CONTACTING SAN BERNARDINO COUNTY JUVENILE DETENTION AND ASSESSMENT FACILITIES

Central Valley Juvenile Detention and Assessment Center
900 E. Gilbert Street
San Bernardino, CA 92415-0941
Main Public #: (909) 383-1769

High Desert Juvenile Detention and Assessment Center
21101 Dale Evans Parkway
Apple Valley, CA 92307
Main Public #: (760) 961-6701

West Valley Juvenile Detention and Assessment Center
9478 Etiwanda Avenue
Rancho Cucamonga, CA 91739
Main Public #: (909) 356-1974

Welcome to San Bernardino County Probation Department Juvenile Detention and Assessment Center*. This packet will provide you with information you need to know.

Probation Correction Officers (PCO) orientation staff will provide information about facility procedures, rules, behavior expectations, services and programming. Orientation is intended to reduce rule violations and to provide a safe and secure environment for both minors and staff. Provisions will be made to provide information to minors who are impaired, disabled or do not speak English.

Minors are expected to follow the rules of the facility at all times. You shall comply with staff's directives quickly and precisely for the safety of yourself and others. You will receive positive incentives when behavior is appropriate or consequences when your behavior is inappropriate. Keep in mind this is a detention center; living units and minors' rooms will be searched on a routine or random basis. During your stay, you will be observed at all times.

The Closed Circuit Television Security System exists (a) for the protection of staff and minors; (b) to increase the level of safety and security at each of our Juvenile Detention Centers; and (c) to help ensure the health, safety and physical well being of staff assigned in these facilities and the minors detained there.

Closed Circuit Television Security System cameras monitor and record you/your child's activities and interactions with other minors and staff 24 hours a day, 7 days per week. Hand held video cameras are also used to record critical incidents. The recordings from both systems may be used as evidence against you/your child in any criminal proceedings.

NOTE: In order to maintain privacy, Closed Circuit Cameras ***are not*** located in restrooms, showers or minor's sleeping rooms.

Orientation shall be provided no later than 24 hours upon arrival to a unit. The following items shall be issued to you upon your arrival to an orientation or living unit.

Linen/Clothing	**Hygiene Items**
2 Blankets	Toothbrush
2 Sheets	Brush
Jumpsuit/Uniform	Comb
T-Shirt	Soap
Shorts	
Sweatshirt	
Sweatpants (*HD)	
Towel/Washcloth	

*CV (Central Valley Juvenile Detention and Assessment Center)
*HD (High Desert Juvenile Detention and Assessment Center)
*WV (West Valley Juvenile Detention and Assessment Center)

Probation Correction Officers (PCO's)
PCO's are peace officers working in the units 24 hours a day. You may be charged with battery upon a Peace Officer, if you attempt to harm staff in any way (California Penal Code Section 243). This charge may be filed in addition to any other charges you have pending.

Caseload PCO
You will be assigned a caseload PCO who will work with you directly. Your caseload will provide you guidance based on your needs, behavior and adjustment while detained.

In addition your caseload PCO will discuss and complete a progress evaluation every 30 days that will be kept in your file for review. This information will be forwarded to your Probation Officer and can be used in future court hearings.

Your caseload may also assist you in contacting a parent, legal guardian, clergy, attorney or P.O.

Behavior Point System
A point system is used on each living unit and classroom. You can use points you earn to receive rewards such as canteen and participation in honor night as well as jobs on the units. You can earn up to 16 points per day with a maximum weekly total of 112 points. *An additional 20 points may be earned by following school rules for a total of 132 points per week. Staff will notify you of the amount of points earned, as well as those not earned. It is your responsibility to check your points, as they are posted daily.

You may earn points as follows:

Table 1
Points available each shift

1st Shift 6AM – 2PM	***2nd Shift*** 2PM – 10PM	***3rd Shift*** 10PM – 6AM	***School Days*** Monday - Friday
2 Points for room Cleanliness/Order	2 Points for Room Cleanliness/Order		
4 Points for Behavior	6 Points for Behavior	2 Points for Behavior	4 Points for Behavior*
TOTAL POINTS 1st Shift **6**	**TOTAL POINTS 2nd Shift** **8**	**TOTAL POINTS 3RD SHIFT** **2**	**TOTAL SCHOOL POINTS** **4**

***Note: Minors on Withdrawal from Group Participation (WGP) shall have the ability to earn:**

- **1 point for room cleanliness/order on each 1st & 2nd shift**
- **2 points for behavior on each 1st & 2nd Shift**
- **1 point for behavior during 3rd shift**
- **Total Points possible: 7 unit points per day**

Canteen Privilege:
Canteen is a reward designed to reinforce positive behavior. You may earn this privilege by accumulating a minimum of 110 points per week, based on your behavior.

When you earn 110 points or more, you may purchase canteen items such as candy, chips, treats or extra hygiene items. Each canteen item is given a point value and you may choose canteen items based on the amount of points you've earned each week.

High Pointer Night/Honor Night
Honor night is designated to promote, integrate, and recognize positive behavior. The objective in establishing an honor night is to build self-esteem and develop social skills. You must attain 120 points and have no negative write-ups in your file for the current week to be eligible for high pointer night.

Rules
Unit rules always begin with structure and expectations. PCO's will provide unit structure and expectations throughout each shift. They will provide you with a verbal explanation of daily activities, expectations or concerns regarding unit behavior.

Perfect Bench Rules:
While you are seated on the bench, there shall be no movement, no talking and all minors are to await staff's instruction.

You are to remain:

A. Seated on the floor: sit with knees close to the chest and arms crossed at the knees.
B. Seated at a table: sit on the chair or bench with your back straight, feet flat on the floor, looking forward with your arms extended straight in front of you and with your hands and palms flat on top of the table.
C. Seated on a bench/chair: sit with your back straight, feet flat on the floor facing forward, hands on your knees with arms locked.
D. PCO's will dismiss you for free time activities once structure has been completed.

Free Time Rules and Expectations during Programming and Activities
On a daily basis, unit programs and activities are scheduled by staff, which includes indoor and outdoor activities.
Programming can include but is not limited to the following:

-Groups
-Life Skills
-Social Skills Development

You will be given the opportunity to participate in recreational or exercise activity for a minimum of 3 hours a day, and up to 5 hours a day on weekends, providing behavior is appropriate.

Indoor Activities may include but are not limited to the following:

-Approved television programs
-Radio
-Video games
-Board games/card games
-Art activities
-Reading material
-Indoor games
-Letter writing
-Phone calls
-Competitions

While participating in indoor activities it is your responsibility to:

A. Comply with staff's directives.
B. Get staff's permission before leaving your seat.
C. Not cross the line around staff's desk unless instructed by staff.
D. Be properly dressed. Clothes must be worn with underclothing. Shirts must be tucked in when wearing shorts; shoe straps must be fastened, socks pulled up; jumpsuits fastened (males), shirt under top (females).
E. Have the right size clothing. Oversized clothes and/or sagging are not allowed.
F. Maintain a respectful attitude, encourage positive behavior among peers, and maintain proper sportsmanship during activities.
G. Remember to bring out items from your room that you may need during free time.
H. Turn in your pencil, put away all games and throw away all trash before free time ends.

Telephone Use:

Minors are allowed access to the unit/staff telephone ONLY to contact their Probation Officer or Attorney.

Minors may contact family or others on the unit's collect-only telephones, but should keep the following guidelines in mind:

A) These telephones may make out-going collect calls only. The telephone to which you are dialing must be able to receive collect calls. If you cannot place a call for this reason, speak to a parent or guardian about having their phone service changed.
B) An inability to make a collect call does not entitle you to use of the unit staff/phone.
C) Collect–only phones may be used only during free-time periods of indoor recreation.
D) Limits may be placed on the length of collect-only phone calls, due to the population of the unit, to allow others to use the phone.
E) Other limitations or restrictions may be placed on your phone usage. Speak with the unit staff if you have any questions or concerns.

Correspondence:

There is no limit on the volume of mail you may send or receive. You will be provided with pencils, paper, envelopes, and staff will ensure that sufficient time is set aside to write letters. Prior to mail leaving the facility, staff will ensure that mail is properly addressed, not sealed, no slogans or symbols shall appear on the outside of an envelope. Correspondence is not permitted between probation facilities. Letters to other correctional facilities are permitted to immediate family members, but only with written approval from both facilities.

Pencils:

A. You are responsible for the pencil issued to you (by room number).
B. Pencils or pencil leads are not allowed in minors' rooms, custodial rooms, laundry rooms, showers or at the phone.
C. You may only write on paper that is provided by probation staff.
D. Breaking/tampering with pencil leads or inappropriate use will result in consequences.
E. If you break your pencil lead, you are to find it and return it to staff.
F. A missing pencil or pencil lead will result in a search of the living unit.

Outside Activities

A. You are to comply with staff's directives.
B. Poor behavior, inappropriate use of equipment, purposely kicking the ball over the wall or into the razor wire will result in consequences.
C. Minors with medical conditions or medical restrictions will be excused from participation.
D. Medical restrictions-self limited P.E. must be followed.
E. Be a team player and exhibit positive sportsmanship.
F. If the ball leaves the play area, take a seated bench position; the ball will be retrieved as directed by staff.
G. Talking to other minors from other units is not allowed.

Weather permitting, minors shall be allowed the opportunity to have 1 hour of outdoor physical activity each day, if health permits.

Outside activities may include but are not limited to the following:
-Basketball
-Kickball
-Soccer
-Calisthenics
-Competition games with other units

Minors are required to wear tennis shoes and appropriate attire when participating in activities.

Activity participation may be suspended or modified due to minor's disciplinary status or if a minor(s) present a threat to the safety and security of the facility.

School Rules

A. Maintain a respectful attitude toward all teaching staff.
B. Follow all directives given by teaching staff.
C. During school movement, you must remain quiet with your hands behind your back looking forward until assigned a seat in the classroom.
D. You are expected to complete all assignments to the best of your ability.
E. Only educational materials are allowed in the classroom.
F. Points are earned based upon your classroom behavior.
G. Refusal, removal and suspension will result in consequences, such as, but not limited to; early bed, loss of free time and/or failure to earn points.

School Program

Every minor entering a Juvenile Detention and Assessment Center are provided a quality educational program that includes instructional strategies designed to respond to the different learning styles and abilities of students.

Food Service

In accordance with Title 15, the Juvenile facilities regulation, the meals served are based upon nutritional and caloric requirements. Prior to preparation and serving, menus are planned on a four-week cycle, and meet the required regulations as calculated by a Registered Dietitian. Standardized recipes are used to ensure proper nutrients are being met. Prior to leaving the food service area, all meals are individually portioned.

All juveniles in our JDAC's and treatment facilities are served three meals per 24-hour period. Fresh fruit is available between breakfast and dinner meals. Additionally, a snack is provided in the evenings.

Medical diets that require modifications, meet the same Title 15 standards, unless specified otherwise by the attending physician. Medical diets are also planned with the consultation of a Registered Dietitian.

All precautions and safety measures are taken to ensure all meals are safe for consumption and free from any potential contaminates. Internal and external inspections are conducted randomly.

In conclusion, ***your health and nutritional needs are our number one priority*.**

Meal Rules

A. You are to comply with staff's directives.
B. Meals will be eaten in the day room or an area designated by staff. Hands are to be washed prior to meals.
C. Poor behavior during meals may result in consequences.
D. Notify staff if there is a problem at your table or with your food.
E. Maintain a low noise level when given permission to talk.
F. Use appropriate table manners.
G. Playing with food is not allowed.
H. Food is not to be taken from the dining area into rooms.
I. Dump your tray as directed by staff.
J. You must show your spoon and straw to staff before throwing it away.
K. You may not give your food to another minor without permission from staff.

Use of Force and Restraints

Probation Corrections Officers are peace officers who are authorized to use force against you/your child to stop acts of violence or aggressive behavior toward themselves or other minors.

Such force may include, but is not limited to, use of OC Pepper Spray. When possible, officers will issue a verbal warning that OC Spray is going to be used. If you hear this warning, stop what you are doing and lay face down on the floor.

Officers may also use mechanical restraints (handcuffs or ankle shackles) to prevent you/your child from acting out violently. These restraints may also be used to secure you/your child on trips out of the detention facility, such as to court. These restraints are never used for punishment and never used any longer than is necessary.

Emergency Code Rules

Codes are used in emergencies. Staff will notify you of an emergency and give you directives. You must follow these directives immediately to ensure your safety and the safety of others. Non-compliance in an emergency will result in consequences.

When a code is called, anywhere in the facility, you must comply with staff's directives.

On a unit (staff may instruct you to)**:**

A. Get on the ground face down, until immediate threat is over or once the unit is secured.
B. Go to your door, leaving all items on the table.
C. Take your shoes off and sit by your door until staff opens it.
D. Go inside the room.
E. Close the door until it locks.
F. Get on your bunk/bed.
G. Remain seated quietly and await further instructions from staff.

In a Classroom:
A. Take your seat, remain seated and put your head down.
B. Remain silent.
C. Wait for further instructions.

Other areas:
A. Immediately sit down in a bench position.
B. Remain silent.
C. Wait for further instructions.

When any code is called on your unit during an activity:
A. Immediately comply with staff's directives.
B. Stay out of the way of responding staff.
C. Remain silent/do not respond to incident with verbal comments that could encourage an incident.
D. Wait for further instructions.
E. Failure to comply with any of these rules will result in consequences. Stay calm - do not panic!!

Contraband items and behavior that is not allowed
A. Drugs, tobacco, matches and chewing gum.
B. Piercing or tattooing.
C. Looking at or talking to other units.
D. Expressing gang symbols, attire, writing or drawing.
E. Cursing, name-calling and gang talk.
F. Standing or loitering near doors, exits or control centers.
G. Excessive noise.
H. Horse-playing, teasing, shadow boxing, martial arts and play fighting.
I. Layering clothes or switching clothes without permission.

Hygiene
All minors are expected to maintain appropriate hygiene. All minors shall be issued a toothbrush, shower shoes, comb, and brush, soap (liquid or solid form) and if applicable, shaving implements. Females will be issued sanitary napkins as needed. Each minor shall be given an opportunity to brush his/her teeth after each meal. Lice checks shall be conducted weekly.

Shower Rules:
A. You must be dressed appropriately when going to and from the shower.
   1. Shorts for males
   2. Robes for females
B. You must wear shower shoes in the shower.

C. You may bring the following items to the shower:
    1. Towel
    2. Washcloth
    3. Soap
    4. Shampoo/Conditioner
D. Talking and horse playing is not allowed.
E. Remove all personal items before exiting the shower.
F. Shower time is not the appropriate time to discuss issues with staff.
G. Finger and toenails may be trimmed at this time, with staff permission.

Shaving Rules:

A. Shaving will be allowed daily, if requested.
B. Tampering with the razor shall result in consequences.
C. Males will only be permitted to shave with a court order or at the completion of the court process.
D. Males may shave one at a time in their room or restroom/showers, and in both cases under direct staff supervision.
E. Females may shave only in the shower under staff supervision.
F. Sufficient time will be provided to shave.
G. After shaving you will be required to clean the razor and return it to the staff supervising you.
H. Minors who are on suicide observation status (SOS) may be provided with an electric shaver under direct staff supervision.
I. No shaving of the head or eyebrows.

Hair Cut Rules:

A. A licensed barber provides haircuts.
B. Haircuts will be permitted only with a court order or at the completion of the court process.
C. You may obtain a haircut request form from unit staff.
D. All haircuts must have supervisory approval.
E. Haircuts must be appropriate (no unusual cuts). No cuts lower than a #2 clip.

Room Rules:

The following is **not** allowed while in your room:

A. Excessive noise, banging, vandalism, (graffiti, damaging fixtures or interior), horse playing and contraband.
B. Using your intercom for non-emergencies. The room intercom is for emergencies only.
C. Loitering at room windows/any kind of inappropriate behavior.
D. Talking through your door/window without permission.
E. Taking shoes into your room.
F. Covering your windows or lights.
G. Placing items on your walls, doors, or windows.
H. Sleeping with your head covered, or facing the wrong direction.
I. No hardcover books.
J. No newspapers.

You are responsible to sweep, mop, clean sink & toilet, fold clothes, and make your bed, prior to leaving your room.

Room Items

Items allowed in room:

Personal Items	**1 Personal Hygiene Box**
1 Bible	Soap
2 soft cover books	Shampoo/Conditioner
1 deck of cards	Toothpaste, toothbrush
4 photographs that are approved by staff	Deodorant
Approved school material (no hardcover or spiral bound books)	Lip Balm
	Lotion
6 cards or 6 letters	Hair grease/Gel
1 towel	Comb, hairbrush
1 washcloth	Canteen purchased items (Hygiene related items ONLY)

Your hygiene box may or may not be stored in your room. It is at the staff's discretion and can vary based on facility. If your hygiene box is allowed in your room, your comb, toothbrush, hairbrush, and washcloth are to be kept on top of your hygiene box; items that do not fit inside hygiene box are considered contraband.

Clothing items allowed in room (per minor):

Male		**Female**	
1 jumpsuit	1 pair of socks	1 day outfit (pants & top)	1 set of pajamas
1 pair of shorts	1 set of pajamas	1 pair of shorts	1 pair of underwear
1 t-shirt	1 pair of underwear	1 t-shirt	1 bra
1 sweatshirt	1 pair of shower shoes	1 sweatshirt	1 robe
1 sweatpants*		1 pair of shower shoes	1 pair of socks

All other items are considered contraband. **It is your responsibility** to check the room carefully to make sure the previous minor did not leave any contraband or vandalize the walls, doors, etc.

**Varies based on facility*

Consequences

Unit staff has the authority to assign and recommend consequences for failure to follow rules or directives. Some of the consequences you may receive include, but are not limited to the following:

A. Time out
B. Tray status for inappropriate behavior during meals.
C. Early Bed.
D. Loss of free time (LFT) 8 hours or less.
E. Withdrawal from group participation (WGP) for fighting, conspiring to fight, or other serious problems.
F. WGP will also result in loss of your weekend privileges.

Consequences are a tool designed to improve behavior. Failure to earn points is not a consequence. Remember that additional charges can be filed for any illegal behavior that occurs while in custody. **You will be held accountable for all information listed in this handbook.** If you have any questions, ask staff.

Discipline Process:
Discipline shall be imposed at the least restrictive level, which promotes acceptable behaviors by minors in a JDAC. Discipline shall not include corporal punishment, group punishment, physical or psychological degradation and/or deprivation.

Discipline Appeal Process:
You have the right to appeal a consequence given to you for a violation of the rules. Minor rule violations may be handled informally by staff counseling with you or advising you of the expected conduct or by giving you a minor penalty. Major rule violations are those that have an impact on the safety, security, efficiency, or operation of the facility and its personnel, staff and/or you or the minors.

Minor Discipline:
Minor discipline is a violation of the rules resulting in discipline that is twenty-four (24) hours or less of Withdrawal from Group Participation (WGP). This excludes the Behavior Point System, which rewards minors for positive behavior.

Minor Rule Violations include, but are not limited to:

A. Threats of Violence
B. Damage to County or personal property
C. Disruptive behavior
D. Potentially dangerous acts
E. Gang activity involving displays of one's gang affiliation
F. Smoking
G. Not following directions
H. Gambling
I. Not attending class/school

Juveniles who receive Minor Discipline are entitled to the following rights:

1. A written notice of the violation (A copy of the completed Minor Rule Violation form)
2. The right to appeal
3. A supervisor must conduct the appeal
4. Review of the appeal

Major Discipline:
A violation of the rules resulting in discipline, in excess of twenty-four (24) hours or more of Withdrawal from Group Participation (WGP). This excludes the Behavior Point System, which rewards minors for positive behavior.

Major Rule Violations include, but are not limited to:

A. Assault and battery
B. Threats of violence
C. Assault and battery on institutional or teaching staff members
D. Use of narcotics, drugs, intoxicants
E. Damage to County or personal property
F. Possession and/or bringing drugs, weapons into the institution
G. Theft
H. Sexual misconduct
I. Disruptive behavior

J. Potentially dangerous acts
K. Gang oriented activity involving threats, intimidation or violence
L. Gross disrespect of staff
M. Possession of incendiary devices
N. Cheeking/storing prescribed medication

Minors who receive Major Discipline are entitled to the following rights:

1. Written notice of the violation prior to the hearing (A copy of the completed Major Rule Violation form)
2. A hearing by a person who is not party to the incident.
3. The opportunity for the minor to be heard, present evidence and testimony.
4. A provision for the minor to be assisted by staff in the hearing process.
5. A provision for an Administrative review.

Major Violations may result in additional charges being filed with the District Attorney.

Alternate Free Time (AFT):

AFT is *NOT* discipline, but may be used to separate one or more minors for their safety or the safety of the unit and/or institution.

Room Confinement and Segregation:

If you/your child represents a behavioral problem and any of the following conditions exist, you/they may be segregated away from other minors:

A) You/they attempt, or are likely to attempt escape.
B) Their status or behavior puts you/them at risk from other minors. You/they have been a witness that may place you/them at risk for intimidation or retaliation.
C) You/they act out extremely violently, commit repetitious acts of violence, or threaten violence to anyone.

During any such segregation, facility administrators will be aware of your/their segregation. Your/their needs, including food service, medical, mental health, religious, and educational needs will continue to be met.

If you/your child continues to violate facility rules, orders of staff, or acts violently toward others you/they may be confined in a room on a "Withdrawal from Group Participation" for up to 72 hours. You/your child's needs, as outlined above, will continue to be met.

If you/your child threaten to harm yourself/themselves, they may be confined in a room on Suicide Observation Status, while being evaluated by mental health professionals.

Grievances

You have the right to file a grievance if you feel any staff has violated your rights in the facility. You may also grieve living conditions, medical, food, religious issues and/or school issues. After you complete a grievance form, a PCO will attempt to resolve the issue. If you still feel the issue remains unresolved, a Supervisor will review the grievance and make a determination. If you still are not satisfied with the outcome, a request for an appeal will be sent to a facility administrator. You should note that The San Bernardino County Superintendent of Schools, not probation, would address grievances involving school state or conditions.

Health Questions
Correctional Nurses are responsible to carry out the total health care plan on a day-to-day basis. Sick call rounds, emergency treatment, and physical exams are part of various duties completed by Correctional Nurses.

A medical provider is also part of the medical staff and it is the provider who is responsible for treating detained minors. A complete physical examination will be performed within 96 hours of intake, unless a physical exam has been completed within one year.

A. A medical history of past and present illness and treatment will be completed.
B. A medical examination will be conducted.
C. A dental examination to identify any emergency dental care will be conducted.
D. Laboratory screening.
E. Females will be given a urine pregnancy test.

Any minor suspected of having a communicable disease that could pose a significant risk to others in the facility shall be placed on medical isolation until cleared by Health care staff.

Medication Dispensing
Medications will be dispensed as ordered by the provider as needed.

Sick Call

A. Minors wanting to be seen by a nurse must fill out the Health Services request form.
B. Completed forms are placed in the confidential nurse's box, located on each unit.
C. Nurse will retrieve forms, prioritize requests and see minors.
D. Minors are not to be cuffed during examination unless requested by a nurse.

Additional appointments or treatment may be completed at the Clinic, Juvenile Hall grounds, Arrowhead Regional Medical Center (ARMC), Dental provider, or by referrals to minor's private medical physician.

Mental Health Concerns
If you are experiencing an emotional crisis, you may request to speak to someone about it. You will be referred to the FAST clinicians. If you are experiencing an emotional crisis, feeling sad, want to hurt yourself, believe you are depressed, or cannot emotionally adjust to a detention setting, you may request to speak to someone about it. You will be referred to FAST (Forensic Adolescent Services Team) for services.

Minors may at any time request counseling services. FAST referral forms are available to minors on each living unit. The preservation of human life shall supercede all other facility concerns.

Visitation
Family reunification and maintaining contact shall be provided for all minors while in custody. While detained, you are entitled to receive regular visitation on a weekly basis as specified for each unit.

You shall be allowed to receive regular visits from:

A. Parents
B. Grandparents
C. Foster parents
D. Legal Guardian

Only two people from the authorized visiting list will be given admittance to the same visit. **Please be advised; ALL visitors must arrive at least 30 minutes prior to visiting in order to complete processing and granted their visitation time. Arrival after this time may result in visitors being turned away.**

In the case of no parent or legal guardian, a sibling over the age of 21 years may be included as well as an uncle or aunt who has been identified by the courts, Probation Officer, or Administration.

Visits shall take place at regular time frames, which do not interfere with the safe and secure operation of the facility.

Closed Circuit Television Security System cameras monitor and record all activities and interactions during visiting.

Letters, cards or pictures will NOT be accepted or allowed in during visiting hours.

Bringing firearms, explosives, alcoholic beverages, narcotics, and controlled substances into a detention facility is a crime and cause for arrest (California Penal Code Section(s) 2772, 2790, 4573, 4573.5, 4573.6, 4573.8, 4573.9, 4574).

Please do not ask your visitors to bring anything that is considered contraband. If they are caught bringing in contraband, their visitation could be stopped and they could be arrested and prosecuted. Bringing contraband into a Secure Detention Facility is a class 2 felony.

Regular Visitation

Visits will be supervised by PCO's at all times. **ALL** visitors must adhere to the following guidelines:

- Visitors will be required to present VALID PHOTO ID to the officer at the front door.
- ONLY - Parents, Grandparents and Legal Guardians shall be admitted to the visiting area.
- ONLY - two people from the authorized visiting list are permitted to visit at one time.
- Visiting days and times are specifically scheduled for each unit. Minors are only permitted to receive visits on the day scheduled for their assigned living unit.
- Visiting sessions are 2 hour in length - one day per week - No Extensions
- ALL personal items MUST be secured in the coin operated lockers.
- The Detention Corrections Bureau of San Bernardino County Probation Department is not responsible for any lost or stolen items from the public lockers.
- Visitors will be required to pass through a metal detector before entering the visiting area.
- Visitors may be scanned with a hand held metal detector.
- Visitors may be asked to empty their pockets.
- ONLY your ID and locker key will be allowed in the visiting area. NO EXCEPTIONS!
- Visitors and Minors must keep their hands clearly visible at all times.
- Visitors who appear to be under the influence of alcohol and/or drugs will NOT be admitted
- Visitors must adhere to the following dress code:

  Clothing must be appropriate: NO tank tops, spaghetti straps, tube tops, low cut tops, midriff tops or see through clothing of any kind will be permitted inside. Skirts, dresses and shorts must not be shorter than three inches above the knee. Women must wear a bra. No flip-flops, open toe shoes or house slippers will be permitted. Hats will be removed and searched prior to entry. NO sharp or metal hair accessories will be permitted ~ plastic or cloth are acceptable.

Behavior must remain appropriate at all times; absolutely **NO** profanity, yelling, threatening behavior, etc.

A visit may be terminated for inappropriate behavior and is at the discretion of staff.

Visitors who leave early will not be re-admitted to the visiting area.

~ NO CELL PHONES, FOOD/DRINKS/GUM OR PERSONAL ITEMS OF ANY KIND ~

Welfare and Institutions Code Section 871.5

"… any person who knowingly brings or sends into, or who knowingly assists in bringing into, or sending into any county juvenile hall … any controlled substance, … any firearm, weapon, or explosive of any kind, or any tear gas weapon shall be punished by imprisonment in a county jail for not more than one year or by imprisonment in the state prison."

Special Visits

Special visits are visits that have been approved by the Watch Commander on days other than regular assigned visiting days. Special visits may include religious volunteers.

Minors who are going to the California Division of Juvenile Justice or prison may request a special visit, which will be scheduled prior to departure.

Religious Services

The Religious Services Coordinator maintains oversight of all religious activities within each facility and along with the Chaplains, assigns religious volunteers to provide services for minors. Religious Volunteers in Probation have passed a background check and have been trained and approved by the Religious Services Coordinator or Volunteer Coordinator.

You/your child may request a religious or spiritual leader, however, the request must be in writing and completed on a Chaplain Referral Form. Your child may request and return a Chaplain Referral Form to any Probation Corrections Officer or Probation Corrections Supervisor for the Chaplain to review. Once the religious/spiritual leader has been cleared, the approved visit will be scheduled so as not to interfere with regular facility activities such as:

A. Meals
B. Court Appearances
C. Parental Visits
D. Medical Appointments
E. Probation Interviews
F. Safety or security conditions
G. School

Fire Safety/Emergency Exercise

The purpose of a fire drill or evacuation exercise is to establish a procedure regarding what actions will be taken in the event of an actual fire or in the event of a real disaster.

Evacuation Plan

In the event of a real emergency, while in custody, remain calm and:

A. Stop all activity.
B. Quietly bench up.
C. Listen and wait for staff's directives.
D. Security Risk Status minors or problem minors will be handcuffed.
E. Remain seated or as instructed in order to be cuffed/secured.
F. Wait for instructions to evacuate.

Once the unit has been instructed to evacuate, you will leave quickly and quietly in an orderly manner and listen for any additional directives from staff. You will then proceed to the units designated staging area.

Designated Staging Area:

Once you have arrived to the units designated area, you are to:

A. Remain quiet
B. In line facing forward in the direction of staff.
C. Keep both hands placed behind your back.

Wait for roll call.

A. Remain quiet
B. Face forward
C. Respond to staff when your name is called.
D. Respond by saying "Present"
E. When Roll call is completed, remain quiet and wait for further instructions from staff.

At this time, you may be instructed to be seated and remain quiet. When cleared to return back to your unit, you will do so in an orderly manner, the same as when evacuating. A roll call will be conducted once inside your unit.

Fire drills or evacuation exercises will be conducted twice monthly, once in the A.M., and once in the P.M., on each unit.

Access to Counsel:

You always have the right to contact your attorney. This may be done by telephone, during free time periods, as explained in the "Telephone Use" section of this handbook. The best time to contact your attorney by telephone may be during business hours (8:00 a.m. to 5:00 p.m.) Monday through Friday. If there is no free time period planned on the unit where you are housed during these business hours, speak with a Probation Correctional Officer. They will make arrangements for you to contact your attorney during business hours. It is important for you to remember that these arrangements may have to be made when it is reasonable for Probation Correctional Officers. For example, you may have to wait until officers are free and/or if you cannot reach your attorney you may have to leave a message for them to call you back instead of making several additional calls.

If your Attorney or Probation Officer calls you while you are detained, Probation Correctional Officers will get you for the telephone call when practical.

Court Process

This booklet will answer some questions about the process you're about to go through with the court, and probation officers. If you have any questions after you've gone through this booklet, you can ask the detention staff or the probation officer assigned to the case. This booklet will answer the general questions, but feel free to ask about those things that are not mentioned here.

Q. I didn't do what they said I did. What do I do about it?
A. The court will decide if the things the police said are true or not. The probation officer and the detention staff can't change the reasons for which you were arrested.

Q. Can I post bail?
A. No, there is no bail system for juveniles. However, a juvenile going to Adult Court may qualify for bail in Adult Court.

Q. Do I get a telephone call?
A. Yes, in fact, you get two of them; one to parents and one to your attorney.

After you have been processed into a Juvenile Detention and Assessment Center, your case will be assigned to a probation officer. The probation officer will read you your Miranda rights. At this point you can choose to discuss the circumstances of the offense or you can wait and consult with an attorney before making any statements. If you decide to speak with the probation officer here are some of the things that may be discussed:

1.) What do the police say you've done to break the law? If you don't want to talk about it, you don't have to. The probation officer will tell you about your right to remain silent before the interview.
2.) How do you get along with other family members in the home? What kinds of chores are done? Are the chores done right away or is there usually some argument about doing them? How do you get along with brothers/sisters?
3.) There may be questions about how the parent or legal guardian punishes you when there are problems in the home. Also, what kind of behavior deserves punishment?
4.) How are you doing in school? Are there attendance problems? How about your behavior in school? And what kind of grades do you earn?
5.) The probation officer will discuss anything that will give him/her a better idea about just what kind of person you are.

After the interview, the probation officer may make a telephone call to your parents. This conversation will cover the same things as the interview. There will also be questions to the parent or legal guardian about their feelings about the offense (what the police say you've done). The Probation Officer or a Probation Correctional Officer may also ask you a series of other questions. These questions are called a COMPAS assessment and may, or may not, have anything to do with your offense.

The purpose of this assessment is to make sure you are housed on the correct unit and determine what needs you may have when you are released. A Probation Correctional Officer may ask you other questions, at a different time, to determine what needs you may have while you are kept in custody.

After the interview, the Probation Officer will talk with the supervisor and they will decide what to do in your case. At this point:

1.) You can be put on informal probation. That's a contract with you and your parents agreeing to do things called "Terms and Conditions". If you don't hold up to your part of the contract, then the case is sent to court. If you do what you've said you'll do, then your case can be dismissed.
2.) Or, you can be released from custody with a citation to appear in court at a later date (usually six weeks later).
3.) Or, you can be released on the House Arrest Program (known as HAP).
4.) Or, you can be released from custody with the allegations (what the police say you did) "Settled Out of Court".
5.) Or, you can be kept in custody until you go to court for a further hearing.

If you're kept in custody or released on HAP, you will have a Detention Hearing three days after your arrest (not counting weekends or holidays). At that hearing, you'll meet your lawyer and have a chance to admit or deny what they say you've done.

If you deny doing what you have been charged with, your case will be continued for two weeks for a Jurisdictional Hearing. That's the same as a trial in adult court. The big difference is you don't get a jury trial because the judge makes all the decisions in juvenile court. There will also be a Pre-Trial Hearing set for about a week to make sure

the lawyers have all the information they need for your trial. You also get another chance to admit or deny what the police say you did at that hearing.

At the Jurisdictional Hearing, you will have the opportunity to show that you didn't do what the police say you did. The District Attorney (DA) will show the court why the police say you did the things you are accused of doing. The judge will then make a decision. If the judge finds that you did the things the police say or, if you admit to one or more of the things the police say you did, the judge will continue your case for a Dispositional Hearing.

If you do decide to admit to one or more of the allegations, the judge will ask you if you understand the consequences of your decision. The judge will tell you that you could be sent to a placement in a Home or School away from your home. You could even be sent to the California Division of Juvenile Justice. The best thing is to ask your lawyer first and he or she will tell you what's probably going to happen in your case. Either way, the judge will continue your case for a Dispositional Hearing in two weeks (not counting weekends or holidays) if you're in custody and four weeks if you're out of custody or on HAP.

The Dispositional Hearing is much like a sentencing hearing in adult court. At this time your case may be assigned to a different probation officer. That P.O. will again interview you and your parents. If you're still in custody, you will be interviewed there, and your parents will be interviewed at the probation office.
If you're out of custody, or on the HAP program, you will be given an interview appointment time for you and your parents to meet with the P.O. at the probation office.

The P.O. will ask questions that are much like the ones that the P.O. in the Detention and Assessment Center asked, but with much more detail. The P.O. will also check with your school to see how your behavior, grades and attendance were before getting arrested.

If there's a victim, the P.O. will interview them to see how they feel about what you did. They will also give the P.O. a list of their losses that resulted from your actions. You may have to pay the victim back. If you can't pay all at once, you or your parents may have to make payments until the victim is paid back in full.

ONE MORE THING…

If you are accused of committing a serious felony, for example; murder, arson or armed robbery, and you're 14 years or older, the whole process changes. In California, you can be tried as an adult. That means you will go to adult court. You'll still get a lawyer, but now you'll go to adult court.

Your probation officer will tell you if what you're accused of doing comes under these laws. You can also ask. If you want to know something that you haven't been told…**ask.**

Compliance Officer

The primary focus of the Probation Department is community protection and to effectuate positive systemic change, which reflects the evolving rights of persons with Disabilities including Learning Disabilities who come to be placed in the custody of the San Bernardino County Probation Department. In addition, the purpose is to delineate the legal responsibilities of the department in exercising custody and providing educational and therapeutic services to the persons in our care.

The Compliance Officer is available so that all staff, minors, parents, guardians, and other interested parties may express concerns or clarify any issue regarding the Juvenile Detention and Assessment Centers (JDAC's) or Treatment Facilities.

Compliance Officer Duties:

- Spend time at each facility so that all staff, minors, parents and others may easily express concerns, ask questions or clarify any issue regarding the JDAC's and/or the Treatment Facilities.
- Give all interested parties a non-threatening way to request information and investigations without fear of reprisals.
- Conduct spot checks that involve programming and/or the treatment of minor(s).
- Collect and retain data to identify disabilities and the special needs of minors in custody.
- Periodically attend staff meetings, briefings or any other meeting at which staff are instructed on policies, procedures, or provisions of services to minors.

Contacting the Compliance Officer:

Any person may contact the Compliance Officer.
CALL: (909) 387- 2929 (accepts collect calls)

SEXUAL ASSAULT PREVENTION

Zero Tolerance Policy

The County of San Bernardino Probation Department has a zero tolerance of sexual misconduct within all detention and treatment facilities.

What is Sexual Misconduct?

Sexual misconduct is sexual abuse/assault. It includes minor-on-minor, staff-on-minor, and minor-on-staff sexual activity. This includes any solicitation of sexual activity through promises of favors. It also includes threatening a person for refusing sexual advances. It also includes invasion of privacy beyond that necessary for safety and security. It includes disrespectful, unduly familiar, or threatening sexual comments made to a person.

What do I do if I am assaulted?

Individuals that sexually abuse or assault you can only be disciplined and/or prosecuted if the sexual misconduct is reported. If you become a victim of sexual assault, you should report it immediately, so that you can be protected and receive medical and/or clinical treatment.

Even though you may want to clean up after the assault, it is important that you see the medical staff before you shower, wash, drink, change clothing, or use the bathroom. Medical staff will examine you for injuries, which may or may not be obvious to you. A medical professional may perform a pelvic and/or rectal exam. They will also check you for sexually transmitted diseases and gather physical evidence of the assault.

Do I have to consent to a medical exam?

Your consent is needed for a medical exam. If the sexual activity was recent, you will be asked to consent to a sexual assault exam. You have the right to refuse the examination. However, if you have been the victim of sexual misconduct, it is critical to collect as much evidence as possible.

Can I get medical care without giving evidence of sexual misconduct?

It is very important that you understand that you can receive medical attention for any injuries, and for pregnancy testing, without submitting to a sexual assault examination. The medical care is for the purposes of treating any injuries and keeping you healthy. Medical information gathered during treatment is confidential. You must sign a medical release in order for the medical information to be used as evidence in sexual misconduct. You have the right to refuse to sign the medical release.

Do I have to reveal the assailant?

No. However, you are strongly encouraged to identify the assailant in order to protect yourself and others from future attacks. Individuals that sexually abuse or assault others can only be disciplined and/or prosecuted if the assault is reported. You can feel safe in reporting an attempted assault or assault without fear of retaliation, regardless if the assailant is another minor and/or staff.

Recovering From Sexual Assault

Any form of coerced or illegal sexual activity is degrading. Mental health staff within the institution is available to help you recover from the emotional impact of sexual assault. You can seek help from local mental health agencies, Crisis Intervention Centers.

What will happen to me if I make allegations knowing them to be false?

The department encourages the reporting of true sexual misconduct, but strongly discourages false accusations.

How do I report sexual misconduct?

Report the activity or solicitation to any staff member including: Caseload counselor, Supervisor, Teacher, Medical staff, and or Therapist. All correctional staff members have been informed of their responsibility and obligation to report such activity. If the assailant is a staff, you do not have to report to them, you can report the activity to any staff within the facility. You can also call the Compliance Officer. The Compliance Officer is available so that all staff, minors, parents, guardians, and other interested parties may report sexual assault.

SEXUAL ASSAULT PREVENTION (continued)

Important Contact Information for Reporting:

Correctional Staff: Report Directly
Compliance Officer: (909) 387-2929 (*accepts collect phone calls*)
Forensic Adolescent Service Team (FAST):
Central Valley Juvenile Detention and Assessment Center: (909) 387-6911
West Valley Juvenile Detention and Assessment Center: (909) 463-7624
High Desert Juvenile Detention and Assessment Center: (760) 961-6779

Resource List for Sexual Assault Prevention Centers

San Bernardino County

San Bernardino Sexual Assault Services
505 North Arrowhead Ave., Ste. 100
San Bernardino, CA 92401-1221
tel: 909-885-8884, fax: 909-383-8478

Coachella Valley Sexual Assault Services
760-568-9070
74-333 Highway 111 Suite 204
Palm Desert, CA 92260
tel: 760-568-9071

Riverside County

Center Against Sexual Assault of Southwest Riverside County
P.O. Box 2564
Hemet, CA 92546
tel: 951-652-8300, fax: 951-652-0944

Morongo Basin Sexual Assault Services
57382 Twenty-Nine Palms Highway
Yucca Valley, CA 92284
tel: 760-369-3353, 800-656-4673
fax: 760-369-3389

Riverside Area Rape Crisis Center
1845 Chicago Avenue, Suite A
Riverside, CA 92507
tel: 951-686-7273, fax: 951-686-0839

Los Angeles County

SART/SANE
California Hospital
1401 South Grand
Los Angeles, CA 90015
tel: 213-742-5519

Center for the Pacific Asian Family, Inc.
543 N. Fairfax Ave., Suite 108
Los Angeles, CA 90036
tel: 323-653-4045, fax: 323-653-7913

East Los Angeles Women's Center
1255 S. Atlantic Blvd.
Los Angeles, CA 90022
tel: 323-526-5819, fax: 323-526-5822

Peace Over Violence
1015 Wilshire Blvd. Suite 200
Los Angeles, CA 90017
tel: 213-955-9090, fax: 213-955-9093

Peace Over Violence – Pasadena
892 N. Fair Oaks Avenue, Suite D
Pasadena, CA 91103-3046
tel: 626-584-6191, fax: 626-584-6193

Project Sister Sexual Assault Crisis Services, Inc.
P.O. Box 1369
Pomona, CA 91769
tel: 909-623-1619, fax: 909-622-8389

Rape Treatment Center, UCLA Medical Center
1250 Sixteenth Street
Santa Monica, CA 90404
tel: 310-319-4503, fax: 310-319-4809

Valley Oasis
44817 N. Fern
Lancaster, CA 93534
tel: 661-949-6143, 800-723-7273
fax: 661-723-7456

Valley Trauma Center – Van Nuys
7116 Sofia Avenue
Van Nuys, CA 91406
tel: 818-756-5330, fax: 818-756-5443

Valley Trauma Center – Valencia
25115 Avenue Stanford, Suite 122
Valencia, CA 91355-4819
tel: 661-253-1772, fax: 661-253-2316

YWCA of Greater LA Sexual Assault Crisis Program
1600 E. Compton Blvd.
Compton, CA 90221
tel: 310-763-9995, fax: 310-763-9590

Forensic Nurse Specialists, Inc.
San Pedro Peninsula Hospital
1300 West 7th Street
San Pedro, CA
tel: 562-430-6220

Redondo Beach Women's Wellness Center
514 N. Prospect Street
Redondo Beach, CA
tel: 562-430-6220

Orange County

Community Service Programs Inc. – Sexual Assault Victim Service
1821 East Dyer Road, #220
Santa Ana, CA 92705
tel: 949-975-0244, fax: 949-975-0250

Community Service Programs, Inc. – Sexual Assault Victim Services
PO Box 1994
Santa Ana, CA 92702
tel: 714-834-4317, fax: 714-834-2922

San Diego County

Center for Community Solutions
4508 Mission Bay Drive
San Diego, CA 92109
tel: 858-272-5777, 888-272-1767
fax: 858-272-5361

Center for Community Solutions
7339 El Cajon Boulevard, Suite J
La Mesa, CA 91941
tel: 619-697-7477, 888-385-4657
fax: 619-697-5678

Center for Community Solutions – NE
106 S. Grape Street
Escondido CA 92025
tel: 760-747-6282, 888-385-4657
fax: 760-747-1635

Women's Resource Center
1963 Apple Street
Oceanside, CA 92054
tel: 760-757-3500, fax: 760-757-0680

California

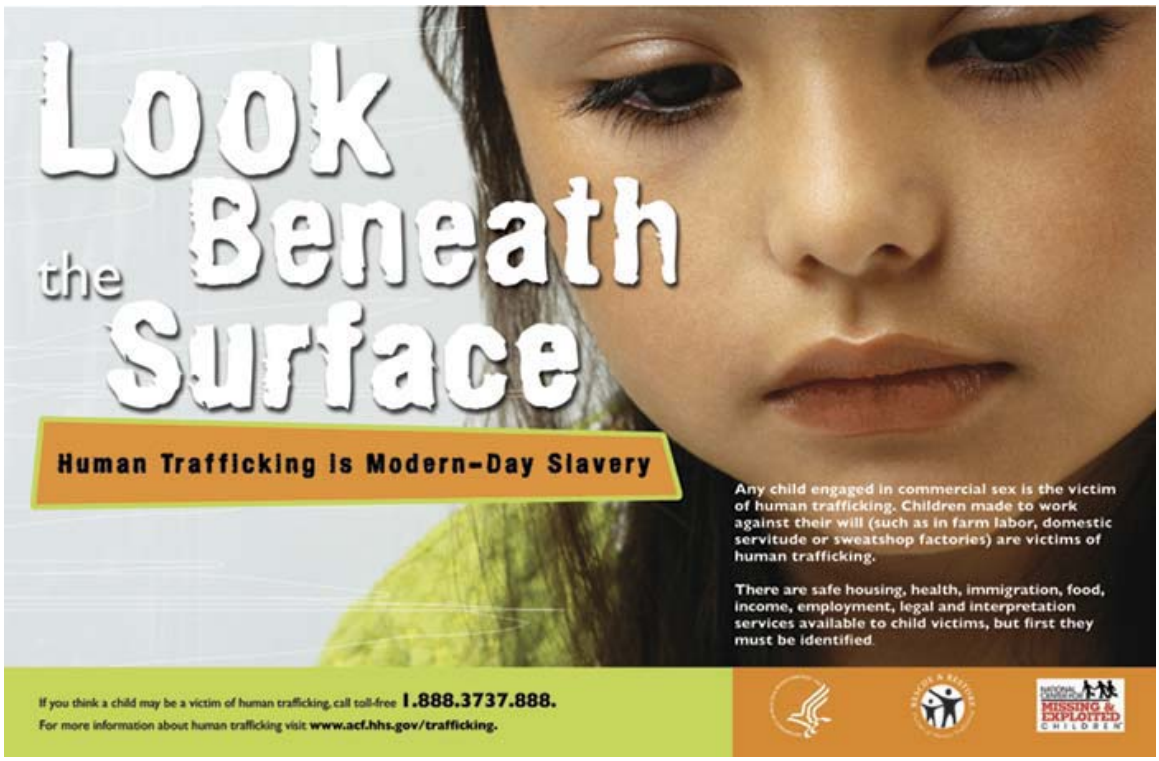
California Coalition Against Sexual Assault
1215 K Street, Suite 1100
Sacramento, CA 95814
tel: 916-466-2520

For Our Future
Shirley Johnson, Director
3550 Watt Ave, Suite 7
Sacramento, CA 95281
tel: 530-613-4714

National

Rape, Abuse, Incest National Network
800-656-4673
2000 L Street, NW Suite 406
Washington, DC 20036
phone: 202.544.3064, fax: 202.544.3556
info@rainn.org

National Sexual Violence Resource Center 877-739-3895 (Toll free)



WHAT IS HUMAN TRAFFICKING?

Human trafficking is a modern-day form of slavery. Victims are young children, teenagers, men and women. Victims of human trafficking are subjected to force, fraud, or coercion to compel them to engage in commercial sex of involuntary labor. What's more, any child who has engaged in commercial sex is a victim of human trafficking. Approximately 600,000 to 800,000 victims are trafficked across international borders annually according to the U.S. government. **More than half of these victims worldwide are children,** according to the U.S. Department of State.

If you think you have come in contact with a victim of human trafficking call the **National Human Trafficking Resource Center.**

---

888 – 3737 – 888

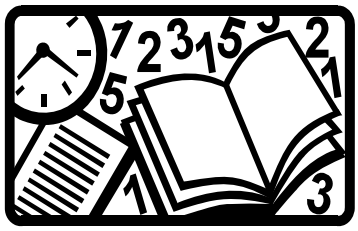
www.acf.hhs.gov/trafficking

Central Valley Juvenile Detention and Assessment Center

West Valley Juvenile Detention and Assessment Center

High Desert Juvenile Detention and Assessment Center

WHILE YOU ARE WITH THE JDAC



You have the right…

- **To be protected from physical and psychological harm.** This means you should not be picked on or abused by staff or other juveniles. You are to tell a staff member, supervisor, or director. You may also call the Compliance Officer at (909) 387-2929.

- **To food, clothing, shelter, behavioral health services, medical and dental care while you are at the JDAC.**

- **To have all treatment decisions made with your needs in mind.**

- **To have an interpreter to help you communicate,** as needed.

- **To not have food or sleep taken away from you as punishment or part of treatment.**

- **To not be discriminated against for any reason.**

- **To be safe. Each JDAC has a zero-tolerance policy regarding abuse of youth including physical, sexual, and emotional abuse.**

- **To special needs and/or disability accommodations.**

SAN BERNARDINO COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION AND ASSESSMENT CENTER

I, _____,
Minor-Print Name

ACKNOWLEDGE THAT I HAVE BEEN GIVEN A COPY OF THE SAN BERNARDINO COUNTY PROBATION DEPARTMENT JUVENILE DETENTION AND ASSESSMENT CENTER ORIENTATION HANDBOOK AND ALL ITS CONTENTS TO INCLUDE BUT NOT LIMITED TO:

- **Compliance Officer Purpose and Duties**
- **Sexual Assault Prevention Information (PREA)**
- **Resource List for Sexual Assault Prevention Centers**
- **Human Trafficking Information**
- **Rights While At The JDAC**

_____ _____
Minor-Signature Date

_____ _____ _____
Staff-Print Name Signature Date

_____ _____ _____
PCSI/II-Print Name Signature Date

_____
JPIN #

(Form to be completed and placed in minor's facility file.)