

Inspections, Reports, and Security Reviews in Juvenile Detention and Assessment Centers and Treatment Facilities (Title 15, Sections 1313, 1324, 1326)

515.1 PURPOSE:

To establish guidelines regarding internal/external inspections, evaluations, and security reviews conducted at the Juvenile Detention and Assessment Center (JDAC) and Treatment Facilities (TFs) to ensure building safety and compliance with local and state regulations.

515.2 INSPECTIONS AND TIMELINES:

1. Department Safety Officer Inspections: Annual.
2. Fire Inspection: Annual; Pursuant to Health and Safety (H&S) Code Section 13146.1(a) and (b) and Minimum Standards for Juvenile Facilities, Title 15, Sections 1313, 1325, and 1326.
3. Juvenile Justice Delinquency Prevention Committee (JJDPC): Annual; Pursuant to Welfare and Institutions (W&I) Code Sections 229, 229.5, 230, 233, 235, 270, and 271, and the JJDPC Bylaws. The JJDPC will annually inspect all probation administered institutions, jails, or lockups within the County which are used for confinement of any youth for more than twenty-four (24) hours.
4. Building Safety Risk Management: Annual.
5. Schools Education Program Certification: Annual; Pursuant to the Minimum Standards for Juvenile Facilities, Title 15, Sections 1313 and 1370.
6. Juvenile Court Judges: Annual; Pursuant to the W&I Code Section 209 and Minimum Standards for Juvenile Facilities, Title 15, Section 1313.
7. Death of a Youth While Detained in JDACs/TFs Report: Annual.
8. Bureau of State and Community Corrections (BSCC) (Medical and School Reports): Biennial.
9. Environmental and Health Department: Semiannual – CVJDAC; Annual HDJDAC/TF.
10. National Commission on Correctional Health Care (NCCHC): Triennial.
11. California Department Education (CDE) National School Lunch Program: Triennial.
12. Pharmaceutical Inspection: Quarterly or as required.

515.3 RESPONSIBILITIES:

- I. Detention Corrections Bureau (DCB) Safety and Security Committee:
 - A. Will meet monthly to evaluate safety and security issues.

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- B. The JDAC Superintendent will be a member of the committee.
 - C. The other committee members will consist of supervisory and line staff.
 - D. Facility security issues will be reviewed monthly by the committee.
 - E. The committee will evaluate and set the safety and security standards for the institution.
 - F. The committee will consistently review both internal and external security issues and refer those matters as needed to the JDAC Superintendent.
 - G. The JDAC Superintendent will respond to any security problem or issue as needed.
- II. Facility Safety and Security Officer(s):
- A. Conduct an inspection and evaluation of respective facility to approve building safety and provide the Superintendent or designee with a copy of the evaluation.
 - B. Evaluate training, equipment, and procedures related to institution safety and security.
 - C. Conduct and document monthly safety and security reviews.
 - D. Consistently review both internal and external security issues and refer those matters as needed to the Superintendent.
- III. Probation Corrections Supervisor I (PCS I):
- A. Conduct monthly inspections and safety/security equipment inventory of their units and/or areas of responsibility.
- IV. Superintendent/Division Director II (DDII):
- A. Shall review, evaluate, and document security of the facility on an on-going basis. The review and evaluation shall include internal and external security, including, but not limited to, key control, equipment, staff training, etc.
 - B. Programming within the JDAC and TFs is the responsibility of the facility Superintendent/DDII and is subject to review and inspection by the JJDPC.
- V. Superintendent/Health Services Manager (HSM)/Food and Beverage Operations Manager (FBOM):
- A. Shall notify the DCB Deputy Chief Probation Officer (DCPO) when an inspection date has been set.
 - B. Once the inspection is finished and the report is received, complete the necessary Corrective Action Plans (CAP), and forward them to the respective agency, as required, within ten (10) working days.
 - C. Once completed, and when applicable, forward the CAP and the original inspection report to the DCB DCPO within ten (10) working days.
 - D. Maintain copies of all inspection reports, correspondence, CAPs/Responses, within their respective facilities.

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VI. Secretary for DCB DCPO:

- A. Maintain all inspection reports, correspondence, CAPs/Responses for each facility.

VII. DCB DCPO:

- A. All Board of State and Community Corrections (BSCC) responses are completed by the DCB DCPO, based in part on the CAPs completed by the respective directors and managers.
- B. Once the inspection(s) and CAPs have been received, shall generate one letter/response and forward to the inspecting agency, primarily BSCC.