

**INVOICE****BILLING INQUIRIES**

(866) 286-1358

PO Box 54430
Lexington, KY 40555-4430

Billing Questions: AR@Galls.com

ACCOUNT NUMBER 5286873
TERMS NET 30
INVOICE NUMBER BC0155870
INVOICE DATE 05/19/2015
DUE DATE 06/19/2015
SHIP VIA UPS Ground
PO # BPO 2550 0000006894**SALES ORDER** 4132545
F.O.B. Shipping Point

Page 1 of 1

RECEIVED
MAY 27 2015

FINANCE OFFICE/PROBATION

COUNTY OF MONTEREY PROBATION
20 E ALISAL ST 2ND FL
SALINAS CA 93901-3416**SHIP TO:** JOSE RAMIREZ
MONTEREY CNTY JUVENILE HALL
1420 NATIVIDAD RD
SALINAS CA 93906-3102

ITEM	ITEM DESCRIPTION	WHS	QTY	PRICE	TOTAL
RO059 ORG	CPR MICROKEY SET OF 10	LEX	2	70.15	140.30
RO831 ORG	DYNAMED CPR MICROKEY	LEX	20	0.00	0.00
ZX509	DE41 3050 1.6 OZ COOL IT	LEX	2	8.05	16.10
SD285	VEXOR PEPPER SPRAY FIRST AID/CLEANSI	LEX	20	1.75	35.00
NP241 BLK	GALLS MOLDED NYLON HAND CUFF CASE RT1:NP241	LEX	8	15.30	122.40
NP244 BLK	GALLS MOLDED NYLON MKIV MACE HOLDER	LEX	10	18.99	189.90
LP350 PRH BLK	DMS MKIII MACE/HANDCUFF POUCH	LEX	1	32.01	32.01
LP350 PRH TAN	DMS MKIII MACE/HANDCUFF POUCH	LEX	1	32.01	32.01
NP477	GALLS MOLDED NYLON DOUBLE CUFF CASE	LEX	5	15.00	75.00
SD140	GALLS MKIV MC AEROSOL PROJECTOR STRE	LEX	10	12.89	128.90
NP238 BLK SM	MOLDED DUTY BELT	LEX	1	21.00	21.00
NP238 BLK MD	MOLDED DUTY BELT	LEX	2	21.00	42.00
NP238 BLK LG	MOLDED DUTY BELT	LEX	2	21.00	42.00
BA128 26IN	GALLS FRONT DRAW HOLDER	LEX	3	20.34	61.02
NP057 BLK	LAWPRO TACTICAL NYLON STANDARD KEY R	LEX	4	5.25	21.00
NP376	DYNA MED GLOVE POUCH SINGLE W/ BELT	LEX	15	4.90	73.50
ZX509	DE41 3050 1.6 OZ COOL IT	LEX	3	8.05	24.15

SUBTOTAL: 1,056.29
SHIPPING: 4.84
TAX: 96.38
CREDITS/PREPAYMENTS: 0.00
TOTAL CHARGES CURRENT SHIPMENT: \$1,157.51To ensure proper payment application, please write your account number
on your check, and include the attached coupon with your payment.**INVOICE DATE** 05/19/2015
ACCOUNT NUMBER 5286873

Bill To:

COUNTY OF MONTEREY PROBATION
20 E ALISAL ST 2ND FL
SALINAS CA 93901-3416**DUE DATE** 06/19/2015
AMOUNT DUE \$1,157.51
INVOICE NUMBER BC0155870

Payable To:

GALLS, LLC
24296 NETWORK PLACE
CHICAGO, IL 60673-1242

MONTEREY000115



INVOICE

BILLING INQUIRIES

(866) 286-1358

PO Box 54430
Lexington, KY 40555-4430

RECEIVED

DEC 23 2015

Billing Questions: AR@Galls.com

FINANCE OFFICE PROBATION

2139 1 MB 0.439 E0472X 10567 D1564091136 P3002195 0001:0001



COUNTY OF MONTEREY PROBATION
20 E ALISAL ST 2ND FL
SALINAS CA 93901-3416

ACCOUNT NUMBER 5286873
TERMS NET 30
INVOICE NUMBER BC0219009
INVOICE DATE 12/09/2015
DUE DATE 01/09/2016
SHIP VIA UPS Ground
PO # 2550000008114

SALES ORDER 5162720
F.O.B. Shipping Point

Page 1 of 1

SHIP TO: JOE GRAMMATICO
MONTEREY CO YOUTH CENTER
970 CIRCLE DR
SALINAS CA 93905-2150

ITEM	ITEM DESCRIPTION	WHS	QTY	PRICE	TOTAL
SD140	GALLS MKIV MC AEROSOL PROJECTOR STRE	LEX	10	14.65	146.50
NP241 BLK	GALLS MOLDED NYLON HAND CUFF CASE	LEX	2	15.60	31.20
	RT1:NP241				
NP492 BLK	GALLS MOLDED NYLON MKIV MACE	LEX	2	16.81	33.62
SF010 BLK	STACK ON GEAR BOX	LEX	1	34.79	34.79

SUBTOTAL: 246.11

SHIPPING: 7.50

TAX: 22.46

CREDITS/PREPAYMENTS: 0.00

TOTAL CHARGES CURRENT SHIPMENT: \$276.07

To ensure proper payment application, please write your account number
on your check, and include the attached coupon with your payment.



INVOICE DATE 12/09/2015
ACCOUNT NUMBER 5286873

Bill To:

COUNTY OF MONTEREY PROBATION
20 E ALISAL ST 2ND FL
SALINAS CA 93901-3416

DUE DATE 01/09/2016
AMOUNT DUE \$276.07
INVOICE NUMBER BC0219009

Payable To:

GALLS, LLC
P.O. BOX 71628
CHICAGO, IL 60694-1628

1 000005286873 1000000219009 0 0000027607 0000027607 0

0001:0001

MONTEREY000116



INVOICE

BILLING INQUIRIES

(866) 286-1358

PO Box 54430
Lexington, KY 40555-4430

RECEIVED

MAY 09 2016

FINANCE OFFICE/PROBATION

Billing Questions: AR@Galls.com

ACCOUNT NUMBER 5286873
TERMS NET 30
INVOICE NUMBER BC0270256
INVOICE DATE 04/29/2016
DUE DATE 05/30/2016
SHIP VIA UPS Ground
PO # 2550 0000008114

SALES ORDER 5938314
F.O.B. Shipping Point

Page 1 of 1

1005 1 MB 0.419 E0076X I0136 D1716149683 P3261382 0001:0001



COUNTY OF MONTEREY PROBATION
20 E ALISAL ST 2ND FL
SALINAS CA 93901-3416

SHIP TO: JOSE RAMIREZ
1422 NATIVIDAD RD
SALINAS CA 93906-3102

ITEM	ITEM DESCRIPTION	WHS	QTY	PRICE	TOTAL
NP238 BLK MD	MOLDED DUTY BELT	LEX	5	25.97	129.85
NP238 BLK LG	MOLDED DUTY BELT	LEX	5	25.97	129.85
SD140	GALLS MKIV MC AEROSOL PROJECTOR STRE	LEX	10	15.65	156.50
SD219	SABRE RED MKIII DUAL PROPELLANT STRE	LEX	2	12.70	25.40
NP489 BLK	GALLS MOLDED NYLON HANDCUFF	LEX	10	12.66	126.60
NP999 BLK	SPEED SET SINGLE GLOVE CASE	LEX	7	13.65	95.55
NP319 BLK	DUTY PRO NYLON GLOVE CASE	LEX	24	7.20	172.80
RO080 RBT	CPR MICROKEY PRO SET OF 10	LEX	1	93.64	93.64
BA009 BLK PLN	26/31IN ROTATING SIDEBREAK SCABBARD	LEX	2	34.00	68.00
NP238 BLK SM	MOLDED DUTY BELT	LEX	1	25.97	25.97
NP238 BLK XL	MOLDED DUTY BELT	LEX	1	21.00	21.00

SUBTOTAL: 1,045.16

SHIPPING: 5.00

TAX: 95.38

CREDITS/PREPAYMENTS: 0.00

TOTAL CHARGES CURRENT SHIPMENT: \$1,145.54

To ensure proper payment application, please write your account number
on your check, and include the attached coupon with your payment.



INVOICE DATE 04/29/2016
ACCOUNT NUMBER 5286873

DUE DATE 05/30/2016
AMOUNT DUE \$1,145.54
INVOICE NUMBER BC0270256

Bill To:

COUNTY OF MONTEREY PROBATION
20 E ALISAL ST 2ND FL
SALINAS CA 93901-3416

Payable To:

GALLS, LLC
P.O. BOX 71628
CHICAGO, IL 60694-1628

1 000005286873 1000000270256 0 0000114554 0000114554 9

0001:0001

MONTEREY000117



INVOICE

BILLING INQUIRIES

(866) 286-1358

PO Box 54430
Lexington, KY 40555-4430

Billing Questions: AR@Galls.com

468 1 FP 0.453 E0411X I0628 D2412136325 S2 P4193447 0001:0001



COUNTY OF MONTEREY PROBATION
20 E ALISAL ST 2ND FL
SALINAS CA 93901-3416

ACCOUNT NUMBER 5286873
TERMS NET 30
INVOICE NUMBER BC0409625
INVOICE DATE 04/24/2017
DUE DATE 05/25/2017
SHIP VIA UPS Ground
PO # 0000009038

SALES ORDER 8096508
F.O.B. Shipping Point

Page 1 of 1

SHIP TO: JOE GRAMMATICO
MONTEREY CO YOUTH CENTER
970 CIRCLE DR
SALINAS CA 93905-2150

ITEM	ITEM DESCRIPTION	WHS	QTY	PRICE	TOTAL
SD140	GALLS MKIV MC AEROSOL PROJECTOR STRE	LEX	13	12.29	159.77
RS007 NKL	PEERLESS MODEL 703 LEG RESTRAINTS	LEX	3	47.55	142.65
SD142	GALLS MK9 MC AEROSOL PROJECTOR STREA	LEX	1	46.75	46.75
<p>RECEIVED MAY 03 2017 FINANCE OFFICE/PROBATION 8/64</p> <p>JPB 5/4/17</p>					

SUBTOTAL: 349.17
SHIPPING: 5.00
TAX: 32.30
CREDITS/PREPAYMENTS: 0.00
TOTAL CHARGES CURRENT SHIPMENT: \$386.47

To ensure proper payment application, please write your account number
on your check, and include the attached coupon with your payment.



INVOICE DATE 04/24/2017
ACCOUNT NUMBER 5286873

Bill To:

COUNTY OF MONTEREY PROBATION
20 E ALISAL ST 2ND FL
SALINAS CA 93901-3416

DUE DATE 05/25/2017
AMOUNT DUE \$386.47
INVOICE NUMBER BC0409625

Payable To:

GALLS, LLC
P.O. BOX 71628
CHICAGO, IL 60694-1628

1 000005286873 1000000409625 0 0000038647 0000038647 7

MONTEREY COUNTY

Probation Department

Finance Division



Manuel Real
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this June 29, 2015.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment / property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

<u>Description</u>	<u>Model/Serial No.</u>	<u>County Property Tag No.</u>
Pepper Spray Galls (030996) 2014		Qty. 1

The above listed items were issued to or confirmed to be in the possession of

Authorized By: _____

Date: _____

DATE: 6/29/15

SIGNATURE: _____

PRINT NAME: _____

POSITION: _____

MONTEREY COUNTY

Probation Department

Finance Division



Manuel Real
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this September 3, 2015.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment / property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

<u>Description</u>	<u>Model/Serial No.</u>	<u>County Property Tag No.</u>
Pepper Spray Galls	# 028048	Qty. 1
	MFG 2013	
Handcuff	# 729541	QTY.1

The above listed items were issued to or confirmed to be in the possession of

Authorized By: _____

Date: _____

DATE: 9/3/15

SIGNATURE: _____

PRINT NAME: _____

POSITION: _____

MONTEREY COUNTY

Probation Department

Finance Division



Manuel Real
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this September 3, 2015.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment / property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

<u>Description</u>	<u>Model/Serial No.</u>	<u>County Property Tag No.</u>
Pepper Spray Galls	# 028036	Qty. 1
	MFG 2013	
Handcuff	#737652	QTY.1

The above listed items were issued to or confirmed to be in the possession of

Authorized By: _____

Date: _____

SIGNATURE: _____

PRINT NAME: _____

POSITION: _____

DATE: 9/03/15

Roberto Romero

MONTEREY COUNTY

Probation Department

Finance Division



Manuel Real
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this March 9, 2015.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment / property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

<u>Description</u>	<u>Model/Serial No.</u>	<u>County Property Tag No.</u>
Pepper Spray Galls MFG 2013	# 028078	Qty. 1

The above listed items were issued to or confirmed to be in the possession of

I will dispose of the old pepper can. # 028046 2013

old can

Authorized By: _____

Date: _____

SIGNATURE: _____

PRINT NAME: _____

POSITION: _____

DATE: _____

[Signature]
3/9/15

3/9/2015
[Signature]
Theresa Schlaffer
JIO-II

MONTEREY COUNTY

Probation Department

Finance Division



Manuel Real
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this October 21, 2015.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment / property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

<u>Description</u>	<u>Model/Serial No.</u>	<u>County Property Tag No.</u>
Pepper Spray Galls	# 030933	Qty. 1
MFG 2014		

The above listed items were issued to or confirmed to be in the possession of

I will dispose of the old pepper can 023446 mfg 2010.

Authorized By: _____

Date: _____

[Signature]
10/21/15

SIGNATURE: _____

PRINT NAME: _____

POSITION: _____

DATE: 10-21-15

[Signature]
Print Saldana Jr
Jr #

MONTEREY COUNTY

Probation Department

Finance Division



Manuel Real
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this September 3, 2015.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment / property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

<u>Description</u>	<u>Model/Serial No.</u>	<u>County Property Tag No.</u>
Pepper Spray Galls	# 028051	Qty. 1
	MFG 2013	
Handcuff	# 564933	QTY.1

The above listed items were issued to or confirmed to be in the possession of

Authorized By: <u><i>[Signature]</i></u>	DATE: <u>9/4/15</u>
Date: <u>9/13/15</u>	SIGNATURE: <u><i>[Signature]</i></u>
	PRINT NAME: <u>John Segova</u>
	POSITION: <u>JLO I</u>

MONTEREY COUNTY

Probation Department

Finance Division



Manuel Real
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this December 31, 2015.

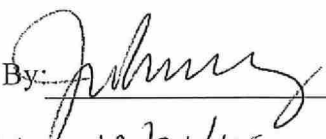
Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

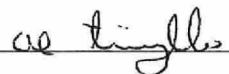
If the equipment / property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

<u>Description</u>	<u>Model/Serial No.</u>	<u>County Property Tag No.</u>
Pepper Spray Galls	# 028039	Qty. 1
MFG 2013		

The above listed items were issued to or confirmed to be in the possession of

Officer Albert Trujillo. Officer Albert Trujillo turned in his old pepper spray and I will dispose of it. It was Galls # 026152 can, MFG 2012.

Authorized By: 
Date: 12/31/15

DATE: 12.31.15
SIGNATURE: 
PRINT NAME: Alberto Trujillo
POSITION: SJO

MONTEREY COUNTY

Probation Department

Finance Division



Marcia Parsons
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this April 13, 2016.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment/property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

Description	Model/Serial No.	County Property Tag No.
Pepper Spray Galls	# 030953	Qty. 1
MFG 2014		

Your signature below acknowledges your understanding of this directive and the receipt of the:

Authorized By: _____

Date: _____

SIGNATURE: _____

PRINT NAME: _____

POSITION: _____

DATE: 4/13/16

[Handwritten Signature]

Archechi, C

J10

Carmen Archuleta

MONTEREY COUNTY

Probation Department

Finance Division



Manuel Real
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this June 6, 2016.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment/property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

<u>Description</u>	<u>Model/Serial No.</u>	<u>County Property Tag No.</u>
Pepper Spray Galls	# 030974	Qty. 1
MFG 2014		

The above listed item was issued to or confirmed to be in the possession of

Officer turned in his old pepper spray and I will dispose of it. It was Galls Lot # 014662 can, MFG 2008.

Authorized By:
Date: 6/6/16

DATE: 6-6-16
SIGNATURE:
PRINT NAME: Brandon Casarez
POSITION: SIO II

MONTEREY COUNTY

Probation Department

Finance Division



Manuel Real
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this November 4, 2016.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment/property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

Description	Model/Serial No.	County Property Tag No.
Pepper Spray Galls	# 030916	Qty. 1
MFG 2014		

The above listed item was issued to or confirmed to be in the possession of Eric Cervantes.

Officer turned in her old pepper spray and I will dispose of it. It was Galls Lot # 023383 02613-- can, MFG 2010.

Authorized By: _____

Date: _____

[Signature]
11/4/16

SIGNATURE: _____

PRINT NAME: _____

POSITION: _____

DATE: 11-4-16

[Signature]

Eric Cervantes

JIO II

MONTEREY COUNTY

Probation Department

Finance Division



Manuel Real
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this January 22, 2016.

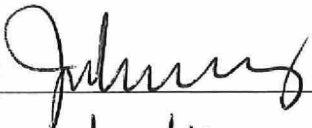
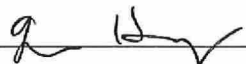
Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment / property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

<u>Description</u>	<u>Model/Serial No.</u>	<u>County Property Tag No.</u>
Pepper Spray Galls	# 028069	Qty. 1
MFG 2013		

The above listed items were issued to or confirmed to be in the possession of

Officer Hernandez turned in his old pepper spray and I will dispose of it. It was Galls # 028048 can , MFG 2013.

Authorized By: <u></u>	DATE: <u>1/22/16</u>
Date: <u>1/22/16</u>	SIGNATURE: <u></u>
	PRINT NAME: <u>Guillermo Hernandez</u>
	POSITION: <u>JIO</u>

MONTEREY COUNTY

Probation Department

Finance Division



Manuel Real

Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this June 6, 2016.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment/property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

<u>Description</u>	<u>Model/Serial No.</u>	<u>County Property Tag No.</u>
Pepper Spray Galls	# 030976	Qty. 1
MFG 2014		

The above listed item was issued to or confirmed to be in the possession of Elizabeth Lopez

Officer turned in her old pepper spray and I will dispose of it. It was Galls Lot # 023383 can, MFG 2010.

Authorized By: _____

Date: _____

SIGNATURE: _____

PRINT NAME: _____

POSITION: _____

DATE: 6/6/16

[Signature]

ELIZABETH LOPEZ

SIO II

MONTEREY COUNTY

Probation Department

Finance Division



Manuel Real
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this February 26, 2016.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment/property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

<u>Description</u>	<u>Model/Serial No.</u>	<u>County Property Tag No.</u>
Pepper Spray Galls MFG 2013	# 028034	Qty. 1

The above listed item was issued to or confirmed to be in the possession of Toribia Jones.

Officer Sanders turned in her old pepper spray and I will dispose of it. It was Galls Lot # 023451 can, MFG 2010.

Authorized By: _____

Date: _____

SIGNATURE: _____

PRINT NAME: _____

POSITION: _____

DATE: 2/26/16

Christina Kido
CHRISTINA KIDOGAN
C/O II

MONTEREY COUNTY

Probation Department

Finance Division



Marcia Parsons
Chief Probation Officer

Massey, Whitney

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this September 12, 2016.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment/property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

Description	Model/Serial No.	County Property Tag No.
Pepper Spray Galls	# 030918	Qty. 1
	MFG 2014	
Handcuffs	#578609	Qty. 1

Your signature below acknowledges your understanding of this directive and the receipt of the:

Authorized By: _____

Date: _____

DATE: 9-12-16

SIGNATURE: _____

PRINT NAME: _____

POSITION: _____

MONTEREY COUNTY

Probation Department

Finance Division



Manuel Real
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this January 6, 2016.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment / property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

Description	Model/Serial No.	County Property Tag No.
Pepper Spray Galls	# 028037	Qty. 1
MFG 2013		

The above listed items were issued to or confirmed to be in the possession of

Officer Francisco Mendoza turned in his old pepper spray and I will dispose of it. It was Galls # 028049 can, MFG 2013.

Authorized By: _____

Date: _____

DATE: 1/6/16

SIGNATURE: _____

PRINT NAME: Mendoza, Francisco

POSITION: _____

MONTEREY COUNTY

Probation Department

Finance Division



Marcia Parsons
Chief Probation Officer

Navarrette, Mark

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this September 12, 2016.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment/property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

<u>Description</u>	<u>Model/Serial No.</u>	<u>County Property Tag No.</u>
Pepper Spray Galls	# 030979	Qty. 1
	MFG 2014	
Handcuffs	#737647	Qty. 1

Your signature below acknowledges your understanding of this directive and the receipt of the:

Authorized By: *[Signature]*

Date: 9/12/16

DATE: 9-12-16

SIGNATURE: *[Signature]*

PRINT NAME: Mark Navarrette

POSITION: JID Juvenile Institutions
Office 1

M

MONTEREY000193

MONTEREY COUNTY

Probation Department

Finance Division



Manuel Real
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this February 26, 2016.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment/property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

Description	Model/Serial No.	County Property Tag No.
Pepper Spray Galls	# 028027	Qty. 1
MFG 2013		

The above listed item was issued to or confirmed to be in the possession of Toribia Jones.

Officer Sanders turned in her old pepper spray and I will dispose of it. It was Galls Lot # 028066 can, MFG 2013.

Authorized By: _____

Date: _____

[Signature]
2/26/16

SIGNATURE: _____

PRINT NAME: _____

POSITION: _____

DATE: 2.26.16

[Signature]

CHARLES SANDERS

SIO II

MONTEREY COUNTY

Probation Department

Finance Division



Marcia Parsons
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this November 29, 2017.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment / property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

<u>Description</u>	<u>Model/Serial No.</u>	<u>County Property Tag No.</u>
Pepper Spray Galls MFG 2014 #030977		Qty. 1

The above listed items were issued to or confirmed to be in the possession of Officer Terrance Golden and turned in his old can.

Authorized By: _____

Date: _____

SIGNATURE: _____

PRINT NAME: _____

POSITION: _____

DATE: 11-29-17

Terrance Golden

TERRANCE GOLDEN

ITOT

MONTEREY COUNTY

Probation Department

Finance Division



Manuel Real
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me (Guillermo Hernandez) on this August 18, 2017.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment / property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

<u>Description</u>	<u>Model/Serial No.</u>	<u>County Property Tag No.</u>
Pepper Spray Galls	# 03420	Qty. 1
MFG 2015		

The above listed items were issued to or confirmed to be in the possession of

Officer Hernandez turned in his old pepper spray, and I will dispose of it. It was Galls # 028069 can, MFG 2013.

DATE: 8/18/17

Authorized By: [Signature]
Date: 8/18/17

SIGNATURE: [Signature]
PRINT NAME: Guillermo Hernandez
POSITION: JIO

MONTEREY COUNTY

Probation Department

Finance Division



Manuel Real
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this February 3, 2017.

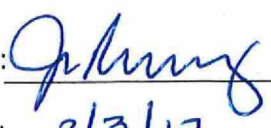

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment / property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

<u>Description</u>	<u>Model/Serial No.</u>	<u>County Property Tag No.</u>
Pepper Spray Galls	# 030997	Qty. 1
MFG 2014		

The above listed items were issued to or confirmed to be in the possession of

Officer Lopez turned in his old pepper spray, and I will dispose of it. It was Galls # 023377 can, MFG 2010.

Authorized By: <u></u>	DATE: <u>2/3/17</u>
Date: <u>2/3/17</u>	SIGNATURE: <u></u>
	PRINT NAME: <u>FLORENCIO LOPEZ</u>
	POSITION: <u>SIO II</u>

MONTEREY COUNTY

Probation Department

Finance Division



Marcia Parsons
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to Darlene Montes on this June 23, 2017.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment / property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

Description	Model/Serial No.	County Property Tag No.
Pepper Spray Galls	# 04494	Qty. 1
MFG 2016		

The above listed items were issued to or confirmed to be in the possession of

Officer Montes ~~turned in his old pepper spray, and I will dispose of it.~~

She turned in her old pepper spray to PPD Personnel

DATE: 6-23-17

Authorized By: *[Signature]*

SIGNATURE: *[Signature]*

Date: 6/23/17

PRINT NAME: Darlene Montes

POSITION: SIO II

MONTEREY COUNTY

Probation Department

Finance Division



Manuel Real
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me (Miguel Moreno) on this April 7, 2017.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment / property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

<u>Description</u>	<u>Model/Serial No.</u>	<u>County Property Tag No.</u>
Pepper Spray Galls	# 03440	Qty. 1
MFG 2015		

The above listed items were issued to or confirmed to be in the possession of

Officer Moreno turned in his old pepper spray, and I will dispose of it. It was Galls # 006167, MFG 2012.

Authorized By: *[Signature]*
Date: 4/7/17

DATE: 4/7/17
SIGNATURE: *[Signature]*
PRINT NAME: MIGUEL MORENO
POSITION: SIO II

MONTEREY COUNTY

Probation Department

Finance Division



Marcia Parsons
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me (Jose Orozco) on this May 10, 2017.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment / property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

<u>Description</u>	<u>Model/Serial No.</u>	<u>County Property Tag No.</u>
Peerless Handcuff	Serial #831243	Qty. 1
Pepper Spray Galls MFG 2014	#030957	Qty. 1

The above listed items were issued to or confirmed to be in the possession of Jose Orozco.

Authorized By: _____

Date: _____

DATE: 5/10/17

SIGNATURE: _____

PRINT NAME: _____

POSITION: _____

MONTEREY COUNTY

Probation Department

Finance Division



Marcia Parsons
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me (Roberto Romero) on this March 13, 2017.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment / property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

<u>Description</u>	<u>Model/Serial No.</u>	<u>County Property Tag No.</u>
Pepper Spray Galls	# 028052	Qty. 1
MFG 2013		

The above listed items were issued to or confirmed to be in the possession of

Officer Romero turned in his old pepper spray, and I will dispose of it. It was Galls # 028036 can, MFG 2013.

Authorized By: [Signature]
Date: 3/13/17

DATE: 3.13.17
SIGNATURE: [Signature]
PRINT NAME: Roberto M. Romero
POSITION: J10 II

MONTEREY COUNTY

Probation Department

Finance Division



Marcia Parsons
Chief Probation Officer

PROPERTY RECEIPT

The following equipment / property of the Monterey County Probation Department was issued to me on this November 28, 2017.

Upon termination of my employment with the Monterey County Probation Department I will return this equipment / property to the Monterey County Probation Department.

If the equipment / property should be lost or damaged, I hereby agree to notify the Probation Administration and reimburse the County of Monterey if reimbursement is deemed necessary.

<u>Description</u>	<u>Model/Serial No.</u>	<u>County Property Tag No.</u>
Pepper Spray Galls MFG 2015 #03417		Qty. 1

The above listed items were issued to or confirmed to be in the possession of Andy Valenciano.

Authorized By: _____

Date: _____

SIGNATURE: _____

PRINT NAME: _____

POSITION: _____

DATE: _____

MONTEREY COUNTY PROBATION YOUTH CENTER

MONTHLY SAFETY / SECURITY INSPECTION

MONTH 3 DAY 1 YEAR 18
(To be completed by PSM and forwarded to Division Director by the Fifth (5th) of each month.)

SECURITY ITEMS

Emergency Generator:

(☒) Fuel ok 3/4 () Needs Fuel
(☒) Coolant ok () Needs Coolant

Communications:

Radio: Battery Operated (1) ok (☒) Batteries (AA-6) ok ()

Hand Held Radios (☒)

Number Out of Service (at repair): 0

Charging 1 + In Service _____ = Total On Hand 1

Security Cameras/ Main Bld. (DVR 1)

Comments

ok (<input checked="" type="checkbox"/>) Needs Service ()	Camera #1 – Main Gate	
ok (<input checked="" type="checkbox"/>) Needs Service ()	Camera #2 – Parking Lot	
ok (<input checked="" type="checkbox"/>) Needs Service ()	Camera #3 – Front Entrance	
ok (<input checked="" type="checkbox"/>) Needs Service ()	Camera #4 – Lobby	
ok (<input checked="" type="checkbox"/>) Needs Service ()	Camera #5 – Secret Garden	
ok (<input checked="" type="checkbox"/>) Needs Service ()	Camera #6 – Admin. Hallway	
ok (<input checked="" type="checkbox"/>) Needs Service ()	Camera #7 – Dayroom West	
ok (<input checked="" type="checkbox"/>) Needs Service ()	Camera #8 – Dayroom East	
ok (<input checked="" type="checkbox"/>) Needs Service ()	Camera #9 – Dining Hall Main	
ok (<input checked="" type="checkbox"/>) Needs Service ()	Camera #10 – Dining Hall East	
ok (<input checked="" type="checkbox"/>) Needs Service ()	Camera #11 – Kitchen Dish room	
ok (<input checked="" type="checkbox"/>) Needs Service ()	Camera #12 – Gavilan Hallway	
ok (<input checked="" type="checkbox"/>) Needs Service ()	Camera #13 – Ventana Camera (1)	
ok (<input checked="" type="checkbox"/>) Needs Service ()	Camera #14 – Ventana Camera (2)	

ok (X)	Needs Service ()	Camera #16 – Gavilan Camera (2)
ok (X)	Needs Service ()	Camera #17 – Pinnacles Camera (1)
ok (X)	Needs Service ()	Camera #18 – Pinnacles Camera (2)
ok (X)	Needs Service ()	Camera #19 – Laguna Camera (1)
ok (X)	Needs Service ()	Camera #20 - Laguna Camera (2)
ok (X)	Needs Service ()	Camera #21 – Laguna Dayroom
ok (X)	Needs Service ()	Camera #22 - Laguna Bedroom (1)
ok (X)	Needs Service ()	Camera #23 - Laguna Bedroom (2)
ok (X)	Needs Service ()	Camera #24 - Laguna Bedroom (3)
ok (X)	Needs Service ()	Camera #25 - Blacktop (1)
ok (X)	Needs Service ()	Camera #26 - Blacktop (2)
ok (X)	Needs Service ()	Camera #27 - Blacktop (3)
ok (X)	Needs Service ()	Camera #28 - Blacktop (4)
ok (X)	Needs Service ()	Camera #29 - Connex South
ok (X)	Needs Service ()	Camera #30 - Vocational Ed.
ok (X)	Needs Service ()	Camera #31 – Field
ok (X)	Needs Service ()	Camera #32 – NW Gate

Security Cameras/ Main Bld. (DVR 2)

ok (X)	Needs Service ()	Camera #1 – Blacktop
ok (X)	Needs Service ()	Camera #2 – Small Gav. Hallway
ok (X)	Needs Service ()	Camera #3 – Kitchen
ok (X)	Needs Service ()	Camera #4 – Pinn./ Gav. Hallway
ok (X)	Needs Service ()	Camera #5 – Voc. Ed. Hallway
ok (X)	Needs Service ()	Camera #6 – Conf. Rm. #2 Hallway
ok (X)	Needs Service ()	Camera #7- Aftercare Trailer

School Camera's

Monitor - Control Room):

Comments

ok (X) Needs Service () Camera #1 - Classroom (1)
ok (X) Needs Service () Camera #2 - Classroom (2)
ok (X) Needs Service () Camera #3 - Classroom (3)
ok (X) Needs Service () Camera # 4 - Classroom (4)
ok (X) Needs Service () Camera # 5 - Crafts room
ok (X) Needs Service () Camera # 6 - West Hallway
ok (X) Needs Service () Camera # 7 - North Hallway
ok (X) Needs Service () Camera # 8 - East Hallway

Restraint Equipment:

Properly Stored (X) Yes () No
(comment below: # = number issued to facility)

Hand Cuffs: 2 On Hand: _____ + repair: _____ = total: _____

Leg Restraints: 2 On Hand: _____ + repair: _____ = total: _____

Waist Restraints with Handcuffs / Pad Locks:

Hand Cuffs: 10 On Hand: 10 + repair: 6 = total: _____

Flex Cuffs On Hand: 23 (#issued: _____)

Comments:

Chemical:

Oleoresin Capsicum Spray (OC Spray) (Y) Yes () No

3.1 oz on hand: 4 (Minimum inventory #: _____)

12.0 oz on hand: 1 (Minimum inventory #: _____)

Comments:

Flashlights:**Comments (indicate problem and steps taken to correct the problem)**

ok (X) Needs Service () Control Room

ok (X) Needs Service () Pinnacles Bay

ok (X) Needs Service () Gavilan Bay

ok (X) Needs Service () Laguna Bay

ok (X) Needs Service () Ventana Bay

Metal Detector:**Comments (indicate problem and steps taken to correct the problem)**

ok (X) Needs Service () Walk Through Lobby

ok () Needs Service (X) Walk Through Voc. Ed.

ok (X) Needs Service () Hand Held

*not in use***Perimeter:****Comments (indicate problem and steps taken to correct the problem)**

ok (X) Needs Service () Interior Fence Line

ok (X) Needs Service () Exterior Fence Line

ok (X) Needs Service () Grounds

ok (X) Needs Service () Gate behind Aftercare Trailer to Rose Garden

ok (X) Needs Service () Gate to back Blacktop

Exit Doors:**Comments (indicate problem and steps taken to correct the problem)**

ok (X) Needs Service () Front Lobby Door

ok (X) Needs Service () Kitchen Back Door

ok (X) Needs Service () Laguna Back Door

ok (X) Needs Service () Back door to blacktop

ok (✓)	Needs Service ()	Secret Garden Door Near Therapist Offices	_____
ok (✓)	Needs Service ()	Break Room Door to Secret Garden	_____
ok (✓)	Needs Service ()	Pinnacles Door to Blacktop	_____
ok (✓)	Needs Service ()	Dayroom Door to Secret Garden	_____
ok (✓)	Needs Service ()	Ventana Exit Door	_____
ok (✓)	Needs Service ()	Dining Rm. Window Fire Escape	_____
ok (✓)	Needs Service ()	Conf. Room 1 Window Fire Escape	_____
ok (X)	Needs Service ()	Conf. Room 2 Window Fire Escape	_____

Dayroom:

Comments (indicate problem and steps taken to correct the problem)

ok (X)	Needs Service ()	Doors	_____
ok (✓)	Needs Service ()	Telephone	_____
ok (✓)	Needs Service ()	Window	_____
ok (✓)	Needs Service ()	Furniture	_____
ok (✓)	Needs Service ()	Light Fixtures	_____
ok (✓)	Needs Service ()	Floors	_____
ok (✓)	Needs Service ()	Neat & Clean	_____

Front Office / Control Room:

Comments (indicate problem and steps taken to correct the problem)

ok (X)	Needs Service ()	Chair / Tables	_____
ok (X)	Needs Service ()	Conference Room	_____
ok (X)	Needs Service ()	Staff Lounge	_____
ok (X)	Needs Service ()	Lobby / Restroom	_____

ok (X) Needs Service () Lights
ok (X) Needs Service () Doors
ok (X) Needs Service () Furniture
ok (X) Needs Service () Restrooms

Front Parking Area:

ok (X) Needs Service () Kitchen Area
(back)
ok (X) Needs Service () Parking Lot
ok (X) Needs Service () Neat & Clean

Classrooms:

ok (X) Needs Service () Electrical Outlets
ok (X) Needs Service () Furniture
ok (X) Needs Service () Posted
Emergency
Evacuation Plan
ok (X) Needs Service () Doors
ok (X) Needs Service () Window /
Frames
ok (X) Needs Service () Lights
ok () Needs Service () Emergency
Lights

Kitchen:

ok (X) Needs Service () Electrical Outlets
ok (X) Needs Service () Posted
Emergency
Evacuation Plans
ok (X) Needs Service () Doors
ok (X) Needs Service () Lights
ok (X) Needs Service () Restrooms
ok (X) Needs Service () Storerooms

Comments (indicate problem and steps taken to correct the problem)

Comments (indicate problem and steps taken to correct the problem)

Emergency light near RTHP office

Comments (indicate problem and steps taken to correct the problem)

Fire Extinguishers:**Comments (indicate problem and steps taken to correct the problem)**

ok (X) Needs Service () Ventana Bay

ok (X) Needs Service () Gavilan Bay

ok (X) Needs Service () Boiler Room

ok (X) Needs Service () Hallway/ outside
Laundry Room

ok (X) Needs Service () Pinnacles Bay

ok (X) Needs Service () Admin.
Hallway/Outside
Supervisors
Office

ok (X) Needs Service () Break Room

ok (X) Needs Service () Nurses/ Hallway
Water fountain
area

ok (X) Needs Service () Conference Rm 1

ok (X) Needs Service () Kitchen Dining
Room

ok (X) Needs Service () Kitchen/ABC

ok (X) Needs Service () Kitchen/ Foam

ok (X) Needs Service () Kitchen Locker
Rm.

ok (X) Needs Service () Electrical Room

ok (X) Needs Service () Laguna Bay

ok (X) Needs Service () Hallway/
Therapist Office

ok (X) Needs Service () Voc Ed.

ok (X) Needs Service () Generator

ok (X) Needs Service () School/ Control
Areaok (X) Needs Service () School Electrical
Room

ok (X) Needs Service () Aftercare Office

ok ☒ Needs Service () Van 14AF11 x2 1 need repair

Boiler Rooms: Comments (indicate problem and steps taken to correct the problem)

ok ☒ Needs Service () Electrical Outlets

ok ☒ Needs Service () Lights

ok ☒ Needs Service () Neat & Clean

Safety Equipment:

Comments (indicate problem and steps taken to correct the problem)

ok ☒ Needs Service () CPR Mouth
Barrier on Hand

ok ☒ Needs Service () AED/ Pack

Fire Drills Conducted During Month: 2

Earthquake Drills Conducted During Month: 2

Fire Drill / Evacuation

Date: 2/15/18 2/17/18

Earthquake Drill

Date: 2/17/18 2/18/18

EXIT SIGNS

School/Main Building

Yearly 1.5 hour shut down

School only -Date: 2/20/18

Monthly check

School only- Date: 3/1/18 M

SAFETY LIVING UNITS

Ventana / Gavilan / Pinnacles / Laguna Bays

Revised Date: 02/01/18

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MONTEREY000607

VENTANA BAY

Comments (indicate problem and steps taken to correct the problem)

ok (X) Needs Service () Electrical Outlets

ok (✓) Needs Service () Gloves

ok (X) Needs Service () Posted
Emergency
Evacuation Plan

ok (X) Needs Service () Biohazard Kit

ok () Needs Service () Cat Litter /
Bleach Sol.

ok (X) Needs Service () Utility Closet

ok (X) Needs Service () Dayroom

ok () Needs Service () Fire Doors

ok () Needs Service () Fire Alarm
(tested)

ok () Needs Service () Windows

ok (X) Needs Service () Furniture

ok (X) Needs Service () Cabinets

ok (X) Needs Service () Emergency
Lights

ok (X) Needs Service () Chemicals
(cleaning)
Supplies Secure

Dorm (Living Area):

Comments (indicate problem and steps taken to correct the problem)

ok (X) Needs Service () Sleeping Area

ok () Needs Service () Beds

ok (X) Needs Service () Mattress / Pillow

ok (X) Needs Service () Locker / Chair

ok (X) Needs Service () Chair

ok () Needs Service () Floor

ok (X) Needs Service () Blackboards

ok (X) Needs Service () Furniture

ok (X) Needs Service () Lights

ok (X) Needs Service () Doors

ok (X) Needs Service () Quiet Room

ok (X) Needs Service () Neat & Clean

Control Desk:

ok (Y) Needs Service () Telephone

ok (Y) Needs Service () Neat & Clean

Comments (indicate problem and steps taken to correct the problem)

GAVILAN BAY

Comments (indicate problem and steps taken to correct the problem)

ok (X) Needs Service () Electrical Outlets

ok (X) Needs Service () Gloves

ok (X) Needs Service () Posted
Emergency
Evacuation Plan

ok (X) Needs Service () Biohazard Kit

ok () Needs Service () Cat Litter /
Bleach Sol.

ok () Needs Service () Utility Closet

ok (X) Needs Service () Dayroom

ok () Needs Service () Fire Doors

ok () Needs Service () Fire Alarm
(tested)

ok (X) Needs Service () Windows

ok (X) Needs Service () Furniture

ok (X) Needs Service () Cabinets

ok (X) Needs Service () Emergency
Lights

ok (X) Needs Service () Chemicals
(cleaning)
Supplies Secure

Dorm (Living Area):

Comments (indicate problem and steps taken to correct the problem)

ok (X) Needs Service () Sleeping Area

ok (X) Needs Service () Beds

ok (X) Needs Service () Mattress / Pillow

ok (X) Needs Service () Locker / Chair

ok (X) Needs Service () Chair

ok (X) Needs Service () Floor

ok (X) Needs Service () Baseboards

ok (X) Needs Service () Furniture
ok (X) Needs Service () Lights
ok (X) Needs Service () Doors
ok () Needs Service () Quiet Room
ok (X) Needs Service () Neat & Clean

Control Desk:

ok (X) Needs Service () Telephone
ok (X) Needs Service () Neat & Clean

Shower:

ok (X) Needs Service () Shower Heads
ok (X) Needs Service () Drains
ok (X) Needs Service () Ventilation
ok (X) Needs Service () Lights

Sinks:

ok (X) Needs Service () Plumbing
ok (X) Needs Service () Drains
ok (X) Needs Service () Clean

Stalls:

ok (X) Needs Service () Plumbing
ok (X) Needs Service () Lights
ok (X) Needs Service () Clean

Comments (indicate problem and steps taken to correct the problem)

Comments (indicate problem and steps taken to correct the problem)

Comments (indicate problem and steps taken to correct the problem)

Comments (indicate problem and steps taken to correct the problem)

PINNACLES BAY

Comments (indicate problem and steps taken to correct the problem)

ok (X) Needs Service () Electrical Outlets

ok (X) Needs Service () Gloves

ok (X) Needs Service () Posted
Emergency

ok (X) Needs Service () Evacuations
Plans

ok (X) Needs Service () Biohazard Kit

ok () Needs Service () Cat Litter /
Bleach Sol.

ok () Needs Service () Utility Closet

ok (X) Needs Service () Dayroom

ok (X) Needs Service () Fire Doors

ok () Needs Service () Fire Alarm
(tested)

ok () Needs Service () Windows

ok (X) Needs Service () Furniture

ok (X) Needs Service () Cabinets

ok (X) Needs Service () Emergency
Lights

ok (X) Needs Service () Chemicals
(cleaning)
Supplies Secure

Dorm (Living Area):

Comments (indicate problem and steps taken to correct the problem)

ok (X) Needs Service () Sleeping Area

ok () Needs Service () Beds

out of service

ok (X) Needs Service () Mattress / Pillow

ok (X) Needs Service () Locker / Chair

ok (X) Needs Service () Chair

ok (X) Needs Service () Floor
 ok () Needs Service (X) Baseboards
 ok (X) Needs Service () Furniture
 ok () Needs Service () Lights
 ok (X) Needs Service () Doors
 ok (X) Needs Service () Quiet Room
 ok (X) Needs Service () Neat & Clean

Right side of bay - 6

light near staff desk

Control Desk:

ok (X) Needs Service () Telephone
 ok (X) Needs Service () Neat & Clean

Comments (indicate problem and steps taken to correct the problem)

Shower:

ok (X) Needs Service () Shower Heads
 ok (X) Needs Service () Drains
 ok (X) Needs Service () Ventilation
 ok (X) Needs Service () Lights
 ok (X) Needs Service () Clean

Comments (indicate problem and steps taken to correct the problem)

Sinks:

ok (X) Needs Service () Plumbing
 ok (X) Needs Service () Drains
 ok (X) Needs Service () Clean

Comments (indicate problem and steps taken to correct the problem)

Stalls:

ok (X) Needs Service () Plumbing

ok (X) Needs Service () Lights

ok (X) Needs Service () Clean

Comments (indicate problem and steps taken to correct the problem)**LAGUNA BAY****Comments (indicate problem and steps taken to correct the problem)**

ok (X) Needs Service () Electrical Outlets

ok (X) Needs Service () Gloves

ok (X) Needs Service () Posted

Emergency

ok (X) Needs Service () Evacuations

Plans

ok (X) Needs Service () Biohazard Kit

ok () Needs Service () Cat Litter /

Bleach Sol.

ok () Needs Service () Utility Closet

ok (X) Needs Service () Fire Doors

ok () Needs Service () Fire Alarm

(tested)

ok () Needs Service () Windows

ok (X) Needs Service () Furniture

ok (X) Needs Service () Cabinets

ok (X) Needs Service (X) Light Fixtures

Rm 128 + Rm 126

ok (X) Needs Service () Chemicals

(cleaning)

Supplies Secure

Dorm (Living Area):**Comments (indicate problem and steps taken to correct the problem)**

ok (X) Needs Service () Sleeping Area

ok (X) Needs Service () Beds

ok (X) Needs Service () Mattress / Pillow

ok (X) Needs Service () Locker / Chair

ok (X) Needs Service () Chair

ok (X) Needs Service () Floor

ok (X) Needs Service () Baseboards

ok (X) Needs Service () Furniture

ok (X) Needs Service () Lights

ok (X) Needs Service () Doors

ok (X) Needs Service () Quiet Room

ok (X) Needs Service () Neat & Clean

Dayroom:**Comments (indicate problem and steps taken to correct the problem)**

ok (X) Needs Service () Doors

ok (X) Needs Service () Telephone

ok (X) Needs Service () Window

ok (X) Needs Service () Furniture

ok (X) Needs Service () Light Fixtures

ok (X) Needs Service () Floors

ok (X) Needs Service () Neat & Clean

Control Desk:

ok (X) Needs Service () Telephone

ok (X) Needs Service () Neat & Clean

Comments (indicate problem and steps taken to correct the problem)**Shower:**

ok (X) Needs Service () Shower Heads

ok (X) Needs Service () Drains

ok (X) Needs Service () Ventilation

ok (X) Needs Service () Lights

ok (X) Needs Service () Clean

Comments (indicate problem and steps taken to correct the problem)

clean walls

Sinks:

ok (X) Needs Service () Plumbing

ok (X) Needs Service () Drains

ok (X) Needs Service () Clean

Comments (indicate problem and steps taken to correct the problem)**Stalls:**

ok (X) Needs Service () Plumbing

ok (X) Needs Service () Lights

ok (X) Needs Service () Clean

Comments (indicate problem and steps taken to correct the problem)

Work Order submitted by: Marlo Munda

Date: 3/1/18

To Whom: Charles Cohen

Work Order Completed; verifying Supervisor: _____

Date: _____

Work completed by: _____

GENERAL SAFETY ISSUES

1. Hallways & passageways free of obstructions:

yes

2. Fans have protective covers:

yes

3. Any loose, frayed or exposed electrical wire:

no

4. All electrical panels easily accessible and panel switches clearly marked:

yes

5. Are all fire exit doors working properly:

yes

6. Building evacuation plans posted:

yes

7. Are work area free and clear of obstructions:

yes

8. Are grounds free of trash and debris:

yes

9. Are circuit breakers clearly marked as to the purpose:

yes

10. Are emergency shut-off valves for gas electricity, and water clearly visible and accessible:

yes

11. Are necessary personnel trained in the use of fire suppression equipment:

yes

12. Are trip / snag hazards present:

yes

13. Are areas weed and clear of fire hazard:

yes

14. Do filing cabinets have trip warning decals:

yes

Inspected by: Marlo Mendez

Date completed: 3/1/18

Probation Services Manager – Reviewed by: [Signature]

Date : 3/1/18

Division Director – Reviewed by: [Signature]

Date : 3/5/18

**MONTEREY COUNTY PROBATION DEPARTMENT
YOUTH CENTER SHIFT REPORT**

DAY: SAURDAY DATE: MARCH 31, 2018

SUPERVISOR / OIC	A.M. STAFF G = Gavilan / L = Laguna Shift: A= 12 hrs P= Pinnacles / V= Ventana B= 8 hrs	P.M. STAFF G = Gavilan / L = Laguna Shift: A=12 hrs P= Pinnacles / V= Ventana B= 8 hrs
Am: <u>PEREZ</u>	1. <u>ALFARO</u> Bay: <u>V</u> Shift: <u>A</u>	1. <u>GOMEZ</u> Bay: <u>V</u> Shift: <u>B</u>
Pm: <u>RUIZ</u>	2. <u>FLORES</u> Bay: <u>P</u> Shift: <u>A</u>	2. <u>COLONADO</u> Bay: <u>V</u> Shift: <u>B</u>
	3. <u>CHACON</u> Bay: <u>P</u> Shift: <u>A</u>	3. <u>SANDOVAL</u> Bay: <u>V</u> Shift: <u>A</u>
Senior Officer/ Lead Staff:	4. <u>HERRERA</u> Bay: <u>G</u> Shift: <u>B</u>	4. <u>GARCIA</u> Bay: <u>P</u> Shift: <u>A</u>
Am: <u>NAVA</u> (V/A)	5. <u>MEZA</u> Bay: <u>G</u> Shift: <u>B</u>	5. <u>CAPUTO</u> Bay: <u>G</u> Shift: <u>A</u>
Pm:	6. Bay: _____ Shift: _____	6. Bay: _____ Shift: _____
	7. Bay: _____ Shift: _____	7. Bay: _____ Shift: _____
	8. Bay: _____ Shift: _____	8. Bay: _____ Shift: _____

TOTAL BAY COUNT

TIME	0200 HRS	0400 HRS	0600 HRS	1000 HRS	1400 HRS	1800 HRS	2200 HRS	2400 HRS
VENTANA	<u>12</u> ✓	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>
GAVILAN	<u>8</u> ✓	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>
PINNACLES	<u>11</u> ✓	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>
LAGUNA	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>31</u> ✓	<u>31</u>	<u>31</u>	<u>31</u>	<u>31</u>	<u>31</u>	<u>31</u>	<u>31</u>

AM Full Restraints (12): 12 ✓ OC Spray (4): 4 ✓ OC Fogger (2): 2 ✓ OC Given to: 0

PM Full Restraints (12): ✓ OC Spray (4): ✓ OC Fogger (2): ✓ OC Given to: 0

SECURITY/ PERIMETER CHECKS

TIME	STAFF	COMMENTS (Use additional spaces on next page if necessary)
0600	<u>PEREZ</u>	<u>SEE CHECK LIST. JMT</u>
1400	<u>Garcia</u>	<u>see check list</u>
2200	<u>Colonado</u>	<u>role 4</u>

JMT

9.8 Use of Force

This policy was developed after consultation with the medical provider for Juvenile Hall.

9.8.1 Definition

The use of force may be defined as an immediate means of overcoming resistance that is used to control the threat of/or imminent harm to self and others. The use of force may include physical contact, mechanical restraint, or chemical restraint.

9.8.2 Use of Physical Force

Within Juvenile Hall the use of physical force by staff is sometimes necessary to prevent the following: the perpetration of a violent act between detainees, against staff or visitors; destruction of county property; to prevent self-harm by a minor; or to gain compliance with facility rules.

9.8.3 Appropriate Use of Force

When emergencies arise and the use of physical force, mechanical restraint, or chemical restraint is contemplated, staff is required to know exactly what type of force is allowed, when it is appropriate to use, and how to apply force properly.

9.8.4 Appropriate Use of Force on Pregnant Teens

Staff is to use the lowest level of force permitted on pregnant teens. Under no circumstances shall a pregnant or recovery after delivery teen be sprayed with **Oleoresin Capsicum (OC) Spray**. If the situation arises in where a pregnant teen is ordered to “**yard check**” (a prone position with fingers interlock behind the head and ankles crossed) the teen is to sit on their buttocks.

the limitations regarding use of force on pregnant minors youth in accordance with Penal Code 6030(f) and Welfare and Institutions Code Section 222; and,

(3) a standardized format, time period, and procedure for reporting the use of force, including the reporting requirements of management and line staff.

9.8.4 Authority

State and Federal laws empower peace officers with the right to use physical force when necessary to maintain and enforce their responsibilities under the law.

Within an institution probation department, staff has a duty and responsibility to safely maintain control of the institution and its components. This duty or responsibility extends to the physical restraint of minors who are threatening self-harm or harm to the security and safety of the institution, its staff, other detainees, or visitors. Use of physical force is both lawful and necessary if the safety and

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security of the institution is jeopardized by threatening or violent acts of a minor in custody.

9.8.5 Documentation of Physical Force

Any use of physical force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report depending on the nature of the incident.

9.8.6 Use of Force Form

A Use of Force Report Form shall be completed before the end of shift that same day.

9.8.7 JIS/OIC Responsibility

The Juvenile Institutions Supervisor or OIC's responsibility is to immediately respond to the incident.

- a) Obtain the basic facts from the involved officer(s)
- b) Ensure that any injured parties are examined and treated
- c) Separately interview the subject(s) upon whom force was applied
- d) Ensure that photographs have been taken of any areas involving visible injuries or complaint of pain as well as overall photographs of uninjured areas
- e) Identify any witness not already included in related reports
- f) Review and approve all related reports
- g) A major incident report shall be submitted to the Probation Services Manager and Probation Division Director

9.8.8 Limitations

Use of force is limited to the minimum force necessary to maintain control of the institution or to protect the safety of its staff, detainees and visitors. Use of force in excess of that which is necessary or use of force after control has been attained, constitutes an unlawful act of assault or battery and is not authorized or protected under the color of legal authority provided by law.

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9.8.8.1 Pregnant Minors

Pregnant minors temporarily taken to a hospital for the purposes of childbirth shall be transported in the least restrictive way possible, consistent with the legitimate security needs of each minor. The minor shall only be shackled by using belly chains. Upon arrival at the hospital, once the minor been declared by the attending physician to be in active labor, the minor shall not be shackled by the wrists, ankles, or both, unless deemed necessary for the safety and security of the minor, the staff, and the public.

9.8.8.2 Emergency Situations

Monterey County Juvenile Institutions policy limits the use of physical force to emergency situations. If the situation permits, prior to engaging in physical force, staff shall exhaust less physical alternatives such as verbal commands and explicit direction prior to, or followed by, the use of Oleoresin Capsicum (OC) spray to gain compliance or control. When in the prudent judgment of a Juvenile Institutions Officer, no other alternative is available, the use of physical force is authorized. However, such physical force shall be limited to the reasonable degree necessary to gain control or cooperation from a detainee.

9.8.8.3 Ensuring a Second Staff is Available

Whenever possible, initiation of physical contact or use of force with a detainee should be done in the immediate presence of another staff member and, if the situation allows, the Unit/Duty Supervisor. The Unit/Duty Supervisor shall be notified and their presence requested in all cases, whenever physical contact with a detainee is anticipated or has occurred. The use of force is limited to:

- a) Self-defense
- b) Defense of staff
- c) Defense/protection of minors in custody
- d) Protection of visitors
- e) Protection of governmental property
- f) Prevention of escape
- g) Prevention of riots/unit disturbances

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- h) Movement of a detainee who fails to cooperate with a reasonable request to leave the scene of an incident or accompany an officer to an area designated by staff (i.e., the minor's room, etc.) when such compliance is necessary for: maintenance of group control, maintenance of individual safety, or accomplishment of an arrest.

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9.8.9 Staff Immunity

When force is used by probation staff members, they will be protected by the law to the extent that they operate within it. When staff members exceed the protection of the law, they are vulnerable to criminal charges and/or departmental disciplinary action. When abuse of force is believed to have occurred, a preliminary internal investigation will be conducted by the facility PSM and a report shall be made to the Division Director and the Chief Probation Officer. If it appears that there may have been abuse, an internal investigation pursuant to the Peace Officers Bill of Rights shall be conducted and appropriate discipline shall be administered. If warranted, the Salinas Police Department shall be notified to investigate the situation with the full cooperation of the Probation Department and that agency may file criminal charges as appropriate.

9.8.10 Prohibitions

Under no circumstances shall force be used as a form of punishment or discipline. Nor shall physical force be engaged in with the intent to injure a detainee, except in instances where a life is threatened or in jeopardy. Offensive physical force will be condoned only in a life-threatening situation and as a final resort for the protection of self, staff, visitors and/or other detainees.

9.8.10.1 Unapproved Physical Contact

Carotid restraint, choke, or sleeper holds are expressly denied.

9.8.11 Reporting requirements

The importance of complete and properly filed reports is essential for the protection of all Probation Department staff. It is inevitable in an institutional setting that detainees and staff alike may be injured during a physical confrontation and allegations of impropriety may be made. Complete and prompt reports are therefore the best safeguard from false accusations regarding the use and application of force by staff.

9.8.11.1 Incident Report

All instances involving use of force or physical contact between staff and a minor require an incident report entitled "Use of Force/Physical Contact," documenting the incident. This report is to be submitted to the Unit/Duty Supervisor for review prior to the completion of the shift during which the event occurred. The officer initiating the use of force/physical contact shall submit the report. This report shall include:

- a) An account of the events leading to the physical contact or the use of force

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- b) An accurate and precise description of the incident and the type of force used
- c) A description of any injuries suffered by either staff or minors. If there were no injuries to anyone, the report should so state. The report shall also include a statement that the minor was referred for medical and mental health evaluation (see Section 9.7.4.4).
- d) A list of all staff and minors who were participants and/or witnesses. (ALL staff participants and witnesses are required to submit independently written Incident Report entitled "Use of Force/Physical Contact.")
- e) An account of any deviation from the standard operating procedures or policy regarding the use of force and the reason for the deviation

9.8.11.2 Supervisor Review

Upon receiving the Incident Reports, the Unit/Duty Supervisor will review for clarity and completeness and addendum all reports prior to the end of his/her shift and prior to submitting them for further review by the Administrative Juvenile Institutions Supervisor. The Administrative Juvenile Institutions Supervisor shall review all use of force/physical contact incidents regarding the use of force or physical contact as to the appropriateness of the use of force, the need for further investigation/discipline, and staff training if necessary. The administrative Juvenile Institutions Supervisor shall notify the PSM by the next working day of any suspected abuse of force.

9.8.11.3 Staff Witness to Intentional Abuse

Staff observing intentional abuse in violation of this Policy by other staff members are required, in addition to other reporting requirements (Incident Report), to notify the Administrative Juvenile Institutions Supervisor or the PSM directly by the next working day and to report the alleged violation.

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9.8.12 Approved Defensive Techniques

It is the policy of Monterey County Juvenile Institutions, that staff members receive training in self-defense tactics, control holds, and the use of chemical agents (OC spray). All full-time Juvenile Institutions Officers receive 832 PC Chemical Agents training prior to authorization to carry spray, and all full-time staff receives self-defense training during STC CORE training. Refresher training is offered periodically as needed.

9.8.12.1 Authorized Department Techniques

When using force only those defensive tactics, control holds and methods of application of spray specifically taught during training and approved by the Probation Department are authorized.

9.8.12.2 Unauthorized Techniques

Carotid Restraint, Choke or Sleeper holds are expressly forbidden.

9.8.12.3 Necessary Self-Defense

If a situation arises where self-defense against an assault becomes necessary the following general rules shall be adhered to by staff:

- a) Avoid using physical intervention unless there is a clear/present danger of physical injury and OC spray is unavailable or ineffective. If a minor is following verbal instruction, however slowly, there is no need for physical intervention unless there is a clear and present danger to the order of the institution or to another person.
- b) Seek a position of defense.
- c) Use OC spray as the first measure, if available.
- d) Use your weight/leverage against the detainee's strength.
- e) If possible, grab the detainee by clothing rather than flesh.
- f) Grasp limbs at points above joints to avoid injuries and gain better leverage.
- g) Recognize that complete control of a detainee may be difficult.
- h) When holding a detainee against a wall/floor, restrict his/her mobility by holding his/her face to the surface.

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- i) Minimize the space available for movement by the detainee.
- j) Get additional staff assistance as soon as possible.
- k) Use the least amount of physical force necessary to control the situation.
- l) Once contact has been made do not let go until all staff involved agree and can act in coordination. Let others know in advance if you must let go.
- m) Contact the Duty/Unit Supervisor prior to the use of force if possible and as soon as possible whenever force is used.

9.8.13 Reporting Injuries Following Physical Contact

Following physical contact, if the minor complains of injury or appears injured contact medical staff immediately and arrange for the minor to be examined as soon as possible. In all cases, a sick slip referral shall be submitted on the same day as the physical contact. If there is no medical staff on duty at Juvenile Hall, contact the duty physician at tel. 758-7662 and notify him/her that a minor has been engaged in a physical altercation. Be prepared to describe the minor's condition. Follow the directions given by the physician. If the minor is severely injured and there is no medical staff on duty and the duty physician cannot be contacted, transport the minor to Natividad Hospital. Document this action in the Incident Report.

9.8.13.1 Medical/ Behavioral Health Referral

In all cases of physical contact/use, of force make out a referral slip to the medical staff and mental health counselor and place it in the referral box in order that the minor's medical and emotional/mental state and need for treatment may be assessed. Document this action in the Incident Report.

9.8.14 Physical Removal of a Minor from Room or Unit

Periodically situations may occur requiring the physical removal of a minor from a room or particular unit. Staff is authorized to physically remove any detainee whose behavior endangers/disrupts the safety and security of the institution, its unit programs, its staff members, other detainees, or visitors. Such disruption/endangerment may occur under the following circumstances:

- a) A detainee physically assaults another detainee or visitor

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- b) A detainee physically assaults a staff member
- c) A detainee engages in or solicits disruptive or riotous acts or behavior
- d) A detainee engages in the willful and significant destruction of property
- e) A detainee engages in acts of self-harm
- f) A detainee refuses a reasonable request to accompany a staff member to a room or area designated by staff

9.8.14.1 Procedure for removal

When a decision is made to physically remove a detainee to a more secure setting the following procedures shall be invoked:

- a) Except in an emergency staff shall acquire the approval and presence of the Unit/Duty Supervisor prior to the physical removal of a detainee.
- b) Prior to the physical removal of a detainee staff shall secure the unit and place the other detainees in their rooms.
- c) The senior staff member or a designated representative shall inform the other units of the situation by telephone and request the following: that the unit be sealed off from traffic, backup staff be sent to the unit, the Duty Supervisor report to the unit, and another room be made available.
- d) If removing a detainee from a double-occupied room staff shall isolate the detainee by removing any roommates from the room and securing them temporarily in other unit rooms.
- e) Following accomplishment of the above procedures the physical removal of a detainee may proceed. When removing the detainee verbal instructions for compliance shall be initiated first. If the detainee complies he/she shall be escorted by a minimum of two (2) staff members to the required destination. At the discretion of the Supervisor, handcuffs may be utilized.
- f) In cases where compliance with verbal instructions is not forthcoming the use of force and restraint is authorized. When using force, only the amount of force necessary to take control of

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the detainee and effect the transfer to the intended destination is authorized. Restraints are authorized until compliance and self-control are obtained (see Section 9.9). OC spray shall be applied (see Section 9.8) prior to any contact and, only if necessary, may be followed by physical force. In most cases, compliance is obtained upon application of spray.

- g) When entering a detainee's room be sure the door is keyed back and each staff member has a clearly defined role for the removal process (one staff member to apply the OC spray, another to assist in application of mechanical restraints, etc.). Injuries to both staff and detainee often occur as a result of too many people in a room with non-defined roles for the removal process. **Under no circumstances is a handcuffed minor to be sprayed.**

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9.9 Use of Oleoresin Capsicum (OC) Spray

This policy was developed after consultation with the medical provider for Juvenile Hall.

9.9.1 Definition

OC spray is a highly concentrated form of peppers, or a similar synthetic substance, which affects the mucous membranes of humans. OC spray, when applied to the face, typically causes the following reactions: swelling of the mucous membranes, involuntary closing of the eyes, gagging, shortness of breath, and an intense burning sensation on exposed areas of skin. Most persons encountering OC involuntarily bend over at the waist or drop to their knees regardless of their emotional or intoxicated state. These symptoms are temporary and will usually dissipate within 45 minutes. With treatment, the effects will usually dissipate within 15-20 minutes.

9.9.2 Authorization

The Probation Division Director-Juvenile Institutions; shall designate those officers authorized to use OC within the facility. No other persons are authorized to possess or use chemical agents in the institution unless authorized by the Chief Probation Officer or the designated representative in charge of the institution (12404 P.C.). Oleoresin Capsicum tear gas is the only chemical agent approved for use in Monterey County Juvenile Institutions. Officers may only use the OC products issued and approved by the Monterey County Chief Probation Officer.

9.9.3 Use of OC Spray

OC spray may be used to control, restrain, or subdue imminent or actual violent behavior where such behavior presents a clear danger to staff, minors in custody, or other persons. OC spray shall never be used indiscriminately or in response to simple threats of violence, but may be used when there is a credible threat of violence coupled with the present ability to cause injury. Before using OC spray staff should always consider the use of less noxious alternatives, provided such remedies do not significantly increase the risk of injury to staff or others.

9.9.3.1 Unauthorized Use of OC Spray

OC spray shall not be used for punishment, retaliation, or disciplinary purposes.

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9.9.3.2 Supervisor Consult Prior to Use

The on-duty Juvenile Institutions Supervisor or Officer-in-Charge shall be consulted before OC spray is used in Juvenile Hall. In some emergency situations staff will need to act immediately without consulting the Supervisor. When this occurs staff shall notify the Supervisor that OC spray has been used. They shall also provide all information regarding the circumstances of the use immediately after the incident by completing an incident report per policy. The report shall be titled "Use of Force/OC Spray."

9.9.4 Procedures/Cautions for Use of OC Spray

In Juvenile Hall OC products must be used in hand-held canister form. Maximum effectiveness is achieved when the target is at least six feet away but is not more than ten feet away from the canister when sprayed. OC spray must contact the target's face to be effective. Spraying the person below the face will not cause the desired effects.

9.9.4.1 Bystanders and Cross-fire

Caution should be taken prior to applying OC spray on resisting persons engaged physically with other officers or not isolated from bystanders. Be careful not to spray other officers.

9.9.4.2 Windy Conditions

Caution should be taken prior to using OC tear gas in windy conditions. The target should always be downwind.

9.9.4.3 Close Range

Due to the close range of the encounter, it is extremely important that the officer sprays the OC spray then immediately moves laterally to sidestep an attack.

9.9.4.4 Concealment of OC Spray

OC spray should be carried so that it is concealed from the targeted person when the officer stands in position of interview/advantage (bladed stance). Officers should seek the advantage by diverting the person's attention so that the OC is applied without giving the person prior warning or time to react. Never threaten to use spray or allow subject to view the canister prior to use since this can allow the subject to shield face and eyes, rendering the spray ineffective.

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9.9.4.5 Limitations

Officers should recognize the limitations of non-lethal chemical agents, especially where persons are armed with deadly force or under the influence of certain drugs.

9.9.4.6 Handcuffed Minors

Under NO circumstances is a handcuffed minor to be sprayed.

9.9.4.7 Pregnant Teens

Under no circumstances shall a pregnant or recovery after delivery teen be sprayed with **Oleoresin Capsicum (OC) Spray**.

9.9.4.8 Asthmatic and Minors Who Suffer from Respiratory Conditions

Care should be taken when applying OC to individuals with emphysema and asthmatic conditions as OC may cause severe temporary effects on these persons.

9.9.5 After-Care Procedure

The following procedure should be carefully followed after an individual has been sprayed with OC:

9.9.5.1 Use of Mechanical Restraints

Immediately restrain the minor with handcuffs (behind back) and leg shackles (waist chain may be used in place of handcuffs if the minor is compliant enough to allow placement without undue struggle).

9.9.5.2 Positioning Minor

If possible, maintain the minor in an upright sitting or standing position. Under no circumstance is a minor who has been sprayed to be left unattended, placed in a prone position, or lying face down until all symptoms have subsided and all restraints are removed.

9.9.5.3 Calming Minor

Tell the person to calm down, to relax, and to try to breathe normally. Assure the person that the effects will diminish and dissipate shortly. Speak calmly.

9.9.5.4 Decontamination

As soon as practical, flush the face and contaminated areas with cool water and wash with mild soap. This will reduce the time needed for the symptoms to dissipate. This can be accomplished by allowing the minor

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access to a bucket of cool water or the utility sink. Do not use the shower as the warm water will increase the irritation. Minors who have calmed down are not to be placed in their rooms until they are thoroughly decontaminated.

All symptoms should disappear within 15-45 minutes without aftereffects.

9.9.5.5 Contact Medical Staff/ Medical Referral

In every case that OC spray is used on a minor contact medical staff immediately and arrange for the minor to be examined as soon as possible. If there are no medical staff on duty contact, the duty physician at tel. 758-7662 and advise him/her that the minor has been sprayed. Be prepared to describe the minor's condition and follow the directions given by the physician. In the event that the minor is experiencing a severe reaction, no medical staff is on duty, and the duty physician cannot be quickly contacted, transport the minor to Natividad Hospital emergency room. In all cases, submit a sick slip on the date of the incident.

9.9.5.6 Direct Observation

After a minor has been sprayed, he/she is to be directly observed by staff for the next 15 minutes or until restraints have been removed. If restraints have been removed, direct observation shall continue a minimum of once every five (5) minutes until all the symptoms have dissipated. Record observations on a log sheet to be maintained in the Supervisor's office with a copy to the minor's file.

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Control Devices and Techniques

308.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

308.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Monterey County Probation Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

308.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief Probation Officer or the authorized designee.

Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, officers should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

308.4 RESPONSIBILITIES

308.4.1 PROBATION SERVICES MANAGER RESPONSIBILITIES

The Shift Supervisor may authorize the use of a control device by selected personnel or members of specialized units who have successfully completed the required training.

308.4.2 EQUIPMENT OFFICER RESPONSIBILITIES

The Equipment Officer shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the Equipment Officer or the designated instructor for a particular control device. The inspection shall be documented.

308.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

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Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Equipment Officer for disposition. Damage to County property forms shall also be prepared and forwarded through the chain of command, when appropriate, explaining the cause of damage.

308.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

308.6 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, oleoresin capsicum (OC) spray may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in violent behavior. OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

308.6.1 OC SPRAY

Field personnel carrying OC spray shall carry the device in its holster on the equipment belt. Non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

308.6.2 TREATMENT FOR OC SPRAY EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel.

308.7 TRAINING FOR CONTROL DEVICES

The Training PSM shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

- (a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.
- (b) All training and proficiency for control devices will be documented in the officer's training file.
- (c) Officers who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this agency's Use of

Monterey County Probation Department

Monterey County Probation Department CA Policy Manual

Control Devices and Techniques

Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.

308.8 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

Critical Incident Reports

343.1 POLICY

Incident reports should be filled out by staff effecting arrests on duty, or involved in incidents considered unusual, a possible subject to litigation, or a focus of the media. Examples of incidents that would require an incident report are:

- A citizen stating he/she would be pursuing legal action against the Department.
- Searches resulting in arrest, seized property, injury, or damage (Note: all searches will also be documented in the PSM's search log)
- Forced entry
- Any use of force
- When an officer points a firearm at any person
- Exposure to communicable disease
- Traffic accident
- Rendering first aid to an injured civilian
- Damage to personal property

Critical Incident Reports will be filed with the immediate Supervisor by the end of the next shift following the incident.

The Supervisor will make appropriate review and comments and will forward the IR to the Probation Director within 24 hours of the receipt of the IR.

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- Damage to personal property

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The Supervisor will make appropriate review and comments and will forward the IR to the Probation Director within 24 hours of the receipt of the IR.

You must participate in school, in recreation, in unit meetings, in group sessions, and educational activities.

For staff assistance while you are in your room, push the button once and wait for an answer. Knock on your door only in case of an emergency.

Fire and Earthquake drills are held three times each month.

Programs and other information are posted in each unit. Each unit has a behavioral level system.

Special Programs
Home Supervision/Electronic Monitoring

The court may decide to release you on the Home Supervision Program. If so, an officer from the hall will come by your house once a day to check on your behavior. Ask the juvenile Hall staff about this program.

Counseling

Psychological counseling services are provided by Monterey County Health Department and the California Forensic Medical Group. A counselor is available on request. Ask the staff about these counseling services.

Religious Services

Non-denominational religious services and Bible study are provided and attendance is voluntary. To request individual counseling by your minister or spiritual adviser ask the staff for information.

Narcotics Anonymous Programs

The N.A. program offers alcohol and drug counseling, both individually and in groups.

I have read and understand this booklet and the rules have been explained to me.

Minor's Name (print)

Signature

Date

I have explained the information contained in this pamphlet and have provided a copy to the above named minor.

Staff Signature

Date

WARNING!

**ANYTIME A STAFF MEMBER
YELLS "YARD CHECK" LIE
FACE DOWN IMMEDIATELY
WHERE YOU ARE AND STAY
THERE UNTIL FURTHER
NOTICE.**

**IF YOU FAIL TO OBEY THAT
ORDER YOU MAY BE
SUBJECTED TO CHEMICAL
SPRAY AND CRIMINAL
CHARGES.**

**THE
WELLINGTON M.
SMITH, JR.
JUVENILE HALL**

**MINOR'S
HANDBOOK OF INFORMATION
AND RULES**

**1420 Natividad Road
Salinas, CA 93906
831/755-3981**

WARNING!

**STAFF MAY USE FORCE,
RESTRAINTS, AND/OR
CHEMICAL AGENTS FOR
DEFENSE AND FOR
BEHAVIORAL CONTROL.**

**YOU MUST KEEP THIS PAMPHLET IN YOUR
ROOM AND REVIEW IT DAILY. WHEN YOU
ARE OUT OF YOUR ROOM, DISPLAY IT ON
TOP OF YOUR PILLOW. IF YOU LOSE THIS
PAMPHLET, ASK A STAFF MEMBER FOR
ANOTHER COPY.**

**YOU WILL REMAIN IN CUSTODY
UNTIL RELEASED BY A PAROLE
OFFICER, A PROBATION
OFFICER OR A JUDGE.**

YOU MAY BE REQUIRED TO GO TO COURT. IF YOU HAVE QUESTIONS ABOUT THE COURT PROCESS ASK THE DUTY SUPERVISOR.

JUVENILE HALL RULES

1. You must follow staff instructions at all times.
2. Treat everyone with respect and do not use profanity.
3. Fighting or threatening behavior may result in additional criminal charges.
4. No tattooing.
5. You may not have anything in your possession that is not approved by the staff.
6. You are responsible for the care of all county property. Additional charges may be filed for willfully destruction of property and you may be ordered to make restitution for any damages.
7. You must keep your living area clean.
8. No writing on any part of the building or on any other county property.
9. While in your room, you are to remain quiet and not talk to other minors.
10. Kept your voice at an acceptable level at all times.
11. When in the dining area, you are expected to use proper table manners.
12. When you hear, "Stand By!" stand quietly by your door or bunk.
13. Ask the duty officer's permission before entering the bathroom.
14. Ask staff about areas that are off limits.

REMEMBER

IF YOU DISOBEY THE RULES YOU MAY BE:

- ~PLACED IN YOUR ROOM
- ~SUFFER LOSS OF PRIVILEGES.
- ~FACE ADDITIONAL CHARGES.

THE BETTER YOUR BEHAVIOR, THE MORE PRIVILEGES YOU WILL RECEIVE.

STAFF IS HERE TO HELP YOU. IF YOU HAVE ANY QUESTIONS, ASK AN OFFICER.

MINORS HAVE THE RIGHT:

1. To make one phone call within the first three (3) hours of your arrival to your parents or guardian, your attorney, and your employer. If it is after working hours a public defender will be informed.
2. To talk to a person who speaks the same language you speak as soon as possible.
3. To see your probation officer as soon as possible.
4. Visits from your parents or legal guardian.
Visiting hours are:
For Girls:
Saturdays 9am – 11am

For Boys:
With last names beginning with (A-L)
Saturdays 9am – 11am

With last names beginning with (M-Z)
Sundays 9am – 11am
5. To send and receive mail. All mail except legal correspondence is checked for contraband items. Ask staff member for more information about the mail policy.

6. To fair treatment and discipline. You have the right to be told why you are being disciplined.
7. To reasonable staff protection from other minors.
8. To attend religious services as scheduled. You may also request counseling from your religious advisor. Ask staff how.
9. To adequate meals on a regular basis.
10. To clean clothing, bedding, and necessary grooming and hygiene items.
11. To medical services.
12. To educational services.
13. To file a grievance if you feel you are not being treated fairly. This does NOT include filing a grievance services.

MEDICAL AND MENTAL HEALTH SERVICES

If you feel ill, have a medical problem, or want to talk to mental health staff, tell a staff member. Ask the staff about sick slips and the sick call schedule.

EDUCATIONAL SERVICES

State law requires that you attend school if you are under eighteen (18) years old, if you do not have a high school diploma, or if you have not passed an equivalency test. A teacher will test you to determine your educational level.

MONTEREY COUNTY JUVENILE HALL POLICY AND PROCEDURE MANUAL

SECTION 6 – DISCIPLINE, YOUTH RIGHTS, DUE PROCESS, AND RESTRICTIONS

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Issued: 10/2/2017

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SECTION: 6 DISCIPLINE, YOUTH RIGHTS, DUE PROCESS, AND RESTRICTIONS

6.1 Discipline

The purpose of discipline is to correct a youth's conduct and to help teach him/her to stay within acceptable behavior limits by making each individual accountable for his/her actions. Discipline is to be imposed at the least restrictive level that promotes the desired behavior. To that end, the following rules for behavior and control techniques have been designed to foster a positive, non-punitive detention program. The following rules and principles shall be followed by all staff whenever discipline is imposed upon a youth:

6.1.1 Corporal, Cruel and Degrading Punishment

Corporal, cruel, and degrading punishment (either physical or psychological) is not permitted and will result in disciplinary action upon discovery. Physical punishment, such as hitting, slapping, or intentionally hurting a youth is illegal, shall not be used, and will not be tolerated by the administration. Demeaning and derogatory remarks are not to be made to youth. Profanity is not to be used by staff.

6.1.2 Staff Shall Administer the Discipline

Discipline shall always be administered by staff and never delegated to another youth.

6.2 Deprivation of Youth's Basic Rights

Under no circumstances shall a youth be deprived of basic rights as a means of discipline. Youth who are detained in Juvenile Hall are entitled to the rights enumerated in this section. Staff shall familiarize themselves with these rights and are prohibited from denying a youth access to any of the rights specified below. Malicious or intentional denial of these rights by staff will result in departmental disciplinary action, and may subject staff to legal action in both civil and criminal courts. Basic rights for each youth include:

- a) A place to sleep (a bed, pillow, blankets, and sheets);
- b) Full meals;

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- c) A full complement of clean clothes and exchange of clothing per Juvenile Hall Policy;
- d) Parental and attorney visits: the right to request and be seen by an attorney; the right to receive visits from parents, legal guardians or other authorized persons, subject to existing policy;
- e) Contact with parent or attorney if requested;
- f) Minimum exercise (one hour, daily – may be in gym or in the unit inner-court);
- g) Items necessary for personal hygiene (i.e., toothpaste, soap, comb, etc.);
- h) The right to receive and send mail;
- i) The opportunity for a daily shower, access to a toilet, and to water fountains as needed;
- j) The opportunity to attend religious services and/or religious counseling of their choice;
- k) Clean and sanitary living conditions;
- l) The right to have two (2) telephone calls upon admission to Juvenile Hall. Of these telephone calls, one is authorized for contacting a parent, legal guardian or responsible relative. The second telephone call is reserved for contacting an attorney. Per Juvenile Hall Policy, a third phone call may be authorized to any employed youth for the purposes of contacting the employer;
- m) If English is not the youth's primary language, the right to an interpreter for instruction regarding unit rules, disciplinary procedures, legal proceedings, and for the explanation of rights;
- n) The right to converse in their primary language, subject to the safety and security needs of the institution;
- o) The right to be seen by a probation officer or parole officer;

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- p) The right to send and receive mail. Censorship or withholding of mail is prohibited, except as provided in Juvenile Hall Policy;
- q) Under no circumstances shall a youth lose his/her right to call their parent;
- r) The right to fair treatment and a procedure to grieve unfair treatment;
- s) The right to due process in disciplinary matters;
- t) The right to protection from physical and emotional abuse or harassment;
- u) The right to freedom from discrimination based upon sex, race, gender expression, national origin, or religious beliefs;
- v) The right to receive adequate and prompt medical/psychiatric attention;
- w) The right to receive educational instruction and participate in school programs;
- x) The right to participate in unit programs and activities, except as restricted by security or disciplinary requirements;
- y) The right to be informed of the institutional and unit rules and regulations governing conduct and the resulting consequences for violation of these rules and regulations.

6.2.1 The Right to Fair Treatment and Access to Services

All youth within the facility shall have fair and equal access to all available services, and no youth shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV.

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6.3 Youth Notification of Rules, Rights and Discipline

The Juvenile Hall Youth Handbook/Pamphlet outlines the rules, rights and discipline procedures of Juvenile Hall. This handbook/pamphlet shall meet the standards of orientation and notification and all unit personnel shall adopt the following policy:

6.3.1 Youth Orientation to Juvenile Hall

Upon entry and assignment to a living unit, all youths shall receive "The Youth's Guide to Rules, Rights and Discipline." They also will receive verbal instruction as to their basic rights in Juvenile Hall, the rules governing conduct, their right to grieve unfair treatment, and their right to due process in disciplinary matters. This orientation and notification shall take place in the youth's assigned living unit upon arrival, or within a reasonable time thereafter. Following completion of the orientation, staff shall obtain written verification from the youth indicating acknowledgment of their rights by having them sign in the appropriate place on the unit copy of the booking slip.

6.3.1.1 Illiterate Youth or Language Barriers

In cases of illiteracy, staff is required to verbally instruct the youth regarding the aforementioned areas. In cases where a language barrier exists, an interpreter shall be provided to instruct the youth.

6.3.1.2 Posted Orientation Information

In addition to the orientation procedure, each unit shall post this information on the unit bulletin board.

(The remainder of this page is left intentionally blank.)

MONTEREY COUNTY JUVENILE HALL POLICY AND PROCEDURE MANUAL

6.4 Rules of Conduct

Youth in Juvenile Hall are governed by and expected to comply with the basic rules of conduct as set forth in this section. Until such notification of rules is accomplished, youth shall not be subjected to disciplinary action for failure to comply.

6.4.1 Providing Instruction of Institutional Rules

Instruction in the institutional rules of conduct shall be in a language commensurate with the youth's level of understanding. The following provides a general guide for the explanation of the institutional rules of conduct and is to be adjusted as needed to meet the level of understanding of each particular youth. "While in Juvenile Hall, you are expected to comply with the following rules:"

- a) Participate in the Juvenile Hall program and unit activities, if physically able;
- b) Follow all safety rules and procedures especially when emergency situations occur. Closely follow the instructions given by staff. If you hear the staff yell, "Yard Check," immediately lay prone on the ground, with your hands behind your head, ankles crossed, face downward and do not talk;
- c) Show respect for Juvenile Hall property. Destroying, defacing, or damaging any County property is against the law and against the rules;
- d) Harming or threatening to harm yourself is unacceptable behavior;
- e) Fighting with other youths or staff is against the law and against the rules;
- f) Making or possessing weapons that could be used to injure someone or having items that could be used to escape is prohibited, is illegal, and may result in additional charges;

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- g) Making plans for, assisting in, or attempting to escape from Juvenile Hall is against the rules, is illegal, and may result in additional charges;
- h) You must comply with the basic rules of conduct as set forth in this section at all times. Disrupting any individual, group, or unit activity is against the rules;
- i) Be courteous and polite toward other youths. Refrain from using profanity or making threats;
- j) Always be courteous, polite and respectful toward staff;
- k) Follow staff instructions when participating in a group program;
- l) Using gang talk, gestures, slogans, signs, or dress is unacceptable behavior and may result in additional charges;
- m) While in Juvenile Hall, you must walk with your hands folded behind your back and you may not talk to anyone while making movements. Walk only in the center of the hallway, do not talk to other youth or pass them notes;
- n) You are required to participate in daily health, hygiene, and medical programs (i.e., showering, brushing your teeth, changing your clothes, taking medication from the nurse, etc.);
- o) Clean your room every day and help keep the unit clean;
- p) Always eat your meals properly. Making a mess, throwing food, making rude comments or noises is impolite. Use proper table manners. Always clean up after yourself following a meal;
- q) While in school you must follow your teacher's instructions. Horseplay or disobedience will lead to sanctions;
- r) Possession of items such as pencils, markers, tobacco, matches, and extra clothing is prohibited by the rules. Keep only those things staff permits you to have in your room. If you want to keep something in your room, ask staff for permission;

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- s) Respect the property of others. Taking things that do not belong to you, especially from another youth, is illegal and may result in additional charges;
- t) Stay in your own room. Unless you have staff permission, you may not enter another youth's room;
- u) Gambling in Juvenile Hall is not allowed. Using food or any other item to pay gambling debts is prohibited.

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6.5 Fair Discipline

Youth are entitled to fair discipline, which includes notification of the rules prior to discipline being imposed and the right to file a grievance or to have a disciplinary hearing.

6.5.1 Posted Rules and Rights for Youth

A listing of rules and rights as listed above shall be posted on each unit, as shall any rules that are unique to any living unit. The unit supervisor shall be responsible for the posting of rules. In addition, prior to the imposition of any discipline, youth shall be given a verbal orientation explaining the rules. These rule instructions must be expressed in a positive manner and shall include examples that demonstrate positive behavior, and definition of negative matters that may result in discipline.

6.5.2 Loss of Privileges

If a youth loses privileges or is removed from the group, the officer will accompany the youth to his/her room and discuss the problem, explain why his/her behavior is not acceptable, provide counseling as to possible remedies to the problem, and explain possible sanction for his/her failure to adhere to facility behavior expectations, including any potential loss of privileges.

Discussions with a youth about negative or inappropriate behaviors should never been discussed in the presence of other youth. Officers should request that the youth accompany them away from the group, as peer pressure in the form of support or ridicule of the youth from others can negatively impact behavior, provoke others to exhibit similar behaviors, or interfere with the ability of the youth to reflect on making positive choices. Officers should explain to the youth that sanctions or the loss of privileges can result from unacceptable behavior, and that he/she will be held accountable for his/her actions.

An emphasis should be made by staff on addressing the negative behavior itself. The use of the Brief Intervention Tools (BITS), a cognitive behavior skill building tool, by officers in response to negative youth

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behaviors should be encouraged, as such an instrument can assist in encouraging positive responses to adversity, negative predicament, or similar circumstance while detained. Explanation of possible sanction or loss of privileges for continued negative behaviors should be made to the youth. Officers should remain objective and make effort to allow the youth an opportunity to express his/her opinion, without engaging in a verbal argument or validating any inappropriate response to being held accountable for negative conduct.

6.5.3 Allowing a "Cool Off" Period

When a youth is placed in his/her room and is highly emotional or upset, officers should allow him/her an opportunity to process his/her emotions, or "cool off," before attempting to engage in discussion of the problem. This reflective time shall not exceed four (4) hours in length, absent authorization from Department Administration. Another officer should intervene to attempt to de-fuse the situation if the problem is not resolved.

6.5.3.1 Use of Room Restriction

Room restriction shall not be used as a punishment, coercion, convenience, or retaliation by staff. Room restriction shall only be implemented if less restrictive options have been both attempted and exhausted by staff and the youth poses an immediate and articulable threat to the safety and security to themselves, other youth in the facility, or staff. Room restriction shall not be used to the extent that it compromises the mental and/or physical health of the youth.

In the event that a youth has been determined to represent an imminent danger to self, other youth, or staff, staff shall do the following:

- 1) Obtain documented authorization from the facility superintendent or his/her designee Consult with medical staff or mental health staff;
- 2) Develop a written individualized plan that includes the goals and objectives to be met in order to reintegrate the youth into the general population.

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If continued room restriction beyond a (4) hour period has been deemed appropriate and necessary, staff shall do the following:

- 1) Obtain documented authorization to extend the period of room restriction from the facility superintendent or his/her designee;
- 2) Document the reason for room restriction and the basis for the extension, the date and time the youth was first placed in room restriction, and when he/she is eventually released from room restriction;
- 3) Consult with medical staff or mental health staff;
- 4) Update the written individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to the general population;
- 5) Obtain documented authorization from the facility superintendent or his/her designee every four (4) hours thereafter as necessary.

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6.6 Grievance Procedure

All youth housed in Juvenile Hall shall be entitled to file a formal grievance at any time, pursuant to the provisions of this policy.

6.6.1 Posted Grievance Procedure

The grievance procedure shall be posted in each living unit of Juvenile Hall and copies of the grievance form shall be made readily available to youth.

6.6.2 The Right to File a Grievance

The right to file a grievance and the proper process shall be part of the information provided to youths during the admission process.

6.6.2.1 Confidentiality of a Grievance

All youth have an option to confidentially file the grievance or deliver the form to any juvenile institutions staff working in the facility. The youth shall also have the option to confidentially file a grievance by placing it in the confidential grievance box located on each unit.

6.6.3 Non-Grievable Issues

Items not subject to redress through the institutional grievance procedure include major rule violation disciplinary actions (they have their own due process procedure) as well as the following non-grievable issues:

- a) The personal appearance, dress, or mannerisms of other youths or staff;
- b) Court orders;
- c) No-smoking policy;
- d) Court-ordered psychological examinations;
- e) Personality conflicts with other youths;

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- f) State Education Code requirements and/or school courses required by law;

6.6.4 Youth Grievance Procedure

When a complaint is registered by a youth regarding his/her care or treatment in juvenile hall, staff shall make every effort to resolve the complaint at the unit level. If the matter cannot be resolved and the youth expresses a desire to seek redress through the grievance process, the following procedures shall be invoked:

6.6.4.1 Level I: Formal Grievance Filed with Unit Staff

Upon a youth's request to file a grievance, the youth shall be given the form and a pencil within a reasonable amount of time (no longer than one hour). If the youth is too upset to be given a pencil, it is permissible to allow a cooling down period prior to providing a pencil. Staff shall also advise the youth of the right to have staff assistance in completing the form and the right to staff assistance in pursuing any appeal. If the youth does not require assistance, forms may be completed in the dayroom or in the interview areas adjacent to the staff stations. If the youth requires staff assistance, forms may be completed in the youth's room. (Youth are not to be left unobserved when in possession of pencils).

6.6.4.2 Grievance Forwarded to Supervisor for Review

After the youth completes Section A of the Ward Grievance Form and submits it to unit staff, staff shall complete Section B by providing all available information regarding the nature and origin of the youth's complaint. The form shall then be forwarded to the Duty Supervisor unless the Duty Supervisor is a party to the grievance, in which case the form will be forwarded to a Unit Supervisor, Probation Services Manager (PSM), or the Probation Division Director (PDD), who is not a party to the grievance. Grievances regarding the juvenile hall school or medical care shall be forwarded directly to the PSM for review and hearing.

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6.6.4.2.1 If medical staff are the subject of the grievance the PSM or PDD shall give the grievance to the medical staff so they can fill out Section I. Once this section is complete, the Clinic Nurse Supervisor or designee shall respond to Section II.

6.6.4.2.2 If school staff are the subject of the grievance the PSM or PDD shall give the grievance to the Juvenile Hall Principal or designee and he/she shall give the grievance to the school staff to complete Section I. Once school staff complete Section I, the Juvenile Hall Principal designees shall complete Section II.

6.6.4.3 Juvenile Institutions Supervisor, Probation Services Manager and Probation Division Director Review

The Juvenile Institutions Supervisor, Probation Services Manager or Probation Division Director shall issue a grievance number to each grievance. If the youth elects not to continue with the grievance, the grievance is not to be destroyed and a grievance number shall still be issued. The youth/s shall also have the option to confidentially file a grievance by placing it in the confidential grievance box located on each unit.

6.6.4.4 Level II – Grievance Forwarded to Supervisor for Review and Finding

Prior to completion of the shift the duty supervisor shall discuss the grievance with the youth and attempt to resolve it. The youth shall have the right to staff assistance and to present witnesses during the discussion. The supervisor may also call upon witnesses. (Grievances received within one hour of the end of a shift shall be heard by the next Supervisor to come on duty).

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6.6.4.4.1 Supervisor's Decision

After hearing the youth's grievance, the Supervisor shall render a decision which either: a) upholds the grievance and offers a resolution; b) offers a compromise agreement; or, c) denies the grievance in its entirety. The Supervisor shall complete Section C of the form indicating the reason for any decision and the evidence relied upon to reach the decision. If possible, the youth shall be informed of the Supervisor's decision and of the right to appeal the decision to the next level, prior to the end of the shift and certainly within no more than 24 hours. Notification to the youth shall be both oral and written and shall include the reasons and evidence relied upon.

6.6.4.4.2 Signing the Grievance

The youth and the Supervisor shall sign the form indicating that the grievance is resolved or unresolved and an appeal is desired. The form and all documentation shall then be forwarded within (24) hours to the PSM for review.

6.6.4.5 Level III – Administrative Review

In those cases where resolution of a youth's grievance is not achieved at the supervisory level, the PSM shall review all documentation and render a decision which either: a) upholds the supervisor's denial of the grievance; or b) overturns the supervisor's denial and upholds the youth's grievance.

6.6.4.5.1 Probation Services Manager's (PSM) Decision

The PSM may, at his/her discretion, call witnesses or conduct further investigation prior to rendering a decision. Within (48) hours

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of receipt of the grievance, the PSM will return written notification of the decision to the youth (this does not include weekends or holidays).

6.6.4.5.2 The grievance and all accompanying documentation shall be forwarded the Juvenile Hall Secretary, who shall maintain a separate annual file. This file shall be maintained for five (5) years.

6.6.4.5.3 The decision of the PSM shall be final.

(The remainder of this page is left intentionally blank).

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6.7 Incident Reports

A written report of all incidents which result in physical harm, serious threat of physical harm, or death to an employee or a youth of a juvenile facility, or other person(s) shall be maintained. Such written record shall be prepared by the staff and submitted to the on-duty supervisor by the end of the shift.

6.7.1 Documentation

Documentation is required to record significant events that occur at Juvenile Hall, as well as events occurring outside of the facility involving staff, in-custody youths and/or property. Incident reports are significant in that they are legal documents and may be viewed by a variety of professionals from a variety of professionals from different agencies.

6.7.2 Purpose:

This section provides staff with guidelines as to when an Incident Report is to be generated and what information should be included.

6.7.2.1.1 Incident Reports are required under the following circumstances:

Any incidents involving the use of physical force and/or use of mechanical restraints, any incident involving the use of OC spray on a youth, any disturbances within any work area, including but not limited to:

- a) Riots;
- b) Fights;
- c) Assaults on staff or youth;
- d) Verbal altercations, (e.g. extreme disrespect, provoking language that would likely lead to a fight), and Sexual assaults;
- e) Restricted or split program request and/or request for meals in the unit;

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- f) Any school class cancellation made by Juvenile Hall staff;
- g) Youth held back from class;
- h) Youth sent to receiving for disruptive behavior or for a time out;
- i) Injury to staff or youth;
- j) Missing equipment or inaccurate population counts;
- k) Parent complaints;
- l) Unusual or threatening phone calls;
- m) Contraband of unusual or harmful nature and searches for contraband;
- n) Suspected child abuse or neglect;
- o) Any poor conduct/behavior of youth resulting in a Control Program.

6.7.2.2 All major or minor incidents including, but not limited to;

- a) Gang activity;
- b) Fire and fire alarms;
- c) Escapes, or attempted escapes;
- d) Suicide gestures, attempted suicides or self-harming behaviors, or suicides;
- e) Sexual intimidation and/or activity;
- f) Room removals;
- g) Medical emergencies;

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6.7.2.3 Staff who were involved in, or a witness to, any of the above incidents are required to submit an Incident Report.

6.7.2.4 When writing an Incident Report, the supervisor or OIC is to be notified immediately of the incident.

6.7.2.5 Staff must generate an Incident Report using the Juvenile Hall Sharepoint portal. Staff will need to receive an Incident Report number from the Duty Supervisor or OIC. The Incident Report number is to be written on the report. If the access portal is down, the Incident Reports will be handwritten.

6.7.2.6 Incident Reports shall be prepared by staff, and then submitted to the appropriate Supervisor or OIC for the review and approval prior to the end of the shift, absent exigent circumstances, or as otherwise authorized by the Duty Supervisor or OIC.

6.7.2.7 The Duty Supervisor or OIC must approve and attach the report.

6.7.2.8 If the Incident Report cannot be completed before the end of the shift, staff are required to stay in the facility until the review process is completed unless they require immediate medical attention or are physically unable to complete their reports.

6.7.2.9 Staff will be paid overtime to complete the documentation, if necessary.

6.7.2.10 Staff will verify that their report has been reviewed and approved by the JIS or OIC prior to leaving the facility, absent exigent circumstances, or as otherwise authorized by the Duty Supervisor or OIC.

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6.7.3 How to Write an Incident Report - NARRATIVE

6.7.3.1 Be clear and concise; other people must be able to understand what staff are trying to convey.

6.7.3.2 Use Proper punctuation, grammar and spelling. The reports should be free of grammatical and spelling errors.

6.7.3.3 Use precise details and facts. Make sure all information is written in an incident report is factual; important details, including statements if necessary, must be included.

6.7.3.4 Make sure that the report is thorough and can be considered the basis for an investigation; ensure evidence is preserved and/or photographed.

6.7.3.5 Make sure the entire report is free of:

- a) Typing Errors;
- b) Misspelled words;
- c) Incorrect punctuation;
- e) Incorrect sentence and or grammatical errors.

6.7.3.6 Ensure verbs, pronouns, possessives, and modifiers are all used correctly. If staff are not sure, ask someone to proofread it before submitting it.

6.7.3.7 Make sure word choices/language use are clear and objective.

6.7.3.8 Use of job-related jargon and slang is acceptable if in quotation marks; psychiatric, medical, and technical terms are acceptable only when supported by factual data or a professional in that field initiates the use of the term.

6.7.3.8.1 Abbreviations are to be used only when initially spelled out (example: the abbreviation JIO can

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only be used if Juvenile Institutions Officer is clearly spelled out beforehand).

6.7.3.8.2 No section should be left blank; the abbreviation N/A, meaning "not applicable should be added for clarity.

6.7.4 All Incident Reports shall be written using the following format:

6.7.4.1 Incident Events need to be thoroughly covered **who, what, when, where** and **how**.

6.7.4.1.2 The first sentence(s) should clearly indicate date and time, ("At the above date and time"), as well as describe all staff and youth involved, their location(s) and activity at the time of the incident. The writer should refer to him/herself as Undersigned Officer, (UO), or Undersigned Staff, (US), etc.

NOTE: This section should clearly and specifically describe in chronological order what the writer observed, said and/or did during the incident, as well as all observed activity of youth and/or other staff. The writer should not skip around or add afterthoughts.

6.7.4.1.3 If the use of physical force occurred, the writer should clearly convey their observations.

6.7.4.1.8 All action(s) taken prior to the use of physical force and the **specific restraint(s)** used.

6.7.4.1.9 The writer's chronological sentences should be factual, clear, concise, and simple; when possible, sentences should be shortened to assure clarity. The writer should avoid conclusions and/or analysis.

6.7.4.1.10 The writer should use chronological sentences written in past tense and third person. Example: "This JIO (third person) observed (past tense) Minor John Doe strike Minor Jim Doe on the left side of his jaw with a closed fist."

6.7.4.1.11 All parties, including the Undersigned Juvenile Institutions Officer, are initially identified by full name (example: Youth John Doe; Juvenile Institutions Officer II, John Jones).

6.7.4.1.12 Involved parties are not referred to by number.

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6.7.4.1.13 All sentences including quoted material should be correctly punctuated and the speaker(s) accurately identified

6.7.5 Background to Incident

6.5.1. This section should briefly and clearly relay any relevant, prior factual background information.

6.5.2. This may include information from all documented prior incidents.

6.5.3 This section should not offer analysis or editorialized information¹ only factual details.

6.5.4 Photographs of any relevant suspects, injuries, damage, or location of the reported incident should be taken to document the incident. All photographs taken shall be submitted with the Incident Report for review.

6.7.6 Interview Statements

6.7.6.1 All suspects, witness, and victim statements should be clearly noted and appear in the third person. Example: John Doe stated, "I will kill him!"

6.7.6.2 The writer should note that all suspects have been properly *Mirandized* and whether they were willing to waive their legal rights and make a formal statement regarding the incident.

(See Section 6.7.12)

6.7.6.3 The DUTY SUPERVISOR or OIC must be consulted prior to any interviews (See section 6.7.6.3)

6.7.7. Staff Recommendations

After documenting all the incident events, background information and interview statements, staff will make recommendation for the DUTY SUPERVISOR or OIC final disposition, when applicable.

6.7.8. Final Disposition

6.7.8.1 This portion is to be completed by the DUTY SUPERVISOR or OIC.

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6.7.8.2 This section clearly and specifically indicates:

- a) What action(s) were taken;
- b) Who was notified;
- c) The follow-up and disposition of youth;
- d) The location and status (kept or released) of evidence, etc.;

6.7.9 Once the Incident Report has been reviewed and "accepted" or sent back to the reporter with "Revisions Required."

6.7.9.1 If the Incident Report is in need of "Revisions" you are to make the necessary corrections and resubmit to the DUTY SUPERVISOR or OIC.

6.7.9.2 Once the Incident Report is "accepted" by the DUTY SUPERVISOR or OIC, you are done.

6.7.10 Proofread the Report Before Submitting

Ensure that the explanation of events is complete and accurate as they occurred. These Incident Reports are legal documents and may be read by a variety of professionals.

6.7.10.1.1 Copies of the Incident Reports are retained in the youth's admissions file, along with a copy that the Juvenile Hall Secretary Assistant keeps, until the file is purged.

6.7.11 Interviewing

6.7.11.1 All incidents that involve a potential new law violation require an investigation by staff (a sworn peace officer).

- a) Staff must first have permission from the DUTY SUPERVISOR/OIC to conduct interviews of youths;
- b) Once permission is granted, staff will *Mirandize* the youth;

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- c) Staff may find it beneficial to take notes when interviewing.

6.7.12 *Miranda* Warning

A formal reading of one's Fifth and Sixth Amendment Constitutional Rights required to be given by a sworn peace officer to criminal suspects before they may be questioned.

6.7.12.1 All youth(s) who are interviewed (both suspects and victims) for the new law violation are required to be "*Mirandized*" before questioning. Please ensure that you fill out and read from the department *Miranda* Admonishment and Acknowledgement form. (Appendix 2)

6.7.12.2 *Miranda* Warning

- a) "You have the right to remain silent."
- b) "Anything you say, can and will be used against you in court of law."
- c) "You have the right to talk to a lawyer and have him present with you while being questioned."
- d) "If you cannot afford to hire a lawyer, one will be appointed to represent you before any questioning, if you wish."
- e) "You can decide at any time to exercise these rights and not answer any questions or make any statements."

6.7.12.3 *Miranda* Waiver

6.7.12.3.1 After hearing his/her rights, the youth may waive his/her rights and choose to answer questions posed to him/her. This is referred to as a *Miranda* waiver. The questions posed are the following:

- a) "Do you understand, each of these rights I have explained to you?"
- b) "Having these rights in mind, do you wish to talk to us now?"

6.7.12.3.2 If the suspect responds by saying "No" to the second question, then the interview is concluded. Staff shall document the

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suspect's response in the Incident Report.

6.7.12.3.3 If the suspect responds by saying "Yes" to the second question, the officer conducting the interview should ask questions that pertain to the incident and document the responses in their report. Examples:

- a) "Can you describe to me what happened?"
- b) "Do you have any idea why this happened?"
- c) "What did you hear?"
- d) "What did you do?"
- e) "What happened next?"
- f) "Have you [two] had any problems before this incident?"
- g) "Is there anything else you would like to add on your behalf?"

6.7.12.3.4 Staff should document all questions and answers exactly as they are asked and answered on their Incident Report.

(The remainder of this page is left intentionally blank).

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MIRANDA WARNING

1. YOU HAVE THE RIGHT TO REMAIN SILENT.
2. ANYTHING YOU SAY CAN AND WILL BE USED AGAINST YOU IN A COURT OF LAW.
3. YOU HAVE THE RIGHT TO TALK TO A LAWYER AND HAVE HIM PRESENT WITH YOU WHILE YOU ARE BEING QUESTIONED.
4. IF YOU CANNOT AFFORD TO HIRE A LAWYER, ONE WILL BE APPOINTED TO REPRESENT YOU BEFORE ANY QUESTIONING, IF YOU WISH.
5. YOU CAN DECIDE AT ANY TIME TO EXERCISE THESE RIGHTS AND NOT ANSWER ANY QUESTIONS OR MAKE ANY STATEMENTS.

WAIVER

DO YOU UNDERSTAND EACH OF THESE RIGHTS I HAVE EXPLAINED TO YOU?
HAVING THESE RIGHTS IN MIND, DO YOU WISH TO TALK TO US NOW?

ENGLISH (FRONT)

MIRANDA WARNING IN SPANISH

1. TIENES EL DERECHO DE PERMANECER EN SILENCIO.
2. CUALQUIER COSA QUE DIGAS PUEDE Y SERA USADA EN CONTRA TUYA EN LA CORTE.
3. TIENES EL DERECHO DE HABLAR CON UN ABOGADO Y QUE ESTE, ESTE PRESENTE CONTIGO CUANDO SEAS INTERROGADO.
4. SI NO TIENES LA DISPONIBILIDAD ECONOMICA PARA CONTRATAR A UN ABOGADO, UNO SE TE SERA ASIGNADO PARA QUE TE REPRESENTA ANTES DE ALGUN INTERROGATORIO.
5. TAMBIEN PUEDES DEJAR A UN LADO TU DERECHO DE PERMANECER EN SILENCIO Y TU DERECHO DE SOLICITAR UN ABOGADO Y PUEDES PROCEDER A CONTESTAR CUALQUIER PREGUNTA O HACER CUALQUIER COMENTARIO QUE DESEES. SI DECIDES CONTESTAR LAS PREGUNTAS, PUEDES PARAR EN EL MOMENTO QUE DESEES, Y RECLAMAR TU DERECHO DE SOLICITAR UN ABOGADO.
6. ENTIENDES LO QUE TE HE DICHO?

SPANISH (BACK)

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6.7.13 Disciplinary Sanctions and Options

When choosing an appropriate disciplinary option staff is required to consider not only the seriousness of the offense, but also the age and maturity level of the individual. Unless otherwise indicated, the least restrictive form of discipline that will promote acceptable behavior shall be utilized first.

6.7.14 Supervisor's Reports

6.7.14.1 Policy and Purpose

When significant situations and/or events occur, the Juvenile Institutions Supervisor will write a Major Incident Report, in which the event is summarized and detailed. Reasons and guidelines for writing a Major Incident Report listed below.

6.7.14.2 Procedure

A Supervisor's Major Incident Report is prepared by the Duty Supervisor or OIC for the following reasons:

- a) When an escape or an attempted escape takes place;
- b) When a death occurs;
- c) When there are allegations against staff;
- d) If a serious injury occurs and transported to the hospital;
- e) If a natural disaster occurs (i.e. fire, flood, earthquake);
- f) If a serious law violation occurs within the facility (sexual assault, serious battery, arson, etc);
- g) If an investigation is required;
- h) Any other situation that might require administrative involvement, including; personnel matter of subordinates;
- i) In the event of an emergency transport (Medical/Psychiatric);
- j) In Child Protective Services (CPS) notifications if necessary; or
- k) After any other major incident, (i.e. major gang fight, take-over

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riot, etc).

6.7.14.3 The body of the report will usually contain:

- a) A summary of the facts;
- b) A summary of relevant statements;
- c) A description of Duty Supervisor/OIC action(s) taken and;
- d) Possible corrective actions and/or conclusions of the On-Duty Supervisor /OIC.

6.7.15 Major Incident Reports shall be completed and distributed as soon as practical.

All Supervisors' Reports are to be completed as soon as practical and the original report is given to the appropriate Juvenile Hall Probation Services Manager and/or Probation Division Director. Additional copies are placed in both the Duty Supervisor Logs (when applicable). Ensure the report is copied via email to those listed below:

- a) Chief Probation Officer;
- b) Assistant Chief Probation Officer;
- c) Juvenile Hall Probation Division Director;
- d) Juvenile Hall Probation Services Manager;
- e) Juvenile Institutions Supervisor(s) who may be impacted; and
- f) Youth's Probation Officer (if applicable or necessary).

6.7.15.1 In cases involving allegations against staff or investigations involving staff, all copies of the Major Incident Report are given to the Juvenile Hall Probation Services Manager and Juvenile Hall Division Director.

6.7.15.2 Copies of these Major Incident Reports are retained by the Juvenile Hall Division Director for period of five (5) years after the date of the report.

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6.8 Disciplinary Due Process

The severity of the misbehavior will dictate the appropriate sanction and the medium of due process procedures. Consequently, misbehavior classified as "Major" will result in disciplinary consequences that are more stringent, but that are subject to a higher degree of formality of due process than those misbehaviors classified as "Youth." Youths shall have the right to speak to the On-Duty Supervisor upon request for Major or Minor Violations. They may also ask for a "Disciplinary Review Hearing." The supervisor may uphold or dismiss the discipline.

After serving up to 4 hours of room restriction, the resident shall be returned to general population, unless they are demonstrating that they continue to pose a safety or security risk to others.

The PSM or PDD, or designee, may continue with additional periods of room restriction, each one not to exceed 4 hours. In these instances, the On-Duty Supervisor/OIC shall:

Document in a supplemental incident report the following:

- A description of the behaviors or conduct that poses a continued risk to the safety and security of others.
- The date and time the youth was initially placed on room restriction, as well as the date and time of each extension.
- The date and time that mental health or medical staff were consulted to ensure that continued room restriction does not pose a risk to the youth, as well as their instructions.
- The individualized plan that includes the goals and objectives to be met to reintegrate the youth back into the regular program.

6.8.1 Categories of Misbehavior (Rule Violations):

Youth misbehavior is divided into two separate classifications, Minor Violations and Major Violations; based on the seriousness of the misbehavior as it relates to the laws of the state and the federal government, the security of the institution, and the safety of both the youth and the staff.

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6.8.2 Major Rule Violations

Major violations include, but are not limited to, any violation that results in room restriction no longer than four (4) hours. Major violations are acts of misbehavior that display flagrant disregard for the authority of staff, rules of the institution, or laws of the state or federal government. Such acts may also endanger the safety and security of the institution, other youths, and/or staff.

Major Rule Violations include, but are not limited to the following types of misconduct:

6.8.2 (a) Violation of any Law: Violation of any law of the city, county, state or federal government; this includes, but is not limited to, acts of theft, battery, assault, and sexual assault.

6.8.2 (b) Fighting: This involves mutual combat between youth. Whenever youth are sanctioned for fighting, it is imperative that the involved youth be given an opportunity to later engage in conflict resolution under staff supervision. Talking out their differences will prevent attempts to retaliate, or "even the score." Until this is achieved, staff should keep them separated from one another.

6.8.2 (c) Lying to Staff: Lying to staff, or intentional deceit to staff that tends to threaten the safety, order, and security of the institution, other youths, or staff is not allowed. It may include, but is not limited to, lying to protect another who is trying to escape, lying to get another youth in trouble, etc.

6.8.2 (d) Serious Verbal Misbehavior: This includes, but is not limited to, actions which incite misbehavior in others, displays of flagrant verbal disrespect toward staff, the use of profanity, racial epithets or insults directed toward staff and/or other youths.

6.8.2 (e) Not Following Instructions: The direct refusal to obey an order which relates to the safety or control of the institution, its youth, or its staff, including the refusal to go to one's room as directed by staff, or the failure to follow directions given by staff during a major incident, such as a fight or an escape attempt.

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6.8.2 (f) Escape Attempt: Any act by a youth which undermines the security of the institution; including the acquisition of keys or implements to be used in an escape, conspiring to escape, or attempting to escape.

6.8.2 (g) Possession of Contraband: This includes, but is not limited to, possession of matches; tobacco; drugs; alcohol; intoxicants; money; drug paraphernalia; weapons; or, items for the purpose of escape. Also included are items utilized for the defacing of rooms, such as pencils; pens; marking pens; carving tools; and, staples.

6.8.2 (h) Destruction of Property (Major): The intentional defacing or destruction of county or personal property, including marking, carving, or writing on anything. This also includes kicking a door or causing damage to a door; breaking light fixtures; windows; door locks or mirrors; damaging mattresses, pillows, bed linens, or clothing; damaging sinks or toilets; or, intentionally plugging up plumbing fixtures.

6.8.2 (i) Persistent or Repetitive Violations of Institutional Rules: Youth violations of unit rules become major violations when attempts to control youth misbehavior, through less restrictive sanctions are unsuccessful and the misbehavior of the youth remains persistent and repetitive.

6.8.2 (j) Riotous Behavior: Any behavior on the part of a youth that instigates or supports group violence or rebellion. Such behavior includes verbal incitement of others and/or behavior that could incite a riot. Such behavior also encompasses flagrant or repeated defiance of staff directives that threaten the safety, order, or security of the unit.

6.8.2 (k) Health and Safety Violations: This refers to any act by a youth that endangers the health, safety, or welfare of the youth or others. This rule specifically covers acts of self-harm that include self-mutilation, carving on the body, and tattooing. It may also refer to behavior such as urinating or defecating in a room. Safety violations covered by this rule include engaging in an act that

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causes or has the potential to cause a fire. Specific acts include covering the night light with paper or dismantling/damaging fire alarms and equipment.

6.8.2 (l) Gang-related Incidents: This includes, but is not limited to, engaging in gang talk, gang fights, gang writing, and use of gang signs and calls while detained in Juvenile Hall.

6.8.2 (m) Threats Toward Staff: This includes, but is not limited to, use of any threatening or abusive language toward a staff member, any threats of physical harm directed toward staff, or assuming any threatening posture toward staff.

6.8.2.1 Consequences of Major Rule Violations

The consequences for Major Rule Violations or misbehavior include the imposition of the following disciplinary options:

- a) One of more of the disciplinary consequences listed for Youth Rule Violations/offenses;
- b) Room Restriction (Not to exceed four (4) hours) (See Section 6.8);
- c) Disciplinary transfer of the youth to another unit. A youth may be transferred to another unit for security reasons;
- d) Placement in the Comeback Program. This program requires the youth to earn back their privileges and engage in cognitive behavior skill building in order to rejoin their unit group/s. The youth's progress shall be review daily. The Duty Supervisor or OIC shall determine if the youth is able to rejoin their unit group (Basic Program) and be placed back in the regular program;
- e) Arrest on new charges and a request that a juvenile petition be filed with the District Attorney's Office and the Juvenile Court;
- f) Under **no** circumstances shall a youth lose his/her right to call their parent.

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6.8.2.2 Rights of Youths Charged with Major Rule Violations

Youths charged with Major Violations resulting in room restriction are entitled to a Disciplinary Hearing and must be given a "Notice of Rule Violation" prior to the hearing (Notice must be given immediately after the decision is made to restrict activities and/or the youth is placed in his/her room). Notification, hearing time, date, and decision shall be documented on an incident report and/or DRF.

- a) **Entitled to a Hearing:** Youth charged with Major Violations are entitled to a hearing by a person who is not a party to the incident. The youth has the right to refuse a hearing and such refusal shall be signed and documented by youth and staff.
- b) **Entitled to Present Evidence:** Youths charged with Major Violations are entitled to be heard and to present evidence and testimony.
- c) **Entitled to be assisted by Staff:** Youths charged with Major Violations are entitled to assistance by a staff member during the hearing process. The staff member shall be someone who is not a party to the incident.
- d) **Entitled to Administrative Review:** Youth charged with Major Violations are entitled to administrative review of the hearing process and decision. They shall be notified of the administrative decision.
- e) Any sanction time shall be review by the Duty Supervisor or OIC before four (4) hours of such sanction. The review shall be documented on an incident report and a copy shall be placed in the youth's file. The original shall be accompanied with the original incident report/s.

6.8.2.3 Staff Responsibilities- Major Violations

The staff member initiating the room restriction shall advise youths of their rights to a due process hearing and provide a disciplinary

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review hearing form for the youth to sign, indicating whether or not a hearing is desired.

- a) **Staff to Complete Disciplinary Review Form (DRF):** Staff shall complete the disciplinary review hearing form indicating: date and time of the incident, unit, youth's name, description of incident, and action taken. Staff shall sign the form and indicate "yes" or "no" as to the youth's desire for a hearing. The youth's signature must be included on the form.
- b) **Submission of DRF:** Staff shall submit the completed disciplinary review hearing form to the shift supervisor for review and hearing within two (2) hours of the time the offense occurred, and/or prior to conclusion of the shift during which the offense occurred.
- c) **PSM Shall Hold a Hearing:** The PSM or designee shall hold a hearing with the youth within eight (8) hours (night-shift and weekend hours excepted) if a hearing is requested and discuss the incident and the action taken. The prior findings shall be documented on the disciplinary review hearing form (with a copy given to youth) and forwarded to the PSM along with supporting documentation for final review. If an administrative review has been requested the PSM or designee shall conduct the review within 24 hours and notify the youth and the submitting unit of the findings in writing. The designee shall be a supervisor or OIC who is not a party to the incident.
- d) **Disciplinary Review Coordinator:** The PSM shall appoint a disciplinary review coordinator (Administrative Supervisor) who will be responsible for data collection and a monthly report due by the fifth of each month. The report shall include the following information:
 - The number of disciplinary review hearing reports filed and dates of filing;

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- Whether staff submitted reports within two (2) hours of restriction and whether disciplinary review hearings were held within eight (8) hours of the time the youth was placed on restriction;
- Whether disciplinary review findings were upheld or modified;
- Copies of the disciplinary review coordinator's reports shall be reviewed and maintained by the PSM for five (5) years and a monthly copy shall be provided to the Probation Division Director by the fifth working day of each month.

6.8.2.4 Distribution of Disciplinary Due Process Form (DRF)

- Copy to the PSM – forwarded to the disciplinary hearing coordinator
- Copy to the youth
- Copy placed in the youth's file

6.8.3 Youth Rule Violations

Youth Violations include, but are not limited to, those misbehaviors that may result in room restriction or loss of privileges for periods of time, not to exceed four (4) hours. Youth Violations are representative of youth misbehavior which disregards Juvenile Hall or individual unit rules, but is not so serious as to be considered a Major Violation:

6.8.3 (a) Horseplay: Inappropriately loud, riotous behavior or rough boisterous play and/or unwarranted playful physical contact between or among two or more youths.

6.8.3 (b) Out of Assigned Area: Being in an unauthorized area of the unit or place of activity without staff permission; loitering in the restroom, shower, supply room, laundry room, staff area or any other designated "off limits" area of juvenile hall.

6.8.3 (c) Not Following Instructions: Disobeying staff directions, listed unit rules, refusal to stop inappropriate behavior or activities,

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or refusal to follow a staff member's directive to behave or perform appropriately.

6.8.3 (d) Possession of Youth Contraband: Unauthorized possession of extra clothes, bedding, towels, books, or any other article specifically prohibited by unit rules.

6.8.3 (e) Noise in Room: Yelling, screaming, banging on doors, kicking walls, or any other unusual or loud noise made in a youth's room that is disruptive to the unit program.

6.8.3 (f) Movement Misbehavior: Refusal to line up properly prior to a group movement; any improper or unauthorized movement in the hallways while in transit to school, Court, or through another unit which makes it difficult for staff to properly supervise the movement and ensure the safety of both youths and staff; running in the hallways; horseplay in the hallways; stopping to talk in the hallways; and, passing articles in the hallways are specific activities prohibited during movement.

6.8.3 (g) Disrespect to Staff: Including, but limited to, the use of profane language or gestures directed toward staff; inappropriate comments of a sexual or personal nature toward staff; sexual gestures; back-talking to staff while in the presence of the group.

6.8.3 (h) School Failure: Receiving a failing grade in the school program or being removed from class for inappropriate behavior or disruption of academics.

6.8.3 (i) Zero (0) Points in Any Class: Generally, a youth is subject to removal from school and unit program for remainder of day, and requires written incident report from teacher and shall take into consideration the reason for failure and rules violated). If the youth is removed longer than one period from school, MCOE staff will complete suspension paperwork. The suspension paperwork is to be approved by the Principal, MCOE Director or MCOE Asst. Superintendent before the end of business.

6.8.3 (j) Refusal to Attend School: Refusal to attend one or more periods without medical or other approved reason. Youths who

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refuse to attend school shall not be allowed to participate in the unit program on the day that they refuse to attend. This includes youths electing to be non-participants during school hours.

6.8.3 (k) Unauthorized Communication: Engaging in conversation that is prohibited during certain group movements, programs, or in designated areas. Examples include talking in a double line, talking in the hallway, talking during a movie or television program, talking while staff are addressing the group, communicating with youths from another unit, or, any other type of communication which staff prohibits prior to or during a group program.

6.8.3 (l): The willful and unauthorized taking of the personal property belonging to another. This may include the theft of incidental items, such as books, clothes, and food. However, depending upon the value of the item and/or the repetitive or serious nature of the act, theft may be considered a major rule violation and may result in additional charges being filed.

6.8.3 (m) Overall Behavior Failure During a Shift: Failure to earn sufficient points to pass overall behavior during any shift.

6.8.3 (n) Failure to Participate in Program Activities: Refusal to participate in programs without medical or other approved reason; i.e., refusal to participate in daily hygiene and housekeeping programs, failure to shower, failure to maintain clean room, etc.

6.8.3 (o) Being Discourteous to Others: Arguing with others, name calling, or ridiculing others.

6.8.3 (p) Improper Table Manners: Playing with food or being obnoxious during meals.

6.8.3 (q) Intentionally Slow to Follow Staff Instructions: Intentionally slow to respond to instructions or not following staff instructions.

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6.8.3 (r) Use of Inappropriate Language: Profanity or sexual expressions that are used descriptively and are not directed at individuals or staff.

6.8.3.1 Consequences of Minor Rule Violations

The consequences for Minor Rule Violations or misbehavior include the imposition of the following disciplinary options, listed from least restrictive to most restrictive. Assignment of an essay may be included at any stage that includes counseling or greater sanction.

- a) Verbal warning;
- b) Failure to earn points;
- c) Counseling session;
- d) Assignment to rules session;
- e) A written essay by the youth used to assist the youth in understanding his/her transgression, what he/she must do to avoid such behavior in the future, and what impact her/his actions have on him/herself and others;
- f) Time out in room for up to two (2) hours (requires Room Restriction incident report);
- g) Charge of a Major Violation for repeated or serious continued minor misbehavior and sanction, or violation of probation petition to be filed with the Court.

6.8.3.2 Rights of Youth Charged with Minor Rule Violation

Rights of youth charged with Minor Rule Violations resulting in Room Restriction (RC) or loss of privilege.

- a) Youth shall have the right to speak to the Duty Supervisor upon request. The Duty Supervisor may uphold, modify, or dismiss the discipline.

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- b) Any appeal to discipline imposed due to minor rule violations shall be addressed via the Institutional Grievance Procedure pursuant to Manual Section 6.6.
- c) Any sanction time shall be reviewed by a Duty Supervisor or OIC before the end of the shift. The review shall be documented on a Sanction Review Form and placed in the youth's file. The original shall be accompanied with the original incident report/s.

6.8.3.3 Staff Responsibilities - Minor Violations

The staff member initiating the sanction shall counsel the youth regarding the reason for the sanction in terms that base the reason for restriction on actions and behaviors. Staff members also shall advise the youth of his/her right to speak to a Supervisor or to file a grievance.

6.8.3.3.1 Entering Information on Restriction Log: The staff member initiating the room restriction shall enter room restrictions not to exceed four (4) hours in the room restriction checklist form and approved by the Duty Supervisor or OIC. The staff member shall complete a Room Restriction incident report for all room restrictions. The report shall list unit, staff name, youth's name, reason for restriction, time restriction began, time restriction ended, statement that the youth has been advised of his/her right to speak to a Supervisor, and staff signature. The report shall be completed at the time the youth is restricted and given to the Duty Supervisor or OIC upon completion.

6.8.3.3.2 Youths Meeting Obligations: The staff member imposing any sanction other than Room Restriction (essay, rules session, etc.) for youth violations shall be responsible to ensure that the youth meets the obligation and for review of any written assignment.

6.8.3.3.3 Supervisor Review: The Duty Supervisor or OIC shall review all Room Restriction Reports, speak to youths

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wishing to be heard, and/or review any grievance. The Duty Supervisor or OIC may uphold or overrule any restriction upon review pursuant to policy.

6.8.3.3.4 Filing Documentation: Room Restriction Reports shall be maintained for 90 days in a file titled "Room Restriction Reports" located in the Duty Supervisor's office. Thereafter, the individual logs shall be given to PSM for filing, and shall be kept for five (5) years.

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6.9 Behavior Management System (ABC Program)

It is the policy of the Monterey County Probation Juvenile Hall to provide youth with a Behavior Management System (ABC Program) that is designed to promote positive behavior by encouraging adherence to facility rules, providing pro-social and skill building chores to willing youth, and recognizing hard work and good behavior with enhanced privileges.

6.9.1 Advanced Program:

6.9.1.1 Advanced Program (defined):

In order to promote positive behaviors a top-level tier will be established. Youth in this program shall be entitled to the maximum amount of time outside their rooms allowable.

6.9.1.2 A minimum of four (4) hours of privileges /recreational activity on school days- one hour of which will be large muscle activity outside (weather permitting)

6.9.1.3 A minimum of at least six (6) hours of privileges /recreational activity on non-school days- one hour of which will be large muscle activity outside (weather permitting)

Privileges for Advanced Program:

- a) Tournaments/Special Activities;
- b) Commissary/Store Program;
- c) Unit Detail (Clean-up, Kitchen Prep, Laundry);
- d) Television (Netflix/Sporting Events);
- e) Hygiene Products (Hair Gel/Shampoo, Conditioner);
- f) Movie Night;
- g) Stereo/Radio.

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- NOTE: New intakes (with the exception of Youth Center Failures) will automatically be a part of the Advanced Program. They can begin earning Behavior Bucks on their first full day of custody.

6.9.2 Basic Program:

The basic program encompasses the minimum behavior expectation for the Juvenile Hall. The youth in this program will be entitled to Title 15 minimum standards for education and housing. **This is not a disciplinary program.** Youth on this program will be entitled to more recreation time if allowable, but such time will not be equivalent to that provided to the Advanced Program participants. Minors on this program will be evaluated daily and reminded about how they can improve their Daily Performance Reviews to be promoted to the Advanced Program.

6.9.2.1 A minimum of three (3) hours of privileges/recreational activities on school days- one hour of which will be large muscle activity outside (weather permitting)

6.9.2.2 A minimum of five (5) hours of privileges/recreational activities on non-school days- one hour of which will be large muscle activity outside (weather permitting);

6.9.2.3 Privileges for Basic Program Minors:

- a) Reading/Open Recreation Time;
- b) Telephone;
- c) Meal Movement;
- d) Guest Speakers;
- e) Board Games;
- f) Participate in organized sporting events in the Courtyard/Backyard (Not including Large Muscle Activity).

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6.9.3 Comeback Program

The Comeback Program is a small group behavior modification program that focuses on individualized behavior goals with the focus on promoting back to the Basic Program. Youth in this program will be offered specific skill building packets and information in order to address problem behaviors. Youth will utilize packets, work programs, chores, and Behavioral Health referrals to identify negative behaviors. Youth will be evaluated daily by the Duty Supervisor or OIC for promotion out of the Control Group. Youth who are not deemed a safety risk to others will conduct physical training with the group. Their recreation time will be with other members of the Comeback Program with individual instruction. They shall still be eligible for religious programming with the group, so long as they are not deemed a safety risk. If their behavior is assaultive, they will be entitled to one on one church services on regular church nights at their request.

6.9.3.1.1 Comeback Program (Re-Focus)

- a) A minimum of three (3) hours of small group privileges/recreational activities on school days, one hour of which will be large muscle activity outside (weather permitting);
- b) A minimum of five (5) hours of small group privileges/recreational activities on non-school days, one hour of which will be large muscle activity outside (weather permitting).
- c) Privileges for Comeback Program Youth:
 - 1. Quiet Letter Writing/Open Recreation Time;
 - 2. Telephone;
 - 3. Staff Counseling/Rule Sessions;
 - 4. Reading;

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- d) Youth behavior will be reviewed daily at 2200 hours for promotion out of the Comeback Program by the Duty Supervisor or OIC.
- e) Youth involved in Major Disciplinary Rule Violations may face a control program sanction time of 1, 3 or 5 days. Following the sanction time, the youth may promote out of Control Program by meeting the minimum standards of the Basic Program. The youth progress will be reviewed daily and the youth will be eligible for promotion at 2200 hours on the last day of their sanction time.
- f) Independent Instruction for youth that are involved in a major school or physically violent incident can be recommended by the staff and approved by Duty Supervisor or OIC.

6.9.4 PROMOTIONAL GUIDELINES

6.9.4.1 Basic to Advance If the youth has maintained a 90-100% Daily point total and no major disciplines at their review, they will be promoted to Advanced Program.

6.9.4.2 Basic to Basic If the youth has maintained a 66-89% Daily point total they will remain on Basic Program.

6.9.4.3 Advance or Basic to Control If a youth fails to earn more than 65 daily points or has a major discipline, an incident report must be generated and approved by the Duty Supervisor or OIC.

6.9.4.4 Control to Control If youth on Control Program receives a major discipline or fails to earn 65 Daily points at their review date, they will remain on CP upon approval by Duty Supervisor or OIC.

(The ABC program guidelines are outlined in a binder located on each housing unit).

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6.10 Citizen's Complaint Report/Declaration

6.10.1 Review of Complaint

All complaints received from citizens are reviewed and acknowledged in writing or verbally.

6.10.2 Requesting a "Citizen Complaint" Form

If a citizen request to file a citizen's complaint you are to provide them with the Citizen's Complaint Report/Declaration form. If the complaint is made verbally, you are to write a memo and forward it up the chain of command.

6.10.3 Forwarding the "Citizen's Complaint"

The Juvenile Institutions Supervisor, OIC, or Probation Services Manager receiving the citizen's complaint is to forward the complaint to the Probation Division Director.

6.10.4. Time Frame for Addressing the "Citizen's Complaint"

The Juvenile Hall is sensitive to the concerns of its youth, parents, guardians, staff, and other parties. These concerns shall be addressed and documented within three (3) business days, whether or not those concerns are associated with a grievance. All youth in the juvenile hall shall be entitled to file a formal grievance at any time, pursuant to the provisions of this policy.

6.10.5 Screening Allegations

The Office of the Chief will screen all allegations or complaints regarding Department staff and will determine the level of inquiry required by the circumstances of the allegations. If a formal investigation is required, the investigator shall conduct an objective, unbiased, and complete investigation of the facts and circumstances report. It will be submitted, with all supporting documentation, to the Office of the Chief for review and follow-up action.

REMEMBER:

If you disobey the rules, you may be:

1. Placed in your room
2. Suffer a loss of privileges
3. Face additional charges

The better your behavior, the more privileges you will receive. Staff is here to help you. If you have any questions, ask an officer.

YOU WILL REMAIN IN CUSTODY UNTIL RELEASED BY A PROBATION OR PAROLE OFFICER OR A JUDGE.

YOU MAY BE REQUIRED TO GO TO COURT. IF YOU HAVE QUESTIONS ABOUT THE COURT PROCESS, ASK THE DUTY SUPERVISOR.

I have read and understand this booklet and the rules have been explained to me.

Minor's Name (Print)

Minor's Signature

Date

I have explained the information contained in this pamphlet and have provided a copy to the above named ward.

Staff Signature

Date

Things to Keep in Mind

You must participate in school, in recreation, in unit meetings, in group sessions, and educational services. These services are provided for you on site.

For staff assistance while in your room, please use this as a "flag" and place between the door and wall for staff to see. If it is an emergency, push the call button on the wall or knock on your door.

Fire and Earthquake drills are held three times each month. Pay close attention to instructions in case of emergency.

Programs and other information are posted in each unit. Each unit has a behavioral level system.

You will go to court approximately every two weeks. If you have questions about court, you can write your probation officer.

Medical & Mental Health Services

If you feel ill, have a medical problem, or want to talk to Behavioral Health staff, tell a staff member. Ask the staff about "Sick Slips" and the Sick Call schedule.

Educational Services MCOE

State law requires you attend school if you are under the age of eighteen (18) years old, if you do not have a high school diploma, or if you have not passed an equivalency test. A teacher will test you to determine your education level.

You must participate in school. If you refuse to attend school, you will be placed on "Modified Program" for 16 hours, if warranted or a violation of probation.

Special Programs

Home Super Vision/ Electronic Monitoring

The Court may decide to release you on the Home Supervision Program. If so, an officer from the hall will come by your house once a day to check on your behavior. Ask staff about this program.

COUNSELING

Psychological counseling services are provided by Monterey County Health Department and the California Forensic Medical Group. A counselor is available on request. Ask staff about counseling services.

RELIGIOUS SERVICES

Non-denominational religious services and Bible study are provided and attendance is voluntary. To request individual counseling by your minister or spiritual advisor, ask staff for information.

WARNING! Use of Restraints or OC

ANYTIME A STAFF MEMBER YELLS "YARD CHECK," LIE FACE DOWN WITH YOUR HANDS BEHIND YOUR HEAD, ANKLES CROSSED IMMEDIATELY! STAY WHERE YOU ARE AND DO NOT MOVE UNTIL YOU ARE DIRECTED BY STAFF TO DO SO.

IF YOU FAIL TO OBEY THAT ORDER, YOU MAY BE SUBJECTED TO CHEMICAL SPRAY (OC), USE OF FORCE, USE OF RESTRAINTS OR CRIMINAL CHARGES

MONTEREY COUNTY PROBATION DEPARTMENT



Wellington M. Smith, Jr.

Juvenile Hall

Ward's Handbook of Information and
Rules

1420 Natividad Road

Salinas, CA 93906

(831) 755-3981

WARNING!

STAFF MAY USE FORCE, RESTRAINTS,
AND/OR CHEMICAL AGENTS FOR DE-
FENSE AND FOR BEHAVIORAL

CONTROL.

You must keep this pamphlet in your room and review it daily. When you are out of your room, display it on top of your pillow. If you lose this pamphlet, ask staff for another copy.

Juvenile Hall Rules

1. You must follow staff instructions at all times
2. Treat everyone with respect and do not use profanity
3. Fighting or threatening behavior may result in additional criminal charges
4. NO tattooing
5. You may not have anything in your possession that is not approved by staff
6. You are responsible for the care of all County property. Additional charges may be filed for willfully destruction of property and you may be ordered to make restitution for any damages.
7. You must keep your living area clean
8. NO writing on any part of the building or on any other County property
9. While in your room, you are to remain quiet and not talk to other minors
10. Keep your voice at an acceptable level at all times
11. When in the dining area, you are expected to use proper table manners
12. When you hear, "Stand By!" stand quietly by your door or bunk (Dorm Units)

Access to Legal Services

If you wish to contact your attorney, ask staff for assistance. You may call them on staff phone, write them a letter and visit them in a confidential area.

Housing Assignments

All youth will be assigned to a unit based on the facility classification system. You may ask for a single room if you would like one.

Wards Have the Right:

1. To make one phone call within one hour of your arrival to your parents or guardian, attorney, and your employer. If it is after hours, a public defender will be informed. You will also be able to use the phone throughout your stay.
2. To talk to a person who speaks the same language you speak, as soon as possible
3. To see your probation officer as soon as possible
4. To send and receive mail. All mail, except legal correspondence is checked for contraband items. Ask staff member for more information about the mail policy.

5. To fair treatment and discipline. You have the right to be told why you are being disciplined.
6. To reasonable staff protection from other minors/wards
7. To attend religious services as scheduled. You may also request counseling from your religious advisor.
8. To adequate meals on a regular basis
9. To clean clothing, bedding and necessary grooming and hygiene items
10. To medical services
11. To Educational services
12. To file a grievance if you feel you are not being treated fairly.
13. Visits from your parents or legal guardian.

Visiting Hours:

For Girls: Saturday 9AM-11AM

For Boys:

Last names beginning with A-L

Saturday 9AM-11AM

Last names beginning with M-Z

Programs, Activities and Reading Materials

Each Unit has programs and activities that you may participate in. They are listed on the unit calendar. Each unit also has books and magazines that you can borrow to read in your room. If you have any questions, ask staff for assistance.

Personal Care and Hygiene

You will shower daily. Hygiene items will be provided to you. You can brush your teeth after meals and wash up as needed.

Discipline, Due Process, & Restrictions

Grievance Procedure

If you have a complaint regarding your care or treatment in juvenile hall, staff shall make every effort to resolve the complaint at the unit level. If the matter cannot be resolved and you still want to fill out a grievances form, you will find the forms on the unit, if none are available you may ask staff for a form. If you have problems reading or writing, or if English is not your first language, you may ask a staff for help filling out the form.

After filling out Section A of the form, if the staff it is against is still on duty, you may give them the form. If they are off duty, you may give it to the Duty Supervisor. If you do not want to give it directly to the staff, you may place it in the "Confidential Grievance" box located on each unit.

Major Rule Violations

Major rule violations include, but are not limited to any violation that results in room restriction for 16 hours or longer or an extension of time in custody. Major rule violations are acts of misbehavior that display disregard for the authority of staff, rules of the institution, or laws of the state or federal government. They may also endanger the safety and security of the institution, your peers, and/or staff.

Rights of Minors Charged with Major Rule Violations

Minors charged with Major Violations resulting in room restriction are entitled to a Disciplinary Hearing and must be given a "Notice of Rule Violation" prior to the hearing. (Notice must be given immediately after the decision is made to restrict activities and/or the minor is placed in his/her room.) Notification, hearing time, date, and decision shall be documented.

MAJOR RULE VIOLATIONS:

- 6.8.2(a) Violation of Any Law
- 6.8.2(b) Fighting
- 6.8.2(c) Lying to Staff
- 6.8.2(d) Serious Verbal Misbehavior
- 6.8.2(e) Not Following Instructions (Major)
- 6.8.2(f) Escape Attempt
- 6.8.2(g) Possession of Contraband
- 6.8.2(h) Destruction of Property (Major)
- 6.8.2(i) Destruction of Property (Major)
- 6.8.2(j) Riotous Behavior
- 6.8.2(k) Health and Safety Violations
- 6.8.2(l) Gang-related Incidents
- 6.8.2(m) Threats Towards Staff

Minor Rule Violations

Minor rule violations include but are not limited to those misbehaviors that result in room restriction for periods of time up to 16 hours. Sanction time in your room may range from a "Time Out." Any sanction time in your room longer than 2 hours requires a report and Due Process.

The consequences for Minor Rule Violations or misbehavior include the imposition of the following disciplinary options, listed from least restrictive to most restrictive.

1) Verbal Warning; 2) Failure to earn points; 3) Counseling Session; 4) Assignment to rules session; 5) A written essay by the minor used to assist the minor in understanding why the behavior could result in discipline; 6) Time out in room for up to 2 hours; 7) Room restriction for 2-16 hours; 8) Charge of a Major Violation for repeated minor misbehavior

- 6.8.3(a) Horseplay
- 6.8.3(b) Out of Assigned Area
- 6.8.3(c) Not Following Instructions
- 6.8.3(d) Possession of Minor Contraband
- 6.8.3(e) Noise in Room
- 6.8.3(f) Movement Misbehavior
- 6.8.3(g) Disrespect to Staff
- 6.8.3(h) School Failure
- 6.8.3(i) Zero (0) Points in Any Class
- 6.8.3(j) Refusal to Attend School
- 6.8.3(k) Unauthorized Communication
- 6.8.3(l) Theft
- 6.8.3(m) Overall Behavior Failure During a Shift
- 6.8.3(n) Failure to Participate in Program Activities
- 6.8.3(o) Being Discourteous to Others
- 6.8.3(p) Improper Table Manners
- 6.8.3(q) Intentionally Slow to Follow Staff Instructions

Non Discrimination Policy

All youth within the facility shall have fair and equal access to all available services, placement, care, treatment, and benefits, and provides that no person shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status, including restrictive housing or classification decisions based solely on any of the above mentioned categories;

4.3.7 Minor Charged with Non-Violent Misdemeanors

Minors charged with non-violent misdemeanors or less serious offenses may be detained only if their parents or guardians are not available and then only until they are available. (In general, such minors shall not be mixed with the general population.)

4.4 Juvenile hall will NOT accept minors:

4.4.1 Traffic Warrants or Misdemeanor Warrants

Arrested solely on traffic warrants or misdemeanor warrants which state "may cite and release" on the face of the warrant.

4.4.2 Solely Accused of Violation of Sections 300, 600, and 601 W&I

Who are solely accused of violations of Sections 300, 600, and 601 W&I. (Officers attempting to book such minors shall be directed to Social Services or Sunrise House.)

4.4.3 Infractions or Non-violent Misdemeanors

Who are charged solely with violations of the Penal Code, Civil Codes, etc., which are infractions, or non-violent misdemeanors.

4.4.4 Medical Clearance prior to Booking

A medical clearance prior to booking shall be obtained for any minor involved in any traumatic event with the potential for internal injury; for any minor with obvious external injury; for minors who have been sprayed with Oleoresin Capsicum (OC) without a certificate of physician's clearance.

In addition, a medical clearance shall be obtained prior to booking any minor who is intoxicated to the extent that they are a threat to their own safety or the safety of others. Supervision of intoxicated minor who is cleared to be booked into a facility shall include monitoring by personal observation no less than once every 15 minutes until resolution of the intoxicated state. These observations shall be documented, with actual time of occurrence recorded. Medical staff, or minor supervision staff operating pursuant to medical protocols, shall conduct a medical evaluation for all minors whose intoxicated behavior persists beyond six hours from the time of admission.

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2.2 Staff Training

2.2.1 Initial Training (40) Hours

Each child supervision staff member (permanent and temporary) shall receive 40 hours of training prior to being assigned the supervision of minors. Training includes but is not limited to:

- Review of all policy and procedure manuals.
- Individual and group supervision techniques.
- Regulations and policies relating to discipline and basic rights of minors.
- Health, sanitation, and safety measures.
- Use of force, application of mechanical and chemical restraints
- Emergency and safety procedures (**Fire and Life Safety Training Requirement**) – All staff must complete fire and life safety training during in
- Security measure
- Counseling techn
- Monitoring ward

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4.8 Minor's Rights Upon Admission to Juvenile Hall

Prior to assigning the minor to a unit, admitting staff shall review Juvenile Hall rules with minor, answer any questions and have the minor sign the form listing the rules. Give the minor a copy of rules and place the signed copy in the minor's file. (A thorough orientation and discussion shall take place on the assigned unit pursuant to policy section 6.4 and 6.5 once the minor proceeds to the unit.) At this time, at a minimum, staff shall provide a brief verbal discussion, and an opportunity for questions and answers pertaining to:

- Facility rules and disciplinary procedures
- Prison Rape Elimination Act (PREA) Orientation
- Minor's rights and grievance procedures
- Access to legal services
- Housing assignment
- Access to medical care
- Availability of personal care items and opportunity for personal hygiene
- Availability of correspondence, visiting, and telephone use
- Availability of reading materials, religious and recreation programs, mandatory school attendance, and juvenile hall activities
- The fact that Juvenile Hall staff may use chemical agents, restraints and/or physical force to maintain the safety of the institution, its detainees, and/or staff and visitors; ensuring that the minor understands that he/she will not be subjected to abuse and that such measures are only used when there is a failure to comply with verbal direction.
- A complete and thorough indoctrination shall take place on the detainee's assigned living unit pursuant to policy

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4.8.1 Following Services Available to Minors Upon Admission to Juvenile Hall

Upon admission, all minors have the right to, and shall be, provided with the following:

- Medical attention in accordance with the provisions of Title 15
- At least two telephone calls (three if there is verified employment) no later than one hour from time of admission to parent/guardian or responsible relative and attorney
- A shower or bath (required at time of admission and daily thereafter)
- A clean towel
- Clean clothing
- Clean bedding
- Necessary toilet articles
- Secure storage and receipt for personal clothing and valuables
- An opportunity to eat a nutritious meal or snack within two hours after admission
- A complete orientation and indoctrination to the Juvenile Hall program
- The minor will be handed a copy of the minor's handbook of information and rules at the time of booking. The minor will be allowed to take the handbook to his/her room.
- Parent/guardian notification– staff is required to notify the minor's parent or guardian that the minor is in custody at Juvenile Hall. If the minor does not want his/her parents to be contacted, staff must notify the parents of the minor's whereabouts.

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9.8 Use of Force

This policy was developed after consultation with the medical provider for Juvenile Hall.

9.8.1 Definition

The use of force is the application of physical techniques or tactics, chemical agents or weapons to another person.

9.8.2 Authority

State and Federal laws empower peace officers with the right to use physical force when necessary to maintain and enforce their responsibilities under the law. Within an institution, Probation Department staff has a duty and responsibility to safely maintain control of the institution and its components. This duty and responsibility extends to the physical restraint of youth who are threatening self-harm or harm to the security and safety of the institution, its staff, other youth, or visitors. Use of physical force is both lawful and necessary if the safety and security of the institution is jeopardized by threatening or violent acts of a youth in custody.

9.8.3 Use of Physical Force

Within Juvenile Hall, the use of physical force by staff may be necessary to prevent the following: the perpetration of a violent act between youth, against staff or visitors; destruction of county property; to prevent self-harm by a youth; or, to gain compliance with facility rules.

9.8.4 Appropriate Use of Force

When the use of physical force, mechanical restraint, or chemical agent is contemplated, staff is required to know exactly what type of force is allowed, when it is appropriate to use, and how to apply force properly.

9.8.5 Documentation of Physical Force

When any use of physical force has been used, all involved staff shall be responsible for documenting the force used in a prompt, complete, and accurate manner in the form of an Incident Report. This report shall be submitted no later than the end of shift, absent exigent circumstances, or as otherwise authorized by the Duty Supervisor.

9.8.6 Use of Force Form

A Use of Force Report Form shall be completed before the end of shift that same day. This report shall be filed with the corresponding incident report by the end of shift. The report shall outline the specific type of force

used, the circumstances that merited the use of force, any medical treatment that was rendered as a result of the use of force, and any safety equipment that was utilized by the involved staff.

9.8.7 JIS/OIC Responsibility

The Juvenile Institutions Supervisor or OIC's responsibility is to immediately respond to the incident.

- a) Obtain the basic facts from the involved officer(s) and ensure evidence is collected, and photographs taken, if applicable;
- b) Ensure that any injured parties are examined and medically treated;
- c) Separately interview the subject(s) upon whom force was applied;
- d) Ensure that photographs have been taken of any areas involving visible injuries or complaint of pain as well as overall photographs of uninjured areas;
- e) Identify any witness not already included in related reports and obtain statements for inclusion in the incident report(s);
- f) Review and approve all related reports;
- g) Any use of force resulting in injury to a youth or staff member shall be documented in incident reports by involved staff, as well as a major incident report by the Duty Supervision, all of which shall be submitted to the Probation Services Manager and Probation Division Director for review.

9.8.8 Limitations

Use of force is limited to the minimum force necessary to maintain control of the institution or to protect the safety of its staff, youth and visitors. Any use of force in excess of that which is necessary or use of force after control has been attained, constitutes an unlawful act and is not authorized or protected under the color of legal authority provided by law.

9.8.8.1 Pregnant Youth

A youth known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body. A pregnant youth in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles,

or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public. Restraints shall be removed when a professional who is currently responsible for the medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary (3407 PC, 222 W&I).

9.8.8.2 Ensuring a Second Staff is Available

Whenever possible, initiation of physical contact or use of force with a youth should be done in the immediate presence of another staff member and, if the situation allows, the Unit/Duty Supervisor. The Unit/Duty Supervisor shall be notified and their presence requested in all cases, whenever physical contact with a youth is anticipated or has occurred. The use of force is limited to:

- a) Self-defense;
- b) Defense of staff;
- c) Defense/protection of youth in custody;
- d) Protection of visitors;
- e) Protection of governmental property;
- f) Prevention of escape;
- g) Prevention of riots/unit disturbances;
- h) Movement of a youth who fails to cooperate with a reasonable request to leave the scene of an incident or accompany an officer to an area designated by staff (i.e., the youth's room, etc.) when such compliance is necessary for the maintenance of group control, maintenance of individual safety, or accomplishment of an arrest.

9.8.9 Staff Immunity

When force is used by probation staff members, they will be protected by the law to the extent that they operate within it. When staff members exceed the protection of the law, they are vulnerable to criminal charges and/or Departmental disciplinary action. When abuse of force is believed to have occurred, a preliminary internal investigation will be conducted by

the facility PSM and a report shall be made to the Division Director and the Chief Probation Officer. If it appears that there may have been abuse, an internal investigation pursuant to the Peace Officers Bill of Rights shall be conducted and appropriate discipline shall be administered. If warranted, the Salinas Police Department shall be notified to investigate the situation with the full cooperation of the Probation Department and that agency may file criminal charges as appropriate.

9.8.10 Prohibitions

Under no circumstance shall force be used as a form of punishment or discipline. Nor shall physical force be engaged in with the intent to injure a youth, except in instances where a life is threatened or in jeopardy. Offensive physical force will be condoned only in a life-threatening situation and as a final resort for the protection of self, staff, visitors and/or other youth.

9.8.10.1 Unapproved Physical Contact

Carotid restraint, choke, or sleeper holds are expressly not authorized by the Department.

9.8.11 Reporting requirements

The importance of complete and properly filed reports is essential for the protection of all Probation Department staff. It is inevitable in an institutional setting that youth and staff alike may be injured during a physical confrontation and allegations of impropriety may be made. Complete and prompt reports are therefore the best safeguard from false accusations regarding the use and application of force by staff.

9.8.11.1 Incident Reports

All instances involving use of force or physical contact between staff and a youth require an incident report entitled "Use of Force/Physical Contact," documenting the incident. This report is to be submitted to the Unit/Duty Supervisor for review prior to the completion of the shift during which the event occurred. The officer initiating the use of force/physical contact shall submit the report. This report shall include:

- a) An account of the events leading to the physical contact or the use of force;
- b) An accurate and precise description of the incident and the type of force used;

- c) A description of any injuries suffered by either staff or youth. If there were no injuries to anyone, the report should so state. The report shall also include a statement that the involved youth was referred for medical and mental health evaluation (see Section 9.7.4.4).
- d) A list of all staff and youth who were participants and/or witnesses. (ALL staff participants and witnesses are required to submit independently written Incident Report entitled "Use of Force/Physical Contact";
- e) An account of any deviation from the standard operating procedures or policy regarding the use of force and the reason for the deviation;

9.8.11.2 Supervisor Review

Upon receiving the Incident Reports, the Unit/Duty Supervisor will review for clarity and completeness and addendum all reports prior to the end of his/her shift and prior to submitting them for further review by the Administrative Juvenile Institutions Supervisor. The Administrative Juvenile Institutions Supervisor shall review all use of force/physical contact incidents regarding the use of force or physical contact as to the appropriateness of the use of force, the need for further investigation/discipline, and staff training if necessary. The administrative Juvenile Institutions Supervisor shall notify the PSM by the next working day of any suspected abuse of force.

9.8.11.3 Staff Witness to Intentional Abuse

Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

9.8.12 Approved Defensive Techniques

It is the policy of Monterey County Juvenile Institutions, that staff members receive training in self-defense tactics, control holds, and the use of chemical agents (OC spray). All full-time Juvenile Institutions Officers

receive §832 PC Chemical Agents training prior to authorization to carry spray, and all full-time staff receives self-defense training during STC CORE training. Refresher training is offered periodically, as needed.

9.8.12.1 Authorized Department Techniques

When using force only those defensive tactics, control holds and methods of application of OC spray specifically taught during training and approved by the Probation Department are authorized.

9.8.12.2 Necessary Self-Defense

If a situation arises where self-defense against an assault becomes necessary the following general rules shall be adhered to by staff:

- a) Seek a position of defense;
- b) Use your weight/leverage against the youth's strength;
- c) If possible, grab the youth by clothing rather than flesh;
- d) Grasp limbs at points above joints to avoid injuries and gain better leverage;
- e) Recognize that complete control of a youth may be difficult;
- f) When holding a youth against a wall/floor, restrict his/her mobility by holding his/her head to the surface;
- g) Minimize the space available for movement by the youth;
- h) Get additional staff assistance as soon as possible;
- i) Use the least amount of physical force necessary to control the situation;
- j) Once contact has been made, do not let go until all staff involved agree and can act in coordination. Let others know in advance if you must let go;
- k) Contact the Duty/Unit Supervisor prior to the use of force if possible and as soon as possible whenever force is used;

9.8.13 Reporting Injuries Following Physical Contact

Following physical contact, if the youth complains of injury or appears injured contact medical staff immediately and arrange for the youth to be examined as soon as possible. In all cases, a sick slip referral shall be submitted on the same day as the physical contact. If there is no medical staff on duty at Juvenile Hall, contact the duty physician Natividad Medical Center and notify him/her that a youth has been involved in a physical altercation. Be prepared to describe the youth's condition. Follow the directions given by the physician. If the youth is severely injured and there is no medical staff on duty, and the duty physician cannot be contacted, transport the youth to Natividad Medical Center for medical treatment and clearance. Document this action in the Incident Report.

9.8.13.1 Medical/ Behavioral Health Referral

In all cases of physical contact/use of force, make out a referral slip to the medical staff and mental health counselor and place it in the referral box in order that the youth's medical and emotional/mental state and need for treatment may be assessed. Document this action in the Incident Report.

9.8.14 Physical Removal of a Youth from Room or Unit

Periodically situations may occur requiring the physical removal of a youth from a room or particular unit. Staff is authorized to physically remove any youth whose behavior endangers/disrupts the safety and security of the institution, its unit programs, its staff members, other youth, or visitors. Such disruption/endangerment may occur under the following circumstances:

- a) A youth physically assaults another detainee or visitor;
- b) A youth physically assaults a staff member;
- c) A youth engages in or solicits disruptive or riotous acts or behavior;
- d) A youth engages in the willful and significant destruction of property;
- e) A youth engages in acts of self-harm;
- f) A youth refuses a reasonable request to accompany a staff member to a room or area designated by staff;

9.8.14.1 Procedure for Removal

When a decision is made to physically remove a youth to a more secure setting, the following procedures shall be followed:

- a) Except in an emergency situation, staff shall acquire the approval and presence of the Unit/Duty Supervisor prior to the physical removal of a youth;
- b) Prior to the physical removal of a youth, staff shall secure the unit and place the other youth in their rooms;
- c) The senior staff member or a designated representative shall inform the other units of the situation by telephone and request the following: that the unit be sealed off from traffic, backup staff be sent to the unit, the Duty Supervisor report to the unit, and another room be made available;
- d) If removing a youth from a double-occupied room, staff shall isolate the detainee by removing any roommates from the room and securing them temporarily in other unit rooms;
- e) Following accomplishment of the above procedures, the physical removal of a youth may proceed. When removing the youth, verbal instructions for compliance shall be initiated first. If the youth complies, he/she shall be escorted by a minimum of two (2) staff members to the required destination. At the discretion of the Supervisor, mechanical restraints may be utilized;
- f) In cases where compliance with verbal instructions is not forthcoming the use of force and restraint is authorized. When using force, only the amount of force necessary to take control of the youth and effect the transfer to the intended destination is authorized. Restraints are authorized until compliance and self-control are obtained (see Section 9.10).
- g) When entering a youth's room, be sure the door is keyed back and each staff member has a clearly defined role for the removal process. Injuries to both staff and youth can occur as a result of too many people in a room with non-defined roles for the removal process.

Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Force - The application of physical techniques or tactics, chemical agents or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed or restrained.

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests.

300.2.1 DUTY TO INTERCEDE

Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

300.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably

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appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by the Department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 USE OF FORCE TO EFFECT AN ARREST

Any peace officer may use reasonable force to effect an arrest, to prevent escape or to overcome resistance. A peace officer who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance on the part of the person being arrested; nor shall an officer be deemed the aggressor or lose his/her right to self-defense by the use of reasonable force to effect the arrest, prevent escape or to overcome resistance (Penal Code § 835a).

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include, but are not limited to:

- (a) Immediacy and severity of the threat to officers or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
- (c) Officer/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The effects of drugs or alcohol.
- (e) Subject's mental state or capacity.
- (f) Proximity of weapons or dangerous improvised devices.
- (g) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.
- (h) The availability of other options and their possible effectiveness.

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- (i) Seriousness of the suspected offense or reason for contact with the individual.
- (j) Training and experience of the officer.
- (k) Potential for injury to officers, suspects and others.
- (l) Whether the person appears to be resisting, attempting to evade arrest by flight or is attacking the officer.
- (m) The risk and reasonably foreseeable consequences of escape.
- (n) The apparent need for immediate control of the subject or a prompt resolution of the situation.
- (o) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (p) Prior contacts with the subject or awareness of any propensity for violence.
- (q) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the person can comply with the direction or orders of the officer.
- (c) Whether the person has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

300.3.4 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Monterey County Probation Department for this specific purpose.

300.4 DEADLY FORCE APPLICATIONS

Use of deadly force is justified in the following circumstances:

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- (a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.
- (b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the person has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the subject is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes any of the following:

- 1. The person has a weapon or is attempting to access one and it is reasonable to believe the person intends to use it against the officer or another.
- 2. The person is capable of causing serious bodily injury or death without a weapon and it is reasonable to believe the person intends to do so.

300.4.1 SHOOTING AT OR FROM MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective. Officers should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law.

300.5.1 NOTIFICATION TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

- (a) The application caused a visible injury.
- (b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.

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- (c) The individual subjected to the force complained of injury or continuing pain.
- (d) The individual indicates intent to pursue litigation.
- (e) Any application of a TASER device or control device.
- (f) Any application of a restraint device other than handcuffs, shackles or belly chains.
- (g) The individual subjected to the force was rendered unconscious.
- (h) An individual was struck or kicked.
- (i) An individual alleges any of the above has occurred.

300.6 MEDICAL CONSIDERATION

Prior to booking or release, medical assistance shall be obtained for any person who exhibits signs of physical distress, who has sustained visible injury, expresses a complaint of injury or continuing pain, or who was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed.

Based upon the officer's initial assessment of the nature and extent of the subject's injuries, medical assistance may consist of examination by fire personnel, paramedics, hospital staff or medical staff at the jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away if appropriate.

300.7 SUPERVISOR RESPONSIBILITY

When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

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- (a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.
- (c) When possible, separately obtain a recorded interview with the subject upon whom force was applied. If this interview is conducted without the person having voluntarily waived his/her *Miranda* rights, the following shall apply:
 - 1. The content of the interview should not be summarized or included in any related criminal charges.
 - 2. The fact that a recorded interview was conducted should be documented in a property or other report.
 - 3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.
- (d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. These photographs should be retained until all potential for civil litigation has expired.
- (e) Identify any witnesses not already included in related reports.
- (f) Review and approve all related reports.
- (g) Determine if there is any indication that the subject may pursue civil litigation.
 - 1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
- (h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy non-compliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 SHIFT SUPERVISOR RESPONSIBILITY

The Shift Supervisor shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

300.8 TRAINING

Officers will receive periodic training on this policy and demonstrate their knowledge and understanding.

Youth Center Handbook (most recent update Feb 1, 2018, previous updates 12/23/15, 6/28/16, 5/11/17; Minor and major rule violations were added to the 2016 revision)

- i. Special Adjustment Program
 - a. The Special Adjustment Program (SAP) is a modified program for discipline matters, in lieu of being lodged into Juvenile Hall.
 - b. If you are placed on the S.A.P., you will be required to change your shirt to orange. Failure to do so will result in a program failure.
 - c. Any resident in an orange shirt must abide by a contract, which is required to be signed by the resident.
 - d. While on S.A.P., some privileges will be suspended, such as phone calls (other than to parents, guardians and attorneys), personal products and Resident Store.

Phase Promotions

- Phase promotions will be based on positive behavior, participation in the program, school and progress in individual and family therapy.
- Any time served on ORANGE or a drop (85 points or less) for the day will not count toward your phase promotion.

Basic Phase (Yellow)

- Basic Phase is for 30 days.
- Basic belongings:
 - Youth Center issued hygiene products.
 - Youth Center issued shoes.
- Qualifications for Promotion
 - 2700 points (minimum).
 - No drops within 7 days of promotion.
 - 4 skills (minimum).
 - Complete 2 Family Therapy groups.
 - Phase Promotion Packet Completion (including school, caseload, and mental health).

Phase I (Light Green)

- Phase I is for 90 days.
- Phase I privileges:
 - You will be allowed your personal hygiene products.
 - Personal shoes.
 - 10 credits towards purchases at the Resident Store.
- Qualifications for Promotion
 - 8280 points (minimum).
 - No drops within 7 days of promotion.
 - 12 skills (minimum).
 - Complete 6 Family Therapy groups (minimum).
 - Phase Promotion Packet Completion (including school, caseload, and mental health).
 - May be eligible for special visit.

Phase II (Purple)

- Phase II is for 90 days.
- Phase II privileges:
 - You will be allowed your personal hygiene products.
 - Personal shoes.
 - May be eligible for special privileges.
 - May be eligible for special visits.
 - 15 credits towards purchases at the Resident Store.
- Qualifications for Promotion
 - 8450 points (minimum)
 - No drops within 7 days of promotion.
 - 12 skills (minimum)
 - Complete 6 Family Therapy groups (minimum).
 - Phase Promotion Packet Completion (including school, caseload, and mental health).

Phase III (Dark Green)

- Phase III is for 60- 90 days.
- Phase III privileges
 - You will be allowed your personal hygiene products.
 - Personal shoes.
 - May be eligible for special privileges.
 - May be eligible for special visits.
 - 20 credits towards purchases at the Resident Store. 25 credits for early promotion.
- Qualifications for Promotion
 - 8450 points (minimum).
 - No drops within 7 days of promotion.
 - 8 skills (minimum) for 60 days.
 - 12 skills (minimum) for 90 days.
 - Complete 6 Family Therapy groups (minimum).
 - Phase Promotion Packet Complete and turn into your Probation Officer after 60 days of being on Phase III.
 - Complete Final Project should be submitted to the Probation Officer for promotion eligibility.

Point System

- 100 points can be earned each day. Earning less than 86 points will result in some form of disciplinary action, SAP program, IR, Supervisor notified and/or Probation Officer contacted. Points are earned based on the following criteria:
 - Overall Compliance and Cooperation (OCC) – 30 points per day
 - Conduct and movements
 - Follow rules and directives
 - School behavior
 - Peer Relations (PR) – 30 points per day
 - Positive interactions with other residents.
 - Verbal Etiquette (VE) – 10 points per day
 - No disrespectful comments or profanity.

- Room Maintenance (RM) – 10 points per day
 - Bed made properly.
 - Locker neat.
 - No contraband or extra items (based on phase)
- Recreation & Physical Training (RPT) – 10 points per day
 - Participation.
 - Effort in activities and exercise unless medically cleared.
- Hygiene (H) – 10 points per day
 - Showers.
 - Wash Up.
 - Restroom Cleanliness.
- Three drops (85 points and below) within a seven-day period will place the resident on SAP.
- The point system is designed to provide you with clear understanding of the program goals and to hold residents accountable for their own decisions and program progress.

Minor Violations

Minor violations are representative of a resident's misbehavior, which disregards Youth Center rules, but is not so serious as to be considered a major violation. The consequences for minor rule violations can consist of: failure to earn points, counseling, written essay, temporary loss of privileges, Special Adjustment Program and extra duty assignments. Residents will be held accountable by staff for the following minor violations included but not limited to the following:

- Not at position of attention (POA)
- Talking in formation
- Unauthorized communication
- Not following staff instructions
- Wearing improper clothing
- Late for formation
- Talking during meals
- Throwing/passing food
- Refusing to run, incorrect PT. Continuous excuses not to do PT.
- Argumentative to staff
- Slow response to instructions
- In wrong bay/seat/class
- Misbehavior during movements
- Removal from class/KP
- Improper comments
- Horseplay
- Out of bounds, others bed area, crossing over podium line, beyond bay entrance, bathroom and hallway areas and dayroom.
- Lying/manipulating staff
- Hiding food items in the dining hall.
- Failed room/locker inspection
- Improper behavior during meals

- Addressing staff incorrectly
- Placing arms or hands on podium
- Use of profanity/ cussing
- Disrespect to staff
- Failing to make sound, timely decisions
- Lying down without permission
- Profanity toward staff
- Challenging looks or attitude.

Major Violations

Major violations are acts of misbehaviors that display flagrant disregard for the authority of staff, rules of the institution, or laws of the State and federal Government. Such acts also endanger the safety and security of the institution, other residents, and/or staff. Consequences for major rule violations or misbehaviors include: one or more disciplinary consequences listed for minor offenses, room confinement in Juvenile Hall for up to 5 days, Special Adjustment Program (SAP), arrest on new charges and/or the filing of a probation violation.

Residents will be held accountable by staff for the following major violations included but not limited to the following:

- Contraband
- Violation of any law; includes but is not limited to, theft, battery, assault, sexual assault, and school internet violations.
- Fighting – mutual combat between residents.
- Gang related incidents – includes, but is not limited to gang talk, fights, writing, use of gang signs or calls, mad dogging.
- Destruction of property – intentionally defacing or destruction of county or personal property.
- Riotous behavior – behavior which starts or supports group violence, rebellion, and verbal incitement.
- Threats towards staff – any threatening, abusive language towards staff, or any threatening posture.
- Persistent/Repetitive violation of rules – minor violations may become major when attempts to control minor behavior are unsuccessful.
- Health & Safety violation – any act by a resident which endangers the health, safety or welfare of the resident or others.
- Lying to staff – to intentionally deceive staff which tends to threaten safety, order, or security of the institution, welfare of residents, or others.
- Out of bounds near fence, exit doors, individual rooms, supply, laundry, shower rooms, kitchen, and dining room.
- Attempted Escape.
- Not lying down or following instructions during “Yard Check”.

Current Policy and Procedural Manual (updated Jan. 22, 2018)

Purpose

The purpose of discipline is to control a resident and help teach him to stay within acceptable behavior limits by making each individual accountable for his actions. Rules for behavior and control techniques have been designed to foster a positive, non-punitive detention program. The following rules and principles shall be followed by all staff whenever discipline is imposed upon a youth:

- 6.1.1 **Corporal, cruel, and degrading punishment**, physical or psychological, is not permitted and will result in disciplinary action upon discovery. Physical punishment, such as hitting, slapping or intentionally hurting a youth shall not be used and will not be tolerated by Administration. Demeaning and derogatory remarks are not to be made to youth. **Profanity is not to be used by staff in the presence of youth.**
- 6.1.2 **Discipline** shall always be administered by staff **and never delegated to another youth.**
- 6.2 Under no circumstances shall a youth be deprived of basic rights as a means of discipline. Youth who are residents in the Youth Center are entitled to the rights enumerated in this section. Staff shall familiarize themselves with these rights and are prohibited from denying a resident access to any of the rights specified below. Malicious or intentional denial of these rights by staff will result in departmental disciplinary action, and may subject staff to legal action in both civil and criminal courts. **Basic rights** for each youth include:
 - 6.2.1 A place to sleep (a bed, pillow, blankets and sheets)
 - 6.2.2 Full meals
 - 6.2.3 A full complement of clean clothes and exchange of clothing per Youth Center policy
 - 6.2.4 Parental and attorney visits: the right to request and be seen by an attorney; the right to receive visits from parents, legal guardians or other authorized persons, subject to existing policy
 - 6.2.5 Contact with parent or attorney if requested
 - 6.2.6 Minimum exercise (opportunity for one hour of large muscle activity)
 - 6.2.7 Items necessary for personal hygiene (toothpaste, soap, comb, etc.)
 - 6.2.8 The opportunity for a daily shower and access to toilet and water fountains as needed
 - 6.2.9 The opportunity to attend religious services and/or religious counseling of their choice
 - 6.2.10 Clean and sanitary living conditions

- 6.2.11 The right to converse in their primary language, subject to the safety and security needs of the institution
- 6.2.12 The right to be seen by a Probation Officer or Parole Officer
- 6.2.13 The right to send and receive mail. Censorship or withholding of mail is prohibited except as provided in Youth Center policy.
- 6.2.14 The right to fair treatment and a procedure to grieve unfair treatment.
- 6.2.15 The right to due process in disciplinary matters
- 6.2.16 The right to protection from physical and emotional abuse or harassment.
- 6.2.17 The right to freedom from discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability or HIV status or segregated housing or classification decisions based on the above categories.
- 6.2.18 The right to receive adequate and prompt medical/psychiatric attention
- 6.2.19 The right to receive educational instruction and participate in school programs
- 6.2.20 The right to participate in Youth Center programs and activities, except as restricted by phase status, security or disciplinary requirements
- 6.2.21 The right to be informed of the institutional rules and regulations governing conduct and the resulting consequences for violation of these rules and regulations.

6.3 **Resident Notification of Rules, Rights and Discipline**

Institution management shall be responsible for developing and maintaining a resident handbook containing information and instruction regarding rules, rights and discipline. This handbook shall be entitled, **The Resident's Handbook**. To meet the standards of orientation and notification, all facility personnel shall adopt the following policy:

- 6.3.1 Upon admission to the Youth Center, all residents shall receive **The Resident's Handbook** and verbal instruction as to their basic rights in the Youth Center, the rules governing conduct, their right to grieve unfair treatment and their right to due process in disciplinary matters. This orientation and notification shall take place in the initial orientation session prior to placement in the living area. Staff shall obtain written verification from the resident indicating acknowledgment of their rights, institutional and Bay rules, and grievance procedures.

6.3.1.1 In cases of illiteracy, staff is required to verbally instruct the resident regarding the aforementioned areas. In cases where a language barrier exists, an interpreter shall be provided to instruct the youth.

6.3.1.2 In addition to the orientation procedure, each Bay shall post this information on their bulletin board.

6.4 **Rules of Conduct**

6.4.1 Residents in the Youth Center are governed by and expected to comply with the basic rules of conduct as set forth in this section. Until such notification of rules is accomplished, residents shall not be subjected to disciplinary action for failure to comply.

6.4.2 Instruction in the institutional rules of conduct shall be in a language commensurate with the resident's level of understanding. The following provides a general guide for the explanation of the institutional rules of conduct and is to be adjusted as needed to meet the level of understanding of each particular resident. "While in the Youth Center, you are expected to comply with the following rules:"

6.4.2.1 Fully participate in the Youth Center program and required activities, if physically able.

6.4.2.2 Follow all safety rules and procedures especially when emergency situations occur. Closely follow the instructions given by staff. If you hear the staff yell "Yard Check," lay down on the floor or ground immediately.

6.4.2.3 Show respect for Youth Center property. Destroying, defacing, or damaging any County property is against the rules.

6.4.2.4 Harming, or threatening to harm yourself is unacceptable behavior.

6.4.2.5 Fighting with other residents or staff is against the rules.

6.4.2.6 Making or possessing weapons that could be used to injure someone, or having items that could be used for escaping, is prohibited.

6.4.2.7 Making plans for, assisting in, or attempting to escape from the Youth Center is not permitted.

6.4.2.8 Keep your behavior in line. Disrupting any individual, group or Bay activity is against the rules.

6.4.2.9 Keep your language clean. Be polite toward other residents. Refrain from using profanity or threatening words.

- 6.4.2.10 Always be polite and respectful toward staff even if they ask you to do something you do not want to do.
- 6.4.2.11 Follow staff instructions when participating in a group program. 100% compliance is mandatory.
- 6.4.2.12 Stay away from gang activity. Using gang talk, gestures, slogans, signs or dress is unacceptable behavior.
- 6.4.2.13 When going anywhere in the Youth Center, walk in formation and be quiet. Walk in the center of the hallway, and do not talk to others unless instructed to do so by staff.
- 6.4.2.14 You are required to participate in daily health, hygiene, and medical programs (i.e. showering, brushing your teeth, changing your clothes, taking medication from the nurse, etc.).
- 6.4.2.15 Clean your living area every day and help keep the Bay and facility clean.
- 6.4.2.16 Always eat your meals properly. Making a mess, throwing food, making rude comments or noises is impolite. Use proper table manners. Always clean up after yourself following a meal.
- 6.4.2.17 Go to school and follow your teacher's instructions. Horseplay, clowning around, not doing what you are told to do or being disruptive will lead to sanctions.
- 6.4.2.18 Possession of items like pencils, markers, tobacco, matches, and extra clothing not assigned to you is prohibited by the rules. Keep only those things staff permits you to have in your living area. If you want to keep something in your living area, ask staff for permission.
- 6.4.2.19 Respect the property of others. Taking things that do not belong to you, especially from another resident's locker or living area, is theft.
- 6.4.2.20 Stay in your own living area. Going into another resident's area, without permission from staff, is not allowed.
- 6.4.2.21 Gambling is not allowed in the Youth Center. Using food or any other item to pay gambling debts is prohibited.

6.5 **Fair Discipline**

Residents are entitled to fair discipline, which includes notification of the rules, prior to discipline being imposed, and the right to file a grievance or to have a disciplinary hearing.

- 6.5.1 A listing of rules and rights as listed above shall be posted on each Bay, as shall any rules that are unique to any living Bay. The day shift Institutional Supervisor shall be responsible for the posting of rules. In addition, prior to the imposition of any discipline, youth shall be given a verbal orientation explaining the rules.

These rule instructions must be expressed in a positive manner and shall include things to do to demonstrate positive behavior, and definition of negative matters that may result in discipline.

6.6 **Grievance Procedure**

The Youth Center is sensitive to the concerns of its residents, parents, guardians, staff and other parties. These concerns are addressed and documented within 72 hours, whether or not those concerns are associated with a grievance. All youth housed in the Youth Center shall be entitled to file a formal grievance at any time, pursuant to the provisions of this policy.

6.6.1 The grievance procedure shall be posted in each living unit of the Youth Center. Residents shall have free access to the grievance forms.

6.6.2 The right to file a grievance and the proper process shall be part of the information provided to residents during the admission process.

6.7 **Non-Grievable Issues**

Items not subject to redress through the institutional grievance procedure include **major rule violation disciplinary actions** (they have their own due process procedure) as well as the following non-grievable issues:

6.7.1 The personal appearance, dress or mannerisms of staff and/or other youth

6.7.2 Court Orders

6.7.3 No-smoking policy

6.7.4 Court-ordered psychological examinations

6.7.5 Personality conflicts with other youth.

6.7.6 State Education Code requirements and/or school courses required by law

6.7.7 Youth Center program requirements for completion/graduation

6.8 **Resident Grievance Procedure**

The completed grievance form shall be delivered to any childcare supervision staff working in the facility. The youth shall also have the option to confidentially file a grievance by placing it in the confidential grievance box located in the Dining Hall or Dayroom hallway. When a complaint is registered by a youth regarding his care or treatment in the Youth Center, staff shall make every effort to resolve the complaint at the Bay level. If the matter cannot be resolved and the youth expresses a desire to seek redress through the grievance process, the following procedures shall be evoked:

6.9.1 **Level I: Formal Grievance Filed with Bay Staff**

6.8.1.1 Upon a youth's request to file a grievance, the youth shall be given the form and a pencil within a reasonable period of time (no longer than one hour). If the resident is too upset to be given a pencil and the form, it is permissible to allow a cooling down period prior to providing the form. Staff shall also advise the resident of the right to have staff assistance in completing the form and the right to staff assistance in pursuing any appeal

6.8.1.2 After the youth completes Section A of the Ward Grievance Form and submits it to Bay staff or places it in the Confidential Grievance box located in the Dining Hall, staff shall complete Section B by providing all available information regarding the nature and origin of the youth's complaint. The form shall then be forwarded to the Duty Supervisor, unless the Duty Supervisor is a party to the grievance, in which case the form will be forwarded to a Supervisor who is not a party to the grievance. (Grievances regarding the Youth Center School or medical care shall be forwarded directly to the Probation Services Manager or Division Director for review and hearing.) The Duty Supervisor shall then log the grievance in the Grievance Report Log and write the assigned number on the grievance.

6.8.2 **Level II – Grievance Forwarded to Supervisor for Review and Finding**

6.8.2.1 Prior to completion of the shift, the Duty Supervisor shall discuss the grievance with the youth and attempt to resolve it. The youth may elect to explain his version of the grievance to a person not directly involved in the circumstances, which led to the grievance. The youth shall have the right to staff assistance by a person not directly involved in the circumstances which led to the grievance, and to present witnesses during the discussion. The Supervisor may also call upon witnesses. (Grievances received near the end of a shift, with less than one hour remaining, shall be heard by the next Supervisor to come on duty.)

6.8.2.2 After hearing the resident's grievance, the Supervisor shall render a decision which either: a) upholds the grievance and offers a resolution; b) offers a compromise agreement; or c) denies the grievance in its entirety. The Supervisor shall complete Section C of the form, indicating the reason for any decision and the evidence relied upon to reach the decision. If possible, the youth shall be informed of the Supervisor's decision and of the right to appeal the decision to the next level, prior to the end of the shift and certainly within no more than 24 hours. Notification to the resident shall be both oral and written and shall include the reasons and evidence relied upon.

6.8.2.2.1 The youth and the Supervisor shall sign the form indicating that the grievance is resolved or unresolved and an appeal is desired. The form and all documentation shall then be forwarded, within 24 hours, to the Probation Services Manager for review.

6.8.3 **Level III – Administrative Review**

- 6.8.3.1 In those cases where resolution of a resident grievance is not achieved at the supervisory level, the Probation Services Manager shall review all documentation and render a decision which either: a) upholds the Supervisor's denial of the grievance; b) overturns the Supervisor's denial and upholds the resident's grievance.
- 6.8.3.2 The Probation Services Manager may, at his/her discretion, call witnesses or conduct further investigation prior to rendering a decision. Within 48 hours of receipt of the grievance, the Probation Services Manager will return written notification of the decision to the youth.
- 6.8.3.3 The grievance and all accompanying documentation shall be forwarded to the Youth Center Secretary, who shall maintain a separate annual file. This file shall be maintained for five (5) years.
- 6.8.3.4 The decision of the Probation Services Manager or Probation Division Director shall be final. The Probation Division Director shall review all disputed grievances.

6.9 **Disciplinary Sanctions and Options**

- 6.9.1 When choosing an **appropriate disciplinary option**, staff is required to consider not only the seriousness of the offense, but also the age and maturity level of the individual. Unless otherwise indicated, the least restrictive form of discipline that will promote acceptable behavior shall be utilized first.
- 6.9.2 The implementation of all forms of **discipline** shall be accompanied by **counseling**, which serves to enhance the effectiveness of the disciplinary program.
- 6.9.3 The following is a list of the **disciplinary options** available to Youth Center staff when dealing with resident misbehavior:
 - 6.9.3.1 **Confront, Correct, and Support (CCS)** – Staff is to use the CCS techniques to address issues of resident non-compliance and rule violation.

Confront delinquent behavior on the spot.

Correct on the spot with counseling that defines proper behavior.

Support by demonstrating concern for the resident and by helping the resident to perform a task and giving pep talks.

6.9.3.1.1 **Verbal Reprimand**

Discussion of the misbehavior or rule infraction with a staff member, followed by oral reprimand advising and warning the resident that repeated misbehavior may result in a specific disciplinary action.

6.9.3.1.2 **Time Out (fifteen (15) minutes maximum)**

When a resident is upset, encourage the taking of a time out to regain composure. After the resident has regained control and agrees to comply, staff will counsel and return the resident to the group. Another officer should intervene to attempt to defuse the situation, if the problem is not resolved.

6.9.3.1.3 **Counseling Statements**

6.9.3.1.4 **Writing Assignments**

6.9.3.1.5 **Individual/Group Counseling** - Require participation in specific group and individual group sessions including Community and Group Meetings.

6.9.3.1.6 **Behavior Contract** – can be used at any level.

6.9.3.1.7 **Extra Duty Work Assignments** – to be completed as directed by staff.

6.9.3.1.8 **Temporary Suspension of Program Privileges** – i.e. movies, stay-ups, off-campus trips, free time, etc.

6.9.3.1.9 **Special Adjustment Program (SAP)**

6.9.3.1.10 **Demotion** to next lower phase or Phase Freeze.

6.9.3.1.11 **Removal to Juvenile Hall** – residents may be removed to Juvenile Hall for violating any major Youth Center rule. Every effort should be made to correct acting out behavior at the Youth Center. However, it may become necessary to lodge a resident in Juvenile Hall. Residents may spend up to five (5) days in Juvenile Hall for violation of major rules.

A resident may be lodged at Juvenile Hall pending the filing of new charges if the behavior is criminal; assaultive or destructive in nature; serious contraband; an escape attempt; or program failure.

6.10 **Disciplinary Due Process**

6.10.1 **Categories of Misbehavior** (Rule Violations): Resident misbehavior is divided into two separate classifications based on the seriousness of the misbehavior as it relates to the laws of the State and the Federal government, the security of the institution, and the safety of both the residents and the staff.

The severity of the misbehavior will dictate the appropriate sanction, and the medium of due process procedures. Consequently, misbehavior classified as **major** will result in disciplinary consequences, which are more stringent, but subject to a higher degree of formality of due process than those misbehaviors classified as **minor**.

6.10.2 **Major Violations** include but are not limited to any violation that results in **removal to Juvenile Hall**, demotion from higher phases, or an extension of time in custody. Major violations are acts of misbehavior that display flagrant disregard for the authority of staff, rules of the institution, or laws of the State or

Federal government. Such acts also endanger the safety and security of the institution, other residents, and/or staff.

- 6.10.3 The **consequences for major rule violations** or misbehavior include the imposition of the following disciplinary options:
 - 6.10.3.1 One or more of the disciplinary consequences listed for minor offenses (Manual Section 6.11.5.1.8)
 - 6.10.3.2 Removal to Juvenile Hall for up to five (5) days
 - 6.10.3.3 Arrest on new charges and a request for a Juvenile Petition to be filed with the District Attorney's Office and Juvenile Court
- 6.10.4 **Major violations** include, but are not limited to the following types of misconduct:
 - 6.10.4.1 **Violation of any law** of the City, County, State or Federal Government; this includes, but is not limited to, acts of theft, battery, assault and sexual assault. **(Removal to Juvenile Hall; reassessment)**
 - 6.10.4.2 **Fighting:** This involves mutual combat between residents. **(Removal to Juvenile Hall; reassessment)** (Whenever two (2) youth are removed to Juvenile Hall for fighting it is imperative that these youths be given an opportunity to discuss their differences under staff supervision. Talking out their differences will prevent attempts to even the score. Until this is achieved, keep them separated.)
 - 6.10.4.3 **Lying to Staff:** The lying to staff, or the intentional deceit of staff, which tends to threaten the safety, order and security of the institution, other residents or staff. It may include, but is not limited to, lying to protect another who is trying to escape, lying to get another resident in trouble, etc. **(Removal to Juvenile Hall; Behavior Contract; SAP)**
 - 6.10.4.4 **Serious verbal misbehavior:** This includes but is not limited to actions, which incite misbehavior in others, displays of flagrant verbal disrespect toward staff, the use of profanity, racial epithets or insults directed toward staff and/or other residents. **(Removal to Juvenile Hall; Behavior Contract; SAP)**
 - 6.10.4.5 **Not following instructions (major):** The direct refusal to obey an order which relates to the safety or control of the institution, its residents or staff, including the refusal to go to one's room as directed by staff or the failure to follow directions given by staff during a major incident such as a fight or an escape attempt **(Removal to Juvenile Hall; Behavior Contract; SAP)**
 - 6.10.4.6 **Escape attempt:** Any act by a resident which undermines the security of the institution including the acquisition of keys or implements to be used in an escape, conspiring to escape, or attempting to escape **(Removal to Juvenile Hall; reassessment)**

- 6.10.4.7 **Possession of contraband:** This includes but is not limited to possession of matches, tobacco, drugs, alcohol, intoxicants, money, drug paraphernalia, weapons or items for the purpose of escape. Also included are items utilized for the defacing of rooms, such as marking pens and carving tools. **(Removal to Juvenile Hall; Behavior Contract; SAP)**
- 6.10.4.8 **Destruction of property (major):** The intentional defacing or destruction of county or personal property, including marking, carving or writing on room walls, doors, beds, windows, etc., kicking open a door or causing damage to a door, breaking light fixtures in the rooms or hallways, breaking windows, door locks or mirrors, destroying mattresses, pillows or bed linens or clothing, damaging or ripping out sinks or toilets or intentionally plugging up plumbing fixtures **(Removal to Juvenile Hall; Behavior Contract; SAP)**
- 6.10.4.9 **Persistent or repetitive violations of institutional rules:** Minor violations of rules become major violations when attempts to control minor misbehavior through less restrictive sanctions are unsuccessful and the misbehavior of the resident remains persistent and repetitive. **(Removal to Juvenile Hall; Behavior Contract; SAP)**
- 6.10.4.10 **Riotous behavior:** Any behavior on the part of a resident that instigates or supports group violence or rebellion. Such behavior includes verbal incitement of others and/or behavior that causes a riot. Such behavior also encompasses flagrant or repeated defiance of staff directives that threaten the safety, order or security of the Bay. **(Removal to Juvenile Hall; SAP)**
- 6.10.4.11 **Health and safety violations:** This refers to any act engaged in, by a resident that endangers the health, safety or welfare of the resident or others. This rule specifically covers acts of self-harm that include self-mutilation, carving on the body, and tattooing. It may also refer to behavior such as urinating or defecating in a room, which endangers the welfare of others. Safety violations covered by this rule include engaging in an act that causes or has the potential to cause a fire. Specific acts include dismantling/damaging smoke alarm, fire alarm, fire suppression equipment and electrical fixtures. **(Removal to Juvenile Hall; Behavior Contract; SAP)**
- 6.10.4.12 **Gang-related incidents:** This includes but is not limited to engaging in gang talk, gang fights, gang writing, and use of gang signs and calls while detained in the Youth Center. **(Removal to Juvenile Hall; Behavior Contract; SAP)**
- 6.10.4.13 **Threats toward staff:** This includes but is not limited to use of any threatening or abusive language toward a staff member, any threats of physical harm directed toward staff or assuming any threatening posture toward staff. **(Removal to Juvenile Hall; Behavior Contract; SAP)**
- 6.10.5 **Minor violations** include but are not limited to those misbehaviors that result in CCS, time out, counseling, extra duty, etc. Minor violations are representative of

resident misbehavior, which disregards Youth Center rules, but is not so serious as to be considered a major violation as defined in Manual Section 6.8.4. The type of sanction and range of confinement time for each violation is determined by the totality of circumstances surrounding the behavior

- 6.10.5.1 The **consequences for minor rule violations** or misbehavior include the imposition of the following disciplinary options; listed from least restrictive to most restrictive (Essay may be included at any stage that includes counseling or greater sanction).
- 6.10.5.1.1 Confront, Correct and Support (CCS)
- 6.10.5.1.2 Counseling Statements
- 6.10.5.1.3 A written essay by the youth used to assist the youth in understanding his transgression, what he must do to avoid such behavior in the future, and what impact his actions have on self and others
- 6.10.5.1.4 Temporary loss of privileges / off program status
- 6.10.5.1.5 Time out, up to 15 minutes
- 6.10.5.1.6 Special Adjustment Program (SAP)/Behavior Contract
- 6.10.5.1.7 Extra duty assignment
- 6.10.5.1.8 Charge with major violation for repeated or serious continued minor misbehavior and sanction according to Manual Section 6.11.3.1.
- 6.10.5.2 **Minor violations** include but are not limited to the following types of resident misbehavior (listed below with range of sanction):
- 6.10.5.2.1 **Horseplay:** Inappropriately loud, raucous behavior or rough boisterous play and/or unwarranted playful physical contact between or among two or more residents. **(Sanction: CCS, Verbal warning, failure to earn points)**
- 6.10.5.2.2 **Out of assigned area:** Being in an unauthorized area of the Bay or place of activity without staff permission; loitering in the restroom, shower, supply room, laundry room, staff area or any other designated “off limits” area of Youth Center. **(Sanction: CCS, Verbal warning, failure to earn points)**
- 6.10.5.2.3 **Not following instructions:** Disobeying staff directions, listed Bay rules, refusal to stop inappropriate behavior or activities or refusal to follow a staff member’s directive to behave or perform appropriately **(Sanction: CCS, Verbal warning, failure to earn points,)**

- 6.10.5.2.4 **Possession of minor contraband:** Unauthorized possession of extra clothes, bedding, towels, books or any other article specifically prohibited by unit rules **(Sanction: CCS, Verbal warning, failure to earn points, SAP)**
- 6.10.5.2.5 **Noise on bay:** Yelling, screaming, banging on doors, kicking walls or any other unusual or loud noise made, that is disruptive to the Bay program **(Sanction: CCS, Verbal warning, failure to earn points, SAP)**
- 6.10.5.2.6 **Movement misbehavior:** Refusal to line up properly prior to a group movement; any improper or unauthorized movement in the hallways while in transit to school, court, or through another Bay which makes it difficult for staff to properly supervise the movement and ensure the safety of both residents and staff; running in the hallways, horseplay in the hallways, stopping to talk in the hallways, and passing articles in the hallways are specific activities prohibited during movement. **(Sanction: CCS, Verbal warning, failure to earn points, SAP)**
- 6.10.5.2.7 **Disrespect to staff:** Use of profane language directed toward staff; inappropriate comments of a sexual or personal nature toward staff; back-talking to staff while in the presence of the group. **(Sanction: CCS, verbal warning, failure to earn points, SAP)**
- 6.10.5.2.8 **School failure:** Receiving a failing grade in the school program or disciplinary removal from class. **(Sanction: CCS, verbal warning, failure to earn points, SAP)**
- 6.10.5.3 **Refusal to attend school:** Refusal to attend one or more periods without medical or other approved reason. **(Removal to Juvenile Hall; Behavior Contract; SAP)**
- 6.10.5.3.1 youth who repeatedly refuse to attend school shall be lodged at Juvenile Hall pending reassessment for program failure.
- 6.10.5.3.2 **Unauthorized communication:** Engaging in conversation that is prohibited during certain group movements, programs or in designated areas. Examples include talking in a double line, talking in the hallway, talking during a movie or television program, talking while staff are addressing the group, communicating with residents from another Bay, or any other type of communication which staff prohibits prior to or during a group program **(Sanction: CCS, verbal warning, failure to earn points)**
- 6.10.5.3.3 **Theft:** The willful and unauthorized taking of the personal property belonging to another. This may include the theft of incidental items, such as books, clothes and food. However, depending upon the value of the item and/or the repetitive or serious nature of the act, theft can be considered a major rule violation. **(Removal to Juvenile Hall; SAP)**
- 6.10.5.3.4 **Failure to participate in program activities:** Refusal to participate in programs without medical or other approved reason, i.e. refusal to participate in daily

hygiene and housekeeping programs, failure to shower, failure to maintain clean room, etc. **(CCS, failure to earn points)**

6.10.5.3.5 **Being discourteous to others:** arguing with others, name calling or ridiculing others **(Sanction: CCS, verbal warning, failure to earn points, SAP)**

6.10.5.3.6 **Improper table manners:** playing with food or being disruptive or discourteous during meals **(Sanction: CCS, verbal warning, failure to earn points)**

6.10.5.3.7 **Slow to respond to instructions (Sanction: CCS, verbal warning, failure to earn points)**

6.10.5.4 **Use of inappropriate language:** Profanity or sexual expressions that are used descriptively and are not directed at individuals or staff **(Sanction: CCS, verbal warning, failure to earn points.)**

6.10.6 **Rights of youth Receiving Disciplinary Incident Reports (IR's)**

6.10.6.1 Residents receiving disciplinary IR's **not** relating to failure to earn points are **entitled to a Disciplinary Hearing** and must be given a "Notice of Rule Violation" prior to the hearing. (Notice must be given immediately after the decision is made to restrict activities and/or the resident is demoted or removed to Juvenile Hall pending reassessment.) Notification, hearing time, date, and decision shall be documented.

6.10.6.2 Residents are entitled to a hearing by a supervisor and/ or Probation Officer, Behavioral Health staff, school staff who is not a party to the incident. (The youth has the **right to refuse** a hearing and such refusal shall be signed and documented by youth and staff.)

6.10.6.3 Residents are entitled to be heard, and to present evidence and testimony.

6.10.6.4 Residents are entitled to assistance by a staff member during the hearing process. The staff member shall be someone who is not a party to the incident.

6.10.6.5 Residents are entitled to administrative review of the hearing process and decision. They shall be notified of the administrative decision.

6.10.7 **Staff Responsibilities**

6.10.7.1 The staff member initiating the incident report shall advise residents of their rights to a Due Process Hearing and provide a disciplinary review hearing form for the youth to sign, indicating whether or not a hearing is desired.

6.10.7.2 Staff shall complete the Disciplinary Review Hearing Notice form indicating: the Incident Report number, the resident's name, and date. The resident shall check the box indicating a desire for a hearing. The resident and staff shall sign the form and attach it to the Incident Report.

6.10.7.3 Staff shall submit the completed Disciplinary Review Hearing form and I.R. to the Shift Supervisor for review and hearing within 2 hours of the time the offense occurred and/or prior to conclusion of the shift during which the offense occurred.

6.10.7.4 **If the incident report is generated on weekends and holidays, the Supervisor shall hold a hearing** with the youth (within 24 hours) if a hearing is requested, and discuss the incident and the action taken. The findings shall be documented on the Disciplinary Review Hearing form (copy to youth) and forwarded to the Probation Services Manager or Division Manager along with supporting documentation for final review. If an administrative review has been requested, the Probation Services Manager or Division Director shall conduct the review within 24 hours and notify the youth and the submitting unit of the findings in writing.

6.10.7.5 **If the incident report is generated on a weekday, the on-duty Supervisor and if available, Behavioral Health Staff, Probation Officer and school staff shall hold a hearing** with the youth (within 24 hours) if a hearing is requested, and discuss the incident and the action taken. The findings shall be documented on the Disciplinary Review Hearing form (copy to youth) and forwarded to the Probation Services Manager or Division Director along with supporting documentation for final review. If an administrative review has been requested, the Probation Services Manager or Division Director shall conduct the review within 24 hours and notify the youth and the submitting unit of the findings in writing.

6.10.8 **Distribution of Disciplinary Due Process Form**

6.10.8.1 Copy to the Division Director

6.10.8.2 Copy to the youth

6.10.8.3 Copy placed in the youth's file

6.11.9 **Providing Information to the Juvenile Court**

The Deputy Probation Officers assigned to the Youth Center are responsible for providing information to the Juvenile Court regarding a resident's progress and behavior.

6.11.10 **Release of Information Regarding Youth**

Confidential information should not be released via telephone or in person unless the identity of the person requesting information has been established and they meet the criteria of both the need to know and the right to know.

Use of Force

This policy was developed after consultation with the medical provider for the Youth Center and Juvenile Hall.

- 9.7.1 The **use of force** may be **defined** as an immediate means of overcoming resistance that is used to control the threat of/or imminent harm to self and others. The use of force may include physical contact, mechanical restraint or chemical restraint.
- 9.7.1.1 Within the Youth Center, the use of physical force by staff is sometimes necessary to prevent the following: the perpetration of a violent act between residents, against staff or visitors; destruction of county property; to prevent self-harm by a youth; or to gain compliance with facility rules.
- 9.7.1.2 When emergencies arise and the use of physical force, mechanical restraint or chemical restraint is contemplated, staff is required to know exactly what type of force is allowed, when it is appropriate to use, and how to apply force properly.
- 9.7.1.3 **Authority:** State and Federal laws empower Peace Officers with the right to use physical force when necessary to maintain and enforce their responsibilities under the law. Within an Institution, Probation Department staff has a duty and responsibility to safely maintain control of the Institution and its occupants. This duty or responsibility extends to the physical restraint of youth who are threatening self-harm or harm to the security and safety of the Institution, its staff, other residents, or visitors. Use of physical force is both lawful and necessary if the safety and security of the Institution is jeopardized by threatening or violent acts of a youth in custody.
- 9.7.2 **Limitations:** Use of force is limited to the amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to maintain control of the Institution or to protect the safety of its staff, residents and visitors. Use of force in excess of that which is necessary or use of force after control has been attained, constitutes an unlawful act of assault or battery and is not authorized or protected under the color of legal authority provided by law.
- 9.7.2.1 Monterey County Probation Administration Policy Manual limits the use of physical force to emergency situations. If the situation permits, prior to engaging in physical force, staff shall exhaust less physical alternatives such as verbal commands and explicit direction to gain compliance or control. When in the prudent judgment of a Juvenile Institutions Officer, no other alternative is available; the use of physical force is authorized. However, such physical force shall be limited to the reasonable degree necessary to gain control or cooperation from a resident.
- 9.7.2.2 Whenever possible, initiation of physical contact or use of force with a resident should be done in the immediate presence of another staff member and, if the situation allows, the Duty Supervisor/OIC. (The Duty Supervisor/OIC shall be notified and their presence requested in all cases, whenever physical contact with a resident is anticipated or has occurred.)

- 9.7.2.3 **The use of force is limited to:**
- 9.7.2.3.1 Self-defense
- 9.7.2.3.2 Defense of staff
- 9.7.2.3.3 Defense/protection of youth in custody
- 9.7.2.3.4 Protection of visitors
- 9.7.2.3.5 Protection of governmental property
- 9.7.2.3.6 Prevention of escape
- 9.7.2.3.7 Prevention of riots/bay disturbances
- 9.7.2.3.8 Movement of a resident who fails to cooperate with a reasonable request to leave the scene of an incident or accompany an officer to an area designated by staff (i.e. their room, etc.) when such compliance is necessary for: maintenance of group control, maintenance of individual safety, or accomplishment of an arrest.
- 9.7.3 **Staff Immunity:** When force is used by Probation staff members, they will be protected by the law to the extent that they operate within it. When staff members exceed the protection of the law, they are vulnerable to criminal charges and/or departmental disciplinary action. When abuse of force is believed to have occurred, a preliminary internal investigation will be conducted by the facility Division Director and a report shall be submitted to the Chief Probation Officer. If it appears that there may have been abuse, an internal investigation pursuant to the Peace Officers Bill of Rights shall be conducted and appropriate discipline shall be administered. If warranted, the Salinas Police Department shall be notified to investigate the situation, with the full cooperation of the Probation Department, and to file criminal charges as appropriate.
- 9.7.4 **Prohibitions:** Under no circumstances shall force be used as a form of punishment, discipline or treatment. Nor shall physical force be engaged in with the intent to injure a resident, except in instances where a life is threatened or in jeopardy. Offensive physical force will be condoned only in a life-threatening situation and as a final resort for the protection of self, staff, visitors and/or other residents.
- 9.7.4.1 **Carotid restraint, Choke or Sleeper holds are expressly forbidden.**
- 9.7.5 **Reporting requirements:** The importance of complete and properly filed reports is essential for the protection of all Probation Department staff. It is inevitable in an institutional setting that residents and staff alike may be injured during a physical confrontation and allegations of impropriety may be made. Complete and prompt reports are therefore the best safeguard from false accusations regarding the use and application of force by staff.
- 9.7.5.1 All instances involving use of force or physical contact between staff and a youth require an **incident report, entitled “Use of Force/Physical Contact”**,

documenting the incident. This report is to be submitted to the Duty Supervisor/OIC for review prior to the completion of the shift during which the event occurred. The officer initiating the use of force/physical contact shall submit the report. This report shall include:

- 9.7.5.1.1 An account of the events leading to the physical contact or the use of force
- 9.7.5.1.2 An accurate and precise description of the incident and the type of force used
- 9.7.5.1.3 A description of any injuries suffered by either staff or youth. If there were no injuries to anyone, the report should so state. The report shall also include a statement that the youth was referred for medical and mental health evaluation.
- 9.7.5.1.4 A list of all staff and youth who were participants and/or witnesses. **(ALL staff participants are required to submit independently written incident reports entitled "Use of Force".)**
- 9.7.5.1.5 An account of any deviation from the standard operating procedures or policy regarding the use of force and the reason for the deviation
- 9.7.5.1.6 Upon receiving the Incident Reports, Duty Supervisor/OIC will review, for clarity and completeness, and addendum all reports prior to the end of his/her shift and prior to submitting them for further review by Division Director. The Division Director shall review all use of force/physical contact incidents regarding the use of force or physical contact as to the appropriateness of the use of force, the need for further investigation/discipline and staff training if necessary.
- 9.7.5.2 Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to the Probation Services Manager or Probation Division Director.
- 9.7.5.3 Any officer who is found to have improperly used force may be subject to disciplinary action.
- 9.7.6 **Approved Defensive Techniques:** It is the policy of Monterey County Juvenile Institutions that staff members receive training in self-defense tactics, control holds and the use of chemical agents (OC spray). All full-time Juvenile Institutions Officers receive 832 PC Chemical Agents training prior to authorization to carry spray, and all full-time staff receives self-defense training during STC core training. Refresher training is offered periodically as needed.
- 9.7.6.1 When using force, only those defensive tactics, control holds and methods of application of spray specifically taught during training and approved by the Probation Department are authorized.
- 9.7.6.2 If a situation arises where self-defense against an assault becomes necessary, the following general rules shall be adhered to by staff:

- 9.7.6.2.1 Avoid using physical intervention unless there is a clear/present danger of physical injury. (If a youth is following verbal instruction, however slowly, there is no need for physical intervention unless there is a clear and present danger to the order of the Institution or to another person.)
- 9.7.6.2.2 Seek a position of defense.
- 9.7.6.2.3 Use your weight/leverage against the resident's strength.
- 9.7.6.2.4 Grasp limbs at points above joints to avoid injuries and gain better leverage.
- 9.7.6.2.5 Recognize that complete control of a resident's movement may be difficult.
- 9.7.6.2.6 Minimize the space available for movement by the resident.
- 9.7.6.2.7 Get additional staff assistance as soon as possible.
- 9.7.6.2.8 Use the minimum amount of physical force necessary to control the situation.
- 9.7.6.2.9 Contact the Duty Supervisor/OIC, prior to the use of force if possible and as soon as possible whenever force is used.
- 9.7.7 Following a physical contact, if the youth complains of injury or appears injured, **contact medical staff** immediately and arrange for the youth to be examined as soon as possible. (In all cases, a sick slip referral shall be submitted on the same day as the physical contact.) If there is no medical staff on duty at the Youth Center, contact the Duty Physician and notify him/her that the youth has been engaged in a physical altercation (be prepared to describe the youth's condition). Follow the directions given by the physician. If the youth is severely injured and there is no medical staff on duty and the Duty Physician cannot be contacted, transport the youth to Natividad Hospital. Document this action in the incident report.
- 9.7.7.1 In all cases of physical contact/use of force, make out a **referral** slip to the medical staff and **Mental Health Counselor**, and place it in the referral box in order that the youth's medical and emotional/mental state and need for treatment may be assessed. Document this action in the incident report.
- 9.8 **Use of OC Spray**
This policy was developed after consultation with the medical provider for the Youth Center and Juvenile Hall.
- 9.8.1 OC spray is a highly-concentrated form of peppers, or a similar synthetic substance, which affects the mucous membranes of humans. OC spray, when applied to the face, typically causes the following reactions: swelling of the mucous membranes, involuntary closing of the eyes, gagging, shortness of breath, and an intense burning sensation on exposed areas of skin. Most persons encountering OC involuntarily bend over at the waist or drop to their knees, regardless of their emotional or intoxicated state. These symptoms are temporary

and will usually dissipate within 45 minutes. With treatment, the effects will usually dissipate within 15-20 minutes.

- 9.8.2 **Authorization:** The Probation Division Director-Youth Center Institutions shall designate those officers authorized to use OC within the facility. No other persons are authorized to possess or use chemical agents in the Institution unless authorized by the Chief Probation Officer or the designated representative in charge of the Institution (12404 P.C.). Oleoresin Capsicum tear gas is the only chemical agent approved for use in Monterey County Juvenile Institutions. Officers may only use the OC products issued and approved by the Monterey County Chief Probation Officer.
- 9.8.2.1 OC spray may be used to control, restrain, or subdue imminent or actual violent behavior where such behavior presents a clear danger to staff, youth in custody, or other persons. OC spray shall never be used indiscriminately or in response to simple threats of violence, but may be used when there is a credible threat of violence coupled with the present ability to cause injury. Before using OC spray, staff should always consider the use of less noxious alternatives, provided such remedies do not significantly increase the risk of injury to staff or others.
- 9.8.2.2 OC spray shall not be used for punishment, retaliation, or disciplinary purposes.
- 9.8.2.3 Staff shall notify the Supervisor that OC spray has been used. They shall also provide all information regarding the circumstances of the use, immediately after the incident, by completing an incident report per policy. The report shall be titled “**Use of Force**”.
- 9.8.3 **Procedures/Cautions for Use of OC Spray:** At the Youth Center, OC products must be used in hand-held canister form. Maximum effectiveness is achieved when the target is at least six feet away, but is not more than ten feet away from the canister when sprayed. OC spray must contact the target’s face to be effective. Spraying the person below the face will not cause the desired effects.
- 9.8.3.1 Caution should be taken prior to applying OC spray on resisting persons engaged physically with other officers or not isolated from bystanders.
- 9.8.3.2 Caution should be taken prior to using OC tear gas in windy conditions. The target should always be downwind.
- 9.8.3.3 Due to the close range of the encounter, it is extremely important that the officer sprays the OC spray, then immediately moves laterally to sidestep an attack.
- 9.8.3.4 OC spray should be carried so that it is concealed from the targeted person when the officer stands in position of interview/advantage (bladed stance). Officers should seek the advantage by diverting the person’s attention so that the OC is applied without giving the person prior warning or time to react. (Never threaten to use spray or allow subject to view the canister prior to use, since this can allow the subject to shield face and eyes, rendering the spray ineffective.)

- 9.8.3.5 Officers should recognize the limitations of non-lethal chemical agents, especially where persons are armed with deadly force or under the influence of certain drugs.
- 9.8.3.6 Care should be taken when applying OC to individuals with emphysema and asthmatic conditions as OC may cause severe temporary effects on these persons.
- 9.8.4 **After-Care Procedure:** The following procedure should be carefully followed after an individual has been sprayed with OC:
- 9.8.4.1 Immediately restrain the youth with handcuffs (behind back).
- 9.8.4.2 If possible, maintain the youth in an upright sitting or standing position. **Under no circumstance is a youth who has been sprayed to be left unattended,** placed in a prone position, or lying face down until all symptoms have subsided and all restraints are removed.
- 9.8.4.3 Tell the person to calm down, to relax, and to try to breathe normally. Assure the person that the effects will diminish and dissipate shortly. Speak calmly.
- 9.8.4.4 As soon as practicable, flush the face and contaminated areas with cool water and wash with mild soap. This will reduce the time needed for the symptoms to dissipate. (This can be accomplished by allowing the youth access to a bucket of cool water or the utility sink.)
- 9.8.4.5 All symptoms should disappear within 15-45 minutes without after-effects.
- 9.8.4.6 Any time that OC spray is used on a youth, contact medical staff immediately and arrange for the youth to be examined as soon as possible. If there is no medical staff on duty, contact the Duty Physician at tel. 758-7662 and advise him/her that the youth has been sprayed (be prepared to describe the youth's condition), and follow the directions given by the physician. If the youth is experiencing a severe reaction, no medical staff is on duty, and the Duty Physician cannot be quickly contacted, transport the youth to Natividad Hospital Emergency Room. In all cases, submit a sick slip on the date of the incident.
- 9.8.4.7 After a youth has been sprayed, he is to be directly observed by staff for the next 15 minutes or until restraints have been removed. If restraints have been removed, direct observation shall continue a minimum of once every five (5) minutes until all the symptoms have dissipated.
- 9.8.4.8 **Storage of OC:** Juvenile Institutions Officer's that are off duty shall store their OC in their lockers. Additional cans of O/C used for issuance purposes by the Probation Services Manager shall be stored in the Youth Center locked security cabinet.
- 9.8.4.9 **Maintenance of OC:** Canisters involved in any type of malfunction or damage shall be turned in to the Probation Services Manager for exchange. Damage to County Property forms shall be forwarded to the appropriate supervisor and shall explain the cause of damage.

Policy and Procedure Manual Issued 6/1/17 – added discipline for improper use of force

Any officer who is found to have improperly used force may be subject to disciplinary action.

Policy and Procedure Manual Issued 6/30/16 – no changes to regarding PRAR request

Policy and Procedure Manual Issued 8/15/14 - added minor's rights and Duty to Intercede

The right to freedom from discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability or HIV status or segregated housing or classification decisions based on the above categories.

Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to the Probation Services Manager or Probation Division Director.

Policy and Procedure Manual Issued 6/17/13

Use of Force

This policy was developed after consultation with the medical provider for the Youth Center and Juvenile Hall.

- 9.7.5 The **use of force** may be **defined** as an immediate means of overcoming resistance that is used to control the threat of/or imminent harm to self and others. The use of force may include physical contact, mechanical restraint or chemical restraint.
- 9.7.5.1 Within the Youth Center, the use of physical force by staff is sometimes necessary to prevent the following: the perpetration of a violent act between residents, against staff or visitors; destruction of county property; to prevent self-harm by a minor; or to gain compliance with facility rules.
- 9.7.5.2 When emergencies arise and the use of physical force, mechanical restraint or chemical restraint is contemplated, staff is required to know exactly what type of force is allowed, when it is appropriate to use, and how to apply force properly.
- 9.7.5.3 **Authority:** State and Federal laws empower Peace Officers with the right to use physical force when necessary to maintain and enforce their responsibilities under

the law. Within an Institution, Probation Department staff has a duty and responsibility to safely maintain control of the Institution and its occupants. This duty or responsibility extends to the physical restraint of minors who are threatening self-harm or harm to the security and safety of the Institution, its staff, other residents, or visitors. Use of physical force is both lawful and necessary if the safety and security of the Institution is jeopardized by threatening or violent acts of a minor in custody.

- 9.7.6 **Limitations:** Use of force is limited to the minimum force necessary to maintain control of the Institution or to protect the safety of its staff, residents and visitors. Use of force in excess of that which is necessary or use of force after control has been attained, constitutes an unlawful act of assault or battery and is not authorized or protected under the color of legal authority provided by law.
- 9.7.6.1 Monterey County Probation Administration Policy Manual limits the use of physical force to emergency situations. If the situation permits, prior to engaging in physical force, staff shall exhaust less physical alternatives such as verbal commands and explicit direction prior to or followed by the use of OC spray to gain compliance or control. When in the prudent judgment of a Juvenile Institutions Officer, no other alternative is available; the use of physical force is authorized. However, such physical force shall be limited to the reasonable degree necessary to gain control or cooperation from a resident.
- 9.7.6.2 Whenever possible, initiation of physical contact or use of force with a resident should be done in the immediate presence of another staff member and, if the situation allows, the Duty Supervisor/OIC. (The Duty Supervisor/OIC shall be notified and their presence requested in all cases, whenever physical contact with a resident is anticipated or has occurred.)
- 9.7.6.3 **The use of force is limited to:**
 - 9.7.6.3.1 Self-defense
 - 9.7.6.3.2 Defense of staff
 - 9.7.6.3.3 Defense/protection of minors in custody
 - 9.7.6.3.4 Protection of visitors
 - 9.7.6.3.5 Protection of governmental property
 - 9.7.6.3.6 Prevention of escape
 - 9.7.6.3.7 Prevention of riots/bay disturbances
 - 9.7.6.3.8 Movement of a resident who fails to cooperate with a reasonable request to leave the scene of an incident or accompany an officer to an area designated by staff (i.e. their room, etc.) when such compliance is necessary for: maintenance of group control, maintenance of individual safety, or accomplishment of an arrest.

- 9.7.7 **Staff Immunity:** When force is used by Probation staff members, they will be protected by the law to the extent that they operate within it. When staff members exceed the protection of the law, they are vulnerable to criminal charges and/or departmental disciplinary action. When abuse of force is believed to have occurred, a preliminary internal investigation will be conducted by the facility Division Director and a report shall be submitted to the Chief Probation Officer. If it appears that there may have been abuse, an internal investigation pursuant to the Peace Officers Bill of Rights shall be conducted and appropriate discipline shall be administered. If warranted, the Salinas Police Department shall be notified to investigate the situation, with the full cooperation of the Probation Department, and to file criminal charges as appropriate.
- 9.7.8 **Prohibitions:** Under no circumstances shall force be used as a form of punishment or discipline. Nor shall physical force be engaged in with the intent to injure a resident, except in instances where a life is threatened or in jeopardy. Offensive physical force will be condoned only in a life-threatening situation and as a final resort for the protection of self, staff, visitors and/or other residents.
- 9.7.8.1 **Carotid restraint, Choke or Sleeper holds are expressly forbidden.**
- 9.8.5 **Reporting requirements:** The importance of complete and properly filed reports is essential for the protection of all Probation Department staff. It is inevitable in an institutional setting that residents and staff alike may be injured during a physical confrontation and allegations of impropriety may be made. Complete and prompt reports are therefore the best safeguard from false accusations regarding the use and application of force by staff.
- 9.8.5.1 All instances involving use of force or physical contact between staff and a minor require an **incident report, entitled “Use of Force/Physical Contact”**, documenting the incident. This report is to be submitted to the Duty Supervisor/OIC for review prior to the completion of the shift during which the event occurred. The officer initiating the use of force/physical contact shall submit the report. This report shall include:
- 9.8.5.1.1 An account of the events leading to the physical contact or the use of force
- 9.8.5.1.2 An accurate and precise description of the incident and the type of force used
- 9.8.5.1.3 A description of any injuries suffered by either staff or minors. If there were no injuries to anyone, the report should so state. The report shall also include a statement that the minor was referred for medical and mental health evaluation.
- 9.8.5.1.4 A list of all staff and minors who were participants and/or witnesses. **(ALL staff participants and witnesses are required to submit independently written incident reports entitled “Use of Force/Physical Contact”).**
- 9.8.5.1.5 An account of any deviation from the standard operating procedures or policy regarding the use of force and the reason for the deviation

- 9.8.5.1.6 Upon receiving the Incident Reports, Duty Supervisor/OIC will review, for clarity and completeness, and addendum all reports prior to the end of his/her shift and prior to submitting them for further review by Division Director. The Division Director shall review all use of force/physical contact incidents regarding the use of force or physical contact as to the appropriateness of the use of force, the need for further investigation/discipline and staff training if necessary.
- 9.8.5.2 Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to the Probation Services Manager or Probation Division Director.
- 9.8.6 **Approved Defensive Techniques:** It is the policy of Monterey County Juvenile Institutions that staff members receive training in self-defense tactics, control holds and the use of chemical agents (OC spray). All full-time Juvenile Institutions Officers receive 832 PC Chemical Agents training prior to authorization to carry spray, and all full-time staff receives self-defense training during STC core training. Refresher training is offered periodically as needed.
- 9.8.6.1 When using force, only those defensive tactics, control holds and methods of application of spray specifically taught during training and approved by the Probation Department are authorized.
- 9.8.6.2 If a situation arises where self-defense against an assault becomes necessary, the following general rules shall be adhered to by staff:
 - 9.8.6.2.1 Avoid using physical intervention unless there is a clear/present danger of physical injury and OC spray is unavailable or ineffective. (If a minor is following verbal instruction, however slowly, there is no need for physical intervention unless there is a clear and present danger to the order of the Institution or to another person.)
 - 9.8.6.2.2 Seek a position of defense.
 - 9.8.6.2.3 Use OC spray as the first measure, if available.
 - 9.8.6.2.4 Use your weight/leverage against the resident's strength.
 - 9.8.6.2.5 If possible, grab the resident by clothing rather than flesh.
 - 9.8.6.2.6 Grasp limbs at points above joints to avoid injuries and gain better leverage.
 - 9.8.6.2.7 Recognize that complete control of a resident's movement may be difficult.
 - 9.8.6.2.8 When holding a resident against a wall/floor, restrict his mobility by holding his face to the surface.
 - 9.8.6.2.9 Minimize the space available for movement by the resident.

- 9.8.6.2.10 Get additional staff assistance as soon as possible.
- 9.8.6.2.11 Use the least amount of physical force necessary to control the situation.
- 9.8.6.2.12 Once contact has been made, do not let go until all agree. Let others know in advance if you must let go.
- 9.8.6.2.13 Contact the Duty Supervisor/OIC, prior to the use of force if possible and as soon as possible whenever force is used.
- 9.8.7 Following a physical contact, if the minor complains of injury or appears injured, **contact medical staff** immediately and arrange for the minor to be examined as soon as possible. (In all cases, a sick slip referral shall be submitted on the same day as the physical contact.) If there is no medical staff on duty at the Youth Center, contact the Duty Physician at tel. 649-8994 and notify him/her that the minor has been engaged in a physical altercation (be prepared to describe the minor's condition). Follow the directions given by the physician. If the minor is severely injured and there is no medical staff on duty and the Duty Physician cannot be contacted, transport the minor to Natividad Hospital. Document this action in the incident report.
- 9.8.7.1 In all cases of physical contact/use of force, make out a **referral** slip to the medical staff and **Mental Health Counselor**, and place it in the referral box in order that the minor's medical and emotional/mental state and need for treatment may be assessed. Document this action in the incident report.
- 9.8.8 **Physical Removal of a Minor from Room or Unit**
Periodically, situations may occur requiring the physical removal of a minor from a room or particular bay. Staff is authorized to physically remove any resident whose behavior endangers/disrupts the safety and security of the Institution, its programs, its staff members and other residents or visitors. Such disruption/endangerment may occur under the following circumstances:
 - 9.8.8.1 A resident physically assaults another resident or visitor
 - 9.8.8.1.1 A resident physically assaults a staff member
 - 9.8.8.1.2 A resident engages in or solicits disruptive or riotous acts or behavior
 - 9.8.8.1.3 A resident engages in the willful and significant destruction of property
 - 9.8.8.1.4 A resident engages in acts of self-harm
 - 9.8.8.1.5 A resident refuses a reasonable request to accompany a staff member to a room or area designated by staff
 - 9.8.8.2 **Procedure for removal:** When a decision is made to physically remove a resident to a more secure setting, the following procedures shall be invoked:
 - 9.8.8.2.1 Except in an emergency, staff shall acquire the approval and presence of the Duty Supervisor/OIC prior to the physical removal of a resident.

- 9.8.8.2.2 Prior to the physical removal of a resident, staff shall secure the bay and place the other residents in their rooms or on their bunks.
- 9.8.8.2.3 The senior staff member or a designated representative shall inform the other bays of the situation by **telephone** and request the following: that the bay is sealed off from traffic, backup staff be sent to the bay, the Duty Supervisor/OIC report to the bay, and another room be made available.
- 9.8.8.2.4 If removing a resident from a double-occupied room, staff shall isolate the resident by removing any roommates from the room and securing them temporarily in other bay rooms.
- 9.8.8.2.5 Following accomplishment of the above procedures, the physical removal of a resident may proceed. When removing the resident, verbal instructions for compliance shall be initiated first. If the resident complies, he/she shall be escorted by a minimum of two (2) staff members to the required destination. (At the discretion of the Supervisor/OIC, handcuffs may be utilized.)
- 9.8.8.2.5.1 In cases where **compliance with verbal instructions is not forthcoming, the use of force and restraint is authorized**. When using force, only the amount of force necessary to take control of the resident and affect the transfer to the intended destination is authorized. Restraints are authorized until compliance and self-control are obtained (see Section 9.9). **OC spray shall be applied (see Section 9.8) prior to any contact and, only if necessary**, may be followed by physical force. (In most cases, compliance is obtained upon application of spray.)
- 9.8.8.2.5.2 When entering a resident's room, be sure the door is keyed back and each staff member has a clearly defined role for the removal process (one staff member to apply the OC spray, another to assist in application of mechanical restraints, etc.). Injuries to both staff and resident often occur as a result of too many people in a room with non-defined roles for the removal process.
- 9.9 **Use of OC Spray**
This policy was developed after consultation with the medical provider for the Youth Center and Juvenile Hall.
- 9.8.2 OC spray is a highly concentrated form of peppers, or a similar synthetic substance, which affects the mucous membranes of humans. OC spray, when applied to the face, typically causes the following reactions: swelling of the mucous membranes, involuntary closing of the eyes, gagging, shortness of breath, and an intense burning sensation on exposed areas of skin. Most persons encountering OC involuntarily bend over at the waist or drop to their knees, regardless of their emotional or intoxicated state. These symptoms are temporary and will usually dissipate within 45 minutes. With treatment, the effects will usually dissipate within 15-20 minutes.
- 9.8.2 **Authorization:** The Probation Division Director-Youth Center Institutions shall designate those officers authorized to use OC within the facility. No other persons are authorized to possess or use chemical agents in the Institution unless

authorized by the Chief Probation Officer or the designated representative in charge of the Institution (12404 P.C.). Oleoresin Capsicum tear gas is the only chemical agent approved for use in Monterey County Juvenile Institutions. Officers may only use the OC products issued and approved by the Monterey County Chief Probation Officer.

- 9.8.3.7 OC spray may be used to control, restrain, or subdue imminent or actual violent behavior where such behavior presents a clear danger to staff, minors in custody, or other persons. OC spray shall never be used indiscriminately or in response to simple threats of violence, but may be used when there is a credible threat of violence coupled with the present ability to cause injury. Before using OC spray, staff should always consider the use of less noxious alternatives, provided such remedies do not significantly increase the risk of injury to staff or others.
- 9.8.3.8 OC spray shall not be used for punishment, retaliation, or disciplinary purposes.
- 9.8.3.9 The on-duty Juvenile Institutions Supervisor or Officer-in-Charge shall be consulted before OC spray is used at the Youth Center. In some emergency situations, staff will need to act immediately without consulting the Supervisor. When this occurs, staff shall notify the Supervisor that OC spray has been used. They shall also provide all information regarding the circumstances of the use, immediately after the incident, by completing an incident report per policy. The report shall be titled “**Use of Force/OC Spray**”.
- 9.8.4 **Procedures/Cautions for Use of OC Spray:** At the Youth Center, OC products must be used in hand-held canister form. Maximum effectiveness is achieved when the target is at least six feet away, but is not more than ten feet away from the canister when sprayed. OC spray must contact the target’s face to be effective. Spraying the person below the face will not cause the desired effects.
 - 9.8.4.1 Caution should be taken prior to applying OC spray on resisting persons engaged physically with other officers or not isolated from bystanders.
 - 9.8.4.2 Caution should be taken prior to using OC tear gas in windy conditions. The target should always be downwind.
 - 9.8.4.3 Due to the close range of the encounter, it is extremely important that the officer sprays the OC spray, then immediately moves laterally to sidestep an attack.
 - 9.8.4.4 OC spray should be carried so that it is concealed from the targeted person when the officer stands in position of interview/advantage (bladed stance). Officers should seek the advantage by diverting the person’s attention so that the OC is applied without giving the person prior warning or time to react. (Never threaten to use spray or allow subject to view the canister prior to use, since this can allow the subject to shield face and eyes, rendering the spray ineffective.)
 - 9.8.4.5 Officers should recognize the limitations of non-lethal chemical agents, especially where persons are armed with deadly force or under the influence of certain drugs.

- 9.8.4.6 Care should be taken when applying OC to individuals with emphysema and asthmatic conditions as OC may cause severe temporary effects on these persons.
- 9.8.5 **After-Care Procedure:** The following procedure should be carefully followed after an individual has been sprayed with OC:
- 9.8.5.1 Immediately restrain the minor with handcuffs (behind back) and leg shackles (waist chain may be used in place of handcuffs, if the minor is compliant enough to allow placement without undue struggle).
- 9.8.5.2 If possible, maintain the minor in an upright sitting or standing position. **Under no circumstance is a minor who has been sprayed to be left unattended,** placed in a prone position, or lying face down until all symptoms have subsided and all restraints are removed.
- 9.8.5.3 Tell the person to calm down, to relax, and to try to breathe normally. Assure the person that the effects will diminish and dissipate shortly. Speak calmly.
- 9.8.5.4 As soon as practical, flush the face and contaminated areas with cool water and wash with mild soap. This will reduce the time needed for the symptoms to dissipate. (This can be accomplished by allowing the minor access to a bucket of cool water or the utility sink. Do not use the shower, as the warm water will increase the irritation. Minors who have calmed down are not to be placed in their rooms until they are thoroughly decontaminated.)
- 9.8.5.5 All symptoms should disappear within 15-45 minutes without after-effects.
- 9.8.5.6 Any time that OC spray is used on a minor, contact medical staff immediately and arrange for the minor to be examined as soon as possible. If there is no medical staff on duty, contact the Duty Physician at tel. 758-7662 and advise him/her that the minor has been sprayed (be prepared to describe the minor's condition), and follow the directions given by the physician. In the event that the minor is experiencing a severe reaction, no medical staff is on duty, and the Duty Physician cannot be quickly contacted, transport the minor to Natividad Hospital Emergency Room. In all cases, submit a sick slip on the date of the incident.
- 9.8.5.7 After a minor has been sprayed, he/she is to be directly observed by staff for the next 15 minutes or until restraints have been removed. If restraints have been removed, direct observation shall continue a minimum of once every five (5) minutes until all the symptoms have dissipated. Record observations on a log sheet to be maintained in the Supervisor's Office with a copy to the minor's file.
- 9.8.5.8 **Storage of OC:** Juvenile Institutions Officer's that are off duty shall store their OC in their lockers. Additional cans of O/C used for issuance purposes by the Probation Services Manager shall be stored in the Youth Center locked security cabinet.
- 9.8.4.9 **Maintenance of OC:** Canisters involved in any type of malfunction or damage shall be turned in to the Probation Services Manager for exchange. Damage to

County Property forms shall be forwarded to the appropriate supervisor and shall explain the cause of damage.



MONTEREY COUNTY

PROBATION DEPARTMENT Office of the Chief

Marcia Parsons
Chief Probation Officer

Todd Keating
Assistant Chief Probation Officer

May 18, 2018

Ian Kysel
ACLU, Southern California
1851 E First Street, Suite 450
Santa Ana, CA 92705

Dear Mr. Kysel:

This responds to your Public Records Act Request dated May 9, 2018, which was received on the same date and referred to me for response. In that request, you seek records to include more than three years of policies and procedures, training materials, and data, regarding the use of chemical agents in the juvenile institutions operated by the Monterey County Probation Department.

The scope of your various requests is quite broad, encompasses a voluminous amount of potentially responsive records, and requires the search and collection of records from various facilities and departments. The County is still in the process of identifying, collecting and reviewing potentially responsive records regarding these requests.

Accordingly, pursuant to Government Code § 6253, the County is extending the time in which to respond to these requests. The County will provide you, no later than June 1, 2018, a further response.

Please contact me if you have any questions over any statement in this response.

Sincerely,

A handwritten signature in blue ink, appearing to read "Todd Keating", is written over the printed name.

Todd Keating
Assistant Chief Probation Officer
Monterey County Probation Department



MONTEREY COUNTY

PROBATION DEPARTMENT Office of the Chief

Marcia Parsons
Chief Probation Officer

Todd Keating
Assistant Chief Probation Officer

May 31, 2018

Ian Kysel
American Civil Liberties Union Foundation
Southern California, Orange County Office
1851 E. First Street, Suite 450
Santa Ana, CA 92705

Dear Mr. Kysel:

This letter serves as the response from the Monterey County Probation Department to the Request for Documents under California's Public Record Act.

1. Policies and Procedures

- a. Copies of any and all of the following policies and procedures used/in effect between January 1, 2015 and March 31, 2018 (inclusive) in each facility operated by MCPD:**
 - i. Any and all rules of conduct and disciplinary and/or behavior management policies and procedures for youth, including those governing sanctions as well as those governing incentives and/or privileges.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- ii. Any and all behavior management or other policies and procedures governing use of force by staff, including what kind of force can be used and the continuum of appropriate force permitted in specific circumstances.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- iii. Any and all behavior management or other policies and procedures governing use of cell/room extraction, including any requirements to video or audiotape cell/room extraction.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- iv. Any and all behavior management or other policies and procedures governing use of de-escalation techniques by staff.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- v. Any and all behavior management or other policies and procedures governing use of chemical agents (including the type, size/volume and approved method of deployment for those chemical agents) and methods of application as well as chemical agent cleanup/decontamination after use.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- vi. Any and all policies and procedures regarding storage and maintenance requirements for any chemical agents permitted to be stored, used, or carried in the facility.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- vii. Any and all policies and procedures regarding identifying or authorizing staff who are permitted to carry and/or use chemical agents in the facility.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- viii. Any and all policies and procedures addressing medical and behavioral health conditions that would contraindicate or limit use of chemical agents.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- ix. Any and all policies and procedures regarding identifying and evaluating youth who have been exposed to chemical agents, including any signs and symptoms requiring medical or behavioral health evaluation referral.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- x. Any and all policies and procedures regarding notification of parents or legal guardians regarding youth exposure to chemical agents.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- xi. Any and all policies and procedures on documentation and reporting requirements following any use of chemical agents.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- xii. Any and all policies and procedures on requirements to debrief or discuss use of force incidents, including use of chemical agents, with youth after the incident.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- xiii. Any and all policies and procedures on supervisory or other review of use of force incidents by staff, including use of chemical agents.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- xiv. Any and all policies and procedures regarding the information provided to youth to explain rules, rights, policies and procedures related to use of force, including but not limited to use of chemical agents (including copies of such information, as provided to youth, in each language in which it is available).**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- xv. Any and all policies and procedures governing discipline of staff for violations of policies, procedures and rules governing the use of force, including use of chemical agents.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

2. Training Materials

- a. Copies of any and all of the following training materials used/in effect between January 1, 2015 and March 31, 2018 (inclusive) in each facility operated by**

MCPD:

We have identified records responsive to your request, which are in electronic format on the included DVD-R. Policies and Procedures are reviewed with staff before and after implementation, or upon their employment with the department to ensure knowledge and understanding.

- i. Any and all training materials on the use of chemical agents, including but not limited to permissible use and standard(s) for use, methods of application and cleanup/decontamination.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- ii. Any and all training materials on cell/room extractions.**

We do not have records responsive to this request.

- iii. Any and all training materials on the provision of medical or behavioral health services or referral before or after youth are exposed to chemical agents.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- iv. Any and all training materials on identifying signs or symptoms of medical or behavioral health conditions that would contraindicate the use of certain types of force, including chemical agents.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- v. Any and all training materials on the use and exhaustion of less restrictive options than use of chemical agents and before the use of chemical agents.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- vi. Any and all training materials on complying with authorization, reporting and documentation requirements in connection with the use of chemical agents.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- vii. Any and all training materials on conducting a review of use of force, including on the use of chemical agents.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

viii. Any and all training materials on debriefing or discussing use of force incidents with use, including use of chemical agents, after the incident.

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

ix. Any and all training materials used to ensure compliance of staff authorized to carry or use chemical agents with Penal Code § 22820 (requiring completion of training in the use of tear gas for any peace officer before they can purchase, possess, transport, or use tear gas or a tear gas weapon).

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

3. Data

a. Any and all data on the use of chemical agents between January 1, 2015 and March 31, 2018 (inclusive) in each facility operated by MCPD, including:

i. Records showing any and all aggregate data regarding average rate of use of chemical agents per month, quarter and year.

The Monterey County Probation Department does not maintain data in the manner requested.

ii. Records showing any and all individual data regarding specific instances of use of chemical agents, including, for each instance, the incident date, time, volume or amount of chemical agent deployed, location within the facility, description of the incident (including the situation alleged to precipitate the use; for example but not limited to fight, cell/room extraction, refusal to follow a verbal order, assault, riot, etc.), and demographic information about the juvenile and staff involved, including but not limited to age, race, national origin, gender identify and gender expression. We request that individual identifying information (name) be replaced with unique identifiers so that we may observe whether the same individuals were involved in multiple incidents.

The Monterey County Probation Department does not maintain data in the manner requested.

iii. Copies of any and all videotapes or other audio and/or visual records of use of force or cell/room extractions involving the use of chemical agents. We request that individual identifying information (recordings of name, face) be replaced with unique identifiers so that we may observe whether the same individuals were involved in multiple incidents.

We do not have records responsive to this request.

- iv. Copies of any notification of parents or guardians after chemical agent use made. We request that individual identifying information (name, addresses) be replaced with unique identifiers so that we may observe whether the same individuals were involved in multiple incidents.**

We do not have records responsive to this request.

- v. Copies of any and all complaints/grievance made regarding use of chemical agents, including records showing any response and any action taken. We request that individual identifying information (name) be replaced with unique identifiers so that we may observe whether the same individuals were involved in multiple incidents.**

We do not have records responsive to this request.

- vi. Copies of any and all incident reports or other reports related to use of chemical agents, including log book entries, entries in any electronic case management system(s), and entries in any other institutional case, data, or record management system(s). We request that individual identifying information (name) be replaced with unique identifiers so that we may observe whether the same individuals were involved in multiple incidents.**

We have records responsive to this request, although we have been advised that portions of those records are *not* subject to disclosure pursuant to Welfare and Institutions Code section 827 [Access to Juvenile Records]. An intentional violation of the confidentiality provisions of this section of the Welfare & Institutions Code are considered a misdemeanor and punishable by a fine not to exceed five hundred dollars (\$500). This determination was made in conjunction with Deputy County Counsel Anne K. Brereton.

- vii. Copies of any and all internal reviews related to use of chemical agents conducted.**

We have records responsive to this request, although we have been advised that portions of those records are *not* subject to disclosure pursuant to Welfare and Institutions Code section 827 [Access to Juvenile Records]. An intentional violation of the confidentiality provisions of this section of the Welfare & Institutions Code are considered a misdemeanor and punishable by a fine not to exceed five hundred dollars (\$500). This determination was made in conjunction with Deputy County Counsel Anne K. Brereton.

- viii. Records showing any staff disciplined in connection with use of chemical agents, including allegations, findings, and any disciplinary actions taken. We request that individual identifying information (name) be replaced with unique identifiers so that we may observe whether the same individuals were involved in multiple incidents.**

We do not have records responsive to this request

- ix. Records of injury to staff or youth related to use of chemical agents. We request that individual identifying information (name) be replaced with unique identifiers so that we may observe whether the same individuals were involved in multiple incidents.**

We do not have records responsive to this request.

- x. Records showing number and volume of all containers or units of chemical agents currently maintained or stored for use.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- xi. Records showing number and volume of all containers or units of chemical agents purchased per month, quarter and year (and the total cost for such purchases).**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- xii. Records showing number and volume of all containers or units of chemical agents destroyed or discarded per month, quarter and year.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- xiii. Copies of any and all studies, inspection or accreditation reports, audits, or analyses relating to the Facilities conducted internally or by outside agencies or organizations that mention chemical agents.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- xiv. Strategic plans, committee reports, briefings, data, memoranda, final agendas, meeting minutes, or other documents or materials relating to the use of pepper spray.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- xv. Draft and final memoranda, documents, or guidance materials or directives, including but not limited to those addressing changes to policies, procedures, and training materials disclosed in response to this request, prepared by the MCPD related to use of chemical agents.**

We have identified records responsive to your request, which are in electronic format on the included DVD-R.

- xvi. Copies of any approvals or denials of any proposed changes to policies, procedures, trainings or guidelines, including but not limited to those addressing changes to policies, procedures, and training materials disclosed in response to this request, prepared by MCPD related to use of chemical agents.**

We do not have records responsive to this request.

Please be advised that every effort has been made to provide all disclosable records which might fall within your inquiry. As such, we believe our reply is quite thorough. However, if you have knowledge of a specific document which has not been provided in response to your inquiry, please notify us and we will be happy to provide the document(s) to you unless, of course, it is exempt from disclosure under applicable law.

If you wish to dispute any of the determinations contained in this response to your request(s) please advise us of your legal argument. If you would also please provide us with a citation or legal authority which supports your argument we will be willing to reconsider our opinion.

Sincerely,

A handwritten signature in blue ink that reads "Todd Keating". The signature is stylized with a large, flowing "T" and "K".

Todd Keating
Assistant Chief Probation Officer
Monterey County Probation Officer

California Home

Monday, January 4, 2016

**Standards and Training for Corrections (STC) Program**

Course Record Step 7 of 7

Ground Defense

Cert. Number: 0043-032113

Certification Date = 4/24/2015

Est. Class Size:	12	Course Hours:	4
Provider Information			
Assurance:	Assured by Provider: Yes I certify that Monterey County Probation Department will adhere to the STC Policies and Procedures Manual for Training Providers, including the requirement to have a lesson plan on file for this course. I further certify that the information included in this request is accurate to the best of my knowledge.		
Provider Name:	Monterey County Probation Department		
Mailing Address			
Street:	20 E. Alisal Street, 2nd Floor	Provider Contact:	Sonya Gattis
City:	Salinas	Telephone:	(831) 755-3777
State:	CA	Fax:	(831) 759-7246
Zip Code:	93901	Email:	gattiss@co.monterey.ca.us
Modify Recert			
Course Title:	Ground Defense		
Course Contact			
First Name:	Sonya	Last Name:	Gattis
Telephone:	(831) 755-3777	E-mail:	gattiss@co.monterey.ca.us
Face Sheet Modify Recert			
Course Type:	Annual	Primary Population:	Juvenile Corrections Officer
Limited Presentations:	N/A		
Course Summary:	This course is designed for the probation and institutional officers. The officers will be taught safety procedures; apply safety stances, positioning, reactionary gap and body dynamics, how to apply proper ground defense techniques including control techniques and application of hand-to-hand defensive tactics, takedowns, searching and handcuffing.		
Justification for Class Size Less than 16:	Due to the type and intensity of physical skills practice and proficiency testing, a smaller instructor to student ratio is recommended.		

Instructors <u>Modify</u> <u>Recert</u>	
Instructor Name (note: resumes are read only):	Instructor Role:
Golden, Terrance	Primary
Hinze, Stephen E	Alternate
Kaelin, Aaron W	Alternate
Landy, James	Alternate
Mendoza, Marlo	Alternate

<u>Nava, John</u>	Primary
<u>Rager, Derek E</u>	Alternate
<u>Vicent, Al</u>	Alternate
<u>Wilcox, Cristal</u>	Alternate

Performance Objectives <u>Modify</u> <u>Recert</u> Performance Objectives: a) Recognize and explain the safety procedures b) Identify and apply stances, positioning, reactionary Gap, and Body Dynamics. c) Recognize personal weapons. d) Demonstrate falling techniques e) Properly apply ground defense techniques f) Demonstrate and describe grappling techniques g) Review chemical agents training and demonstrate proper use of inert OC spray Testing Procedures: Below are the testing procedures selected for this course Performance (Behavior Skills)
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Course Outline <u>Modify</u> <u>Recert</u>					
Day	Time Begin (24 Hour)	Time End (24 Hour)	Subject or Topic	Instructional Methodology	Instructor
1	0800	0830	Introduction, Safety Briefing, and Warm Ups	Lecture Demonstration Group Exercise	Golden, Terrance
1	0830	0850	Stances, Positioning, Reactionary Gap, and Body Dynamics	Lecture Demonstration Group Exercise	Golden, Terrance
1	0850	0915	Personal Weapons	Lecture Demonstration	Golden, Terrance
1	0915	1015	Falling Techniques	Lecture Demonstration Group Exercise	Golden, Terrance
1	1015	1045	Ground Defense Techniques	Lecture Demonstration Group Exercise	Golden, Terrance
1	1045	1145	Grappling	Lecture Demonstration Group Exercise	Golden, Terrance
1	1145	1200	Cool Down, De-Briefing, Evaluations	Lecture Demonstration Group Exercise	Golden, Terrance

Course Dates and Locations <u>Modify</u> <u>Recert</u> <u>Show All Dates</u> Begin Date: End Date: City:
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California Home

Monday, January 4, 2016

**Standards and Training for Corrections (STC) Program****Course Record Step 7 of 7**

Ground Defense

Cert. Number: 0043-032113

Certification Date = 4/24/2015

Est. Class Size:	12	Course Hours:	4
Provider Information			
Assurance:	Assured by Provider: Yes I certify that Monterey County Probation Department will adhere to the STC Policies and Procedures Manual for Training Providers , including the requirement to have a lesson plan on file for this course. I further certify that the information included in this request is accurate to the best of my knowledge.		
Provider Name:	Monterey County Probation Department		
Mailing Address			
Street:	20 E. Alisal Street, 2nd Floor	Provider Contact:	Sonya Gattis
City:	Salinas	Telephone:	(831) 755-3777
State:	CA	Fax:	(831) 759-7246
Zip Code:	93901	Email:	gattiss@co.monterey.ca.us
Modify Recert			
Course Title:	Ground Defense		
Course Contact			
First Name:	Sonya	Last Name:	Gattis
Telephone:	(831) 755-3777	E-mail:	gattiss@co.monterey.ca.us
Face Sheet Modify Recert			
Course Type:	Annual	Primary Population:	Juvenile Corrections Officer
Limited Presentations:	N/A		
Course Summary:	This course is designed for the probation and institutional officers. The officers will be taught safety procedures; apply safety stances, positioning, reactionary gap and body dynamics, how to apply proper ground defense techniques including control techniques and application of hand-to-hand defensive tactics, takedowns, searching and handcuffing.		
Justification for Class Size Less than 16:	Due to the type and intensity of physical skills practice and proficiency testing, a smaller instructor to student ratio is recommended.		

Instructors <u>Modify</u> <u>Recert</u>	
Instructor Name (note: resumes are read only):	Instructor Role:
<u>Golden, Terrance</u>	Primary
<u>Hinze, Stephen E</u>	Alternate
<u>Kaelin, Aaron W</u>	Alternate
<u>Landy, James</u>	Alternate
<u>Mendoza, Marlo</u>	Alternate

<u>Nava, John</u>	Primary
<u>Rager, Derek E</u>	Alternate
<u>Vicent, Al</u>	Alternate
<u>Wilcox, Cristal</u>	Alternate

Performance Objectives <u>Modify</u> <u>Recert</u>
Performance Objectives:
a) Recognize and explain the safety procedures b) Identify and apply stances, positioning, reactionary Gap, and Body Dynamics. c) Recognize personal weapons. d) Demonstrate falling techniques e) Properly apply ground defense techniques f) Demonstrate and describe grappling techniques g) Review chemical agents training and demonstrate proper use of inert OC spray
Testing Procedures: Below are the testing procedures selected for this course
Performance (Behavior Skills)

Course Outline <u>Modify</u> <u>Recert</u>					
Day	Time Begin (24 Hour)	Time End (24 Hour)	Subject or Topic	Instructional Methodology	Instructor
1	0800	0830	Introduction, Safety Briefing, and Warm Ups	Lecture Demonstration Group Exercise	Golden, Terrance
1	0830	0850	Stances, Positioning, Reactionary Gap, and Body Dynamics	Lecture Demonstration Group Exercise	Golden, Terrance
1	0850	0915	Personal Weapons	Lecture Demonstration	Golden, Terrance
1	0915	1015	Falling Techniques	Lecture Demonstration Group Exercise	Golden, Terrance
1	1015	1045	Ground Defense Techniques	Lecture Demonstration Group Exercise	Golden, Terrance
1	1045	1145	Grappling	Lecture Demonstration Group Exercise	Golden, Terrance
1	1145	1200	Cool Down, De-Briefing, Evaluations	Lecture Demonstration Group Exercise	Golden, Terrance

Course Dates and Locations <u>Modify</u> <u>Recert</u> <u>Show All Dates</u>
Begin Date: End Date: City:

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Monday, January 4, 2016



Standards and Training for Corrections (STC) Program

Course Record Step 7 of 7

Ground Defense

Cert. Number: 0043-032113

Certification Date = 4/24/2015

Est. Class Size:	12	Course Hours:	4
Provider Information			
Assurance:	Assured by Provider: Yes I certify that Monterey County Probation Department will adhere to the STC Policies and Procedures Manual for Training Providers, including the requirement to have a lesson plan on file for this course. I further certify that the information included in this request is accurate to the best of my knowledge.		
Provider Name:	Monterey County Probation Department		
Mailing Address			
Street:	20 E. Alisal Street, 2nd Floor	Provider Contact:	Sonya Gattis
City:	Salinas	Telephone:	(831) 755-3777
State:	CA	Fax:	(831) 759-7246
Zip Code:	93901	Email:	gattiss@co.monterey.ca.us
<u>Modify</u> <u>Recert</u>			
Course Title:	Ground Defense		
Course Contact			
First Name:	Sonya	Last Name:	Gattis
Telephone:	(831) 755-3777	E-mail:	gattiss@co.monterey.ca.us
Face Sheet <u>Modify</u> <u>Recert</u>			
Course Type:	Annual	Primary Population:	Juvenile Corrections Officer
Limited Presentations:	N/A		
Course Summary:	This course is designed for the probation and institutional officers. The officers will be taught safety procedures; apply safety stances, positioning, reactionary gap and body dynamics, how to apply proper ground defense techniques including control techniques and application of hand-to-hand defensive tactics, takedowns, searching and handcuffing.		
Justification for Class Size Less than 16:	Due to the type and intensity of physical skills practice and proficiency testing, a smaller instructor to student ratio is recommended.		

Instructors <u>Modify</u> <u>Recert</u>	
Instructor Name (note: resumes are read only):	Instructor Role:
Golden, Terrance	Primary
Hinze, Stephen E	Alternate
Kaelin, Aaron W	Alternate
Landy, James	Alternate
Mendoza, Marlo	Alternate

<u>Nava, John</u>	Primary
<u>Rager, Derek E</u>	Alternate
<u>Vicent, Al</u>	Alternate
<u>Wilcox, Cristal</u>	Alternate

Performance Objectives <u>Modify</u> <u>Recert</u>
Performance Objectives:
a) Recognize and explain the safety procedures b) Identify and apply stances, positioning, reactionary Gap, and Body Dynamics. c) Recognize personal weapons. d) Demonstrate falling techniques e) Properly apply ground defense techniques f) Demonstrate and describe grappling techniques g) Review chemical agents training and demonstrate proper use of inert OC spray
Testing Procedures: Below are the testing procedures selected for this course
Performance (Behavior Skills)

Course Outline <u>Modify</u> <u>Recert</u>					
Day	Time Begin (24 Hour)	Time End (24 Hour)	Subject or Topic	Instructional Methodology	Instructor
1	0800	0830	Introduction, Safety Briefing, and Warm Ups	Lecture Demonstration Group Exercise	Golden, Terrance
1	0830	0850	Stances, Positioning, Reactionary Gap, and Body Dynamics	Lecture Demonstration Group Exercise	Golden, Terrance
1	0850	0915	Personal Weapons	Lecture Demonstration	Golden, Terrance
1	0915	1015	Falling Techniques	Lecture Demonstration Group Exercise	Golden, Terrance
1	1015	1045	Ground Defense Techniques	Lecture Demonstration Group Exercise	Golden, Terrance
1	1045	1145	Grappling	Lecture Demonstration Group Exercise	Golden, Terrance
1	1145	1200	Cool Down, De-Briefing, Evaluations	Lecture Demonstration Group Exercise	Golden, Terrance

Course Dates and Locations <u>Modify</u> <u>Recert</u> <u>Show All Dates</u>		
Begin Date:	End Date:	City:

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Monterey County Probation Department
Activity Detail and Student Roster

05/17/2018

Page 1

Activity: Chemical Agents Review

- 2003

Begins: 04/28/2015 13:00 **Ends:** 04/28/2015 15:00 **Length:** 02:00

Certification: CA-STC

Presented By: MC Probation

Address: Juvenile Hall Large Conference Room
 1420 Natividad Road

****BRING A TOWEL AND IF YOU WEAR CONTACTS PLEASE BRING YOUR GLASSES
BECAUSE YOU WILL NEED TO TAKE YOUR CONTACTS OUT.**

LADIES: I WOULD RECOMMEND NO EYE MAKE UP.

Module: Chemical Agents Review

Begins: 04/28/2015 13:00 **Ends:** 04/28/2015 15:00 **Length:** 02:00

Certification: CA-STC

STC # 0043-057453

Sept 14
2-4

Standards and Training for Corrections (STC) Program

Course Record Step 7 of 7

Chemical Agents Review

Cert. Number: 0043-057453

Certification Date = 4/24/2015

Est. Class Size:	8	Course Hours:	2
Provider Information			
Assurance:	Assured by Provider: Yes I certify that Monterey County Probation Department will adhere to the STC Policies and Procedures Manual for Training Providers, including the requirement to have a lesson plan on file for this course. I further certify that the information included in this request is accurate to the best of my knowledge.		
Provider Name:	Monterey County Probation Department		
Mailing Address			
Street:	20 E. Alisal Street, 2nd Floor	Provider Contact:	Sonya Gattis
City:	Salinas	Telephone:	(831) 755-3777
State:	CA	Fax:	(831) 759-7246
Zip Code:	93901	Email:	gattiss@co.monterey.ca.us
Modify Recert			
Course Title:	Chemical Agents Review		
Course Contact			
First Name:	Sonya	Last Name:	Gattis
Telephone:	(831) 755-3777	E-mail:	gattiss@co.monterey.ca.us
Face Sheet Modify Recert			
Course Type:	Annual	Primary Population:	Adult Corrections Officer Field Probation Juvenile Corrections Officer
Limited Presentations:	N/A		
Course Summary:	This course is designed for probation and institutional officers in reviewing their training on using OC spray aerosol devices. The officers will review hands-on training in the operational use of Oleoresin Capsicum (OC) pepper spray aerosol devices. The course includes proper deployment in the use of force continuum.		
Justification for Class Size Less than 16:	Due to the type and intensity of physical skills practice and proficiency testing, a smaller instructor to student ratio is recommended.		

Instructors <u>Modify</u> <u>Recert</u>	
Instructor Name (note: resumes are read only):	Instructor Role:
Campos, David L	Primary
Kaelin, Aaron W	Primary
Martin, Carlos	Primary

Monterey County Probation Department
Activity Detail and Student Roster

05/17/2018

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Activity: Chemical Agents Review

- 2117

Begins: 09/16/2015 14:00 **Ends:** 09/16/2015 16:00 **Length:** 02:00

Certification: CA-STC

Presented By: MC Probation

Address: Juvenile Hall Large Conference Room
 1420 Natividad Road
 Salinas CA 93906

Module: Chemical Agents Review

Begins: 09/16/2015 14:00 **Ends:** 09/16/2015 16:00 **Length:** 02:00

Certification: CA-STC

STC # 0043-057453

Sept 16
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Friday, August 28, 2015

**Standards and Training for Corrections (STC) Program**

Course Record Step 7 of 7

Chemical Agents Review

Cert. Number: 0043-057453

Certification Date = 4/24/2015

Est. Class Size:	8	Course Hours:	2
Provider Information			
Assurance:	Assured by Provider: Yes I certify that Monterey County Probation Department will adhere to the STC Policies and Procedures Manual for Training Providers , including the requirement to have a lesson plan on file for this course. I further certify that the information included in this request is accurate to the best of my knowledge.		
Provider Name:	Monterey County Probation Department		
Mailing Address			
Street:	20 E. Alisal Street, 2nd Floor	Provider Contact:	Sonya Gattis
City:	Salinas	Telephone:	(831) 755-3777
State:	CA	Fax:	(831) 759-7246
Zip Code:	93901	Email:	gattiss@co.monterey.ca.us
Modify Recert			
Course Title:	Chemical Agents Review		
Course Contact			
First Name:	Sonya	Last Name:	Gattis
Telephone:	(831) 755-3777	E-mail:	gattiss@co.monterey.ca.us
Face Sheet Modify Recert			
Course Type:	Annual	Primary Population:	Adult Corrections Officer Field Probation Juvenile Corrections Officer
Limited Presentations:	N/A		
Course Summary:	This course is designed for probation and institutional officers in reviewing their training on using OC spray aerosol devices. The officers will review hands-on training in the operational use of Oleoresin Capsicum (OC) pepper spray aerosol devices. The course includes proper deployment in the use of force continuum.		
Justification for Class Size Less than 16:	Due to the type and intensity of physical skills practice and proficiency testing, a smaller instructor to student ratio is recommended.		

Instructors <u>Modify</u> <u>Recert</u>	
Instructor Name (note: resumes are read only):	Instructor Role:
<u>Campos, David L</u>	Primary
<u>Kaelin, Aaron W</u>	Primary
<u>Martin, Carlos</u>	Primary

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Monday, January 4, 2016



Standards and Training for Corrections (STC) Program

Course Record Step 7 of 7

Ground Defense

 Cert. Number: 0043-032113
 Certification Date = 4/24/2015

Est. Class Size:	12	Course Hours:	4
Provider Information			
Assurance:	Assured by Provider: Yes I certify that Monterey County Probation Department will adhere to the STC Policies and Procedures Manual for Training Providers, including the requirement to have a lesson plan on file for this course. I further certify that the information included in this request is accurate to the best of my knowledge.		
Provider Name:	Monterey County Probation Department		
Mailing Address			
Street:	20 E. Alisal Street, 2nd Floor	Provider Contact:	Sonya Gattis
City:	Salinas	Telephone:	(831) 755-3777
State:	CA	Fax:	(831) 759-7246
Zip Code:	93901	Email:	gattiss@co.monterey.ca.us
Modify Recert			
Course Title:	Ground Defense		
Course Contact:			
First Name:	Sonya	Last Name:	Gattis
Telephone:	(831) 755-3777	E-mail:	gattiss@co.monterey.ca.us
Face Sheet Modify Recert			
Course Type:	Annual	Primary Population:	Juvenile Corrections Officer
Limited Presentations:	N/A		
Course Summary:	This course is designed for the probation and institutional officers. The officers will be taught safety procedures; apply safety stances, positioning, reactionary gap and body dynamics, how to apply proper ground defense techniques including control techniques and application of hand-to-hand defensive tactics, takedowns, searching and handcuffing.		
Justification for Class Size Less than 16:	Due to the type and intensity of physical skills practice and proficiency testing, a smaller instructor to student ratio is recommended.		

Instructors <u>Modify</u> <u>Recert</u>	
Instructor Name (note: resumes are read only):	Instructor Role:
Golden, Terrance	Primary
Hinze, Stephen E	Alternate
Kaelin, Aaron W	Alternate
Landy, James	Alternate
Mendoza, Marlo	Alternate

<u>Nava, John</u>	Primary
<u>Rager, Derek E</u>	Alternate
<u>Vicent, Al</u>	Alternate
<u>Wilcox, Cristal</u>	Alternate

Performance Objectives <u>Modify</u> <u>Recert</u>
Performance Objectives:
a) Recognize and explain the safety procedures b) Identify and apply stances, positioning, reactionary Gap, and Body Dynamics. c) Recognize personal weapons. d) Demonstrate falling techniques e) Properly apply ground defense techniques f) Demonstrate and describe grappling techniques g) Review chemical agents training and demonstrate proper use of inert OC spray
Testing Procedures: Below are the testing procedures selected for this course
Performance (Behavior Skills)

Course Outline <u>Modify</u> <u>Recert</u>					
Day	Time Begin (24 Hour)	Time End (24 Hour)	Subject or Topic	Instructional Methodology	Instructor
1	0800	0830	Introduction, Safety Briefing, and Warm Ups	Lecture Demonstration Group Exercise	Golden, Terrance
1	0830	0850	Stances, Positioning, Reactionary Gap, and Body Dynamics	Lecture Demonstration Group Exercise	Golden, Terrance
1	0850	0915	Personal Weapons	Lecture Demonstration	Golden, Terrance
1	0915	1015	Falling Techniques	Lecture Demonstration Group Exercise	Golden, Terrance
1	1015	1045	Ground Defense Techniques	Lecture Demonstration Group Exercise	Golden, Terrance
1	1045	1145	Grappling	Lecture Demonstration Group Exercise	Golden, Terrance
1	1145	1200	Cool Down, De-Briefing, Evaluations	Lecture Demonstration Group Exercise	Golden, Terrance

Course Dates and Locations <u>Modify</u> <u>Recert</u> <u>Show All Dates</u>
Begin Date: End Date: City:

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Monday, January 4, 2016



Standards and Training for Corrections (STC) Program

Course Record Step 7 of 7

Ground Defense

Cert. Number: 0043-032113

Certification Date = 4/24/2015

Est. Class Size:	12	Course Hours:	4
Provider Information			
Assurance:	Assured by Provider: Yes I certify that Monterey County Probation Department will adhere to the STC Policies and Procedures Manual for Training Providers, including the requirement to have a lesson plan on file for this course. I further certify that the information included in this request is accurate to the best of my knowledge.		
Provider Name:	Monterey County Probation Department		
Mailing Address			
Street:	20 E. Alisal Street, 2nd Floor	Provider Contact:	Sonya Gattis
City:	Salinas	Telephone:	(831) 755-3777
State:	CA	Fax:	(831) 759-7246
Zip Code:	93901	Email:	gattiss@co.monterey.ca.us
<u>Modify</u> <u>Recert</u>			
Course Title:	Ground Defense		
Course Contact:			
First Name:	Sonya	Last Name:	Gattis
Telephone:	(831) 755-3777	E-mail:	gattiss@co.monterey.ca.us
Face Sheet <u>Modify</u> <u>Recert</u>			
Course Type:	Annual	Primary Population:	Juvenile Corrections Officer
Limited Presentations:	N/A		
Course Summary:	This course is designed for the probation and institutional officers. The officers will be taught safety procedures; apply safety stances, positioning, reactionary gap and body dynamics, how to apply proper ground defense techniques including control techniques and application of hand-to-hand defensive tactics, takedowns, searching and handcuffing.		
Justification for Class Size Less than 16:	Due to the type and intensity of physical skills practice and proficiency testing, a smaller instructor to student ratio is recommended.		

Instructors <u>Modify</u> <u>Recert</u>	
Instructor Name (note: resumes are read only):	Instructor Role:
Golden, Terrance	Primary
Hinze, Stephen E	Alternate
Kaelin, Aaron W	Alternate
Landy, James	Alternate
Mendoza, Mario	Alternate

<u>Nava, John</u>	Primary
<u>Rager, Derek E</u>	Alternate
<u>Vicent, Al</u>	Alternate
<u>Wilcox, Cristal</u>	Alternate

Performance Objectives <u>Modify</u> <u>Recert</u>
Performance Objectives:
a) Recognize and explain the safety procedures b) Identify and apply stances, positioning, reactionary Gap, and Body Dynamics. c) Recognize personal weapons. d) Demonstrate falling techniques e) Properly apply ground defense techniques f) Demonstrate and describe grappling techniques g) Review chemical agents training and demonstrate proper use of inert OC spray
Testing Procedures: Below are the testing procedures selected for this course
Performance (Behavior Skills)

Course Outline <u>Modify</u> <u>Recert</u>					
Day	Time Begin (24 Hour)	Time End (24 Hour)	Subject or Topic	Instructional Methodology	Instructor
1	0800	0830	Introduction, Safety Briefing, and Warm Ups	Lecture Demonstration Group Exercise	Golden, Terrance
1	0830	0850	Stances, Positioning, Reactionary Gap, and Body Dynamics	Lecture Demonstration Group Exercise	Golden, Terrance
1	0850	0915	Personal Weapons	Lecture Demonstration	Golden, Terrance
1	0915	1015	Falling Techniques	Lecture Demonstration Group Exercise	Golden, Terrance
1	1015	1045	Ground Defense Techniques	Lecture Demonstration Group Exercise	Golden, Terrance
1	1045	1145	Grappling	Lecture Demonstration Group Exercise	Golden, Terrance
1	1145	1200	Cool Down, De-Briefing, Evaluations	Lecture Demonstration Group Exercise	Golden, Terrance

Course Dates and Locations <u>Modify</u> <u>Recert</u> <u>Show All Dates</u>		
Begin Date:	End Date:	City:

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Monday, January 4, 2016

**Standards and Training for Corrections (STC) Program**

Course Record Step 7 of 7

Ground Defense

Cert. Number: 0043-032113

Certification Date = 4/24/2015

Est. Class Size:	12	Course Hours:	4
Provider Information			
Assurance:	Assured by Provider: Yes I certify that Monterey County Probation Department will adhere to the STC Policies and Procedures Manual for Training Providers , including the requirement to have a lesson plan on file for this course. I further certify that the information included in this request is accurate to the best of my knowledge.		
Provider Name:	Monterey County Probation Department		
Mailing Address			
Street:	20 E. Alisal Street, 2nd Floor	Provider Contact:	Sonya Gattis
City:	Salinas	Telephone:	(831) 755-3777
State:	CA	Fax:	(831) 759-7246
Zip Code:	93901	Email:	gattiss@co.monterey.ca.us
Modify Recert			
Course Title:	Ground Defense		
Course Contact			
First Name:	Sonya	Last Name:	Gattis
Telephone:	(831) 755-3777	E-mail:	gattiss@co.monterey.ca.us
Face Sheet Modify Recert			
Course Type:	Annual	Primary Population:	Juvenile Corrections Officer
Limited Presentations:	N/A		
Course Summary:	This course is designed for the probation and institutional officers. The officers will be taught safety procedures; apply safety stances, positioning, reactionary gap and body dynamics, how to apply proper ground defense techniques including control techniques and application of hand-to-hand defensive tactics, takedowns, searching and handcuffing.		
Justification for Class Size Less than 16:	Due to the type and intensity of physical skills practice and proficiency testing, a smaller instructor to student ratio is recommended.		

Instructors <u>Modify</u> <u>Recert</u>	
Instructor Name (note: resumes are read only):	Instructor Role:
<u>Golden, Terrance</u>	Primary
<u>Hinze, Stephen E</u>	Alternate
<u>Kaelin, Aaron W</u>	Alternate
<u>Landy, James</u>	Alternate
<u>Mendoza, Marlo</u>	Alternate

<u>Nava, John</u>	Primary
<u>Rager, Derek E</u>	Alternate
<u>Vicent, Al</u>	Alternate
<u>Wilcox, Cristal</u>	Alternate

Performance Objectives <u>Modify</u> <u>Recert</u> Performance Objectives: a) Recognize and explain the safety procedures b) Identify and apply stances, positioning, reactionary Gap, and Body Dynamics. c) Recognize personal weapons. d) Demonstrate falling techniques e) Properly apply ground defense techniques f) Demonstrate and describe grappling techniques g) Review chemical agents training and demonstrate proper use of inert OC spray
Testing Procedures: Below are the testing procedures selected for this course
Performance (Behavior Skills)

Course Outline <u>Modify</u> <u>Recert</u>					
Day	Time Begin (24 Hour)	Time End (24 Hour)	Subject or Topic	Instructional Methodology	Instructor
1	0800	0830	Introduction, Safety Briefing, and Warm Ups	Lecture Demonstration Group Exercise	Golden, Terrance
1	0830	0850	Stances, Positioning, Reactionary Gap, and Body Dynamics	Lecture Demonstration Group Exercise	Golden, Terrance
1	0850	0915	Personal Weapons	Lecture Demonstration	Golden, Terrance
1	0915	1015	Falling Techniques	Lecture Demonstration Group Exercise	Golden, Terrance
1	1015	1045	Ground Defense Techniques	Lecture Demonstration Group Exercise	Golden, Terrance
1	1045	1145	Grappling	Lecture Demonstration Group Exercise	Golden, Terrance
1	1145	1200	Cool Down, De-Briefing, Evaluations	Lecture Demonstration Group Exercise	Golden, Terrance

Course Dates and Locations <u>Modify</u> <u>Recert</u> <u>Show All Dates</u> Begin Date: _____ End Date: _____ City: _____
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Monday, January 4, 2016

**Standards and Training for Corrections (STC) Program**

Course Record Step 7 of 7

Ground Defense

Cert. Number: 0043-032113

Certification Date = 4/24/2015

Est. Class Size:	12	Course Hours:	4
Provider Information			
Assurance:	Assured by Provider: Yes I certify that Monterey County Probation Department will adhere to the STC Policies and Procedures Manual for Training Providers , including the requirement to have a lesson plan on file for this course. I further certify that the information included in this request is accurate to the best of my knowledge.		
Provider Name:	Monterey County Probation Department		
Mailing Address			
Street:	20 E. Alisal Street, 2nd Floor	Provider Contact:	Sonya Gattis
City:	Salinas	Telephone:	(831) 755-3777
State:	CA	Fax:	(831) 759-7246
Zip Code:	93901	Email:	gattiss@co.monterey.ca.us
Modify Recert			
Course Title:	Ground Defense		
Course Contact:			
First Name:	Sonya	Last Name:	Gattis
Telephone:	(831) 755-3777	E-mail:	gattiss@co.monterey.ca.us
Face Sheet Modify Recert			
Course Type:	Annual	Primary Population:	Juvenile Corrections Officer
Limited Presentations:	N/A		
Course Summary:	This course is designed for the probation and institutional officers. The officers will be taught safety procedures; apply safety stances, positioning, reactionary gap and body dynamics, how to apply proper ground defense techniques including control techniques and application of hand-to-hand defensive tactics, takedowns, searching and handcuffing.		
Justification for Class Size Less than 16:	Due to the type and intensity of physical skills practice and proficiency testing, a smaller instructor to student ratio is recommended.		

Instructors <u>Modify</u> <u>Recert</u>	
Instructor Name (note: resumes are read only):	Instructor Role:
<u>Golden, Terrance</u>	Primary
<u>Hinze, Stephen E</u>	Alternate
<u>Kaelin, Aaron W</u>	Alternate
<u>Landy, James</u>	Alternate
<u>Mendoza, Marlo</u>	Alternate

<u>Nava, John</u>	Primary
<u>Rager, Derek E</u>	Alternate
<u>Vicent, Al</u>	Alternate
<u>Wilcox, Cristal</u>	Alternate

Performance Objectives Modify Recert
Performance Objectives:

- a) Recognize and explain the safety procedures
- b) Identify and apply stances, positioning, reactionary Gap, and Body Dynamics.
- c) Recognize personal weapons.
- d) Demonstrate falling techniques
- e) Properly apply ground defense techniques
- f) Demonstrate and describe grappling techniques
- g) Review chemical agents training and demonstrate proper use of inert OC spray

Testing Procedures: Below are the testing procedures selected for this course

Performance (Behavior Skills)
Course Outline Modify Recert

Day	Time Begin (24 Hour)	Time End (24 Hour)	Subject or Topic	Instructional Methodology	Instructor
1	0800	0830	Introduction, Safety Briefing, and Warm Ups	Lecture Demonstration Group Exercise	Golden, Terrance
1	0830	0850	Stances, Positioning, Reactionary Gap, and Body Dynamics	Lecture Demonstration Group Exercise	Golden, Terrance
1	0850	0915	Personal Weapons	Lecture Demonstration	Golden, Terrance
1	0915	1015	Falling Techniques	Lecture Demonstration Group Exercise	Golden, Terrance
1	1015	1045	Ground Defense Techniques	Lecture Demonstration Group Exercise	Golden, Terrance
1	1045	1145	Grappling	Lecture Demonstration Group Exercise	Golden, Terrance
1	1145	1200	Cool Down, De-Briefing, Evaluations	Lecture Demonstration Group Exercise	Golden, Terrance

Course Dates and Locations Modify Recert Show All Dates

Begin Date:	End Date:	City:
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Monday, January 4, 2016

**Standards and Training for Corrections (STC) Program****Course Record Step 7 of 7**

Ground Defense

Cert. Number: 0043-032113

Certification Date = 4/24/2015

Est. Class Size:	12	Course Hours:	4
Provider Information			
Assurance:	Assured by Provider: Yes I certify that Monterey County Probation Department will adhere to the STC Policies and Procedures Manual for Training Providers, including the requirement to have a lesson plan on file for this course. I further certify that the information included in this request is accurate to the best of my knowledge.		
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Mailing Address			
Street:	20 E. Alisal Street, 2nd Floor	Provider Contact:	Sonya Gattis
City:	Salinas	Telephone:	(831) 755-3777
State:	CA	Fax:	(831) 759-7246
Zip Code:	93901	Email:	gattiss@co.monterey.ca.us
Modify Recert			
Course Title:	Ground Defense		
Course Contact:			
First Name:	Sonya	Last Name:	Gattis
Telephone:	(831) 755-3777	E-mail:	gattiss@co.monterey.ca.us
Face Sheet Modify Recert			
Course Type:	Annual	Primary Population:	Juvenile Corrections Officer
Limited Presentations:	N/A		
Course Summary:	This course is designed for the probation and institutional officers. The officers will be taught safety procedures; apply safety stances, positioning, reactionary gap and body dynamics, how to apply proper ground defense techniques including control techniques and application of hand-to-hand defensive tactics, takedowns, searching and handcuffing.		
Justification for Class Size Less than 16:	Due to the type and intensity of physical skills practice and proficiency testing, a smaller instructor to student ratio is recommended.		

Instructors <u>Modify</u> <u>Recert</u>	
Instructor Name (note: resumes are read only):	Instructor Role:
Golden, Terrance	Primary
Hinze, Stephen E	Alternate
Kaelin, Aaron W	Alternate
Landy, James	Alternate
Mendoza, Marlo	Alternate

<u>Nava, John</u>	Primary
<u>Rager, Derek E</u>	Alternate
<u>Vicent, Al</u>	Alternate
<u>Wilcox, Cristal</u>	Alternate

Performance Objectives <u>Modify</u> <u>Recert</u> Performance Objectives: a) Recognize and explain the safety procedures b) Identify and apply stances, positioning, reactionary Gap, and Body Dynamics. c) Recognize personal weapons. d) Demonstrate falling techniques e) Properly apply ground defense techniques f) Demonstrate and describe grappling techniques g) Review chemical agents training and demonstrate proper use of inert OC spray
Testing Procedures: Below are the testing procedures selected for this course
Performance (Behavior Skills)

Course Outline <u>Modify</u> <u>Recert</u>					
Day	Time Begin (24 Hour)	Time End (24 Hour)	Subject or Topic	Instructional Methodology	Instructor
1	0800	0830	Introduction, Safety Briefing, and Warm Ups	Lecture Demonstration Group Exercise	Golden, Terrance
1	0830	0850	Stances, Positioning, Reactionary Gap, and Body Dynamics	Lecture Demonstration Group Exercise	Golden, Terrance
1	0850	0915	Personal Weapons	Lecture Demonstration	Golden, Terrance
1	0915	1015	Falling Techniques	Lecture Demonstration Group Exercise	Golden, Terrance
1	1015	1045	Ground Defense Techniques	Lecture Demonstration Group Exercise	Golden, Terrance
1	1045	1145	Grappling	Lecture Demonstration Group Exercise	Golden, Terrance
1	1145	1200	Cool Down, De-Briefing, Evaluations	Lecture Demonstration Group Exercise	Golden, Terrance

Course Dates and Locations <u>Modify</u> <u>Recert</u> <u>Show All Dates</u> Begin Date: End Date: City:
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Monday, January 4, 2016



Standards and Training for Corrections (STC) Program

Course Record Step 7 of 7

Ground Defense

 Cert. Number: 0043-032113
 Certification Date = 4/24/2015

Est. Class Size:	12	Course Hours:	4
Provider Information			
Assurance:	Assured by Provider: Yes I certify that Monterey County Probation Department will adhere to the STC Policies and Procedures Manual for Training Providers, including the requirement to have a lesson plan on file for this course. I further certify that the information included in this request is accurate to the best of my knowledge.		
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City:	Salinas	Telephone:	(831) 755-3777
State:	CA	Fax:	(831) 759-7246
Zip Code:	93901	Email:	gattiss@co.monterey.ca.us
Modify Recert			
Course Title:	Ground Defense		
Course Contact:			
First Name:	Sonya	Last Name:	Gattis
Telephone:	(831) 755-3777	E-mail:	gattiss@co.monterey.ca.us
Face Sheet Modify Recert			
Course Type:	Annual	Primary Population:	Juvenile Corrections Officer
Limited Presentations:	N/A		
Course Summary:	This course is designed for the probation and institutional officers. The officers will be taught safety procedures; apply safety stances, positioning, reactionary gap and body dynamics, how to apply proper ground defense techniques including control techniques and application of hand-to-hand defensive tactics, takedowns, searching and handcuffing.		
Justification for Class Size Less than 16:	Due to the type and intensity of physical skills practice and proficiency testing, a smaller instructor to student ratio is recommended.		

Instructors <u>Modify</u> <u>Recert</u>	
Instructor Name (note: resumes are read only):	Instructor Role:
Golden, Terrance	Primary
Hinze, Stephen E	Alternate
Kaelin, Aaron W	Alternate
Landy, James	Alternate
Mendoza, Marlo	Alternate

<u>Nava, John</u>	Primary
<u>Rager, Derek E</u>	Alternate
<u>Vicent, Al</u>	Alternate
<u>Wilcox, Cristal</u>	Alternate

Performance Objectives <u>Modify</u> <u>Recert</u>
Performance Objectives:
a) Recognize and explain the safety procedures
b) Identify and apply stances, positioning, reactionary Gap, and Body Dynamics.
c) Recognize personal weapons.
d) Demonstrate falling techniques
e) Properly apply ground defense techniques
f) Demonstrate and describe grappling techniques
g) Review chemical agents training and demonstrate proper use of inert OC spray
Testing Procedures: Below are the testing procedures selected for this course
Performance (Behavior Skills)

Course Outline <u>Modify</u> <u>Recert</u>					
Day	Time Begin (24 Hour)	Time End (24 Hour)	Subject or Topic	Instructional Methodology	Instructor
1	0800	0830	Introduction, Safety Briefing, and Warm Ups	Lecture Demonstration Group Exercise	Golden, Terrance
1	0830	0850	Stances, Positioning, Reactionary Gap, and Body Dynamics	Lecture Demonstration Group Exercise	Golden, Terrance
1	0850	0915	Personal Weapons	Lecture Demonstration	Golden, Terrance
1	0915	1015	Falling Techniques	Lecture Demonstration Group Exercise	Golden, Terrance
1	1015	1045	Ground Defense Techniques	Lecture Demonstration Group Exercise	Golden, Terrance
1	1045	1145	Grappling	Lecture Demonstration Group Exercise	Golden, Terrance
1	1145	1200	Cool Down, De-Briefing, Evaluations	Lecture Demonstration Group Exercise	Golden, Terrance

Course Dates and Locations <u>Modify</u> <u>Recert</u> <u>Show All Dates</u>		
Begin Date:	End Date:	City:

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Monterey County Probation Department
Activity Detail and Student Roster

05/17/2018

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Activity: Chemical Agents Review

- 2232

Begins: 04/13/2016 14:00 **Ends:** 04/13/2016 16:00 **Length:** 02:00

Certification: CA-STC

Presented By: MC Probation

Address: 1420 Natividad Road
Salinas CA 93905
Juvenile Hall Large Conference Room
BRING:
Towel
If you wear contact bring your glasses.

Module: Chemical Agents Review

Begins: 04/13/2016 14:00 **Ends:** 04/13/2016 16:00 **Length:** 02:00

Certification: CA-STC **STC #** 0043-057453

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Wednesday, April 6, 2016

**Standards and Training for Corrections (STC) Program****Course Record Step 7 of 7**

Chemical Agents Review

Cert. Number: 0043-057453

Certification Date = 4/24/2015

Est. Class Size:	8	Course Hours:	2
Provider Information			
Assurance:	Assured by Provider: Yes I certify that Monterey County Probation Department will adhere to the STC Policies and Procedures Manual for Training Providers, including the requirement to have a lesson plan on file for this course. I further certify that the information included in this request is accurate to the best of my knowledge.		
Provider Name:	Monterey County Probation Department		
Mailing Address			
Street:	20 E. Alisal Street, 2nd Floor	Provider Contact:	Sonya Gattis
City:	Salinas	Telephone:	(831) 755-3777
State:	CA	Fax:	(831) 759-7246
Zip Code:	93901	Email:	gattiss@co.monterey.ca.us
Modify Recert			
Course Title:	Chemical Agents Review		
Course Contact			
First Name:	Sonya	Last Name:	Gattis
Telephone:	(831) 755-3777	E-mail:	gattiss@co.monterey.ca.us
Face Sheet Modify Recert			
Course Type:	Annual	Primary Population:	Adult Corrections Officer Field Probation Juvenile Corrections Officer
Limited Presentations:	N/A		
Course Summary:	This course is designed for probation and institutional officers in reviewing their training on using OC spray aerosol devices. The officers will review hands-on training in the operational use of Oleoresin Capsicum (OC) pepper spray aerosol devices. The course includes proper deployment in the use of force continuum.		
Justification for Class Size Less than 16:	Due to the type and intensity of physical skills practice and proficiency testing, a smaller instructor to student ratio is recommended.		

Instructors <u>Modify</u> <u>Recert</u>	
Instructor Name (note: resumes are read only):	Instructor Role:
<u>Campos, David L</u>	Primary
<u>Kaelin, Aaron W</u>	Primary
<u>Martin, Carlos</u>	Primary

Performance Objectives <u>Modify</u> <u>Recert</u>
Performance Objectives:
1. Identify the statutory requirements for the possession and use of tear gas. 2. Explain the key events in the evolution of the use of chemical agents. 3. Identify the four methods used to deploy chemical agents. 4. Articulate the environmental and physical conditions that can impact on the effectiveness of a chemical agent. 5. Identify guidelines for safely carrying drawing and deploying hand-held canisters of chemical agents. 6. Identify the decontamination procedures that should be followed after a chemical agent has been used. 7. Identify the physiological and psychological effects of OC, CN, and CS.
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Course Dates and Locations <u>Modify</u> <u>Recert</u> <u>Show All Dates</u>		
Begin Date:	End Date:	City:
4/28/2015	4/28/2015	Salinas
9/16/2015	9/16/2015	salinas

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Course Outline Edit 'JIO Defensive Tactics Training'

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Day 1 Day 2 Add Day

Please note: All time must be specified in 24 hour format (e.g. 1430 = 2:30pm) PLEASE DO NOT INCLUDE BREAKS OR LUNCH PERIODS.

	Begin	End	Subject Matter	Instructional Methodology	Instructors	Agency Notes
0700						
0800	0800	0830	Warm Up and Stretches.	Group Exercise	Nava, John	
	0830	1000	Officers demonstrates proper Stances, Postures, Movements.	Demonstration Group Exercise Trainee Practice	Nava, John	
0900						
1000	1000	1100	Personal Weapons: OC, Baton Integrations (Skills Drills)	Demonstration Group Exercise	Nava, John	
1100	1100	1200	Ground Defense: how to apply safety stances, positioning, reactionary gap and body dynamics, how to apply proper ground defense techniques including control techniques and application of hand-to-hand defensive tactics, takedowns, searching and handcuffing.	Demonstration Group Exercise Trainee Practice	Nava, John	
1200	1200	1300	Lunch	Other	Nava, John	
1300	1300	1400	Continuation of Ground Defense.	Trainee Practice	Nava, John	
1400	1400	1600	Review and practice: Locks/Holds/Pressure Points (twist lock/bent wrist lock/modified twist lock/bar hammer/arm bar).	Demonstration Group Exercise Trainee Practice	Nava, John	
1500						
1600	1600	1700	Scenarios to situations that can occur in a Institutions setting. O	Trainee Practice Role Play	Nava, John	
1700	1700	1800	Officers tested on their defensive tactics skills on handcuffing, movements, control techniques. Complete evaluation form.	Evaluation Test	Nava, John	
1800						

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Monterey County Probation Department
Activity Detail and Student Roster

05/18/2018

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Activity: Chemical Agents Review

- 2411

Begins: 03/28/2017 09:00 **Ends:** 03/28/2017 11:00 **Length:** 02:00

Certification: CA-STC

Presented By: MC Probation

Address: Juvenile Hall Large Conference Room

Activity: Chemical Agents Review

Begins: 03/28/2017 09:00 **Ends:** 03/28/2017 11:00 **Length:** 02:00

Certification: CA-STC

STC # 0043-057453



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Course Certification Info

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Chemical Agents Review

Type: RFC Annual

Status: [Approved](#)

Version:

Cert. Number: 43-57453

Certification Date: 1/1/1900

Expiration Date: 4/20/2018

Created By:

Created Date: 1/1/1900

Last Modified By:

Last Modified Date: 1/1/1900

Course Information

Est. Class Size: 10

Course Hours: 2

Primary Population: Adult Corrections Officer

Agency Specific: No

Delivery Method: ILT – Instructor Lead Training

Course Summary:

This course is designed for probation and institutional officers in reviewing their training on using OC spray aerosol devices. The officers will review hands-on training in the operational use of Oleoresin Capsicum (OC) pepper spray aerosol devices. The course includes proper deployment in the use of force continuum.

Contact:

Phone:

Provider Information

Provider Name: Monterey County Probation Department

Contact: Sonya Gattis

gattiss@co.monterey.ca.us

Phone: (831) 755-3777

20 E. Alisal Street, 2nd Floor

Fax: (831) 759-7246

Salinas, CA 93901

Course will exceed the STC maximum tuition of \$12.50 an hour? No

Performance Objectives

1. Identify the statutory requirements for the possession and use of tear gas. 2. Explain the key events in the evolution of the use of chemical agents. 3. Identify the four methods used to deploy chemical agents. 4. Articulate the environmental and physical conditions that can impact on the effectiveness of a chemical agent. 5. Identify guidelines for safely carrying drawing and deploying hand-held canisters of chemical agents. 6. Identify the decontamination procedures that should be followed after a chemical agent has been used. 7. Identify the physiological and psychological effects of OC, CN, and CS.

Testing Procedures (if applicable)

Final Examination

Assurance Statement

Assured by Provider: Yes

Versions

[Previous versions of this certification](#)

Change History

[Changes made to this certification](#)[View All](#)

Attachments

[Attachments for this certification](#)[Edit](#)

Instructors

Course Instructors

Edit

Delete

I Campos, David
 I Kaelin, Aaron
 I Martin, Carlos

Course Outline

Edit

Day	Begin	End	Subject Matter	Instructional Methodology	Instructor	Agency Notes
1	800	830	Introduction and overview, department policy, satutory requirements, evaluation of chemical agents use.	Lecture	"Kaelin, Aaron", "Martin, Carlos"	
1	830	900	Methods used to deploy environmental and physical conditions impacting effectiveness, guidelines for safety carrying, drawing, and deepoying hand-held chemical agents, sudden in-custody death syndrome, high risk subjects.	Lecture	"Kaelin, Aaron", "Martin, Carlos"	
1	900	945	Decontamination procedures, physiological and psychological effects of OC, CS, CN, explanation of gas mask use, inert aerosol deployment, student exposure and decontamination.	Lecture	"Kaelin, Aaron", "Martin, Carlos"	
1	945	1000	Written test and course evaluation	Test	"Kaelin, Aaron", "Martin, Carlos"	
4 event(s) total						

Schedule

Course dates and locations

Edit

Event ID	Start Date ▼	End Date	Location	Registration Count
	4/13/2016	4/13/2016	JH conference room	
	3/28/2017	3/28/2017	JH conference room	
	1/5/2018	1/5/2018	JH conference room	
3 date(s) total				

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Course Outline Edit 'JIO Defensive Tactics Training'

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Day 1 Day 2 Add Day

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Monterey County Probation Department
Activity Detail and Student Roster

05/18/2018

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Activity: Chemical Agents Review

- 2678

Begins: 01/05/2018 15:00 **Ends:** 01/05/2018 17:00 **Length:** 02:00

Certification: CA-STC

Presented By: Monterey County Probation Department

Address: Juvenile Hall Conference Room
1422 Natividad Road
Salinas, CA, 93906

Activity: Chemical Agents Review

Begins: 01/05/2018 15:00 **Ends:** 01/05/2018 17:00 **Length:** 02:00

Certification: CA-STC

STC # 0043-057453

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Thursday, December 28, 2017

**Standards and Training for Corrections (STC) Program****Course Record Step 7 of 7**

Chemical Agents Review

Cert. Number: 0043-057453

Certification Date = 4/20/2016

Est. Class Size:	8	Course Hours:	2
Provider Information			
Assurance:	Assured by Provider: Yes I certify that Monterey County Probation Department will adhere to the STC Policies and Procedures Manual for Training Providers, including the requirement to have a lesson plan on file for this course. I further certify that the information included in this request is accurate to the best of my knowledge.		
Provider Name:	Monterey County Probation Department		
Mailing Address			
Street:	20 E. Alisal Street, 2nd Floor	Provider Contact:	Sonya Gattis
City:	Salinas	Telephone:	(831) 755-3777
State:	CA	Fax:	(831) 759-7246
Zip Code:	93901	Email:	gattiss@co.monterey.ca.us
Modify Recert			
Course Title:	Chemical Agents Review		
Course Contact			
First Name:	Sonya	Last Name:	Gattis
Telephone:	(831) 755-3777	E-mail:	gattiss@co.monterey.ca.us
Face Sheet Modify Recert			
Course Type:	Annual	Primary Population:	Adult Corrections Officer Field Probation Juvenile Corrections Officer
Limited Presentations:	N/A		
Course Summary:	This course is designed for probation and institutional officers in reviewing their training on using OC spray aerosol devices. The officers will review hands-on training in the operational use of Oleoresin Capsicum (OC) pepper spray aerosol devices. The course includes proper deployment in the use of force continuum.		
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Instructors <u>Modify</u> <u>Recert</u>	
Instructor Name (note: resumes are read only):	Instructor Role:
Campos, David L	Primary
Kaelin, Aaron W	Primary
Martin, Carlos	Primary

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Course Dates and Locations <u>Modify</u> <u>Recert</u> <u>Show All Dates</u>
Begin Date: <input type="text"/> End Date: <input type="text"/> City: <input type="text"/>

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Chemical Agents

Monterey County
Probation Department

Table of Contents

- 1 Objectives
- 1 History
- 1 Oleoresin Capsicum (OC)
- 1 Uses of OC
- 1 Deployment Methods
- 1 Factors to Consider
- 1 Tactical Considerations
- 1 Legal Update

Objectives

- 1 Develop an understanding of the legal aspects of using non-lethal chemical agents
- 1 Develop an understanding of the physiological and psychological effects of chemical agents used in law enforcement
- 1 The ability to use hand held chemical agents safely and effectively

History

- 1 1969 - California Tear Gas Act introduces laws to govern sale, transportation, use and training of non-lethal chemical agents
- 1 1992 - Oleoresin Capsicum was authorized for law enforcement use in California
- 1 1994 - California legislation allowed for civilian use of OC with regulations regarding training
- 1 1996 - Legislation removed all training requirements and control by California Department of Justice

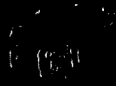
Oleoresin Capsicum

Oleoresin Capsicum

- 1 OC - Color coded orange
- 1 Inflammatory agent
- 1 Closing of eyes, inflammation
- 1 Disorientation, panic, fear
- 1 Primary target - Eyes
- 1 Secondary target - nose, mouth
- 1 Most commonly Carried by US Law Enforcement

Pepper Spray

- 1 Natural food product
- 1 Capsicum Pepper family
- 1 Capsaisin, one of four compounds



Defense Tech Formula

90% Carrier

10% Solution

50% Distilled Water

6% Distilled Water

35% Ethyl Alcohol

4% Raw O.C.

5% Propylene Glycol



Handheld Aerosol

- 1 Stream, Spray, Foam
- 1 Pressurized - 140 PSI
- 1 Range - 3 to 10 feet
- 1 Avoid exposure to more than 120 degrees

Using Handheld Devices

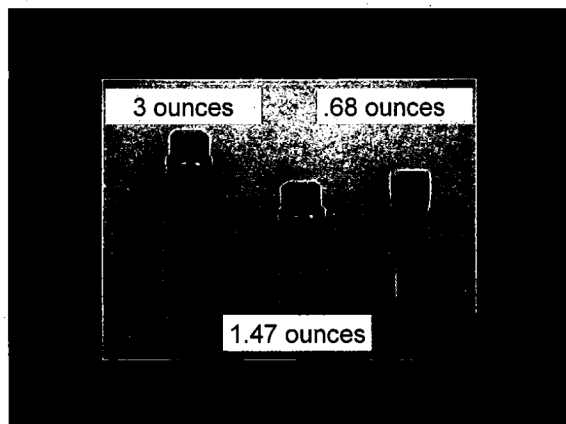
- 1 Weather and cross contamination
- 1 Use non-gun hand
- 1 Pistol grip, thumb on actuator
- 1 Aim for eyes using figure eight
- 1 Handcuff and render first aid

First Amendment Rights

- Freedom of religion
- Freedom of speech
- Freedom of the press
- Freedom to lawfully assemble
- Freedom to peaceably redress grievances

Civilian Use

- 1 Citizen's are not required to complete any training prior purchasing, possessing and using an approved tear gas weapon
- 1 Citizen's are authorized to carry canisters of chemical agents with a net weight of 2.5 ounces or less



Who cannot Possess "Tear Gas"?

- 1 Convicted felons
- 1 Persons convicted of crimes of assault
- 1 Narcotics Addicts
- 1 Minors between 16-18 years may possess tear gas if they have permission from their parents or guardians

Security Guards / Investigators

- 1 12403.5 PC states that all persons holding a license as a private investigator or a security guard must complete a course instruction approved by the Department of consumer Affairs prior to purchasing, possessing, transporting or using an tear gas or tear gas weapon

Authorization to Use OC for Peace Officers

Penal Code Section 12403

- 1 Requires that all peace officers, as defined commencing with Section 830 PC, complete a course of instruction approved by the Commission on POST prior to purchasing, possessing, transporting or using an tear gas or tear gas weapon

Use of Chemical Agents

- 1 A peace officer may use chemical agents for:
 - Crowd and Riot Control
 - Overcoming Resistance
 - Making an Arrest
 - Prevent Escape

Graham v. Connor

- 1 Objectively Reasonable
- 1 Facts and circumstances known to officer at time of incident
 - Acts of the suspect
 - Did the suspect appear to be a threat to the officer or others
 - The severity of the crime of which the person was suspected

Graham v. Connor

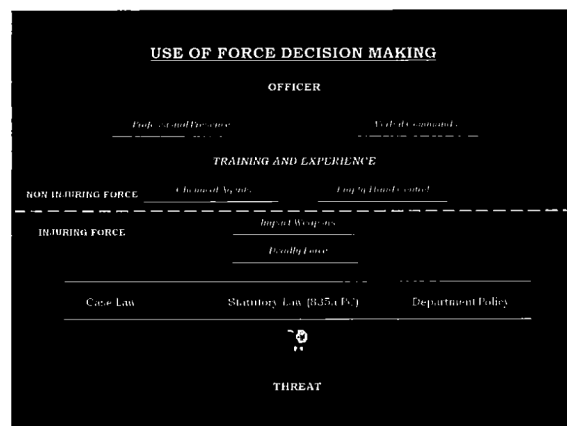
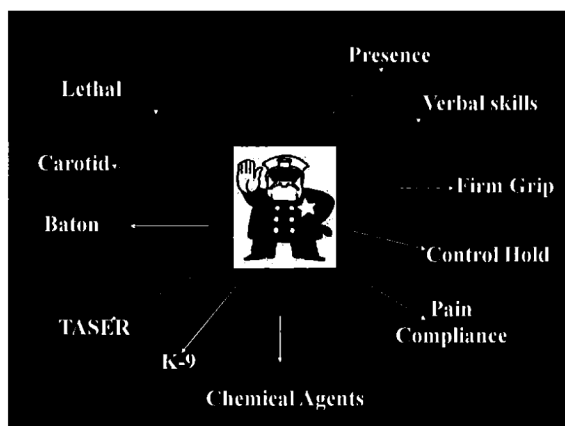
- 1 Graham, a diabetic, asked his friend, Berry, to drive him to a convenience store to purchase orange juice to counteract the onset of an insulin reaction. Upon entering the store and seeing the number of people ahead of him, Graham hurried out and asked Berry to drive him to a friend's house instead.
- 1 Connor, a police officer, became suspicious after seeing Graham hastily enter and leave the store, followed Berry's car, and made an investigative stop, ordering the pair to wait while he found out what had happened in the store. Backup police officers arrived on the scene, handcuffed Graham, and ignored or rebuffed attempts to explain and treat Graham's condition.
- 1 During the encounter, Graham sustained multiple injuries. He was released when Connor learned that nothing had happened in the store.

Scott v. Heinrich

- 1 Officers need not avail themselves of the lesser alternatives of force

Scott v. Heinrich

- 1 Police Officers responded to "a shots fired," call and witnesses said they saw the suspect enter an apartment. Officers approached the door, identified themselves, and an Officer believed the suspect pointed a gun at them and shot the suspect four times.





- 1 What happened?
- 1 Did the Officer do anything wrong?
- 1 Could anything have been done different?
- 1 Why?

Deployment Methods

Forms of Chemical Agents

Solids

Granulated Substance

Powder

Solid ground into fine powder

Liquid

Fine powder mixed with liquid carrier for dispersal

Liquid - Aerosol

- 1 Uses
 1. Close quarters combat (3-12 feet)
 2. Combative subjects
- 1 Advantages
 - Easily carried on duty belts
 - Portable
 - Accuracy
 - Limited contamination
- 1 Disadvantages
 - Cross contamination
 - Weather

Factors to Consider before Use of OC

Levels of Resistance

- Compliant** - going along with officer commands.
- Non-Active Resistive** – going limp, not walking, not obeying commands.

–**Active Resistive** – Struggling with officers but not attacking.

–**Active Violent** – Violent attack on officers.

Physical Conditions that Influence Effectiveness

- 1 Drug and / or Alcohol Use
- 1 Mental health issues
- 1 Past exposure to chemical agents
- 1 High Pain Tolerance / Abnormal Threshold

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Environmental Conditions on Effectiveness

- 1 Wind
- 1 Rain
- 1 Humidity
- 1 Heat
- 1 Location
- 1 Officers Involved
- 1 Others Involved

Conditions for OC

- Determine if chemical agents can be deployed
- Follow Dept. Policy

Documenting Use of Chemical Agents

A Complete Use of Force Report Includes:

- 1 Reason for contact / detention
- 1 Physical Attributes of Suspect – height, weight, age
- 1 Actions of Suspect – pacing, yelling, clenching fists, fighting stance, etc.
- 1 Verbal Commands– what was suspect told to do and what was suspect's response, use exact quotes if possible.

- 1 Articulate Resistance – what physical actions did the suspect take to indicate resistance
- 1 What was the officer **Thinking and Perceiving** at the time of the incident
- 1 The **Type and Amount** of chemical agents used
- 1 Any and All Decontamination Efforts

Tactical Considerations

Environmental Concerns

- 1 Wind – Crucial role in chemical agents deployment plan
- 1 Smoke – May be used to determine wind direction and speed
- 1 High Temperatures
- 1 Humidity- Agents stays close to ground, sticks to suspects

Environmental Concerns, Cont'd.

- 1 Rain – Forces agent to the ground and may dilute agent
- 1 Ground / Surface – Concrete, Grass, Dirt, Gravel, etc. May effect deployment method
- 1 Cross Contamination – Schools, Hospitals

Law Enforcement Resources

Ensure Officers have proper equipment, training, and staffing

Area check, consider potential for hazards

Exercise

- 1 Watch Video
- 1 Complete a Use of Force Report
- 1 Complete Report as if you were the Officer
- 1 Consider physical & environmental effects

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Decontamination

- 1 Responsibility of peace officer
- 1 Exposure to cool fresh air
- 1 Flush eyes with water
- 1 Provide re-assurance
- 1 Monitor breathing
- 1 Seek medical help if needed



In-Custody Death

- 1 No one has died from pepper spray



I.A.C.P. Study

Violent Confrontation
+
Use Of Chemical Agents
+
Advanced Method of Restraint

Be Aware of these Conditions

- Positional asphyxia
- Drug induced psychosis
- Excited delirium



Positional Asphyxia

When body position interferes with respiration such as when a suspect is placed face down with pressure applied to the diaphragm from the stomach.

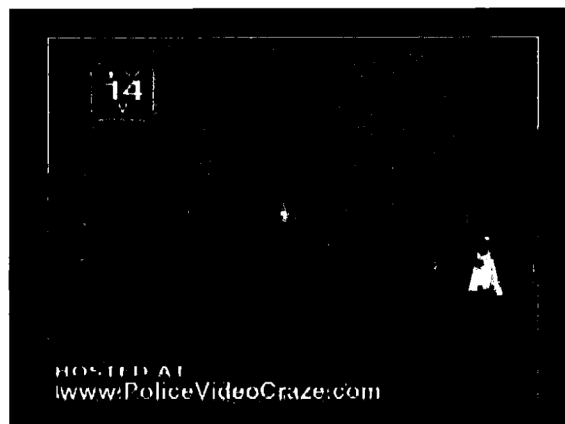
Drug Induced Psychosis

- Drug overdose most common with
 - PCP
 - Cocaine
 - Methamphetamines
- Accelerated body function



High Risk Behavior

- Bizarre and or aggressive
- Panic, paranoia, erratic moods
- Profuse sweating
- Violence towards others
- Super human strength
- Sudden tranquility



Objective Reason

- 1 Officer perception and thought
- 1 Include all
 - Verbal commands and instructions
 - Type and amount of chemical agent
 - Decontamination procedures used
 - Condition when turned over

Self Defense Tactics

- 1 Eye protection
- 1 Look to the side, block the stream
- 1 Grab the canister at the nozzle



Preparation

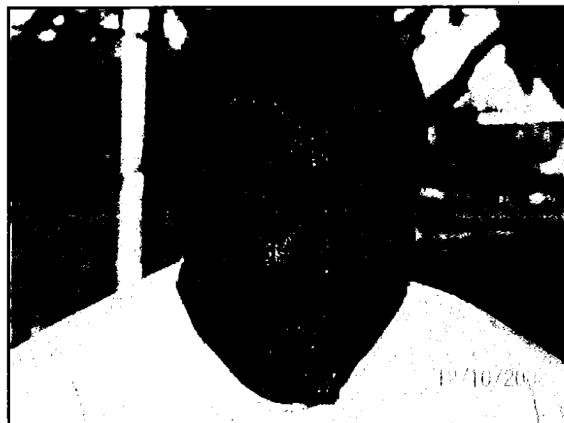
- 1 Have a plan ahead of time
- 1 Force eyes open - "OK" sign
- 1 Don't panic, fight through pain
- 1 Think survival, don't give up
- 1 Deadly force options

Legal Update

Review Department Policy Manual

UNITED STATES COURT OF APPEALS
FOR THE NINTH CIRCUIT

1 YOUNG V. COUNTY OF LOS ANGELES
AND RICHARD WELLS





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Day 1 Day 2 Add Day

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