner Comments/Announcements (7:15-time permitting)**
 - a. CCPCA Conference & Training: August 27-30, 2019, South Lake Tahoe – Sign up by August 16, 2019 for more favorable conference fee.
 - b. Report on JJCC meeting July 25, 2019 (Telleria, optional)

Next Meeting: Tuesday, Aug. 27, 2019 5:15 – 7:15 p.m.
Location: 455 County Center, 4th Floor, Room 405, Redwood City

MEETINGS ARE ACCESSIBLE TO PEOPLE WITH DISABILITIES. INDIVIDUALS WHO NEED SPECIAL ASSISTANCE OR A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION (INCLUDING AUXILIARY AIDS OR SERVICES) TO PARTICIPATE IN THIS MEETING, OR WHO HAVE A DISABILITY AND WISH TO REQUEST AN ALTERNATIVE FORMAT FOR THE AGENDA, MEETING NOTICE, AGENDA PACKET OR OTHER WRITINGS THAT MAY BE DISTRIBUTED AT THE MEETING, SHOULD CONTACT SECRETARY TONY BURCHYNS (650) 312-8878 AT LEAST 72 HOURS BEFORE THE MEETING AS NOTIFICATION IN ADVANCE OF THE MEETING WILL ENABLE THE COUNTY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING AND THE MATERIALS RELATED TO IT. ATTENDEES TO THIS MEETING ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL BASED PRODUCTS.

If you wish to speak to the Committee, please fill out a speaker's slip. If you have anything that you wish distributed to the Committee and included in the official record, please hand it to the County Manager who will distribute the information to the committee members.



COUNTY OF SAN MATEO
Juvenile Justice and Delinquency Prevention Commission
222 Paul Scannell Drive • San Mateo, CA 94402

Minutes of the Juvenile Justice & Delinquency Prevention Commission

June 25, 2019

5:15-7:15 pm

455 County Center, 4th Floor, Room 402, Redwood City

MINUTES

Commissioners Present: Chair Michele Gustafson; Co-Vice Chair Sonoo Thadaney; Susan Swope; Doug Winter; Clara MacAvoy; Melissa Wilson; Toni Barrack; Valerie Gibbs; Debora Telleria

Commissioners Absent: Daniel Casillas (E); Christine Ford (U); Rebecca Flores (U)

Probation Staff Present: Deputy Chief Probation Officer Rich Hori; Deputy Chief Probation Officer (WOC) Michelle Kozul; Administrative Secretary Tony Burchyns

Additional Attendees:

Tara Ford – Stanford Youth & Education Law Project	Aura Pena – Behavioral Health & Recovery Services
Monroe Labouisse – Prospective commissioner, CASA volunteer	Rich Halpern – Private Defender Program
Kate Hiester – Fresh Lifelines for Youth	Rebecca Baum – DA’s Office
Ally Hoppis – Behavioral Health & Recovery Services	Judge Susan Jakubowski – Juvenile Court
Sathvik Nori – San Mateo Youth Commission	Paul Bocanegra – Prospective commissioner, Human Rights Watch

I. Administrative Business:

- a. Call to Order: Chair Gustafson called meeting to order at 5:15 p.m.
- b. Roll Call and Establish Quorum: A quorum was established at 5:18 pm.
- c. Introductions
- d. Agenda Review: **Approved** as distributed.
- e. Approval of Minutes of May 28, 2019: **Approved**.
- f. Status of prospective commissioners: The Board of Supervisors was set to vote today on the appointments of Monroe Labouisse and Paul Bocanegra to the JJDPC. No further updates available currently.
- g. Request a stand-in as JJDPC representative at JJCC on Thursday, July 25, 2019, 2-4pm: Debora Telleria will attend

II. Oral Communications:

None

III. Presentation by San Mateo County Manager’s Office Regarding Juvenile Fees and Discussion

Magda Gonzalez (San Mateo County Revenue Services) and Craig Baumgartner (San Mateo County Counsel’s Office) shared information about the juvenile fees repeal process in San

Mateo County stemming from the passage of California SB 190 which went into effect in January 2018. The law abolishes all administrative fees in juvenile cases. The law does not address fees already on the books, but the San Mateo County Board of Supervisors decided in June 2018 to officially write off those debts.

As previously reported, Revenue Services has been refusing/returning payments on affected accounts since January 1, 2018 and has not sought any new judgments or liens.

Ms. Gonzalez reported that the County Manager's office has identified an estimated 23,000 judgments, liens and abstracts taken against people with overdue balances on juvenile fees. These are not all unique individuals as each juvenile hall/camp stay resulted in a different account being opened. 11,000 of those have been released or expired, leaving 13,000 active, 2,600 of which can be found by a public records search.

The County Manager's office did a test notification to 100 addresses randomly chosen from affected accounts. They sent a certified letter to the addresses of 100 accounts as an initial test of response rate. From that 100, they received just one request to release, which they acted upon. Most of the letters were returned undelivered; a few were refused.

The County Manager will continue sending 100 notices per month to affected accounts. Affected individuals will need to reach out to the designated contact (see presentation) to obtain a release, then separately go to the County Recorder's office to pay to record the release.

The Commission expressed appreciation for the work done to date and the magnitude of work to be done. It also offered suggestions with regard to the notifications, specifically that the letter and mechanism for delivery should be reviewed for user-friendliness, language and literacy appropriateness, and to mitigate concerns caused by heightened concerns about ICE raids or other government enforcement. The Commission also asked for a contact with whom we might discuss recordkeeping on accounts, as the County Manager reported having challenges with identifying unique individuals who might have been subject to liens, abstracts and judgments.

Ms. Gonzalez's presentation is attached to the minutes.

IV. 2019 Inspections

The Commission discussed its upcoming annual inspections of detention facilities in San Mateo County that house juveniles. The hope is to complete most if not all inspections by the August meeting.

Chair Gustafson reported out on a May 31, 2019 BSCC statewide conference call regarding the development of new commission inspection templates.

Commissioner Swope reviewed her team's inspection of the Redwood City Police Department on June 17, 2019. The inspection found that Redwood City Police Dept. meets all the requirements for juvenile detention. Commissioners recommended that there be constant recording whenever a juvenile is being held in either secure or non-secure detention for the safety of both the officer and the juvenile. Commissioners also recommended there be more than one officer present whenever possible to ensure everyone's safety.

M:/Swope: Accept the Redwood City Police Department Inspection Report as submitted by Commissioners Swope, Gibbs & Co-Vice Chair Thadane. **Approved** unanimously.

V. Update on Phoenix Program

DCPO Rich Hori said the Department is continuing to develop the Phoenix Reentry Program (PREP). Youth will enter the program either through the Courts or through identification of youth in the facility by Probation staff. Probation has met with the Juvenile Court to discuss possible conditions of probation, special privileges, home passes, sentence modifications, et cetera, for youth in the program. Next steps include meeting with BHRS and outside service providers to expand services both inside and outside of the facility.

Rick Halpern, Managing Attorney of the Private Defender Program, said the PDP has not been officially involved in the planning process up to this point. Hori acknowledged the process has been an internal one so far, but Probation intends to reach out to system partners in the coming weeks as the PREP framework is further developed.

Judge Jakubowski said PREP is in the outline and development phases and the next steps will include getting input from the PDP and the DA's office.

VI. Report Outs

Chair Gustafson reported the Commission's letter to the Board of Supervisors regarding Juvenile Hall alternatives had been sent out. No further action had been reported as of the date of the June meeting.

Commissioner Swope provided an update on the County's "Big Lift" program which focuses on boosting student literacy and achievement. The program's goal is to get 80 percent of children reading proficiently by third grade. In 2016, only 50 percent of the County's children were reading proficiently by third grade. The first cohort 1895 students served.

Commissioner Swope shared information from Child Abuse Prevention Council of San Mateo County meeting on June 17, 2019. Swope said Laray Hilt of CASA of San Mateo reported at the meeting that CASA has sufficient CASA volunteers to meet current needs, such that minors are able to be assigned CASAs when one is requested. This is one of the first times this has ever happened and it is a welcome development.

Commissioner Wilson shared information about the May 29, 2019 Hillcrest School graduation ceremony. The ceremony was uplifting and inspiring. Staff were supportive of youth who may have not had family present, which further demonstrates the level of care the school and probation staff have for youth in custody. Observers reported some areas for improvement, including more focus on the accomplishments of the graduates. The JJDP offers congratulations to all the graduates.

VII. Court Remarks and Discussion

Judge Jakubowski said the Juvenile Court continues to have monthly meetings with HSA, Probation, DA's Office & PDP to discuss shared issues. She said the Court is still working on developing a CSEC protocol as well as competency protocol.

Judge Jakubowski also said she participated in a recent meeting about the Phoenix Garden project and hopes there is a way to possibly involve incarcerated youth in the development or maintenance of the garden in the future.

Judge Jakubowski said the Juvenile Court has started using plea forms in recent weeks. She said the Court will be reviewing the forms and making changes as needed to improve efficiencies and comprehension by the minor.

VIII. Private Defender Program

Rick Halpern, Managing Attorney of the Private Defender Program, discussed lack of education services for youth in the Juvenile Hall who have completed high school. He pointed out that Senate Bill 716 would require county probation departments to make online college classes available to youth in detention who've earned high school diplomas or certificates.

DCPO Hori said Probation will hold a meeting with County Office of Education to determine if additional education services are available for recently graduated youth.

Commissioner MacAvoy said it is important to offer graduates courses for which they could earn college credit.

IX. County Office of Education Remarks and Discussion

No report.

X. Youth Commission Report

Sathvik Nori reported that the San Mateo Youth Commission is out of session for the summer. He will be rejoining when the Youth Commission reconvenes in the fall.

XI. Probation

DCPO Hori reported that the JH population is currently 38 (31 males, 7 females) and Camp Kemp's population is 7. There are also 4 girls in the Girls Empowerment Program.

DCPO Michelle Kozul reported 288 youth were on supervision at the end of May 2019. Of those, 79 percent were male. Native Hawaiian or Pacific Islander (4%), Asian (5%), Other Race, Ethnicity of Origin (9%), Black or African American (7%), White (14%), Hispanic, Latino or Spanish Origin (60%). Kozul also said there are currently 8 youth on probation with general placement orders, including four youth placed outside of San Mateo County. There are also 10 AB-12 youth in the system currently.

XII. 2019 Project Updates

- a. Youth Court – Commissioner Winter and Chair Gustafson said they are working toward setting up a stakeholder meeting in September 2019 to look at ways to implement a Youth Court Program in San Mateo County.
- b. User Test – Commissioner MacAvoy said she completed the Juvenile Hall Admissions “User Test” on June 19, 2019. MacAvoy participated in a mock booking so she could gain insight into what the booking process was like from a juvenile’s perspective. She said she would provide a report on her findings, but overall, she didn’t have any major concerns, although she suggested staff could be more sensitive in the sexual-orientation questioning part of the booking process. DCPO Hori invited MacAvoy to return to the YSC to share her findings with the Admissions staff.
- c. Parent Guide – Commissioners Wilson and Swope reported that progress was slow for the Parent Guide, however, Chair Gustafson said the Commission hopes to put out the first version of the Parent Guide by year’s end.
- d. Other Open or Proposed Projects – *No discussion.*

XIII. Commissioner Comments/Announcements

Commissioner Swope said she will be doing an Introduction to Restorative Practices and Circles from 7:30 to 9:30 p.m. on July 22 at Our Lady of Mount Carmel. RSVPs required.

Commissioner Wilson provided an update on San Mateo County’s Community Collaboration for Children’s Success project. Unfortunately, after much research and planning, she said the project appears to have stalled due to lack of funding.

Chair Gustafson reminded the Commission about the CCPCA Conference & Training: August 27-30, 2019 in South Lake Tahoe. There is a special registration fee for the whole conference (3 days, \$250) for JJDP members or a reduced registration fee for just the JJDP Training (\$85). See <https://www.cppca.org/registration-information-1>. Register by 8/16/19 for this rate.

Meeting adjourned 7:15 p.m.

Juvenile Fees

JJDPC

JUNE 25, 2019

County of San Mateo Revenue Services

- **Update from last meeting**
- **Pilot mailing**
- **Number of accounts and potential impacts**
- **Next steps**

County of San Mateo Revenue Services

Update from JJDP C Meeting

County of San Mateo Revenue Services

PILOT

- Revenue Services mailed 100 letters (by certified mail) to parents throughout San Mateo County.

County of San Mateo Revenue Services

PILOT

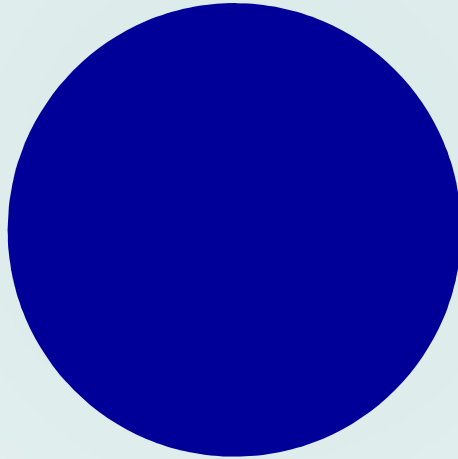
- To date, we have received one request to release lien.

County of San Mateo Revenue Services

Number of Accounts and Potential Impacts

County of San Mateo Revenue Services

Estimate 23,000 Liens, Abstracts of Judgment and Court Judgments
processed by Revenue Services



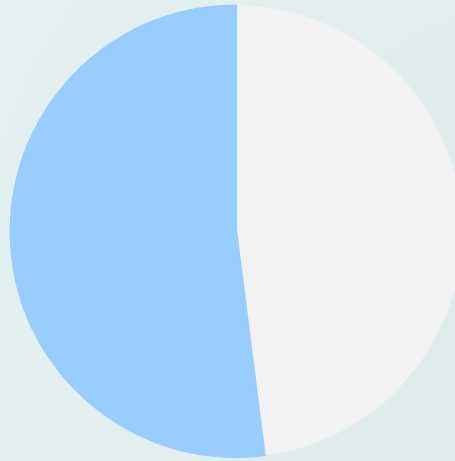
County of San Mateo Revenue Services

None of these will appear on a credit report



County of San Mateo Revenue Services

11,000 have been released, satisfied or expired



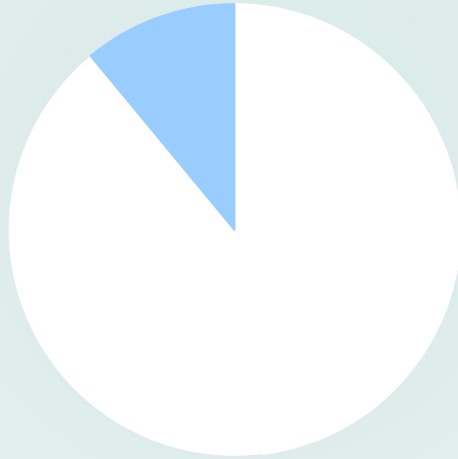
County of San Mateo Revenue Services

9,400 are not public record



County of San Mateo Revenue Services

Remaining 2,600 are public record, and thus available
through a public record search



County of San Mateo Revenue Services

Next Steps

County of San Mateo Revenue Services

Revenue Services Will:

- Mail letter to 100 accounts/families per month
- Families invited to contact Revenue Service to expedite satisfaction/release
- Will continue to release/satisfy upon request
- Work with application vendor to try to locate more on system

County of San Mateo Revenue Services

Welcome Requests, please direct to:

Laura Williams
Financial Services Manager
650-363-4082
lwilliams@smcgov.org

County of San Mateo Revenue Services

Thank You

County of San Mateo Revenue Services



PROBATION DEPARTMENT COUNTY OF SAN MATEO

Institutions Division Population

As of June 19, 2019

Gender	# of Youth	Percentage
Females	7	18%
Males	33	83%

Total Population 40

Highest Level of Sustained Charges		
Charges	# of Youth	Percentage
Felonies	26	65%
Misdemeanors	7	18%
Pre-Disposition	7	18%

Youth Age Range		
Age	# of Youth	Percentage
Under 12	0	0%
12	0	0%
13	0	0%
14	4	10%
15	5	13%
16	8	20%
17	17	43%
18	6	15%

Summary of Sustained Charges

Post-Disposition		
Offense	Charge	Description
Fel	PC487(c), PC29610, PC245(a)(4)	Grand Theft; Minor in Possession of Stun Gun; Assault Likely to Produce Great Bodily Injury
Fel	PC245(a)(4), PC25850(a), PC25400(a)(1), PC29610, PC29650, PC460(b), VC10851(A), PC29610	Assault Likely to Produce Great Bodily Injury; Carry Loaded Firearm in Public; Carrying a Concealed Firearm in Vehicle: Minor in Possession of Firearm; Possession of Ammunition by Minor; Second Degree Burglary; Vehicle Theft
Fel	PC245(A)(1)	Assault with a Deadly Weapon
Fel	PC422(a), PC422	Criminal Threats
Fel	VC10851(A)	Vehicle Theft
Fel	PC459	Burglary
Fel	PC664/211, PC245(a)(4), PC245(a)(4), PC594(b)(1)	Attempted Robbery; Assault Likely to Produce Great Bodily Injury; Vandalism \$400 or More
Fel	PC25400(a)(1), PC246.3(a)	Carrying a Concealed Firearm in Vehicle: Willful Discharge of Firearm
Fel	PC212.5(A), PC245(a)(4), PC 186.22(b)(1)(B), PC 186.22(b)(1)(B)	First Degree Robbery; Assault Likely to Produce Great Bodily Injury with Gang Enhancement
Fel	PC245(a)(4), PC 186.22(b)(1)(A)	Assault Likely to Produce Great Bodily Injury with Gang Enhancement
Fel	PC245(a)(4), PC186.22(a), PC242	Assault Likely to Produce Great Bodily Injury with Gang Enhancement; Battery
Fel	PC29610 F	Minor in Possession of Firearm
Fel	PC460(A), PC626.9(b)	First Degree Burglary; Possession of Firearm on School Grounds
Fel	VC10851(a), PC245(a)(4), PC594(a)(1)	Vehicle Theft; Assault Likely to Produce Great Bodily Injury; Vandalism Under \$400

Pre-Disposition		
Offense	Charge	Description
Felony	PC245(a)(4)	Assault with Force Likely to Produce Great Bodily Injury
Felony	PC460(b), PC487	Second Degree Burglary; Grand Theft
Felony	PC285, PC261.5(c)	Incest; Unlawful Sexual Intercourse
Felony	PC212.5(C)	Robbery
Felony	PC664/187(a), PC 12022.53(c), PC 186.22(b)(1)(c), PC25850(c)(4)	Attempted Murder, with special allegations personal discharge of a firearm and gang enhancement; Prohibited Person in Possession of Loaded Firearm
Felony	VC20001(a), PC182(A)(1), PC460(b), PC487(a), PC496(a)	Reckless Evading; Conspiracy; Second Degree Burglary; Grand Theft; Possession of Stolen Property
Felony	PC245(a)(4), PC136.1(a)(1)	Assault with Force Likely to Produce Great Bodily Injury; Witness Tampering

San Mateo County Juvenile Hall Booking Data, June 1-June 23, 2019

31 TOTAL BOOKINGS (EXCLUDING WEEKENDERS & CAMP KEMP MEDICAL HOLDS)

25	Male
6	Female
16.4	Avg. Age
2	Gang Affiliation
2	Weapons Related
10	First Time in Custody
16	Felony Booking

BOOKINGS BY CITY OF RESIDENCE

5	East Palo Alto
4	San Mateo
8	Redwood City
4	South San Francisco
3	San Francisco
2	San Bruno
1	Half Moon bay
1	Portola Valley
1	Foster City
1	Menlo Park
1	Moss Beach

Bookings by Race	Total	Male	Female	Percentage
Hispanic, Latino, Spanish Origin	23	20	3	74%
Black or African American	2	0	2	6%
White	2	2	0	6%
Native Hawaiian or Pacific Islander	2	2	0	6%
Other Race, Ethnicity, or Origin	1	0	1	3%
Asian	1	1	0	3%
American Indian or Alaskan Native	0	0	0	0%
TOTAL	31	25	6	100%

Juveniles in Custody at YSC: 6 a.m., June 24, 2019

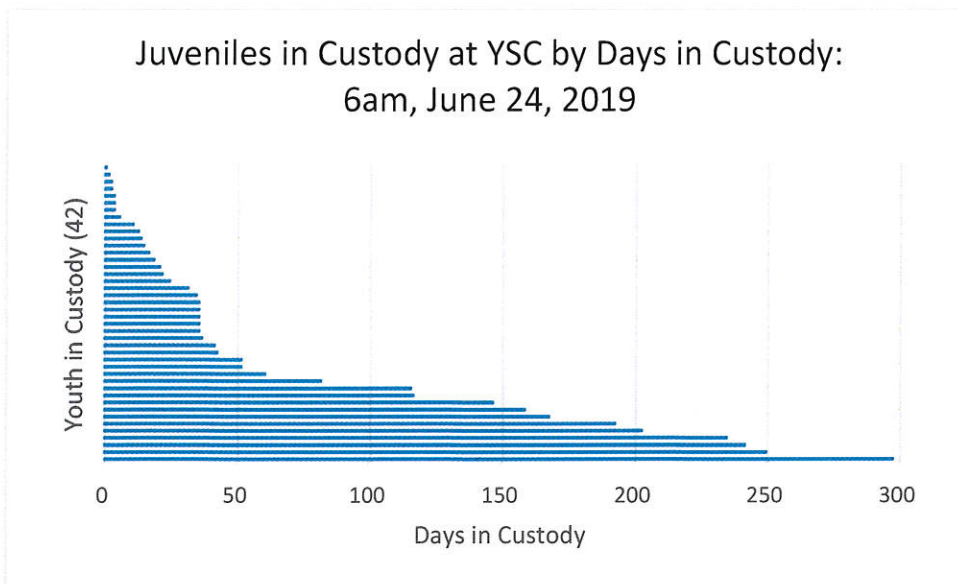
Males: 34

Females: 8

Average Days in Custody: 69.7

Average Age: 16.8

Juvenile Hall Population by Race	Total	Male	Female	Percentage
Hispanic, Latino, Spanish Origin	27	23	4	64%
Black or African American	4	2	2	10%
White	4	2	2	10%
Native Hawaiian or Pacific Islander	3	3	0	7%
Other Race, Ethnicity, or Origin	0	0	0	0%
Asian	3	3	0	7%
American Indian or Alaskan Native	1	1	0	2%
TOTAL	42	34	8	100%



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 Giggs

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 1¹ 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.

¹ 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?: _____

Signature of Commissioner(s) preparing this report:

_____ Date: _____

_____ Date: _____

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: Colma Police Department

Address: 1199 El Camino Real, Colma, CA 94014

Contact Person: Sgt. Dawn Marchetti, dawn.marchetti@colma.ca.gov

Phone Number: 650-997-8340

Date of Inspection: June 19, 2019

Date of Last JJDPC Inspection: Unknown

Date of Last BSCC Inspection: 2016-2018 Cycle

Commission Inspection Team: Michele Gustafson, Clara MacAvoy

Presiding Juvenile Court Judge: Hon. Susan Irene Etezadi

Observations, Concerns, and Recommendations

Observations: Although the BSCC flagged in its annual letter to the JJDPC that Colma Police Station had held youth in secured detention, this station had not, in fact, held youth in secured detention during 2018. Because this police station had not been inspected by the Commission since at least 2015 (it has undergone the normal cycle of BSCC reviews), the Commission Inspection team proceeded with the inspection. Responses below regarding logs are based on reviewing the logs for juveniles held in non- secure detention, police station forms and policies.

Concern: BSCC reported to the JJDPC that the Colma Police Station had held 18 youth in secured detention during the inspection period. In fact, the Colma Police Station held no youth in secured detention during 2018. The inspection team thoroughly reviewed the police station's logs and could not find a reason for the discrepancy. The paperwork submitted to the BSCC by the Colma Police Station monthly did not indicate any youth held in secured detention.

Recommendations: Recommend that the BSCC follow up on where the discrepancy regarding the number of youth held in secured detention may have originated.

The Colma Police Station had very thorough documents and policies (50+ pages long) regarding juveniles in detention. Its forms were sourced from "Lexipol", which keeps the policies updated with changes in pertinent regulations. However, officers do not book and detain youth very frequently, so it would be helpful for BSCC to create an online-available training or at least a shortened checklist/

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instruction sheet for how to properly hold youth in secured detention. This could be referenced when a youth is brought in more quickly than the policy manual and would be consistent resource for California police departments.

Detention Logs & Other Reports

Detention Log of Minors Reviewed? ☒ Yes ☐ No

Comments: As noted above, the inspection team reviewed all available logs for juveniles in detention. The logs we reviewed were for non-secured detention, as no youth were held in secured detention.

Are detention logs periodically forwarded to the Calif. Division of Juvenile Justice? ☒ Yes ☐ No

Comments: A summary sheet on a form provided by BSCC is forwarded. BSCC does not require Police Departments to forward the logs themselves.

How frequently? Monthly

Are logs current, complete and legible? ☐ Yes ☒ No

Comments: All logs were complete and legible. Some entries were whited out, which the inspection team noted to the sergeant in charge. Changes should not be whited out and alterations to log entries should always be always visible. If a change is necessary, the change can be stricken in a way that, at minimum, (1) allows review of the original, unaltered text; (2) notes who made the change; (3) notes the reason for the change.

Do logs reflect entry and exit times? ☒ Yes ☐ No **Comments:** Reviewed non-secure detention logs

Are reasons for secured detention noted? ☒ Yes ☐ No

Comments: Our response here is based on the fact that the reason for secured detention is a field on the log form for secured detention. No youth were held in secured detention.

Is the offense noted? ☒ Yes ☐ No **Comments:** No youth were held in secured detention.

Fire Inspection Report Reviewed? ☒ Yes ☐ No

Date: November 7, 2018

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

No recommendations or concerns were noted by the fire department.

Health Department Report Reviewed? ☒ Yes ☐ No

Date: October 9, 2018

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

No issues noted.

General Information

Describe detention options for juvenile at this facility: Secured detention at the Colma police station is in the cell area behind a sally port. There are two cells in this area, which have windows and an officer would be stationed at a central desk if the cells were in use. There are signs in the area

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reminding officers that juveniles and adults cannot be held within sight of one another and that males and females must be kept separate.

Outside the cell area, there are two interview rooms that could also be used for detention. These would also be considered secured because they are behind a locked door.

There are also two conference rooms outside the offices that are not behind a locked door. These are used for non-secured detention and a youth would be able to make their way out of the station through the hallways.

There is no cuffing rail at the Colma Police Station.

Number of minors held in detention during inspection review period (Jan 2018 - June 2019):

0 Secured

13 Non-Secured

Jan 2018: <u>0</u>	July 2018: <u>1</u>	Jan 2019: <u>4</u>
Feb 2018: <u>0</u>	Aug 2018: <u>2</u>	Feb 2019: <u>0</u>
Mar 2018: <u>0</u>	Sept 2018: <u>0</u>	Mar 2019: <u>0</u>
April 2018: <u>3</u>	Oct 2018: <u>0</u>	Apr 2019: <u>0</u>
May 2018: <u>2</u>	Nov 2018: <u>0</u>	May 2019: <u>0</u>
June 2018: <u>0</u>	Dec 2018: <u>0</u>	June 2019: <u>1</u>

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

Describe: Minors are told when they are under arrest that they are being taken to the police station and that parents are being called. They are offered water and a snack at the station. There have been times the officer will ask even before arrival and will take the minor for McDonalds or other fast food if the youth indicates hunger. It is explained that they are detained until either a family member arrives or they are taken to the YSC. Youth are only put in secure detention if there is an escape or safety concern or if the offense is a violent felony. Colma station tries not to hold any youth longer than four hours. If a longer detention is necessary, the station will send the youth to YSC.

How are minors in custody supervised? Most often, youth sit next to the officer who is working on the specific case, so they are in constant supervision.

In a Locked Cell (Section 1547)? By video and audio. Anyone with a computer in the PD can check in on youth. In particular, dispatch is always watching.

In Secure Custody outside of a cell (Section 1548)? N/A

In Non-Secure Custody (Section 1550)? Youth sit next to the officer who is working on the specific case, so they are in constant supervision.

How often are minors in custody observed? (Section 1548): Constantly if in non-secured, every 15 minutes if secured.

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In a Locked Cell? Every 15 minutes. If a youth is held in secured detention in the cell, this would be noted on a medical intake sheet.

In Secure Custody outside of a cell? Officer would be present with the minor, so observation would be constant.

In Non-Secure Custody? Officer would be present with the minor, so observation would be constant.

How are minors in custody observed (video, audio device, personal observation, Section 1547)?

All options (video, audio device, personal observation), are used.

Is the observation logged? ☐ Yes ☒ No Comments: Observation is not logged for youth in non-secure custody. If a youth is in non-secured custody, observation is not logged because the minor is present with an officer at all times. If a youth is in secured custody, either in a locked room that is not in the locked cell area or in the locked holding cell area, observation is logged in 15-minute increments because that is part of the protocol for holding youth in the holding cell.

Is there constant auditory access to staff at all times? ☒ Yes ☐ No Comments: If the youth is in a cell, the control desk is feet away and the officer on duty would be able to hear and see the occupant of the cell.

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: Toilets are available. If a youth needed a shower, they would probably be taken to YSC.

Are there provisions available for clothing, blankets, etc.? ☒ Yes ☐ No Comments: Blankets (mylar) are available on site. Clothing would need to be purchased locally.

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.):
None.

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

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Comments: The holding cell is a small room with a built-in bench. The door has a narrow window; the interview room behind the secured door is a small room with a table and chairs; the non-secured conference rooms are carpeted with a table, chairs, couch and stuffed animals.

Are minors in secured detention informed of the following?

The purpose/reason for being placed in secured detention: ☒ Yes ☐ No
 (this is on the log and in the procedure)

The length of time the secure detention is expected to last: ☒ Yes ☐ No
 (this is on the log and in the procedure)

Informed of the six-hour limit of being held in secured detention: ☒ Yes ☐ No
 (this is on the log and in the procedure)

For what purpose/reasons would a minor would be placed in secured detention? If there is concern of escape or a safety risk (i.e. violence towards an officer) or if the youth was arrested under suspicion of a violent felony. If too many youth come in at once, it might be possible that some youth would need to be held in secured detention area until sufficient supervision was available (but this has not happened during the inspection period).

How often is secured detention reviewed and by whom? Policy states this should be done every 15 minutes by the officer, but this has not been put into practice because no youth have been held in secure custody.

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? It would depend, but generally they would not be in the same area of the station. They may need to pass adult inmates.

Describe the procedure for intoxicated or substance abusing minors: Youth are screened in the field; if they appear to be intoxicated or under the influence of drugs (or if there is evidence that they have used drugs/alcohol within 6 hours) they may be taken to the hospital for medical clearance before being brought to the PD if the impairment seems great.

How frequently are intoxicated/impaired minors observed? An intoxicated youth would be likely to be kept with the officer for constant observation if they were allowed to come to the station at all rather than staying at the hospital.

Is this observation documented in the logs? ☐ Yes ☐ No Not applicable

Comments

It is our observation that the police department intends to keep youth detained for as minimal amount of time as possible, usually waiting for parents to be called and arrive. If a parent cannot be contacted, the youth would usually be taken to YSC. Most youth were held (non-secured) between 15 minutes and

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two hours and were released to a parent. It would be helpful if the log could indicate the relationship of the person to whom the minor was released, however, this information was readily available by asking the officer, who was able to pull up the report from the arrest to clarify questions about the circumstances of arrest, detention, and release for each minor.

The facility report (self-report for the station), noted that the cameras were out in two of the interview rooms for a period in 2018. Please ensure the cameras remain in operational condition.

Many thanks go to Sgt. Marchetti who was incredibly helpful taking us on a tour and answering questions/providing paperwork while handling her regular duties. Colma is a small, but well-run department.

Signature of Commissioner(s) preparing this report:

Clara MacAvoy _____

Date: _____

Michele Gustafson _____

Date: _____

Juvenile Justice and Delinquency Prevention Commission San Mateo County, California

Group Home Inspection

Facility Name: Canyon Oaks Youth Center **Facility Capacity:** 12

Address: 400 Edmonds Rd, Redwood City, 94062 **Phone Number:** 650-839-1810

Date of Inspection: 6/10/2019 **Date of Last Inspection:** 5/24/2018

Annual Population: Varies

Current Population: total 10: 9 current residents; 1 resident recently left, but bed still allocated.

Contact Person: Victoria Valencia, Supervising Mental Health Clinician

Facility Commission Inspection Team: Michele Gustafson, Clara MacAvoy

School Commission Inspection Team: Melissa Wilson, Daniel Casillas, Doug Winter, Monroe Laboisie

Presiding Juvenile Court Judge: Hon. Susan Etezadi

Facility Overview

Canyon Oaks is a co-ed residential treatment facility offering comprehensive services to youth with serious emotional and behavioral challenges. Each resident receives individual services to meet their needs and circumstances. Youth come to the facility through three different placement types: 1. voluntary placement, 2. placement through a social worker, or 3. placement through the probation department. Youth in the Canyon Oaks program can also be AB12 youth (extended foster care). The objective of the program is to help youth reduce symptoms, gain stability and transition into the least restrictive setting in which they can succeed. The typical resident spends one year at Canyon Oaks.

Observations and Commendations

Observations: Canyon Oaks is a well-run facility with well-trained staff. The facility utilizes trauma informed practices. The staff is very engaged with the youth and each other, creating a comfortable and relaxed environment. There is an extensive array of programs available to the youth. The staff seems proactive and creative in trying new activities to engage the residents. They take advantage of and draw from the many resources available in the Bay Area to develop programs.

Commendations: The staff genuinely care about the well-being of the youth in residence and work in a challenging environment with professionalism and compassion. The youth can be angry about being placed at Canyon Oaks, resentful about the rules, and because of various mental and behavioral

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issues, can present their unhappiness forcefully. The staff are firm but caring and when issues about staff/youth interactions are raised by a resident, they do their best to address these.

The facility has received its STRTP license, which has involved a lot of work and effort to change practices and procedures to the newly-developed (and occasionally shifting) STRTP requirements. Roles required to meet STRTP licensure requirements needed to be defined and assigned. More actions, events and outcomes need to be logged, recorded and reported as part of STRTP requirements to increase the completeness of records for each resident. The management and staff are to be commended on their hard work in achieving STRTP status.

Canyon Oaks recently added a layer of management positions within its staffing structure, with pay bands reflecting increased levels of responsibility. This has been a welcome change as it permits upward mobility, opportunities for management by experienced staff, and has overall increased morale and is expected to keep retention of staff at good levels at the facility.

Major Concerns and Recommendations

Concerns: Each resident has an individual needs and assessment plan, as well as individual goals to meet while they are at the facility as part of their treatment. A major problem exists when a resident's goals have been met and he/she is ready to transition out of the facility, but has nowhere to go because foster care is not available or they cannot go back to their family. Residents are usually re-authorized to remain at the facility by the IPRC (Interagency Placement Review Committee), which is composed of Probation, Human Services Agency, Behavioral Health and Recovery Services, and the San Mateo County Office of Education, that approves placements and continuations. Once a youth has reached the treatment goals but cannot move on from Canyon Oaks, the situation becomes very frustrating to the individuals and leads to problems and poor behaviors, and can often lead to justifying even longer stays.

The Canyon Oaks facility has a positive relationship with the San Mateo County Sheriff's Department. The facility will call the Sheriff when they feel that a resident (or residents) are engaging in behavior that could result in harm to the resident, staff or others. The law enforcement officer does not always get involved and may only stand by for safety's sake. While understandable and even unavoidable in some cases (e.g., in the case of a 5150 hold), there are concerns about traumatizing (or re-traumatizing) youth with law enforcement contact, and youth developing a negative opinion toward law enforcement. The facility is cognizant of these issues and has arranged casual events for residents to get to know the Sheriff Department staff. Some interactions with law enforcement will result in the youth being taken to Juvenile Hall or the police contact being documented, creating further negative incidents on a young person's record, which could impact them for a long time. Sometimes there are a lot of calls; sometimes fewer. The Commission did not request a number, but the impression was that calling at least once a week was not uncommon. STRTP licensing requirements include the need to fill out a special IR form when law enforcement is engaged, therefore these records should be available and reviewed in the future.

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Recommendations: As part of a larger initiative to locate appropriate home-like settings for youth in placement, the Commission flags to the County the continued difficulty in finding foster home placements for Canyon Oak youth and other foster youth in the County. The effort here is beyond the facility's scope, but impacts both the facility and residents there deeply.

The Commission would ask that Canyon Oaks exercise discretion when calling law enforcement, keeping in mind secondary consequences of law enforcement engagement with youth on probation, in foster care, and who might otherwise have prior contact with the system. Where possible, reduce the amount of law enforcement interventions sought. Also, it is important to note that youth that are not on probation may be bolder about provoking youth they know are on probation because they know the probation youth's probation officer will be called if the situation escalates. This can create a tricky dynamic for youth on probation at the facility, but can likely be managed if recognized by the staff.

The County should consider clearing brush and dead trees away from the Canyon Oaks facility (and the other treatment facility nearby). While the proximity to the fire station is comforting (they are adjacent) and the facility maintains the requisite emergency plan, fire danger is a concern this and every year.

In recent years, members of the County Office of Education (COE) Court and Community Schools administration have spent part of their work week at Canyon Oaks (a few hours a day per week or more), which was beneficial for the facility since the COE had context for special challenges presented for staff related to providing educational services for residents, in particular maintaining stable and high quality teaching and substitute staff. The Commission recommends that this close relationship be maintained so that administration can continue to be present on-site on a regular basis.

Fire Inspection Report: ☒ Yes ☐ No Date: 3/17/2019

Miscellaneous: Minor deficiencies noted in fire inspection. All Corrected.

Health Department Report: ☐ Yes ☒ No Date: N/A

As a Community Care licensed facility, Canyon Oaks does not have a BSCC or separate health department inspection.

Areas Reviewed

Quality of Life

- ☒ Physical Plants
- ☒ Meals/Nutrition
- ☒ Mental Health
- ☒ Physical/Dental Health
- ☒ Religious Services
- ☐ Volunteer Involvement
- ☒ Visiting

Programs

- ☒ Education
- ☒ Vocational/Employability
- ☐ Community Service
- ☒ Individual/Group Counseling
- ☒ Substance Abuse
- ☐ Other: N/A_____

Persons Interviewed

- ☒ Minors
- ☒ Director
- ☒ Youth Supervisor/Staff
- ☐ Food Services Staff
- ☐ Other: N/A_____

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General Information

Type of operating license: Canyon Oaks received a provisional STRTP license in 2018, which gave them one year to get fully accredited through CARF. Canyon Oaks was granted a full STRTP license as of May 24, 2019, with final CARF accreditation inspections occurring the week of June 17, 2019 (a week after this Commission's inspection).

License number: 415600309

Most recent licensing inspection: 8/28/18

Rating level: Transitioned from Group Home Level 14 to fully-accredited STRTP

Target population of juveniles: Severely emotionally disturbed youth with behavioral challenges. Canyon Oaks has always been a facility providing high levels of service to meet the needs of this population. The levels of service have not changed as a result of the STRTP licensing.

Age range of juveniles: The residents can range in age from 13 to 19. Younger age is rare, but the facility can accommodate youth of that age. Youth who are 18 or 19 are eligible through AB12.

Juveniles' home counties & number of youth per county: All youth are San Mateo County residents.

Pre-Plan for Emergencies: ☒ Yes ☐ No **Date of Last Drill:** 5/31/19

Comments: Canyon Oaks maintains a log of safety drills. Drills are conducted regularly, to completely clear the facility. There is an evacuation and relocation plan with space available at an alternate site. Three (3) county vehicles are on site to transfer residents in case of emergency.

Staffing

Describe staff specialties: There are 17 full time residential counselors, 15 relief counselors. The clinical team consists of two full time therapists, plus a full-time occupational therapist (OT), a full-time art therapist, one alcohol and drug (AOD) therapist for 20 hours a week. One psychiatrist comes in twice a week and the same psychiatrist is available 24/7 by phone.

Describe staff including numbers, background, ethnicity, language: There are 15 African Americans, eight Latinos, five Caucasians, five Filipinos, five Pacific Islanders, and two Asians. There are several bilingual (Spanish) staff members and Spanish language translations by phone are available 24/7. Translation and interpretation services are available to clients and family by appointment.

Educational requirements for staff: A bachelor's degree is now required; several staff members have master's degrees. The clinical staff members are professionally licensed.

Training provided for staff: As an STRTP, each staff person must have 40 hours of continuing education training, including ProAct and CPR. The annual training calendar for 2019 listed monthly sessions on a wide range of topics covering those topics mandated by STRTP licensure. Training is available onsite, at county-wide sessions, and online trainings (through RELIAS -- 50% of training can

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be online). Onsite topics include: medication training, substance abuse, mental illness, suicide prevention, mandated reporting, overviews to the juvenile justice system, grievance process, physical and mental wellness training for staff, how to involve law enforcement, working with the LGBTQ community, impact of trauma. The facility maintains a comprehensive binder for staff that includes written policies and procedures, program overviews, roles and training requirements. Each staff member's training for the year is logged through an online tracking system.

Staff to Minor Ratio

Awake: The staff number stays the same, regardless of the number of residents.

Currently: 17 staff, working in 8 hours shifts, to 9 residents

Sleeping: 3 staff (for current 9 residents)

How is staff backup handled during grave-yard shift? Six staff work the swing shift; 3 staff are awake all night.

Describe staff turnover, including frequency and reason: This depends on the role: staff or clinicians. For staff counselors, turnover is low. Most staff have been at Canyon Oaks for more than 10 years. There has been some recent turnover due to staff moving out-of-county due to extremely high costs of living in San Mateo County and higher salaries available in other counties. The addition of a management level has helped this.

There can be a lot of turnover with respect to clinicians. Many clinicians are seeking hours to finish their licensure and then after two or three years they may leave. The biggest impact on youth tends to be when social workers turn over (which is not within Canyon Oaks control).

Describe general staff and minor interactions: The staff were completely engaged with the youth; they were direct, but respectful. They are present near the youth, but not necessarily in a youth's space. When youth are frustrated or angry, they acknowledge the youth's feelings and try to manage those feelings by discussion. Some youth state that they feel like they are put on a different status (see "Discipline of Minors" for a more thorough explanation of the consequences of a status change) for expressing themselves in a way the staff consider to be disrespectful. Despite a couple of youth loudly complaining that they were not happy with Canyon Oaks (without wanting to specify reasons), the environment seemed relaxed and comfortable.

Conditions of Grounds and Building Exterior

Give a general description of the property: One-story facility in a wooded area, next to the fire station. The front gate opens into a courtyard with a poorly maintained lawn area and basketball hoop. Newly painted, bright murals by the youth line two sides. The interior consists of offices, a large dining room (doubles as activity room), newly remodeled kitchen, and living quarters. Rooms are designed for one or two youth.

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Group Home Inspection Report

Give a general description of the main facility including housekeeping and sanitation: The facility was clean and well-organized with reasonably new carpet. The walls included some colorful artwork by the residents. Board games and TV were available. A large board posted each individual's daily status and weekly plans and goals.

Lawns: ☐ Acceptable ☒ Unacceptable: Lawn is occasionally used by residents for activities, such as barefoot walking, as part of mindfulness training. However, it is not in good condition. If upgraded, it would be more conducive to use. The facility will also be receiving a greenhouse dome (Geodome) for youth to be able to do gardening projects. This will go behind the facility (not on the lawn, but further back on the property).

Playing Fields: ☐ Acceptable ☒ Unacceptable: There is one basketball hoop for play in the courtyard -- the playing field (such as it is) could use some county maintenance help to make it more functional and inviting.

Blacktop: ☒ Acceptable ☐ Unacceptable: Blacktop could use some resurfacing. Facility reports that this will be resurfaced and that a mural is planned for the courtyard area.

Paint: ☒ Acceptable ☐ Unacceptable: Facility reports that exterior painting is coming up.

Roof: ☒ Acceptable ☐ Unacceptable: _____

Drains and Gutters: ☒ Acceptable ☐ Unacceptable: _____

General Appearance: ☒ Acceptable ☐ Unacceptable: _____

Condition of Interior of Building

Walls: ☒ Acceptable ☐ Unacceptable: _____

Paint: ☒ Acceptable ☐ Unacceptable: _____

Floors: ☒ Acceptable ☐ Unacceptable: _____

Ceilings: ☒ Acceptable ☐ Unacceptable: _____

Drains: ☒ Acceptable ☐ Unacceptable: _____

Plumbing Fixtures: ☒ Acceptable ☐ Unacceptable: _____

Air Vents/Heating/Windows: ☒ Acceptable ☐ Unacceptable: _____

Smoke Alarms: ☒ Acceptable ☐ Unacceptable: No issues on fire report

Storage of Cleaning Fluids/Chemicals: ☒ Acceptable ☐ Unacceptable: _____

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Recreation/Sports Equipment: ☒ Acceptable ☐ Unacceptable: _____

Hallways Clear/Doors Propped Open: ☒ Acceptable ☐ Unacceptable: _____

Sleeping Rooms: ☒ Acceptable ☐ Unacceptable: _____

Beds: ☒ Acceptable ☐ Unacceptable: _____

Art, Books, Personal Items Allowed in Rooms: ☒ Acceptable ☐ Unacceptable: _____

Graffiti Present: ☒ Acceptable ☐ Unacceptable: _____

Ample Blankets: ☒ Acceptable ☐ Unacceptable: _____

Study Area: ☒ Acceptable ☐ Unacceptable: _____

Adequate Lighting: ☒ Acceptable ☐ Unacceptable: _____

Temperature: ☒ Acceptable ☐ Unacceptable: _____

Orientation of Minors

What is the intake process for the facility? After receiving a referral, Ms. Valencia meets with each youth at an appropriate location. Most are resistant upon initially entering Canyon Oaks; therefore, the staff does not impose a lot of rules. They inventory belongings with the resident and review the Resident Handbook (available in English and Spanish), which contains extensive information including house rules, rights and responsibilities, schedules, and a complaint form. The staff is updating the Resident Handbook this year. Parents are also given a copy of the Resident Handbook.

Each new person meets with staff and all other residents. Each youth specifies the gender they identify with and the section of the house where they are most comfortable. They have had transgender residents in the past, but none at this time.

Are minors oriented to the house rules and procedures? ☒ Yes ☐ No **Explain:** See above.

Are house rules and grievance procedures posted? ☒ Yes ☐ No **Explain:** Complaint procedures, forms, and process of follow-up are included in the Resident Handbook.

What is in place to ensure that these rules and procedures are understood by minors? Each new resident receives the Resident Handbook and participates in an orientation session (O Rap). Each is tested on their knowledge of the material by answering 20-25 questions. Once the resident's primary counselor signs off on their understanding of the rules and procedures, the individual moves from an orientation to learning program.

Are clothing and possessions inventoried on arrival and departure? How are juvenile's clothing and possessions protected or stored? Staff inventories belongings with the resident. Residents have their

San Mateo County Juvenile Justice and Delinquency Prevention Commission Group Home Inspection Report

own clothing and toiletries. For other items (like cell phones or valuables), each is given a personal storage box that is locked in the hall closet for safe keeping.

Interviewed Minors: ☒ Yes ☐ No **Details:** Two youth agreed to be interviewed. Other youth provided commentary during the visit, which is also reflected in this report. One youth, who was interviewed, "X", was a probation youth who particularly enjoyed the home visits, and stated that home visits are his favorite part of the program. X mentioned that he felt as though the color system was sometimes used unfairly, and particularly complained that he felt minor infractions were hard to make up for. X also brought up that he felt as though non probation youth would pick fights with probation youths, and he recommended that probation and non-probation youth should be kept separately. At his request, a staff member sat in on the interview, and it is clear that X and the staff member had a good rapport, and that he felt comfortable giving feedback.

Meals/Nutrition

Kitchen: ☒ Acceptable ☐ Unacceptable: Fully remodeled last year; clean; residents special needs displayed.

Do the youth share in preparation of meals? ☐ Yes ☒ No **Details:** Youth can participate in meal preparation and the facility participates in a Supper Club.

Are meals served family style? ☒ Yes ☐ No **Details:** The cook prepares meals and the youth pick them up at the kitchen window in the dining room. They share meals family style at two large tables.

Are minors permitted to converse during meals? ☒ Yes ☐ No **Details:** _____

Are staff present and supervising during meals? ☒ Yes ☐ No **Details:** _____

Are weekly menus posted? ☒ Yes ☐ No **Details:** _____

Are servings ample, nutritious, appetizing? ☒ Yes ☐ No **Details:** The residents were served pizza salad for lunch on the day we visited. The food looked appetizing and nutritious (we were too late to join for lunch).

Weaker minors protected from having food taken from them? ☒ Yes ☐ No **Details:** _____

Are snacks and beverages available? ☒ Yes ☐ No **Details:** Snacks, such as fruit, yogurt, or granola bars are available throughout the day. Youth may receive a full meal if one is missed during the scheduled time.

How does the facility meet special nutritional needs? There is a list in the kitchen with the name of each youth and any special dietary needs (needs could be allergy-related, vegetarian/vegan, religious or health restricted). Staff meet with a nutritionist to plan appropriate meals for residents with special

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diets. The residents don't always like the special diets (especially when the diet includes calorie/carb restrictions for diabetes).

Length of time allowed to eat? As much as needed.

Mealtimes (no more than 4 hours between meals, breakfast to dinner, without a snack).

Breakfast: 8:30 before school

Lunch: 12:10

Dinner: 5:00

Comments: The youth expressed interest in more variety of food, feeling like there could be more ethnic influence in the weekly offerings (burritos, stir fry, etc.) and less fried food. Addition of a greenhouse for gardening may also help youth satisfaction with meals, so we recommend that produce that residents had a hand in growing be included in menu planning.

Personal Appearance of Minors

Appearance: ☒ Acceptable ☐ Unacceptable: _____

Showers (frequency, privacy, supervised): ☒ Acceptable ☐ Unacceptable: Showers are available every day. The room is private, but staff will remain outside in order to ensure the safety of the youth. While residents are encouraged to shower every day (either in the morning or the evening), it is not required.

Condition of clothing (clean, fit, etc.): ☒ Acceptable ☐ Unacceptable: _____

Clothing appropriate to current weather: ☒ Acceptable ☐ Unacceptable: _____

Comments: Youth wear their own clothes at Canyon Oaks. There is no uniform. Some youth can have clothes brought from home, but some youth do not have much when they come to the facility. Staff will buy clothing when it is needed.

Medical and Mental Health

Access to Medical Services: ☒ Acceptable ☐ Unacceptable: Residents receive a physical within the first 30 days and have ongoing access to dental and eye services. Where the resident has family in the picture, the resident would continue treatment by their physician. In cases of emergency, the facility may need to call for an ambulance to transport youth to the hospital. For non-emergent medical treatment where the youth does not have a regular doctor, the staff may take the youth to the San Mateo Teen Clinic.

Staff can and do distribute medications to the residents. The facility is converting its safety room to a medication room where qualified staff will be able to store and dispense medicines. The room will be secured. Training is available and logged for staff dispensing medications.

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Access to Mental Health Services: ☒ Acceptable ☐ Unacceptable: Dr. Osher, the staff psychologist for Canyon Oaks, is at the facility every Wednesday and Friday and available 24/7 by phone. If a youth qualifies for 5150 hold, the facility calls law enforcement to assist with transport as staff is not permitted to transport a youth that qualifies as 5150.

Individual Counseling: ☒ Acceptable ☐ Unacceptable: Each resident has a personal session once a week, or more if needed. Family sessions are possible.

Group Counseling: ☒ Acceptable ☐ Unacceptable: Two groups meet every afternoon.

Substance Abuse Counseling: ☒ Acceptable ☐ Unacceptable: There is AOD counselor on site. The AOD counselor has had two interns in the past, but does not have any this year. Residents may also attend outside group sessions, such as AA. Staff will transport as needed.

Programs

Recreation (type, amount, etc.): ☒ Acceptable ☐ Unacceptable: A daily treatment schedule is published that includes yoga, art, movement, and therapeutic recreation. In addition, the youth are offered activities such as hiking or participating in a variety of outings. There are activities scheduled throughout the afternoon that the residents can select. These have included yoga, drumming, hiking, and library visits. Television and board games are also available. The staff also provides numerous outing options drawing on attractions that are nearby (including, for example, the Monterey Bay Aquarium) and try a number of different new activities to engage the youth. Internet access is not provided.

Exercise (daily schedule, amount, etc.): ☒ Acceptable ☐ Unacceptable: The residents may be taken to the park, Red Morton Center, or a track. Movement classes are offered daily and there is a basketball hoop in the yard and a rowing machine inside the house. In interviews, a resident expressed his desire for more exercise equipment, specifically weights.

Access to Religious Services: ☒ Acceptable ☐ Unacceptable: Youth will be taken by staff to services if requested. Youth have also requested someone to come in to discuss religion with. The facility does its best to find religious counselors when the youth does not already have those resources.

Victim Awareness Classes: ☒ Acceptable ☐ Unacceptable: No specific class; may be part of individual treatment plan.

Gang Awareness Classes: ☐ Yes ☒ No **Details:** There is access to training for gang awareness (by staff), but gang affiliation tends not to be issue for these residents.

Sexual Harassment Classes: ☐ Yes ☒ No **Details:** There are no classes, but sexual harassment is discussed on an ongoing basis.

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Parenting Classes: ☐ Yes ☒ No **Details:** When a youth is a parent, they are linked to parenting classes offsite, as are the parents of the residents, if desired.

Vocational Classes: ☐ Yes ☒ No **Details:** There are no specific classes. The occupational therapist (OT) may help connect youth with off-site programs and Workability is available through the school.

Work Program: ☒ Yes ☐ No **Details:** A few residents work outside of the facility. This varies depending on who is in residence. Bus transportation is poor, so a staff member takes the youth to and from work or a taxi voucher is provided. The staff will provide guidance to the youth for succeeding in their jobs as they encourage preparation for transitioning out of Canyon Oaks.

Programs such as Workability, Independent Living Program (ILP) are available. The OT may help with resumes, college application processes, or employment applications.

Other Programs: The staff try to be creative about other programming. Currently Canyon Oaks participates in a Supper Club and will arrange offsite field trips.

Internet Access: Outside of the classrooms, there is no access to the internet. This is by design as some youth have internet addictions or could use internet access to engage in unsafe behaviors. If a youth has a cell phone, that cell phone remains with their personal possessions in the locked cabinet unless a staff is specifically supervising use.

Discipline of Minors

Describe the discipline process of minors:

Canyon Oaks utilizes a trauma informed approach. Specific consequences do not follow inappropriate behavior; punishment is not allowed. Staff recognize the behavior, determine the underlying issue, and then determine the appropriate therapeutic intervention to get to the bottom of the issue.

Outing privileges are granted based on safety and stability. Each youth is rated every day and given a color (green means they can go out and engage in activities, blue indicates the individual must stay at Canyon Oaks, and yellow means questionable privileges, depending on situation). The day's color is posted on a board outside the dining room, along with the individual's targets for the week. All residents participate in a "check-in" every morning and afternoon. In interviews, one youth complained that he felt reasons for colors were not always clear enough.

There are no locked doors. Meltdowns are handled in a manner to keep all residents and staff safe. If necessary, a youth may be taken to the hospital for emergency mental health treatment or to YSC. There used to be a safety room, but it was not used and is being converted into a room for medications (which will be locked to prevent unauthorized access to medications). There is still a "time out" room that is not locked where youth can go to calm down. It has couches and is a calm, quiet environment for the residents to cool off, if needed. The San Mateo County Sheriff's Department

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may be called to stand by and observe for escalating situations involving aggression. This may also result in arrest.

Grievances

Grievance Process: ☒ Acceptable ☐ Unacceptable: The grievance process has changed due to STRTP licensure. Each grievance is reviewed by the Office of Consumer Affairs.

To commence the grievance process, a resident fills out a form. Any grievance is sent to the staff supervisor. It is recorded, validated with the resident and investigated. The supervisor meets with the client and the staff involved and then meets with all parties together. They continue to meet until the issue is resolved and then log the outcome. Actions taken and the status must be documented within five days. The Community Care License phone number is listed for a resident to call if they find it necessary to follow up. This has not occurred in recent years.

Number of grievances this year: One

Trends and/or Comments: Complaints are usually over an objection to a rule or an interaction with another individual. The grievance this year involved interaction between resident and staff, resulting in coaching for the staff member.

Correspondence / Telephone

Access US Mail? ☒ Yes ☐ No **Details:** _____

Postage Free? ☒ Yes ☐ No **Details:** _____

Incoming/Outgoing Mail (screened? Confidential?): ☐ Yes ☒ No **Details:** Mail can be received from any approved person. It is opened to ensure there is nothing inappropriate included, but the mail is not read.

Access to Telephone? ☒ Yes ☐ No **Details:** Each resident has a list of approved phone contacts. This list is not created by Canyon Oaks, rather by the social worker or probation. Staff encourage communication to any approved person. The staff wishes the residents had more people they could talk to.

Some residents may possess a cell phone upon coming into the facility (generally AB12 youth who are 18 or older). Cell phone use by residents in the facility is not permitted and cell phones are kept with the youth's locked belongings. There is also no internet use permitted outside the classroom and there are no computers available for resident use outside of school hours. This means electronic correspondence (email, messaging, social media) is not available for residents of the facility.

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Visiting

Visiting Schedule: Visitation is allowed after school hours (weekdays) and on weekends for anyone on an approved list.

Do all minors have access to visitations? ☒ Yes ☐ No **Details:** _____

Under what circumstances would visitation be restricted? Visitation is never restricted at the Canyon Oaks facility. It may be restricted outside the facility, if the safety and the stability of the youth is in question.

Are visitation logs kept? ☒ Yes ☐ No **Details:** Visitation schedules are posted every week. Clinicians always maintain logs and notes of visitation in individual client folders.

Adequate Space: ☒ Acceptable ☐ Unacceptable: _____

Staff Supervision: ☒ Acceptable ☐ Unacceptable: Staff only generally observe visits and give the residents and visitors privacy.

Privacy Provided: ☒ Yes ☐ No **Details:** Visits are not allowed in a resident's room (although a resident is allowed to show their parents/guardians their rooms).

Games or Activities Provided: ☒ Yes ☐ No **Details:** Yes, board games are available for visits.

Signature of Commissioner(s) preparing this report:

Clara MacAvoy _____

Date: _____

Michele Gustafson _____

Date: _____

School Inspection:

Melissa Wilson _____

Date: _____

Daniel Casillas _____

Date: _____

Monroe Laboisie _____

Date: _____

Doug Winter _____

Date: _____

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LOCAL // BAY AREA & STATE

Facing rising costs per youth, San Mateo County considers future of juvenile hall

Jill Tucker and Joaquin Palomino

July 25, 2019 | Updated: July 25, 2019 8:05 a.m.



San Mateo Juvenile Justice and Delinquency Prevention commission members Daniel Casillas, niece Isabella Narravette Casillas, 7, and fellow commissioner Sonoo Thadaney Israni walk outside the Redwood City Hall of Justice Monday, July 22, 2019, in Redwood City, Calif. Thadaney Israni and Casillas are a part of

San Francisco's landmark decision last month to shut down juvenile hall has sparked similar efforts in San Mateo County, where officials say it's time to reconsider the cost and consequences of jailing children.

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The San Mateo County Board of Supervisors is expected to take up the topic in the fall, following a recommendation in June by the county juvenile justice commission to re-evaluate youth incarceration and the future of juvenile hall, said Supervisor David Canepa.

That could ultimately lead to closure, officials said.

"I'm rather impressed with what San Francisco has done," he said. "What we know is this: Incarceration creates a cycle, and that cycle is not good."

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The commission cited a [Chronicle report](#), published in March, documenting the decline of youth crime in California and the stubbornly high costs to maintain bloated detention facilities and incarcerate juveniles.

The investigation found that juvenile halls across California are mostly vacant, including San Mateo County's, where 115 of 170 cell beds were empty on an average day last year.

With serious youth crime at historic lows and relatively few juveniles detained, the price tag to incarcerate each youth has skyrocketed across the state, costing San Mateo County taxpayers, on average, \$320,105 per child each year, up 40% in seven years, according to Board of State and Community Corrections figures.

Aside from the cost, said Sonoo Thadaney Israni, one of the county's Juvenile Justice and Delinquency Prevention commissioners, research shows incarcerating

children isn't effective. Numerous studies have found that it increases recidivism and traumatizes young people. Sign In

Yet dismantling the entrenched juvenile justice system in California would take political will, she said. Counties have invested heavily in juvenile hall facilities, and as in San Mateo County, many were built or expanded in the past 15 years.

Spurred by The Chronicle's stories and national juvenile justice reform efforts, Israni said she decided it was time to pose a provocative question: "What would it take," she asked the commission, "for us to come up with a plan to completely shut down juvenile hall in a two- to three-year period?"

The initial reaction was blunt: "Good idea, but it's so way out there, no one is going to do anything like this," Israni said. "And then San Francisco did."

San Francisco supervisors, with support from 10 of 11 members, voted in early June to close the city's juvenile hall by the end of 2021. The legislation requires the creation of a committee to create community-based and rehabilitative alternatives, including a secure setting for those who pose a safety risk.

A week later, Israni's commission took the cue, and in a unanimous vote of members present, recommended county supervisors create a community task force to look at alternatives to incarceration and other uses for juvenile hall.

"By establishing a committee to advise on restorative alternatives to juvenile detention, San Mateo County can be a leader in the State of California," according to the June 14 recommendation.

Commissioner Daniel Casillas hopes such a committee would listen to those who've spent time inside the cells of juvenile hall, the youths who can share what it was like inside, how incarceration normalizes a life behind bars.

"Seeing the effect that juvenile halls, that prisons have in society, is very negative," he said. "It treats humans as disposable."

Casillas, 22, knows this firsthand. He spent the equivalent of two years in custody, adding up all the individual stints in juvenile hall and the county's youth detention camp, mostly for technical violations like being late for school or missing curfew. Sign In

His initial offense, he said, was when he was 13 or 14, for writing on a public surface with a Sharpie. The system considered it a felony.

"I became institutionalized after my first few times," he said. Juvenile hall "kind of became a second home to me."

It was a "home" that forced him to wear uniforms made by Bob Barker Co., "America's leading detention supplier," Casillas said, and an environment that locked him in a cell at 8 p.m. every night.

"The reality of it is, we're training these kids to be submissive to this," he said.

In San Francisco, supervisors set a closure date before developing the alternatives to the juvenile hall cells — essentially forcing the city's hand to get it done.

While the commission's recommendation doesn't specifically include closing juvenile hall, that could be the long-term goal, Israni said.

"I think it's thoughtful to not say close it right away," Israni said. "We don't want unintended consequences."

Board of Supervisors President Carole Groom declined to say when the board would address the commission's recommendation, but that "it's always good to look at things ... always good to take a deep dive on something."

It was not the first time an oversight agency called for an audit of the 170-bed facility. In 2016, a civil grand jury recommended that San Mateo County examine whether the cost of detaining youths at juvenile hall could be trimmed and the empty space repurposed.

Probation Chief John Keene, however, doesn't support the commission's recent recommendation.

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"When you look closely at our population ... we don't have kids in our facility that you would say, that kid doesn't need to be in a facility," he said. "This facility is the appropriate place for them."

As of last week, there were 40 youths in the juvenile hall, 26 on felonies, including grand theft, assault likely to produce great bodily injury, possession of a firearm, carjacking and robbery.

Seven were being held on misdemeanors, including possession of a knife and criminal threats, and the rest were awaiting hearings on felony charges. The vast majority, 70%, were Hispanic youths, even though Hispanics make up just 25% of the county's population.

Similar daily counts last year showed that between 47% and 74% of the youths in San Mateo County's juvenile hall were there for felonies or technical violations related to serious crimes, according to Board of State and Community Corrections data. The rest were detained for lesser offenses.

Keene acknowledged the need to address the vacancy rate in juvenile hall and said he would support repurposing parts of the facility, creating space for after-school programs or community organizations.

"Those are things I would love to do tomorrow," he said.

But, he added, state and federal restrictions limit what he can do — red tape that won't allow him to knock down walls.

In the meantime, the county is still paying off the \$150 million price tag to build the youth services complex, including the juvenile hall, which opened in 2006.

Canepa said it still makes sense for the county to refocus and look at the issue.

“If San Francisco is able to do this, we should probably follow as well,” he said. “At the end of the day, we have to figure out what’s best for these kids.” [Sign In](#)

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COUNTY OF SAN MATEO

JUVENILE JUSTICE AND DELINQUENCY PREVENTION COMMISSION

OPERATING POLICIES

REVISED MAY 28, 2018



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OPERATING POLICIES OF THE JUVENILE JUSTICE AND DELINQUENCY PREVENTION COMMISSION

ARTICLE I - PURPOSE AND AUTHORITY

- A. The Commission shall be known as the San Mateo County Juvenile Justice and Delinquency Prevention Commission.
- B. The legal authorization for the establishment and operation of the Juvenile Justice Commission of San Mateo County, California is set forth in California Welfare and Institutions Code, Sections 225 through 231. The legal authorization for the establishment and operation of the Delinquency Prevention Commission of San Mateo County, California is set forth in California Welfare and Institutions Code, Sections 232 through 236. These policies are intended to supplement the governing provisions of State Law and aid the Commission in more effectively discharging its statutory duties and responsibilities. If one part of these policies is found to be invalid because it conflicts with State Law, no other part of these policies shall be affected by such finding of invalidity.
- C. It is the purpose of the Commission to be a public conscience for the interest of justice for children and youth in San Mateo County and to provide leadership for citizen action and to cooperate with and assist in coordinating on a countywide basis the work of those community agencies engaged in activities designed to prevent juvenile and adult delinquency.

ARTICLE II- MEMBERSHIP AND TERM OF OFFICE

- A. Members. By law, the Commission shall consist “of not less than seven (7) and no more than fifteen (15) citizens. Two or more members shall be persons who are between 14 and 21 years of age, provided there are available persons between 14 and 21 years of age able to carry out the duties of a Commission member in a manner satisfactory to the appointing authority.” (W&I Code Section 225)
- B. Appointments. When a vacancy occurs due to the expiration of a member’s term of appointment, the Presiding Judge of the Superior Court, with the concurrence of the Presiding Judge of the Juvenile Court, shall appoint a successor for a term of four (4) years to the Juvenile Justice Commission. Newly appointed members are notified by the Court prior to the next Commission meeting and are administered the oath of office by the Presiding Judge of the Juvenile Court or his/her designee.
- C. Commission Responsibility. It is the responsibility of the Commission Chairperson to keep the Presiding Judge of the Juvenile Court and the Board of Supervisors apprised of membership status. In advance of a vacancy the Commission shall recruit, screen, and recommend candidates for the appointment.

- D. Vacancy. “When a vacancy occurs for any reason other than the expiration of a term of office, the appointee to fill such vacancy shall hold office for the unexpired term of his or her predecessor.” (W&I Code Section 225)
- E. Leave of Absence. A leave of a definite period of time may be granted a Commissioner by the membership, taking into account current membership and number of leaves of absence in effect when the leave is requested.
- F. Resignation. A member unable to continue active service should submit a written resignation to the Commission Chairperson.
- G. Regular Attendance. If a member finds it impossible to attend a regular Commission meeting, the member shall notify the Commission’s Chairperson or secretary. If unable to attend a committee meeting, inspection, or hearing, that member shall notify the member in charge. Failure to provide notice prior to missing a Commission meeting shall be an unexcused absence.

Any Commissioner who accumulates three unexcused absences from regular Commission meetings during the Calendar Year shall be considered by the Commission as having resigned from the Commission. This information will then be forwarded to the Presiding Judge of the Juvenile Court for subsequent ratification.

The failure of any Commissioner to participate in the required inspections shall be subject to the review by the Commission concerning continued membership in the Commission.

- H. Commissioners in Good Standing. A Commissioner in good standing is one who has been administered the oath of office, has not accumulated three unexcused absences from regular Commission meetings during the Calendar Year, and has participated in required inspections, unless excused by the Chair.

ARTICLE III - DUTIES

The primary purpose of the Commission is to function as a public conscience in the interest of justice for children and adolescents and to provide leadership for citizen action.

- A. It is the duty of the Commission to inquire into the administration of justice in a broad sense, including, but not limited to, operation of the Juvenile Court, Probation Department, Human Services Agency, and Law Enforcement.
 - 1. For this purpose the Commission shall have access to all publicly administered institutions authorized or whose use is authorized by Chapter 2 of the Welfare and Institutions Code (W&I Code Section 229)
- B. The Commission shall annually inspect institutions, any jail or other secure custody facility within the county which may be used for confinement of any minor; also, institutions operated

for dependent children of the Court. It shall report the results of such inspection, together with its recommendations based thereon, in writing, to the Juvenile Court Judge, the Chief Probation Officer, and the Corrections Standards Authority.

- C. The Commission may hold hearings to gain information beyond the inspection of institutions and utilize, with the concurrence of the Judge, the subpoena power of the Juvenile Court requiring attendance and testimony of witnesses and production of papers.
- D. Juvenile justice policy matters are a concern of the Commission. Recommendations will be made to the Juvenile Court and/or any other responsible policy-making body, as appropriate.
- E. The Commission is actively concerned with the provision of appropriate and adequate services and facilities by city, county, and state governments.
- F. The Commission, as the Delinquency Prevention Commission, may make inquiries into the status of youth service programs, public and private.
- G. Delinquency prevention policy matters are a concern of the Commission. Recommendation will be made to the Board of Supervisors and/or any other responsible policy-making body, as appropriate.

ARTICLE IV - OFFICERS

The officers of the Juvenile Justice/Delinquency Prevention Commission of San Mateo County shall be: Chairperson and Vice-Chairperson. The San Mateo County Chief Probation Officer shall provide administrative staff and clerical support to assist the Commission in carrying out its mandate.

- A. The Chairperson shall appoint a nominating committee consisting of members of the Commission, not later than the October meeting of each year, and shall designate the nominating committee chairperson. The nominating committee shall report its recommended slate to the Commission at the final meeting of the year. Nothing in this section shall be construed to prevent members of the Commission from nominating any Commission member for any office of the Commission for the ensuing year.
- B. The Chairperson and Vice-Chairperson of the Commission shall be elected from the members of the Commission by a roll call vote of the members present at the Commission's final meeting of the year. To be elected, the officer candidates shall each receive the votes of a majority of the Commission in attendance.
- C. The officers shall hold their offices commencing January 1st for one year or until their successors shall be duly elected.
- D. In the event of a vacancy in the office of Chairperson or Vice-Chairperson, by death, resignation, or otherwise, the Commission shall immediately nominate and elect a successor to the vacant office for the remainder of the normal term of office.

- E. The Chairperson shall preside at all meetings of the Commission at which he/she is present. He/she shall perform such duties and shall exercise such powers as usually pertain to the office of Chairperson and shall also have such additional powers as may be granted by the Commission.
- F. In the absence of the Chairperson, the Vice-Chairperson shall preside at all meetings of the Commission and shall perform such other duties as may be enjoined by the Commission. In case of absence of the Chairperson, or if there be a vacancy in the office of the Chairperson, all the powers and duties of that office shall devolve upon the Vice-Chairperson.
- G. In the event of the absence of the Chairperson and Vice-Chairperson, the members present shall elect, by a majority of the members voting, a Chairperson Pro Tempore for that meeting.
- H. The assigned Juvenile Justice/Delinquency Prevention Commission staff person records the minutes of all Commission meetings and handles Commission correspondence. The staff keeps the roll, certifies the presence of a quorum, maintains a list of all active members, and keeps records of actions as they occur at each meeting. It is the staff's responsibility to assure that meeting notices be posted in publicly accessible places for 72 hours prior to the Commission meeting and keep a record of such posting. Staff should also reproduce and distribute the Commission notices and minutes of all meetings.

ARTICLE V - SUBCOMMITTEES

- A. The Commission may establish ad-hoc or standing committees of its membership to perform fact-finding functions in any matter under jurisdiction of the Commission. For each committee established, the Commission Chairperson shall appoint one of the Commission members as the committee chairperson. A committee may have members other than persons who are members of the Commission. A committee shall report its findings of fact at a meeting of the Commission, at which time the whole Commission shall consider such findings.
- B. The purpose and scope of each ad-hoc or standing committee shall be recorded in the minutes of the Commission.
- C. Each ad-hoc or standing committee chairperson shall be responsible for keeping records of all actions and reports, and shall submit these records to the Commission on a regular basis.

ARTICLE VI - ORGANIZATION PROCEDURES

- A. The rules of parliamentary law embraced in Robert's RULES OF ORDER (Revised) shall serve as a guide in meetings of the Commission in all cases in which such rules are not inconsistent with these policies.
- B. Meetings. The Commission shall meet on the last Tuesday of each month except December, unless this time is changed by the Commission. A schedule of meeting times, dates, and places shall be posted from time to time by the Commission.

- C. Meeting Time. At each meeting of the Commission, the Chairperson shall call the meeting to order at a regular time set from time to time by the Commission.
- D. Quorum. Quorum will be one/half plus one of the Commissioners in good standing.
- E. Notice. Notice of meetings of the Commission will be as provided by the Brown Act.
- F. Meeting Agenda. The Chairperson shall approve an agenda for each regular meeting of the Commission that shall be distributed to each member of the Commission at least four business days in advance of each regular meeting. The agenda shall consist of a list of items to be considered at each regular meeting which are described in sufficient detail to give notice about business to be considered at the meeting. Nothing in this section shall be construed to prohibit the introduction of agenda items, which through exercise of due diligence could not have been placed on the agenda and which require early action by the Commission. Members of the Commission desiring to place items on the agenda should contact the Chairperson. Any member of the Commission at any meeting may bring up items introduced solely for informational purposes and which involve no request for immediate action by the Commission.
- G. Suspension of Order of Business. The order of business may be suspended at any time during any meeting of the Commission by a majority vote of the members present.
- H. Action by the Commission. The Commission may take action on matters properly before it, only at a regular or special meeting. The authority of the Commission may only be exercised as a whole Commission, and only at such meetings as duly and legally called and constituted. Individual members acting in their individual capacities have no authority to commit the Commission to any policy determination or course of action unless the Commission has previously authorized or subsequently ratified such act by that individual member of the Commission.
- I. Voting. All voting is on the basis of one vote per member. Members must be in good standing to vote. Members must be present to exercise their vote.
- J. Written Record of Commission Proceeding. The official record of proceedings of Commission meetings shall be known as the minutes, and shall be a record of the actions taken by the Commission. At the subsequent meeting, minutes shall be approved by a majority vote of the members present at that time. The minutes, when approved by the Commission, shall be the official records of the proceedings at which they were taken. The minutes shall be retained as required by State law.
- K. Press Releases. Only the Chairperson of the Commission or his/her designee shall issue press releases on behalf of the Commission.
- L. Release of Information. The Juvenile Justice and Delinquency Prevention Commission of San Mateo County may conduct inquiries involving minors in the juvenile justice system. Because of the confidential and sensitive nature of these inquiries, the Commission may choose to write an executive summary of its final report. If the Commission determines to publicize its

findings and recommendations, it will use the executive summary and not the final report. The decision to release an executive summary will be made by the full Commission.

- M. Contact with Public and Agency Personnel. The Chairperson or other Commissioner designated by the Commission shall be spokesperson with County agencies and/or personnel as well as the media. It is the policy that Commissioners work in teams of two or more in speaking for the Commission or in gathering information on behalf of the Commission, except in assigned committee representation.
- N. Correspondence. All correspondence on behalf of the Commission will be sent only with the approval of the entire Commission or the Chairperson. Correspondence shall reflect the title of Chairperson.
- O. Special Meetings. Special meetings of the Commission shall be called, as deemed necessary.
- P. Annual Meeting. The Commission shall hold an Annual Meeting in the month of January, at the regular meeting of the Commission. At the Annual Meeting the Commission shall:
 - 1. Readopt these operating policies which are then in effect, along with any proposed amendments thereto, for approval by a majority vote.
 - 2. Review its prior year's activities.
 - 3. Establish the Chair's vision for the next year.
- Q. Commission Retreat. The Commission may hold a Planning Retreat Meeting if so desired, on a day most convenient to all members. The purpose of the retreat will be established by the members at a regularly scheduled meeting.
- R. Written Communications to the Commission. All written communications addressed to the Commission or any member thereof involving policy matters which are properly the concern of the Commission shall be placed on the agenda of the next meeting of the Commission held after receipt of the written communication.

These Policies and Procedures shall be revised as necessary to continue in conformance with the Welfare & Institutions Code and other applicable State law. These bylaws shall be reviewed as needed by the Commission.

Amended May 28, 2018