



Juvenile Justice Commission
Delinquency Prevention Commission

Joint Meeting
January 28, 2025
5:15 - 7:15 pm

Location and Public participation instructions attached

AGENDA

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

I. Preliminary Business

- a. Call to Order
- b. Translation Services for JJDPC meetings
- c. Roll Call and Establish Quorum
- d. Swearing in of Niklas Klemmer
- e. Reappointment-Commissioner Karin Huber-Levy
- f. Reappointment Commissioner Whitney Genevro
- g. Reappointment Kenneth Williams
- h. Agenda Review and Approval
- i. Approval of Meeting Minutes
 - November 19, 2024
 - December 10, 2024 Special Meeting

II. Oral Communications - Public Comment

This item provides an opportunity for public comment on items not on the agenda (Time limit – three (3) minutes per person. There will be opportunity for public comment on agenda items as they are considered.

III. Updates from System Partners

- a. Private Defender Program
- b. Probation Department
- c. County Office of Education
- d. Behavioral Health & Recovery Services – BHRS
- e. Fresh Lifelines for Youth-FLY

Hon. Susan Etezadi
Presiding Judge
Juvenile Court

David Canepa
Board of Supervisors
District 5

Judith Holiber
Deputy County Counsel

Commissioners

Johanna Rasmussen
Chair

Karin Huber-Levy
Vice Chair
Administration

Ruchi Mangtani
Vice Chair
Membership

Jennifer Blanco

Paul Bocanegra

Whitney Genevro

Ameya Nori

Shakeel Ali

Tiffany Uhila-Hautau

Kenneth Williams



Juvenile Justice Commission
Delinquency Prevention Commission

Joint Meeting
January 28, 2025
5:15 - 7:15 pm

Public Participation Instructions

Join In Person

New Meeting Location

Manzanita Hall
500 County Center, 1st Floor
Redwood City, Ca. 94063

The entrance to Manzanita Hall is located outside of the building facing Marshall Street.

Join Zoom Meeting

Please click the link below to join the webinar:

<https://smcgov.zoom.us/j/87103163128>

Webinar ID: 871 0316 3128

Spanish translation services are available via Zoom videoconference

If you wish to speak to the Commission during public comment, you may raise your hand using Zoom with the Reactions button at the bottom of your screen, or indicate that you would like to speak if you are attending in person. If you have any materials that you wish distributed to the Commission and included in the official record, please send them via email to sanmateojjdpcc@gmail.com, prior to the meeting and attach the materials.

Next Meeting

Tuesday, February 25, 2025, 5:15 – 7:15 p.m.

Monthly meetings are held in the same location each month.

Meetings are accessible to people with disabilities. individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Connie Juarez-Diroll cjuarez-diroll@smcgov.org at least 72 hours in advance of the meeting to enable the county to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. attendees to this meeting are reminded that other attendees.

Hon. Susan Etezadi
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Kenneth Williams

IV. 2025 Election of Officers

- a. Chair
- b. Vice Chair Administration
- c. Vice Chair Membership

V. Annual Inspection Reports

- d. Camp Kemp
- e. Secure Youth Treatment Facility-SYTF

VI. 2025 Annual Report

- a. Review and Approve

VI. 2025 Operating Policies

- a. Review and Approve

VII. Matters of Commission Interest

VIII. Announcements

IX. Adjournment

**Juvenile Justice Commission
and
Delinquency Prevention Commission
November 19, 2024, 5:15 - 7:15 p.m.
MINUTES**

I. Preliminary Business

- a. Call to Order: Chair Johanna Rasmussen called the meeting to order at 5:15 p.m.
- b. Sukhmani Purewal, County Clerk, gave Instructions for Spanish translation services.
- c. **Commissioners Present:** Chair Johanna Rasmussen, Vice Chair Administration, Karin Huber-Levy, Vice Chair Membership, Ruchi Mangtani, Jennifer Blanco, Paul Bocanegra (arr. 5:32 p.), Whitney Genevro, Ameya Nori, Sathvik Nori (arr. 5:20 pm), Susan Swope, Tiffany Uhila-Hautau, and Kenneth Williams. A quorum was established.

Commissioners Absent: none

Staff Present: Sukhmani S. Purewal, Assistant Clerk of the Board of Supervisors, Sanam Aram, Assistant Deputy Chief Probation Officer, Nora Cullen, Assistant Deputy Chief Probation Officer, Ron Rayes, Private Defender, Sarah Notch, County Office of Education.

Juvenile Court: Hon. Susan Etezadi, Presiding Juvenile Court Judge

- d. **M:** Commissioner Mangtani to recommend approval of appointing Niklas Klemmer as a JJDPC Commissioner. Passed unanimously.

II. Oral Communications: none

III. Meeting Agenda

- a. **M:** Swope, **S:** Huber-Levy to accept the Agenda for November 19th. Passed unanimously.

IV. Updates From System Partners

- a. **Private Defender**—Ron Rayes reported that over the last three weeks since our last meeting they had 27 new cases assigned, seven with 707(b) allegations, and 27 detentions. They held eight SB 203 Miranda consultations on the hot line and sealed eight cases.

- b. **Probation Institutions:** Sanam Aram reported that 30 youth are housed at YSC (29 males and one female, ages 13-20) in two housing units. Five are out-of-county (one Contra Costa, two San Francisco, one Santa Clara, and one Alameda). Of these, 25 are Hispanic, three are African American, one Polynesian. They are starting parenting classes in Spanish and English for youth with children. Classes focus on healthy relationships and are led by CORA.
- c. **Probation Services:** Nora Cullen reported there are 181 youth on supervision and 202 on diversion.
- d. **BHRS:** not present. No report.
- e. **County Office of Education:** Sarah Notch noted they are now implementing their new LWOP. They have a new coordinator of school climate. They are working on implementing Positive Behavioral Interventions and Support (PBIS). Staff are working helping youth feel connected during the holidays. Dr. Jesus Jimenez is acting as the interim principal.
- f. **HSA, Children & Family Services:** not present. No report.
- g. **FLY (Fresh Lifelines for Youth):** Chair Rasmussen reported that Maria Delgado emailed her that FLY is expanding their re-entry and secure track services.

Public comment: none.

V. 2025 Officer Nominations

- a. Chair: Johanna Rasmussen
- b. Vice Chair, Administration: Jennifer Blanco
- c. Vic Chair, Membership: Tiffany Uhila-Hautau

Nominations will remain open until the vote on elections is held on December 10th. Commissioners may nominate others or themselves.

VI. Membership – Commissioner Mangtani noted that we currently have four vacancies and will have one more when Commissioner Swope terms out in December. She invited any interested commissioners to join the Membership Committee.

VII. Inspection Reports

a. Hillcrest School Annual Educational Program Review & Evaluation:

Commissioner Ameya Nori was the lead for the evaluation team. Commissioner Huber-Levy led the meeting through a presentation providing an overview of the report. Commissioner Swope suggested that acronyms should be spelled out when first mentioned.

M: Commissioner Ameya Nori, to approve the Hillcrest School Annual Educational Program Review & Evaluation report, with acronyms spelled out. Passed unanimously.

Public Comment: Melissa Wilson commented that the changes to Title 15 will address class disruptions.

- b. Elysian STRTP:** Commissioner Rasmussen presented an overview of the report. Commissioner Swope noted a contradiction in the Plan of Operation that needs resolution: one bullet says “Residents are not allowed in another resident’s bedroom without permission and staff supervision.” The next bullet says “Residents are never allowed in others’ bedrooms.”

M: Commissioner Rasmussen, to move approval of this report to the December Special Meeting to allow time to clarify the noted contradiction in the bedroom policy. Passed unanimously.

Public Comment: none

- VIII. **Educational Summit:** No report. Commissioner Blanco will provide an update at a future date.

IX. Announcements

- a.** The JJDPC will hold a Special Meeting on December 10th to approve the Camp Kemp, Elysian, and Receiving Home reports, and to vote on the election of officers for 2025.
- b.** The Sequoia Union High School District Board is meeting this Thursday at 7 pm. Commissioner Blanco will send the information to all Commissioners.

- X. Chair Rasmussen adjourned the meeting at 7:04 pm.

**Juvenile Justice Commission and
Delinquency Prevention Commission
Special Joint Meeting
December 10, 2024, 5:15 - 7:15 p.m.
MINUTES**

I. Preliminary Business

- a. Call to Order: Chair Johanna Rasmussen called the meeting to order at 5:16 p.m.
- b. Sukhmani Purewal, County Clerk, gave Instructions for Spanish translation services.
- c. **Commissioners Present:** Chair Johanna Rasmussen, Vice Chair Administration, Karin Huber-Levy, Shakeel Ali, Jennifer Blanco (online due to illness), Paul Bocanegra (arr. 5:43 pm), Whitney Genevro (left 6:20 pm), Sathvik Nori (arr. 5:20 pm), Susan Swope, and Tiffany Uhila-Hautau. A quorum was established.

Commissioners Absent: Vice Chair Membership Ruchi Mangtani, Ameya Nori, and Kenneth Williams.

Staff Present: Sukhmani S. Purewal, Assistant Clerk of the Board of Supervisors, Onit Shoham, BHRS, and Sarah Notch, County Office of Education.

Juvenile Court: Hon. Susan Etezadi, Presiding Juvenile Court Judge

- d. **Recognition and Acknowledgements:** Judge Etezadi presented a framed certificate to Commissioner Swope, who terms out on December 31, 2024, after 15 years of service on the JJDPC. Judge Etezadi also acknowledged the service of Sathvik Nori, who resigned from the JJDPC as he assumed the Presidency of the Sequoia Union High School District.

II. Oral Communications: none

III. Meeting Agenda

- a. **M:** Rasmussen, **S:** Huber-Levy to approve the Agenda for December 10th. Passed unanimously.
- b. **M:** Huber Levy, **S:** Shakeel Ali to approve the October 29, 2024 Meeting Minutes. Passed unanimously.

IV. Updates From System Partners

- a. **Private Defender**—no report
- b. **Probation**— By email to Commissioner Huber-Levy, Nora Cullen reported on the status of probation and institutions for the prior month:
 - 184 youth on diversion; 187 on supervision
 - 24 youth in YSC: 23 male/1 female; two of whom are from out of county (Sacramento and Santa Clara).
 - 11 youth on EMD (electronic monitoring devices): 10 male/1 female.
- c. **Probation Services**: no report
- d. **BHRS**—Ornit Shohan reported that BHRS now has four clinicians working with YSC residents. As of this date, a Positive Behavioral Support group has been running in Pine 4 for three weeks, providing emotional regulation skills, CBT, with a focus on substance abuse. Family therapy is provided to the four Secure Track youth. They lost one family clinician who left for a position in another agency, but are hoping to be fully staffed again in 2025.
- e. **County Office of Education**—Sarah Notch noted that there is also a school psychologist based on site who works with the BHRS therapists.

Ms Notch reported that 12 Hillcrest students are currently participating in an onsite culinary skills program. The program is a three-week master class that confers 1 semester credit (elective) and earns a CA food handler’s licence. It includes competitions, artistic food styling, knife skills and academic tie-ins (acids, bases); students prepare and eat the meals they cook. The course will also run in the Spring. This course is not yet available to Secure Track youth.

The PE teacher is back. Gwenn Lei, Executive Director, Curriculum & Instruction Services (Education Services Division of SMCOE) will pilot an ethnic studies class starting in January. The class will be presented to the Board in late Spring for Fall adoption.
- f. **HSA** – no report.
- g. **FLY** – no report.

Public Comment: none

V. 2025 Officer Elections

Status of Nominations received to date:

- Chair: Johanna Rasmussen
- Vice Chair, Administration: Jennifer Blanco
- Vice Chair, Membership: Tiffany Uhila-Hautau

Commissioner Blanco was unavailable to attend this meeting in person. Elections will take place when all nominees are present in person. In the interim, nominations remain open.

M: Rasmussen, **S:** Huber-Levy to postpone vote on election of officers to the January meeting. Passed unanimously.

VI. **2023-2024 Facility Inspection Reports**

a. **County Receiving Home:**

Commissioner Rasmussen reported on behalf of the inspection committee team (herself and Commissioners Bocanegra and Genevro). The Receiving Home serves youth aged 6 to 17, who may stay for up to 10 days. The inspection team were highly favorably impressed with the facility and its staff. They did have a few recommendations:

1. The outside area has no shade. Providing shade would make it more usable in all weather.
2. The handbook could be rewritten with more child-friendly wording.

M: Huber-Levy, **S:** Ameya Nori to approve the County Receiving Home Inspection Report. Passed unanimously.

b. **Update: Elysian STRTC Inspection:** The rule in the handbook has been corrected to read that youth are never allowed in another youth's room. Base allowance is \$2, but they can earn up to \$20. Youth can also earn gift cards in \$5 increments.

c. **The YSC and Camp Kemp inspections** will be presented for approval at the January 2025 meeting.

Public Comment: none

VII. **Announcements**

- **JJDPC meetings are moving to a new location** – starting January 2025, meetings will be held at the San Mateo County offices at 500 County Center in Redwood City in the Manzanita Room on the first floor.
- Commissioner Rasmussen reported that they were able to purchase almost everything on the wish list for the gift bags for youth in the Hall. They were delivered on December 22nd.

VIII. **Matters of Commission Interest**

AB 1186: Juvenile Restitution and Fines: The new law retains judgements on restitution, but does away with fees.

Appointments by Board of Supervisors: Incoming Commissioner Niklas Klemmer' appointment to the JJDPC has been approved by the Board of Supervisors. Commissioners Ken Williams' and Whitney Genevro's partial initial terms were expiring and their reappointment to a new full four year term has been approved by the Board.

IX. Chair Rasmussen adjourned the meeting at 6:36 pm.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
MARGARET J. KEMP GIRLS CAMP**

FACILITY NAME: Margaret J Kemp Camp

FACILITY TYPE AND CAPACITY: Girls Detention Camp (rated capacity: 30)

FACILITY ADDRESS: 400 Paul Scannell Drive, San Mateo, CA 94402

FACILITY PHONE NUMBER: 650-312-8970

FACILITY MANAGER INTERVIEWED: Ivonne Bustos

CORRECTIONAL HEALTH: August 6, 2024

BHRS INTERVIEW: November 1, 2024

COMMISSION INSPECTORS: Johanna Rasmussen & Kenneth Williams

PRESIDING JUDGE: Judge Susan Etezadi

INSPECTION PERIOD: August 1, 2023 - October 31, 2023

INSPECTION DATE: August 6, 2024

DATE OF LAST INSPECTION: August 23, 2023

**SPECIAL
NOTICE**

Facility Closure: Still awaiting dates from Probation

The Camp Kemp facility ceased operations during this inspection period.

- Residential program ceased operations on: **October _____, 2023**
- Girls Empowerment Program ceased operations on **_____, 2024**

DIFFICULTY OBTAINING INSPECTION DATA

Requests for Inspection Related Data

In preparation for the inspection and in alignment with established protocols, the inspection team provided a list of requested documents, information, and statistical data to Ivonne Bustos, Compliance Officer, on July 8, 2024. Officer Bustos confirmed that the requested items would be available for review at the facility on the day of the inspection. However, on August 5, 2024, at 6:52 PM—the evening before the inspection—the commission received an email from Jehan Clark, Deputy Chief Probation Officer, stating: “Your request for data has been received by the department. We are working with the county’s attorney’s office to fulfill your request.” This last-minute communication marked a notable departure from established practices.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
MARGARET J. KEMP GIRLS CAMP**

During the inspection the following morning, Officer Bustos informed the inspection team that Ghazi Wossne, Assistant Deputy Chief, would be our new point of contact for inspection-related data requests and was actively processing our request. In the months that followed, the commission made a total of 14 attempts to obtain the before receiving a portion of data from Mr. Wossne. The remaining data has yet to be received.

Improving Communication, Collaboration, & Transparency

Strengthening communication, promoting collaboration, and prioritizing transparency are key to ensuring future inspections are conducted thoroughly and efficiently. The commission formally requests that the Probation Department communicate any proposed deviations from established inspection protocols well in advance. Such measures will ensure the timely delivery of necessary inspection documentation, maintain the integrity of the inspection process, and avoid extended interruptions to the inspection timeline that hinders the Commission's ability to carry out our mandate as defined by California Welfare and Institutions Code 229. It is important to remember that San Mateo County Juvenile Justice & Delinquency Prevention Commissioners are dedicated community volunteers serving without pay and take time away from work, school, and/or family obligations to fulfill their state mandated responsibility of inspecting the juvenile detention and law enforcement holding facilities, and group homes in San Mateo County.

EXECUTIVE SUMMARY

Background

The Margaret J. Kemp facility opened in 2021 as a comprehensive, long-term residential therapeutic program designed to support female youth aged 13 to 18. Participants are referred through the Juvenile Court system and remain in the program for 6 to 9 months, depending on their individual needs. Due to the facility's remote location and lack of public transportation¹ transportation services are provided to ensure access to education and resources.

The G.I.R.L.S. Program

The Gaining Independence and Reclaiming Lives Successfully (G.I.R.L.S.) The program seeks to teach youth the consequential thinking through cognitive skills training, independent living skills, and family reunification to support their reentry into the community. The program consists of three-phases—with phase I beginning in custody. Deputy Probation Officers supervise youth in phases II & III in the community after they have completed phase I. Phase II & III return to the facility on weekdays to attend school as part of the Girls Empowerment Program.

¹ Sam Trans discontinued bus service to the Youth Services Center in August of 2022.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
MARGARET J. KEMP GIRLS CAMP**

Facility Inspection

The Margaret J. Kemp Girls Camp facility inspection was conducted on August 6, 2024 by commissioners Rasmussen, Jackson, and Williams. The team spent approximately 3.5 hours inspecting the facility, interviewing staff, and reviewing safety records, youth grievances, and serious incident reports. There were no youth at the facility on the day of our inspection.

Population

The Probation Department reported that the Margaret J. Kemp Facility provided services to a total of four unduplicated female youth during this inspection period. Of the four, two youths were committed to the GIRLS residential program and three participated in the Girls Empowerment Program.

Demographics

The facility primarily served Hispanic females, with an average age of 16, who resided in the cities of San Mateo and Redwood City. The average length of incarceration for was 219 days². Primary language data was not available. It should be noted that the facility's recidivism rate for youth who commit a 707(b) related offense after release has increased in recent years.

Facility Budget and Costs

The inspection team requested a copy of the facility's budget, which the Probation Department failed to provide. Additionally, the team sought cost data to assess the fiscal impact of the facility's closure. However, the Probation Department admitted they do not track or maintain records of the facility's total annual costs. The only available data pertained to "staffing, facility rents, and debt service payments," detailed as follows:

- Operational Costs: \$266,377.67 per month; \$3,196,532.04 annually
- Non-Operational Costs: \$154,209.67 per month; \$1,850,516.04 annually

Other critical expenses—such as rehabilitation programming, youth clothing, food, transportation, furniture, equipment, security, and utilities—all remain unknown. The commission strongly recommends implementing systems to accurately track and report the full costs of each juvenile detention facility in the county. This data should be made publicly accessible to enhance transparency in public spending. If the commission, under the California Public Records Act, cannot obtain this information, it is unlikely the general public can access it either.

Recommendations From Prior Inspection:

None of the recommendations outlined in the 2022-2023 inspection were implemented.

² Figure provided by the Probation Department. The requested data was not provided.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
MARGARET J. KEMP GIRLS CAMP**

General Maintenance

The county must ensure that this multi-million-dollar facility, located in one of the most desirable areas of the county, does not fall into neglect as Camp Glenwood has been allowed to do. Currently, the facility's interior requires extensive cleaning, including the lobby, furniture, lockers, visiting room, common areas, sleeping quarters, kitchen, and dining hall. Bedding and furniture in these spaces need attention, as well as carpets, which require professional cleaning. The bathroom showers need power washing, and the gym floor needs to be properly cleaned and waxed. Additionally, interior painting is needed throughout the buildings, along with thorough window cleaning. Gardeners were present during our inspection and appear to be maintaining the lawns and landscaping effectively.

Safety Issues Present at the Facility

- The gate on the northeast side of the facility is still broken and fencing is compromised. There is also a very large hole in the ground that is covered by plywood near this same area. Both pose significant safety, security, and liability issues, should anyone get injured.
- Nesting Birds: The facility has ongoing issues with nesting birds. Previous attempts to reduce or eliminate the nesting birds and related feces have been unsuccessful. The extent of the damage caused by the nesting birds since the problem was first noted in 2021 is unknown.

Future of the Facility

The future of the Margaret J. Kemp facility is uncertain at this time. The county currently lacks the capacity to provide critical rehabilitation Programming and service to justice-involved probation youth. The commission recommends the county conduct a feasibility study to determine if the facility could be converted into any of the following:

- Secure Youth Treatment Facility (SYTF) - Secure Track Facility³:
- Step Down Program: SYTF Youth⁴
- Inpatient Substance Abuse Treatment Program⁵
- TAY Youth Shelter

³ The county lacks a designated Secure Track facility. SYTF youth are held with non-SYTF youths in a general housing unit inside the juvenile hall.

⁴ The county lacks the ability to provide SYTF youth access to a state mandated Step Down Program.

⁵ There is not a single inpatient substance abuse treatment bed available for youth in all of San Mateo county.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
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RECOMMENDATIONS

Facility Maintenance

Care should be taken to clean and maintain the facility to prevent damage and pests while the facility sits vacant. The facility's interior needs extensive cleaning, including the lobby, lockers, visiting room, common areas, sleeping quarters, kitchen, dining hall, and furniture. Carpets require professional cleaning, bathroom showers need power washing, and the gym floor must be cleaned and waxed. Interior painting and window cleaning are also required throughout the building.

Facility Safety: Safety Issues Present

- **Fencing & Gates:** Critical safety issues and hazards continue to exist near the front entrance to the facility outlined broken fencing, gates hanging off hinges, gaping holes in the ground that are partially covered by rotting unsecured plywood place the county at an increased taxpayer liability should an injury occur on the property. A photo is attached.
- **Nesting Birds:** The facility has ongoing issues with nesting birds. Previous attempts to reduce or eliminate the nesting birds and related feces have been unsuccessful. A professional bird removal specialist needs to be hired to assess the roofing and gutters, secure active entry points, and humanely remove the nesting birds. The extent of the damage caused by the nesting birds is unknown. At a minimum, this area will require repairs to the facility's exterior and paint.

Probation Website: Juvenile Restitution, Court Fees & Fines

Update the Probation Department's website to reflect the passage of AB1186—which eliminated youth restitution fines, ended joint & several liability, and wage & account garnishments effective January 1, 2025.

Feasibility Study: Determine Future Use of Margaret J. Kemp Facility

A feasibility study needs to be undertaken to determine if this facility can be converted to fill critical gaps in mandatory programs and services that the county is currently unable to provide justice-involved probation youth. Alternative uses for this facility include the following: A Secure Youth Treatment Facility (SYTF), A Step Down Program: SYTF Youth⁶, Inpatient Substance Abuse Treatment Program⁷, or a Transitional Age Youth Shelter for unhoused dependent and/or probation youth ages 16-24 in San Mateo County.

⁶ The county lacks the ability to provide SYTF youth access to a state mandated Step Down Program.

⁷ There is not a single inpatient substance abuse treatment bed available for youth in all of San Mateo county.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

Annual Inspection Protocols

The Commission formally requests that the Probation Department provide advance notice of any proposed changes to established inspection protocols. This approach will facilitate the timely submission of required inspection documentation, uphold the integrity of the inspection process, and prevent prolonged delays that could impede the Commission’s ability to fulfill its mandate under California Welfare and Institutions Code 229.

STATISTICAL INFORMATION

REVIEWED	YES	NO	N/A	COMMENTS																		
Incarcerated Youth: Population	X	<input type="checkbox"/>	<input type="checkbox"/>	Total Number of Youth Served <table border="1"> <thead> <tr> <th>Month</th> <th>Current Year</th> <th>Prior Year⁸</th> </tr> </thead> <tbody> <tr> <td>August</td> <td align="center">2</td> <td align="center">3</td> </tr> <tr> <td>September</td> <td align="center">2</td> <td align="center">5</td> </tr> <tr> <td>October</td> <td align="center">1</td> <td align="center">6</td> </tr> <tr> <td>Total</td> <td align="center">2</td> <td align="center">9</td> </tr> <tr> <td>Average</td> <td align="center">1.7</td> <td align="center">4.2</td> </tr> </tbody> </table>	Month	Current Year	Prior Year ⁸	August	2	3	September	2	5	October	1	6	Total	2	9	Average	1.7	4.2
Month	Current Year	Prior Year ⁸																				
August	2	3																				
September	2	5																				
October	1	6																				
Total	2	9																				
Average	1.7	4.2																				
Incarcerated Youth: City of Residence	X	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1"> <thead> <tr> <th>San Mateo</th> <th>Redwood City</th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td align="center">1</td> </tr> </tbody> </table>	San Mateo	Redwood City	1	1														
San Mateo	Redwood City																					
1	1																					
Incarcerated Youth: Average Length of Stay	X	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1"> <thead> <tr> <th>Current Period</th> <th>Prior Year</th> </tr> </thead> <tbody> <tr> <td align="center">219 days</td> <td align="center">216 days</td> </tr> </tbody> </table>	Current Period	Prior Year	219 days	216 days														
Current Period	Prior Year																					
219 days	216 days																					

⁸ Using data from the August-October 2023 time from the prior year,



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

Incarcerated Youth: Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1"> <tr> <td align="center">Hispanic</td> <td align="center">White</td> </tr> <tr> <td align="center">1</td> <td align="center">1</td> </tr> </table>	Hispanic	White	1	1				
Hispanic	White											
1	1											
Incarcerated Youth: Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1"> <tr> <td align="center">14 & Under</td> <td align="center">15-16</td> <td align="center">17</td> <td align="center">18 & Over</td> </tr> <tr> <td align="center">0</td> <td align="center">1</td> <td align="center">1</td> <td align="center">0</td> </tr> </table>	14 & Under	15-16	17	18 & Over	0	1	1	0
14 & Under	15-16	17	18 & Over									
0	1	1	0									
Incarcerated Youth: Primary Language	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<table border="1"> <tr> <td align="center">English</td> <td align="center">Spanish</td> <td align="center">Other</td> </tr> <tr> <td align="center">Unknown</td> <td align="center">Unknown</td> <td align="center">Unknown</td> </tr> </table> <p>The inspection team requested primary language data. Our request was denied.</p>	English	Spanish	Other	Unknown	Unknown	Unknown		
English	Spanish	Other										
Unknown	Unknown	Unknown										
Incarcerated Dual System Youth	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility served at least one dual system youth during this inspection period.								

FACILITY INSPECTIONS & SAFETY RECORDS

REVIEWED	YES	NO	N/A	COMMENTS
Board of State & Community Corrections (BSCC) Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Craigus Thompson- BSCC Field Representative 916-597-4610 <ul style="list-style-type: none"> • 2023 Biennial Inspection Report dated April 5, 2023 • 2024 Targeted Inspection Report dated May 23, 2024
County of San Mateo: Building/ Facility Safety Inspection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Report and date of inspection were not available. Inspections are performed quarterly by: Brae Hunter, San Mateo County ADA Coordinator Human Resources 650-647-9930 / 650-599-1151



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

Fire Safety	X	<input type="checkbox"/>	<input type="checkbox"/>	Inspection was conducted on 04/11/2024 Austin Seely, FAE San Mateo County - Cal Fire 650-477-0327
County Office of Education: 3rd Party Educational Evaluation	X	<input type="checkbox"/>	<input type="checkbox"/>	Evaluation Report Performed on 10/23/23 Dr. Jen Izant Gonzales - 831-466-5739 Senior Director, Alternative Education for the Santa Cruz County Office of Education
Environmental Health	X	<input type="checkbox"/>	<input type="checkbox"/>	Conducted on October 10, 2023 Aris Veloso, SMC Environmental Health Specialist 650-372-6200
Nutritional Health/ Retail Food Inspection	X	<input type="checkbox"/>	<input type="checkbox"/>	Conducted on May 16, 2024 Joanne Jarin, SMC Environmental Health Specialist 650-372-6200
Food Services: Juvenile Menu Analysis for Title 15	X	<input type="checkbox"/>	<input type="checkbox"/>	Conducted on 06/08/23 Denise Chu - Dietician SMC Correctional Health
Public Health- Medical & Mental Health	<input type="checkbox"/>	X	<input type="checkbox"/>	Conducted by: Chia-Chen Lee Correctional Health- 650-363-7378
Juvenile Justice Commission Annual Inspection Reports	X	<input type="checkbox"/>	<input type="checkbox"/>	Inspection reports are available on the JJDCP website www.smcgov.org/probation/jjdcpc-inspection-reports
Juvenile Court Judge Inspection	X	<input type="checkbox"/>	<input type="checkbox"/>	Conducted on January 5, 2024 The Honorable Susan I. Etezadi Presiding Judge, Juvenile Court
Probation Chief: Letter to BSCC	<input type="checkbox"/>	X	<input type="checkbox"/>	The Chief's letter was not available. Additional details were not provided.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

Superintendent Security Review	<input type="checkbox"/>	X	<input type="checkbox"/>	The related documents were not available for viewing. Management reported that a review was conducted on 5/20/24. The inspection team could not verify this data.
Sexual Abuse Prevention: Policies & Procedures	X	<input type="checkbox"/>	<input type="checkbox"/>	Sexual Abuse Prevention posters are posted throughout the facility in both English and Spanish. Youths are also screened for abuse during the intake process at the Juvenile Hall. Child Protective Services is notified via the reporting hotline whenever abuse is disclosed or suspected. Policies and procedures were reviewed with staff.
Workplace Violence Prevention Plan Per <u>SB 553</u> – Effective July 1, 2024	X	<input type="checkbox"/>	<input type="checkbox"/>	Under this new law, employers in California must establish, implement, and maintain a "Workplace Violence Prevention Plan" that includes: prohibiting employee retaliation, accepting and responding to reports of workplace violence, and emergency response.
Natural Disaster: Fire Drill Logs & Records	X	<input type="checkbox"/>	<input type="checkbox"/>	Routine fire drills are conducted regularly and are recorded.
Natural Disaster: Wildfire-Earthquake Evacuation Procedures Plans & Procedures	X	<input type="checkbox"/>	<input type="checkbox"/>	Mutual Aid agreements with local jurisdictions are in place should the facility and/or area need to be evacuated.
Air Quality Indoors/Outdoors	X	<input type="checkbox"/>	<input type="checkbox"/>	Procedures are in place to address smoke from wildfires. The San Mateo County Department of Public Works is responsible for the maintenance of this facility.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

DOCUMENTATION REVIEW																
REVIEWED	YES	NO	N/A	COMMENTS												
Facility Manual & Program Rules	X	<input type="checkbox"/>	<input type="checkbox"/>	Updates are needed to reflect the Youth Bill of Rights.												
Youth & Parent / Guardian Orientation Handbook	X	<input type="checkbox"/>	<input type="checkbox"/>	Information is provided in English & Spanish.												
Policies: <ul style="list-style-type: none"> • Telephone • Visiting • Mail • Confidential Communications 	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth are allowed: <ul style="list-style-type: none"> • 3 Telephone calls per week • 2 in-person visits • 2 Zoom visits • Professional Visits Probation Officers are responsible for processing visiting and telephone approvals for individuals and professionals in accordance with the Youth Bill of Rights.												
Facility Budget	<input type="checkbox"/>	X	<input type="checkbox"/>	A copy was requested and not received												
Facility Costs	<input type="checkbox"/>	X	<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Facility Status</th> <th style="text-align: center;">Monthly</th> <th style="text-align: center;">Annually</th> </tr> </thead> <tbody> <tr> <td>Operational</td> <td align="right">\$266,377.67</td> <td align="right">\$3,196,532.04</td> </tr> <tr> <td>⁹Non-Operational</td> <td align="right">\$154,209.67</td> <td align="right">\$1,850,516.04</td> </tr> <tr> <td>Difference</td> <td></td> <td align="right">-\$1,346,016.00</td> </tr> </tbody> </table>	Facility Status	Monthly	Annually	Operational	\$266,377.67	\$3,196,532.04	⁹ Non-Operational	\$154,209.67	\$1,850,516.04	Difference		-\$1,346,016.00
Facility Status	Monthly	Annually														
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Difference		-\$1,346,016.00														

⁹The Camp Kemp & Girls Empowerment Programs ceased operations during this inspection period.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

				<ul style="list-style-type: none"> Operational Costs include: staffing, facility rents, and debt services payments. Non-Operational Costs only include: debt services payments on the facility.
Intake Forms	X	<input type="checkbox"/>	<input type="checkbox"/>	Initial intake occurs when a youth is booked into the Juvenile Hall. Once a youth is committed to the GIRLS program an additional intake is conducted.
Weekly Programming Schedule(s)	<input type="checkbox"/>	X	<input type="checkbox"/>	Programming schedules were requested and not provided.
Searches	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth are searched whenever movements are made between the Camp or Juvenile Hall.. Staff conduct “pat down” searches using a handheld metal detector or “wand” or clear each youth for entry.
Grievance Forms	X	<input type="checkbox"/>	<input type="checkbox"/>	Grievance forms are available throughout the facility.
Grievance Logs	X	<input type="checkbox"/>	<input type="checkbox"/>	
Anti-Bullying and Harassment Policies	X	<input type="checkbox"/>	<input type="checkbox"/>	
Medical/Dental/BHRS Request Forms	X	<input type="checkbox"/>	<input type="checkbox"/>	
Institutional Case Plan & Progress Report	<input type="checkbox"/>	X	<input type="checkbox"/>	A sample was requested and not provided
Behavioral Summary Report	<input type="checkbox"/>	X	<input type="checkbox"/>	A sample was requested and not provided



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

Transition Plan	<input type="checkbox"/>	X	<input type="checkbox"/>	A sample as requested and not provided
Website: Juvenile Services & Institutions Division	<input type="checkbox"/>	X	<input type="checkbox"/>	<ul style="list-style-type: none"> The “Resources” and “Payments for Juvenile Cases” sections of the Probation Department website need to be updated to reflect the passage of AB1186—which eliminated youth restitution fines, ended joint & several liability, and wage & account garnishments. The Partner Agency link for Mental Health on the Youth Services Center webpage remains broken.
Approved Magazine & Book List	X	<input type="checkbox"/>	<input type="checkbox"/>	
Recommendations	Update the Probation Department website to reflect: <ul style="list-style-type: none"> The passage of AB1186—which eliminated youth restitution fines, ended joint & several liability, and wage & account garnishments effective January 1, 2025. Repair the Partner Agency link for Mental Health 			

ORIENTATION OF YOUTH

REVIEWED	YES	NO	N/A	COMMENTS
Are youth given an orientation when they arrive at the facility?	X	<input type="checkbox"/>	<input type="checkbox"/>	Group Supervisors typically conduct orientations with youth. Youth orientation includes a Child & Family Team (CFT) meeting—participants include the youth, parents, a mental health clinician, Camp Kemp staff, and the youth’s probation officer. A general overview of the program is given and program rules are reviewed using a checklist. Youth and parents are also provided with a packet of information to review and sign.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

Are orientation materials, booklets, and/or paperwork provided?	X	<input type="checkbox"/>	<input type="checkbox"/>	Each participant receives a notebook containing information about the program—including a daily schedule, program rules and procedures.
Are rules and grievance procedures posted?	X	<input type="checkbox"/>	<input type="checkbox"/>	
Are youth and families provided a case manager or single point of contact?	X	<input type="checkbox"/>	<input type="checkbox"/>	The youths probation officer is the main point of contact for parents and families.

EDUCATION

REVIEWED	YES	NO	N/A	COMMENTS
The total number of students served at facility	X	<input type="checkbox"/>	<input type="checkbox"/>	Four students attended school at the facility during this inspection period.
Are youth immediately enrolled in school when they arrive?	X	<input type="checkbox"/>	<input type="checkbox"/>	Students are already enrolled in Hillcrest School when they come from the juvenile hall. The curriculum and teachers are the same for Margaret J. Kemp and the juvenile hall.
Are students assessed to determine their general academic functioning levels to enable placement in core curriculum courses?	<input type="checkbox"/>	<input type="checkbox"/>	X	Students coming from the juvenile hall in need of assessment would have already received one. Additional assessments are conducted when warranted or requested.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

Do students receive adequate instructional time?	X	<input type="checkbox"/>	<input type="checkbox"/>	Juvenile court schools require a minimum instructional day of 240 minutes.
Are preliminary education plans developed for each student within 5 school days.	<input type="checkbox"/>	<input type="checkbox"/>	X	Preliminary education plans are primarily developed at the juvenile hall, when the youth is initially taken into custody.
Are student records obtained from prior school(s), including, but not limited to the student's:	X	<input type="checkbox"/>	<input type="checkbox"/>	Records Include: Transcripts, Exit grades, partial credits, Individual Educational Plans (IEP), 504 Plan, State Language Assessment score and standardized testing, and immunization records
Is supplemental instruction provided to students who fail to demonstrate sufficient progress towards grade level standards.	X	<input type="checkbox"/>	<input type="checkbox"/>	Due to the low population, the average teacher to student ratio was 1-2.
Are English Learner (EL) students afforded an educational program that addresses their language needs?	X	<input type="checkbox"/>	<input type="checkbox"/>	Bi-lingual aides are utilized when needed.
Do students receive academic counseling that reviews their unique graduation requirements?	X	<input type="checkbox"/>	<input type="checkbox"/>	
Are students informed of post-secondary education/vocational opportunities?	<input type="checkbox"/>	X	<input type="checkbox"/>	The facility has yet to offer vocational programming.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

Do students have access to post-secondary education and the technology needed to participate?	X	<input type="checkbox"/>	<input type="checkbox"/>	
Do students have access to Career Technical Education-CTE courses?	<input type="checkbox"/>	X	<input type="checkbox"/>	CTE programming was not available during this inspection period.
Does the County Superintendent of Schools provide appropriate credit (full or partial) for course work completed while in juvenile court school?	X	<input type="checkbox"/>	<input type="checkbox"/>	However, not all schools accept the partial credits students earn while attending a Court & Community School.
School Discipline: Has positive behavior management been implemented to reduce the need for disciplinary action in the school setting; and is it integrated into the facility's overall behavioral management plan?	X	<input type="checkbox"/>	<input type="checkbox"/>	
Are school staff advised of decisions made by probation staff that may affect the educational programming of students?	X	<input type="checkbox"/>	<input type="checkbox"/>	There is an agreement in place between the Probation and School Departments.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

Are absences and time out of class recorded as excused or unexcused?	X	<input type="checkbox"/>	<input type="checkbox"/>	Absences are typically documented in the Student Information System, AERIES.
Are there established policies and procedures designed to uphold the rights of students who experience persistent challenges in completing a full school day?	<input type="checkbox"/>	X	<input type="checkbox"/>	There are no formal written policies in place at this time. The County Office of Education reported that they were in the process of developing written policies for all the Court & Community Schools.
Recommendations	<input type="checkbox"/>	<input type="checkbox"/>	X	Due to the closure of the school site, we will not be providing recommendations at this time.

ANCILLARY SERVICES				
REVIEWED	YES	NO	N/A	COMMENTS
Behavioral Health & Recovery Services	X	<input type="checkbox"/>	<input type="checkbox"/>	Please see 2023-2024 Juvenile Hall Inspection Report.
Correctional Health	X	<input type="checkbox"/>	<input type="checkbox"/>	Please see 2023-2024 Juvenile Hall Inspection Report.
Nutrition & Food Service	X	<input type="checkbox"/>	<input type="checkbox"/>	Please see 2023-2024 Juvenile Hall Inspection Report.
Comments	The facility contracts with the same service providers and system partners as the Juvenile Hall, located around the corner at 222 Paul Scannell Drive San Mateo.			



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

INTERVIEWS				
YOUTH INTERVIEWS				
QUESTIONS	YES	NO	N/A	COMMENTS
None	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There were no youth present on the day of our inspection.

STAFF INTERVIEWS				
QUESTIONS	YES	NO	N/A	COMMENTS
Group Supervisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housing Unit ISM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Probation Officer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Our request to interview a Probation Officer who was assigned to a youth at this facility was denied by the Probation Department.
Do you have the staffing, tools, training and technology needed to perform your assigned duties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We have the tools. The laws are always changing—more training on these laws would help a lot. We can always use more staffing.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

Staff Training Provided during inspection period.	X	<input type="checkbox"/>	<input type="checkbox"/>	Staff reported participating in the following trainings: PREA, defensive tactics, handcuffing techniques, and report writing.
What are the biggest challenges facing staff at this facility?	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility lacked the population needed to sustain the financial support of the administration required to keep the facility open.
Are there any programs or services you would like to see implemented?	X	<input type="checkbox"/>	<input type="checkbox"/>	“I wish we had something specific for our girls. We don’t have anything for them right now—not even a housing unit at the (juvenile) hall”.
Do you have any suggestions on how to improve operations or maintenance of the facility?	X	<input type="checkbox"/>	<input type="checkbox"/>	Open the facility back up and restructure the residential program so it can operate 24/7 and be utilized by more girls from neighboring Santa Clara, San Francisco, and Alameda counties.
How is critical information communicated to staff, system partners, and service partners?	X	<input type="checkbox"/>	<input type="checkbox"/>	Most information is exchanged orally. Court and legal related information is computerized. BHRS, Correctional Health, Courts, and the School all use different systems.
Youth Bill of Rights	<input type="checkbox"/>	X	<input type="checkbox"/>	“I know a little about it. We haven’t been trained on it yet. We just got the posters and little booklets over at the hall.”
Work Environment	X	<input type="checkbox"/>	<input type="checkbox"/>	Employees expressed satisfaction with working at the facility, noting that they felt they were making a meaningful impact on the lives of the youth they served. They highlighted strong teamwork and shared that they felt supported by their immediate supervisors.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

Frequency of Overtime Shifts	X	<input type="checkbox"/>	<input type="checkbox"/>	When the facility was operational, overtime shifts were offered daily for shifts at either the Camp Kemp and/or Hillcrest Juvenile Hall facilities.
Mental Health & Supportive Services	X	<input type="checkbox"/>	<input type="checkbox"/>	An employee assistance program is available to staff in need of job-related mental health support and services.
Adequate Break and Rest Periods	X	<input type="checkbox"/>	<input type="checkbox"/>	The Probation Department provides most employees one free meal per shift. Employees select their meal choices in advance online and are required to take their breaks at the facility.
Is there anything you would like to share?	X	<input type="checkbox"/>	<input type="checkbox"/>	Staff expressed significant disappointment and concern over the closure of the facility. They emphasized the program’s potential and the positive impact it has had on justice involving female youths, when operated as designed. Staff also shared personal accounts with former program participants who have since gone on to lead healthy, productive, and fulfilling lives.
Recommendations	All staff who interact with youth should participate in a basic training course on the rights of youth in detention—which would include the Youth Bill of Rights.			

STAFFING LEVELS				
REVIEWED	YES	NO	N/A	COMMENTS
Is the facility fully staffed?	<input type="checkbox"/>	X	<input type="checkbox"/>	When operational, the facility was staffed during the day, typically between the hours of 8:00 am - 7:30 pm. Daily overtime shifts were available to camp and juvenile hall staff.
Current number of vacant positions	<input type="checkbox"/>	<input type="checkbox"/>	X	The facility is currently closed. Staff were reassigned to the juvenile hall.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

Are there enough supervisors to supervise staff?	X	<input type="checkbox"/>	<input type="checkbox"/>	When operational, the number of supervisors was adequate.
Does the facility maintain mandated awake ratios? (1:15)	X	<input type="checkbox"/>	<input type="checkbox"/>	
Does the facility maintain mandated sleeping ratios? (1:30)	<input type="checkbox"/>	X	<input type="checkbox"/>	Youth did not sleep at the facility—they were transported nightly to the juvenile hall where they were placed in individual locked cells until morning. Youths were then transported back to Camp to attend school and participate in programming. This arrangement requires youth to undergo four additional searches each day.
Are staffing levels adequate to ensure programs, activities, and services are provided, as required by law?	X	<input type="checkbox"/>	<input type="checkbox"/>	When operational, the staffing levels were adequate.
Is there adequate coverage to provide staff with breaks?	X	<input type="checkbox"/>	<input type="checkbox"/>	No issues were noted by staff.
Are staff youth interactions appropriate and respectful?	X	<input type="checkbox"/>	<input type="checkbox"/>	Staff reported very positive interactions with the youth.
Is diversity reflected in the workforce?	X	<input type="checkbox"/>	<input type="checkbox"/>	



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

PROGRAMMING & ACTIVITIES				
REVIEWED	YES	NO	N/A	COMMENTS
Daily/Monthly Program Schedule	<input type="checkbox"/>	<input type="checkbox"/>	X	The Probation Department denied our request to review programming schedules. This was the first year programming schedules provided to the inspection team. There was no basis provided for the denial.
Unscheduled Recreation: 1 Hour Per Day	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth can use this time to lay down in the dorm, do silent reading, write in their journal, draw, etc.
Large Muscle Activity -LMA	X	<input type="checkbox"/>	<input type="checkbox"/>	When operable, physical education classes, yoga, workout room and gym are utilized for LMA. Eligible youth were also permitted to go on walks on the county owned open space surrounding the facility.
Family Reunification	X	<input type="checkbox"/>	<input type="checkbox"/>	Eligible youth can earn and receive home passes
Family Therapy	X	<input type="checkbox"/>	<input type="checkbox"/>	Provided by BHRS
Substance Abuse: Assessments	X	<input type="checkbox"/>	<input type="checkbox"/>	Provided by BHRS
Substance Abuse Treatment	<input type="checkbox"/>	X	<input type="checkbox"/>	None of the juvenile detention facilities in San Mateo County offer substance abuse treatment.
Career Technical Education & Vocational Training	<input type="checkbox"/>	X	<input type="checkbox"/>	There were no CTE or vocational programs in place at this facility during this inspection period.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

Employment/Work Programs	<input type="checkbox"/>	X	<input type="checkbox"/>	There were no programs in place at this facility during this inspection period.
Community Service Opportunities	<input type="checkbox"/>	X	<input type="checkbox"/>	While there was nothing formally established, program participants and staff could request authorization to participate in community based events on a case by case basis. i.e. Annual Coastal Clean-Up Day
Parenting Classes: For youth who have children	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility can arrange this when needed.
Religious Services, Celebrations, & Activities	<input type="checkbox"/>	X	<input type="checkbox"/>	<p>Staff reported the following:</p> <ul style="list-style-type: none"> • There are no religious services offered at the facility. Youth who have earned a home pass are allowed to attend religious services in the community. • The facility participates in religious Holidays and celebrations.

TRAUMA INFORMED CARE & PRACTICES

	YES	NO	N/A	COMMENTS
Therapeutic Programs & Services	X	<input type="checkbox"/>	<input type="checkbox"/>	Provided through a trauma informed lens.
Policies	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth at this facility are not required to walk with their hands behind their backs during movements throughout the day.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

Practices	X	X	<input type="checkbox"/>	Transporting youths to the juvenile hall to sleep in cells on co-ed units was contrary to the program's design and goal of providing gender responsive trauma informed care.
Staff Training	X	<input type="checkbox"/>	<input type="checkbox"/>	Topic is included as part of ongoing training provided by the department.

CULTURALLY AND LINGUISTICALLY APPROPRIATE

	YES	NO	N/A	COMMENTS
Meals and Food	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility has a full size kitchen that youth and staff used to prepare special meals, snacks, and desserts for birthdays, special occasions, and cultural celebrations.
Language Access: Oral and Written Translation	X	<input type="checkbox"/>	<input type="checkbox"/>	At least one bi-lingual staff member is on duty between the camp and juvenile hall facilities who can translate when needed. Forms, notices, and handbooks are printed in English & Spanish.
Language Access: Oral Translation	X	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> When in operation, there was typically at least one Spanish speaking staff member either on duty at the facility or over at the juvenile hall that can assist with translation. The county also provides oral translation services in many different languages via the telephone that can be utilized when needed.
Language Access: Written Translation	X	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Forms, notices, and handbooks are printed in English & Spanish. Facility staff utilize Google Translate to communicate with mono-lingual youth and families.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

Holidays and Observances	X	<input type="checkbox"/>	<input type="checkbox"/>	Facility is decorated for the various holidays and cultural celebrations including, Black History Month, Cinco de Mayo, and Asian American & Pacific Islander Heritage Month
Ethnically Appropriate Hygiene Products	<input type="checkbox"/>	X	<input type="checkbox"/>	Youth receive standard issue hygiene products.
Programming	X	<input type="checkbox"/>	<input type="checkbox"/>	Art, cooking, writing, books, music, and documentaries.

LGBTQIA+				
REVIEWED	YES	NO	N/A	COMMENTS
Institutional Forms: Pronouns & Language	X	<input type="checkbox"/>	<input type="checkbox"/>	
Clothing	X	<input type="checkbox"/>	<input type="checkbox"/>	All youth wear the same style clothing
Bras	X	<input type="checkbox"/>	<input type="checkbox"/>	Two styles of bras are offered to youth..
Bras and Undergarments	X	<input type="checkbox"/>	<input type="checkbox"/>	Two styles of bras are offered to youth.
Menstrual Health Products	X	<input type="checkbox"/>	<input type="checkbox"/>	Tampons and pads are available.
Reproductive Health Care	X	<input type="checkbox"/>	<input type="checkbox"/>	Provided by Correctional Health
Observances	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth attend local Pride events and celebrations.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

PHYSICAL INSPECTION				
FRONT EXTERIOR OF FACILITY				
REVIEWED	YES	NO	N/A	COMMENTS
Parking Lot	X	<input type="checkbox"/>	<input type="checkbox"/>	The parking lot was well marked, adequately striped, ADAcompliant, and free from debris.
Concrete/Asphalt Walkways	X	<input type="checkbox"/>	<input type="checkbox"/>	No issues were noted
Lighting	X	<input type="checkbox"/>	<input type="checkbox"/>	There were no issues noted in the daylight.
Gates & Fencing	X	<input type="checkbox"/>	<input type="checkbox"/>	The gate attached to the compromised fencing on the south east side of the facility—adjacent to the front entrance is broken and off its hinges A photo is attached.
Safety & Security	X	<input type="checkbox"/>	<input type="checkbox"/>	Gaping Hole With Exposed Utility Pipes Below There is a huge hole in the ground (approximately 10 feet wide and 3.5 feet deep) located near the front entrance of the facility. Pieces of weathered and unsecured plywood are covering portions of the hole—creating an additional safety hazard. The hole needs to be filled immediately to prevent the risk of serious injury and limit taxpayer liabilities. A photo is attached.
Doors	X	<input type="checkbox"/>	<input type="checkbox"/>	The front door to the facility is locked. Staff utilize an intercom system to communicate with visitors.
Windows	X	<input type="checkbox"/>	<input type="checkbox"/>	Windows need cleaning.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

Front Exterior Paint	X	<input type="checkbox"/>	<input type="checkbox"/>	No issues were noted.
Open Space and Lawns	X	<input type="checkbox"/>	<input type="checkbox"/>	The property is surrounded by open space. There is a small patch of lawn and additional landscaping at the front of the facility.
Other: Garden				There is a garden with fruit trees located at the southwestern corner at the rear of the property
Recommendations	<ul style="list-style-type: none"> ● Gates & Fencing: The gate connected to the fencing near the front entrance of the facility remains broken and hangs awkwardly to the side. The fencing is damaged, These issues present significant safety, security, and liability concerns and require immediate repair. ● Gaping Ground Hole With Exposed Piping: There is a very large hole in the ground (approximately 10 feet wide and and 3.5 feet deep) near the front entrance of the building. Portions of the hole are partially covered with weathered and unsecured plywood and create an additional safety hazard. The hole should be filled immediately to prevent serious injury and reduce taxpayer funded liabilities. ● Nesting Birds: The facility has ongoing issues with nesting birds. Previous attempts to reduce or eliminate the nesting birds and related feces have been unsuccessful. A professional bird removal specialist needs to be hired to assess the roofing and gutters, secure active entry points, and humanely remove the nesting birds. The extent of the damage caused by the nesting birds since the problem was first noted in 2021. 			



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

INTERIOR OF FACILITY				
COMMON AREAS				
REVIEWED	YES	NO	N/A	COMMENTS
Lobby	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility has been closed for several months. The lobby is dusty materials were outdated or sun bleached. Furnishings are in good condition and in need of a deep cleaning
Lockers	X	<input type="checkbox"/>	<input type="checkbox"/>	Lockers were in good condition and operable.
Administrative Offices & Conference Rooms	X	<input type="checkbox"/>	<input type="checkbox"/>	There are several small offices and a large conference room.
Room Temperature	X	<input type="checkbox"/>	<input type="checkbox"/>	No issues were noted
Ventilation	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility had been closed for several months with decreased airflow and ventilation.
Lightening	X	<input type="checkbox"/>	<input type="checkbox"/>	Lights were on, operable, and appeared to be adequate.
Visiting Room: Furnishings	X	<input type="checkbox"/>	<input type="checkbox"/>	Furniture needs a thorough cleaning.
Visiting Room: Walls & Ceilings	X	<input type="checkbox"/>	<input type="checkbox"/>	The walls and ceilings are dirty and in need of painting.
Visiting Room: Flooring	X	<input type="checkbox"/>	<input type="checkbox"/>	Need to be professionally cleaned.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

Visiting Room Restrooms	X	<input type="checkbox"/>	<input type="checkbox"/>	
Mental Health Therapy Room	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility has designated therapeutically designed mental health space where youth receive mental health services. The room is cluttered and needs organization.
Day Room: General Cleanliness	X	<input type="checkbox"/>	<input type="checkbox"/>	The day room runs the length of the building. Institutional furnishings, bookcases, games, and arts & crafts fill the space.
Day Room: Walls & Ceiling	X	<input type="checkbox"/>	<input type="checkbox"/>	The walls are scuffed and are in need of painting
Day Room: Furnishings	X	<input type="checkbox"/>	<input type="checkbox"/>	Institutional furnishing need to be thoroughly cleaned
Staff Restroom	X	<input type="checkbox"/>	<input type="checkbox"/>	Located behind the staff desk.
Water Faucets	X	<input type="checkbox"/>	<input type="checkbox"/>	
Programming Room	X	<input type="checkbox"/>	<input type="checkbox"/>	A large furnished programming room is located where a variety of activities and programs occurred.
Workout Room	X	<input type="checkbox"/>	<input type="checkbox"/>	The workout room is equipped with stair masters, treadmills, and miscellaneous gym equipment that has been donated by staff over the years.
Other: Staff Restroom	X	<input type="checkbox"/>	<input type="checkbox"/>	Located behind the staff desk.
Recommendations	Professional deep cleaning of the carpets, furniture, and walls are needed. The interior building of the facility needs painting throughout.			



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

DORM ROOMS / SLEEPING AREAS				
REVIEWED	YES	NO	N/A	COMMENTS
General Cleanliness	X	<input type="checkbox"/>	<input type="checkbox"/>	The dorm room appeared dingy. The flooring needs professional cleaning and the walls and ceiling are in need of painting.
Lighting	X	<input type="checkbox"/>	<input type="checkbox"/>	Appeared to be adequate
Dressers	X	<input type="checkbox"/>	<input type="checkbox"/>	Institutional chest of drawers
Beds	X	<input type="checkbox"/>	<input type="checkbox"/>	Twin Herculite polymer beds are used. Beds were striped.
Mattresses	X	<input type="checkbox"/>	<input type="checkbox"/>	Mattresses are very thin
Blankets & Pillows	X	<input type="checkbox"/>	<input type="checkbox"/>	Youths are provided institutional blankets and a pillow
Linens & Towels	X	<input type="checkbox"/>	<input type="checkbox"/>	Stored in a rolling linen closet and laundered elsewhere.
Restrooms	X	<input type="checkbox"/>	<input type="checkbox"/>	There is one bathroom for each dorm area. The bathrooms fixtures, floors, and walls need professional cleaning. The walls and ceiling are in need of painting.
Showers	X	<input type="checkbox"/>	<input type="checkbox"/>	Showers in both restrooms need power washing.
Sinks & Toilets	X	<input type="checkbox"/>	<input type="checkbox"/>	public restroom design with multiple sinks built into a wall mounted vanity and toilet stalls.
Mirrors	X	<input type="checkbox"/>	<input type="checkbox"/>	The mirrors mounted on the restroom walls are dirty and scratched.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

Laundry Room	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth are taught to do their own laundry using the machines at the facility.
Supply Rooms	X	<input type="checkbox"/>	<input type="checkbox"/>	Large covered linen carts containing clothing, towels and linens, Personal hygiene, toiletries and other items are stored here.
Secure Storage Areas	X	<input type="checkbox"/>	<input type="checkbox"/>	

**ADDITIONAL BUILDINGS & AREAS
 LOCATED WITHIN THE SECURE FACILITY**

REVIEWED	YES	NO	N/A	COMMENTS
Dining Room	X	<input type="checkbox"/>	<input type="checkbox"/>	The dining room has floor to ceiling windows that need professional cleaning. The furniture should also be thoroughly cleaned before storing away.
Kitchen	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility has a fully functional kitchen located inside the dining room. The kitchen needs to be professionally cleaned to help eliminate rodent and pest issues now that the facility is vacant.
High School Classrooms	X	<input type="checkbox"/>	<input type="checkbox"/>	The school utilizes two classrooms and small offices in a designated space within the facility. The classrooms are well furnished and appear to have adequate equipment, materials and supplies.
Library	X	<input type="checkbox"/>	<input type="checkbox"/>	Maintained by the San Mateo County Office of Education
Gymnasium	X	<input type="checkbox"/>	<input type="checkbox"/>	The gym floor requires professional cleaning and waxing. The gym walls are scuffed and in need of paint.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
 JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
 MARGARET J. KEMP GIRLS CAMP**

Roof, Gutters, & Drains	X	<input type="checkbox"/>	<input type="checkbox"/>	Nesting Birds: The facility has ongoing issues with nesting birds. Previous attempts to reduce or eliminate the nesting birds and related feces have been unsuccessful. The extent of the damage caused by the nesting birds since the problem was first noted in 2021.
Exterior Paint	X	<input type="checkbox"/>	<input type="checkbox"/>	There are weathered areas on the exterior paint in the interior outdoor courtyard. Sections that have also been damaged due to extensive bird feces.
Outdoor Walkways	X	<input type="checkbox"/>	<input type="checkbox"/>	As mentioned previously, excessive bird feces located along the walkways, walls, gutters, and roof area needs to be professionally removed, cleaned, and sanitized.
Outdoor Recreation Space	X	<input type="checkbox"/>	<input type="checkbox"/>	There is a small patch of grass in the open interior of the building.
Outdoor Courtyard	X	<input type="checkbox"/>	<input type="checkbox"/>	There are tables and chairs set up along the pathways.
Recommendations	<ul style="list-style-type: none"> ● Professional cleaning is needed in the Dining Room & Kitchen ● Gymnasium floor needs to be properly cleaned and waxed ● The bird feces located on the walkways, walls, gutters, and roofing above the gymnasium and classrooms need to be professionally removed, cleaned, and sanitized to protect the health and safety of anyone coming into the contaminated area. 			

Signatures of the commissioners preparing this inspection report;

Johanna Rasmussen, Commissioner

Date: January 3, 2024

Kenneth Williams

Kenneth Williams, Commissioner

Date: January 3, 2025



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS
MARGARET J. KEMP GIRLS CAMP**

Photo Attachment

Critical Safety and Liability Concerns

Photo 1:

Depicts the existing safety and liability concerns at the Margaret J. Kemp, Girls Camp Facility. There is a broken gate, compromised fencing, and a very large hole in the ground near the entrance to the facility that contains exposed utility pipes at the bottom. The two pieces of plywood covering portions of the hole are not secure and pose an additional safety hazard.





**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

DIFFICULTY OBTAINING INSPECTION DATA	2
EXECUTIVE SUMMARY	3
RECOMMENDATIONS	10
PRIOR RECOMMENDATIONS	16
DATA, DEMOGRAPHICS & STATISTICS	17
FACILITY INSPECTIONS	20
DOCUMENT REVIEW	22
POLICIES & PROCEDURES	30
YOUTH SURVEY RESPONSES	31
INTERVIEWS	33
SYTF YOUTH INTERVIEWS	33
LONG TERM YOUTH INTERVIEWS	39
APPEARANCE OF YOUTH / PERSONAL HYGIENE	42
PARENT INTERVIEWS	43
STAFFING	45
ANCILLARY SERVICES	49
PHYSICAL INSPECTION	49
ADMINISTRATIVE BUILDING	49
INTERIOR BUILDINGS	52
HOUSING UNIT - PINE 4	52
INDIVIDUAL CELLS	58
INCENTIVE UNIT - PINE 5	60
SCHOOL BUILDING	61
KITCHEN & DINING HALL	62
UTILITY & MAINTENANCE	63
BUILDING EXTERIOR	64
REHABILITATIVE PROGRAMMING	65
POST SECONDARY EDUCATION	66
ADDITIONAL PROGRAMS & TRAINING	68
TRAUMA INFORMED CARE	69
REPORT ATTACHMENTS	70



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

<p>SYTF FACILITY: San Mateo County Juvenile Hall - Pine 4 Housing Unit FACILITY CAPACITY: 30 Youth</p>
<p>FACILITY ADDRESS: 222 Paul Scannell Drive San Mateo, Ca. 94402 FACILITY PHONE NUMBER: 650-312-5200</p>
<p>INSPECTION DATES: August 12, 13, & 28, 2024 PREVIOUS INSPECTION: August 11, 2023, September 18, 2023, & October 3, 2024</p>
<p>COMMISSION INSPECTORS: Johanna Rasmussen, Ameya Nori, Susan Swope JUVENILE PRESIDING JUDGE: The Honorable Susan I. Etezadi</p>
<p>FACILITY MANAGER: Superintendent Sanam Aram & Assistant Deputy Chief, Jehan Cark PROBATION STAFF: Compliance Officer Ivonne Bustos and Moises Otuhiva, SYTF ISM CORRECTIONAL HEALTH: Pam Isaac, Charge Nurse - August 6, 2024 BEHAVIORAL HEALTH & RECOVERY SERVICES: Ornit Shoham, & Regina Moreno - November 1, 2024 EDUCATIONAL EVALUATION: Dr. Joaquin Jimenez - September 24, 2024</p>
<p>DIFFICULTY OBTAINING INSPECTION DATA</p>
<p>Requests for Inspection Related Data In preparation for the inspection and in accordance with established protocols, the inspection team provided Ivonne Bustos, Compliance Officer, with a list of the documents and data they were requesting to review on July 25, 2024. Officer Bustos acknowledged receipt of the list and confirmed that the requested items would be available for review on August 6, 2024. However, at 6:52 PM the evening before the scheduled review, the Chair of the Commission received an email from Deputy Chief Probation Officer Jehan Clark stating, "Your request for data has been received by the department. We are working with the county's attorney's office to fulfill your request." This last-minute, after-hours communication marked a significant deviation from prior years and well established inspection protocols and procedures. The team's emails requesting clarity on the Department's sudden change in position and the inspection schedule for the following day went unanswered.</p>



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Inspection Scheduling & Access

In an effort to enhance efficiency and collaboration, the Juvenile Justice Commission and the Probation Department agreed to schedule and confirm all annual inspection dates by July 15th of each year. Unfortunately, the Probation Department failed to honor this agreement, which caused significant challenges for the inspection teams this year. In August and the days following Jehan Clark's e-mail, Superintendent Sanam Aram made multiple attempts to alter the inspection schedule. The proposed changes would have significantly restricted the team's ability to inspect the facility and to conduct interviews with youth and staff. Superintendent Aram informed the team that schedule changes were needed to comply with new departmental protocols, which required her to accompany the team during the Juvenile Hall and Secure Youth Treatment Facility inspections. The inspection team sought advice from the California Board of State and Community Corrections–BSCC, who opined that our inspection schedule was both reasonable and necessary to fulfill our state-mandated duties.

Annual Inspection Protocols

The Commission formally requests that the probation department provide advance notice of any proposed changes to established inspection protocols. This approach will facilitate the timely completion of inspection reports, uphold the integrity of the inspection process, and prevent prolonged delays that impede the Commission's ability to fulfill its mandate under California Welfare & Institutions Code 229.

EXECUTIVE SUMMARY

Background

With the passage of Senate Bill 823, California's Division of Juvenile Justice and the youth prisons it operated were closed. Beginning on July 1, 2021, each of California's 58 counties was required to establish a Secure Youth Treatment Facility (SYTF) to house and rehabilitate its most serious offenders. A SYTF can provide rehabilitative programming to youths up until their 25th birthday.

In 2021, San Mateo County established the Success and Opportunities Aspiring Readiness for Reentry (SOARR) Secure Track program to serve youths committed to a SYTF. San Mateo County's SYTF is located in the Pine 4 housing unit inside of the juvenile hall. The SOARR program received its first SYTF commitment in 2022.

Facility Inspection



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM
2023-2024**

Commissioners Johanna Rasmussen, Ameya Nori, and Susan Swope conducted the inspection of the Juvenile Hall & Secure Youth Treatment Facility (SYTF) on August 12, 2024 and August 13, 2024. A follow-up meeting was held on August 28, 2024 with Deputy Chief Jehan Clark and Superintendent Sanam Aram to obtain follow-up information that was not available during the inspection and to interview a Probation Officer¹ assigned to a SYTF youth.

Pine 4 Housing Unit

The Pine-4 housing unit, which accommodates both SYTF and non-SYTF youth, operates similarly to a juvenile hall, housing male, female, and non-binary youth of various ages and criminal backgrounds together. They share similar policies, general programming, and contracted service providers. Unlike SYTF facilities in nearby counties, this facility lacks modifications to create a more homelike or therapeutic environment that would better support rehabilitation. With an expected population increase of 3-4 youths in 2025, the current housing arrangement is unsustainable. A separate SYTF housing unit is now needed for SYTF and SYTF-eligible youth to provide adequate housing and the structured rehabilitative programming they need and deserve.

Demographics

The Pine 4 housing unit primarily served hispanic males who were either committed to the SYTF or serving a “long term” juvenile hall sentence of 60 days or more during this inspection period. The average age of youth committed to the SYTF was 19. The average length of incarceration was 3.7 years with a median of 3.3 years. Spanish was the primary language for 80% of the SYTF parents/guardians. The demographics for the “long term” youths housed in the Pine 4 housing unit during this inspection period was not provided.

Population

The Pine 4 housing unit had an average daily population of 11 youths—with 7 youths having an SYTF commitment or SYTF eligible offense and 4 with juvenile hall sentences of 60 days or more.

New SYTF Commitments

There were four new SYTF commitments during this inspection period— which represented a 400% increase from the prior inspection period. The population is anticipated to rise by 3-4 youths in 2025.

¹ The inspection team request to interview a Probation Officer assigned to a SYTF youth was denied.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Annual Cost of Incarceration & Rehabilitation

Probation reports that the cost to incarcerate SYTF youth and non-SYTF youth in FY 2023/2024 was the same— \$1,689.00 per day per youth. Included in this figure however, only included the costs of staffing, \$530.00 for the debt services payments, and facility rental costs. Other significant expenses—such as rehabilitation programming, youth clothing, food, education, medical & dental care, transportation, furniture, security, utilities, etc.—remain unknown. In 2020, the reported estimated cost to incarcerate a youth in San Mateo County was 1 million dollars per year..The commission strongly advises the implementation of systems that can accurately track and report the complete costs associated with each juvenile detention facility within the county. To promote transparency in public spending, this data should be made publicly available. If the Juvenile Justice Commission is unable to access this information, it is unlikely that the general public will have access to it.

SYTF Funding

The San Mateo County Probation Department received \$6,810,893.00² in DJJ Realignment Block Grant funding to to create a Secure Youth Treatment Facility (SYTF), or modify or improve an existing facility to accommodate an SYTF. . In 2022, the Commission successfully advocated for the Board of Supervisors to form a “Re-Imagine Juvenile Hall” subcommittee to identify the best use of the SYTF funding. While improvement were identified by the subcommittee, the probation department has yet to make any improvements or modifications to the SYTF In 2023, the Commission formally recommended that the Board of Supervisors direct the county to conduct an audit to track the utilization of these funds, a recommendation we strongly reiterate for 2024.

Serious Incident Reports

- **New Charges Filed:** There was a staggering 900% increase in new charges filed against incarcerated youth during this inspection period. The commission recommends the probation department identify filing alternatives for non 707(b) related offenses similar to those being utilized in neighboring Santa Clara, San Francisco, and Alameda counties.

Notification of Serious Incidents & Facility Related Issues: The commission was not consistently notified within 72 hours of serious incidents, law violations, legal actions, or program and facility related issues as agreed upon.

Education- High School & Post Secondary

² Juvenile Justice Realignment Block Grant data is attached



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Despite facing ongoing challenges, high school and college students on the Pine 4 Housing unit are excelling academically. The unit celebrated both high school and college graduations with the latter, graduating with Cum Laude honors. Students are earning Honor Roll and Dean's List honors. Students have opened bank accounts to manage their financial aid and scholarships monies. Tutoring is being provided free of charge by former commissioner, Melissa Wilson, who holds a master degree in education from Stanford University and online through the various community college programs. During the inspection process, teachers and students raised serious concerns about ISM Richwood—who frequently denies students access to their education by taking away access to computers as a punishment for rule violations. Several students reported that the lack of computer access caused them to miss midterms exams, assignments, and study time. As a result, students have had to drop classes in order to preserve their GPAs and financial aid and scholarship opportunities.

Fresh Lifelines for Youth-FLY is providing programming to SYTF youths. This includes case management, life skills, and an entrepreneurship program.

Gang Intervention Programming: Forensic gang expert Graham Finochio began providing services to youths through their Individual Rehabilitation Plans during this inspection period.

Step Down Program

The county has failed to create or identify a Step Down program for SYTF youth or enter into a contract with the Pine Grove Youth Conservation Camp. Many counties throughout the state are utilizing Pine Grove as a step down option for youths interested in participating in Cal Fire's Wildfire Training program. The cost of the Pine Grove is just \$10 per day—approximately 950K less per year than incarcerating youth in the SYTF

Voting Rights

Commissioners Huber-Levy and Mangtani worked on a county-wide initiative to elevate youth voting rights, inspired by the Youth Law Center's report, [Elevating the Voting Rights of Youth: How California Can Ensure Voting Access in County Juvenile Facilities](#) to create [Future Leaders: The Power of Youth in our Democracy](#) a free, complete, and customizable lesson program available to anyone working with young people (16-25+) in San Mateo County.

Special Events: Aside from graduation celebrations, and family nights, the facility also hosted a Classic Car Show and BBQ on Cinco de Mayo.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Commissioner Funded Programs

- Unlocked Potential-College Laptop Initiative: Commissioners Rasmussen and Bocanegra provide laptop computers to every SYTF and long term college student who needs one. A total of 9 laptops were provided during this inspection period.
- The Suited for Success-Court Clothing Program, founded in 2021 by Commissioners Rasmussen & Bocanegra, has evolved into a comprehensive initiative that provides more than just court attire. Participants receive a full set of formal wear, including a suit, dress shirt, and tie, free of charge. The program's impact extends beyond clothing, as it instills confidence and creates opportunities for youth upon their release. By providing attire for crucial events like job interviews, school, and community functions, the program empowers participants to approach these situations with dignity and self-assurance. During this reporting period, the program received substantial support through a generous donation from the family of former San Mateo County Sheriff and Supervisor, Don Horsley. The program also covers the cost of dry cleaning.
- Music Therapy Program: In 2022, Commissioners Rasmussen and Bocanegra procured 75 MP3 players, chargers, and headphones to launch a music therapy initiative for incarcerated youth. The program aims to provide access to music and guided meditations, which many participants report as improving their mood, reducing stress and anxiety, and aid in both relaxation and sleep.
- Holiday Gift Bags: A commission lead community based initiative to provide youths with ethnically appropriate hygiene projects each holiday season. New board games for the visiting rooms are also provided.

Youth Interviews

The youths we interviewed expressed general confusion about what the SOARR program entailed. They also lacked understanding about the eligibility criteria for entering a Step Down or reentry program. This confusion was exacerbated by the absence of a SOARR program handbook or brochure and the fact that youth are not provided an orientation when they are committed to the program. Youths also conveyed their frustration with the limited availability of meaningful and engaging programs, as well as the lack of sufficient step-down options to support their transition back into the community. Furthermore, they expressed their frustration with the restrictions placed on in-person visits following the discovery of contraband. These restrictions required youths to conduct visits behind glass-with the exception of a parent or guardian. The youths liked the restrictions to county jail and explained that visiting behind a glass barrier hindered personal connection and was confusing for their younger siblings. Youths described numerous policies and practices that were in conflict with the Youth Bill of Rights. They also stated they did not



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

want staff to take photos of them and post them on social media, without their consent, even if their faces are blurred out. Youths were concerned about their telephone time being reduced and explained that the Court Officer oftentimes lacks the proper information needed to properly answer the courts questions regarding the reduction in telephone time and visiting restrictions. The four long term youths who participated in the Phoenix program stated that it lacked any real substance or services. These four youths spent a total of 7.5 years at the facility, at an estimated cost of 7.5 million dollars. As a result, upon their release, they found themselves without employment leads, stable housing, transportation, financial resources, or access to essential services due to the termination of their probation. This lack of support left them vulnerable and ill-equipped to reintegrate into society. Within a few months of their release, 3 of the 4 youths had been arrested and booked into the county jail. The fourth was confined to a wheelchair after sustaining injuries in a car accident. These outcomes highlight the shortcomings of the current rehabilitative services available and underscore the substantial risks to public safety that arise when individuals are released back into the community without adequate reentry services and transitional support. The lack of comprehensive and effective programs to assist these young people in their transition back into society not only hinders their personal development and successful reintegration but also increases the likelihood of recidivism and further criminal behavior. It is imperative that policymakers and stakeholders recognize the urgent need for increased investment in and expansion of reentry services and transitional support programs to ensure the successful rehabilitation and reintegration of young offenders and to safeguard public safety.

Parent Interviews

Parents expressed appreciation for the family nights that were held last year and are hopeful that they could be increased to once a month, like other SYTF facilities in the Bay Area offer. Parents expressed concerns over the limitations placed on visiting during this inspection period—having to visit behind glass if they bring their children with them to the visit. Parents requested assistance in helping their children gain access to their college classes and expressed frustration over the lack of available step down and reentry programs. Parents would like to be more informed about their child’s progress. They were troubled by the shift to place more of an emphasis on punishment rather than rehabilitation. Every parent we spoke to reported feeling that the conditions at the facility had gotten significantly worse during this inspection period.

Staffing Levels

The Probation Department does not have enough Group Supervisors to operate the facility and must rely on overtime shifts to meet staffing levels.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Overtime Staff

The probation department reported that their overtime expenses for Institutions and Juvenile Probation to be \$680,071.43 Adult probation officers who work inside the juvenile hall and/or have juveniles assigned to their caseloads were not accounted for in the overtime data provided.

Confidential Visits

Confidential Visits are not being honored for advocates and appointed officials. This is in violation of the Youth Bill of Rights section (k). Youths are being forced to share sensitive and confidential information in the visiting room in the presence of staff, other youths, and even other youths' families. This is in violation of section (k), which mandates that confidential visits be honored for advocates and appointed officials.

Facility Repairs and Maintenance

The Pine 4 facility has been open for 17 years and is beginning to show significant wear. Youths eat their meals on the housing unit—which has caused extensive soiling and stains. The carpet is damaged beyond repair. Replacing the carpet with laminate flooring would be easier to maintain and provide a more home like environment. The paint is peeling and chipped in several parts of the housing unit and needs to be repainted throughout. The mirrors inside the individual cells are scratched so badly that they are no longer functional and need to be replaced. It should be noted that the damage to the mirrors has existed since before the pandemic when the facility housed a much larger juvenile hall population.

Furniture & Equipment

The ISM's³ office on the housing unit has been converted to serve as a designated mental health space where youths can participate in therapy. However, the funding needed to therapeutically design the space into a trauma informed counseling room has not been allocated. The commission urges the Probation Department to allocate the \$3,500 needed to complete this project. BHRS has committed to designing the room once the funding is in place. This probation department should contact the county's Behavioral Health Commission to see if this project can be funded with Proposition 1 funds.

The following purchases are recommended: hampers for laundry carts are needed to contain soiled laundry so it is not stored on the dayroom floors. The Superintendent stated that the wall shelving for the cells that was ordered by the prior administration in 2021, is still in the procurement process. She stated it could be another 12-18 months before they could be installed. Purchasing picnic tables for use in the outside recreation area will

³ Institutional Services Manager



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

provide much needed outdoor seating and provide a space to eat meals, and work on projects. The basketball courts located on the patios adjacent to each housing unit need court lines painted on the ground.

Data Collection: Arrest & Recidivism

To effectively focus delinquency prevention efforts and resources within the county, it is essential to gather and analyze both juvenile arrest and recidivism data.

RECOMMENDATIONS

SYTF Facility Requires a Separate Housing Unit

San Mateo County is the only county in the Bay Area that is housing SYTF youths with non-SYTF youths. It is in the youths best interest to be housed in a separate housing unit designed for SYTF and SYTF eligible youth. This would allow the program to run independently of the juvenile hall and give the youths the opportunity to focus on their rehabilitation programming. A separate housing unit would also provide the department an opportunity to properly train the staff assigned to work with SYTF.

SOARR Program Orientation

- Provide each SYTF youth an orientation of the SOARR program upon commitment to the program.

SOARR Program Handbook

- Create and distribute a SYTF SOARR Handbook in English & Spanish for youths
- Create and distribute a SYTF SOARR Handbook in English & Spanish for parents/guardians

SOARR Program Rules

- Create SOARR program rules and ensure all SYTF youth understand what the rules and expectations are while they are in the program.

IRP-MDT Meetings

- IRP/MDT meetings should be consistently held every 30-days to ensure the youths' rehabilitative needs are met and tracked appropriately.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Serious Incident Reports: New Charges Filed

During this inspection period, there was a staggering 900% increase in new charges filed against incarcerated youth. The commission recommends the probation department identify filing alternatives for non 707(b) related offenses similar to those being utilized in neighboring Santa Clara, San Francisco, and Alameda counties.

Notification of Serious Incidents & Facility Related Issues:

The probation department failed to consistently notify the commission of serious incidents, law violations, legal actions, or facility related issues as agreed upon. The commission requests proper notification be made within 72 hours.

ISM and Group Supervisor Training

- Youth Bill of Rights
- Individual Rehabilitation Plans
- The basic operations and departmental responsibilities related to care and supervision of SYTF youth.
- The basic rights of youth in detention
- Trauma-Informed Care: Basic Principals, Interventions, Safety Plans, Management of Secondary Traumatic Stress (STS)

Probation Officer Training

- Probation Officers assigned to SYTF youth during this inspection period failed to comply with the California Rules of Court 5.806 (c) which states “To provide an incentive for each youth to engage productively with the individual rehabilitation plan approved by the court under section 875(b)(1), each probation department operating a secure youth treatment facility must implement a system to track the positive behavior of the youth in a regular and systematic way and report to the court at every progress hearing on the youth's positive behavior, including a recommendation to the court on any downward adjustment that should be made to the baseline term in recognition of the youth's positive behavior and development. In developing this recommendation, the probation department must consult with and report on the input of all other agencies or entities providing services to the youth.”

Probation Officers

- During this inspection period adult probation officers were assigned to supervise SYTF youth and routinely used to fill overtime shifts in the juvenile hall and SYTF facilities.
- The Department lacks consistent structure and caseload assignments, merged caseloads are not tracked or and outcomes are not measured



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

- The department does not have a designated officer for Foster Youth & Unhoused youths
- Probation officers lack basic resources needed to assist long term youths upon their release. -specifically housing, employment, transportation, mental health therapy, substance abuse treatment, school supplies, and basic necessities such as the ability to buy food and clothing
- Given that juveniles have specific rights and that the juvenile justice system's mission differs from that of the adult system, juveniles should be assigned to juvenile probation officers.

Policies

- Restore i-person visiting for approved visitors to comply with Youth Bill of Rights section (g)
- Ensure all youth have access to the technology and internet services needed to participate in their educational and rehabilitation programming to comply with Youth Bill of Rights section (n)
- Restore Confidential Visits to comply with Youth Bill of Rights section (k), which mandates that confidential visits be honored for advocates and appointed officials.
- The department's policy on electronic communications (e-mail) appears to be in conflict with the language in the OYCR materials on the Youth Bills of Rights section (g).
- Title 15, Section 1371, states minors in juvenile facilities must be provided with at least one hour of outdoor recreation or exercise daily, unless their behavior or security concerns prevent it. This requirement is in place to ensure the physical and mental well-being of youth in custody, as access to sunlight and fresh air is considered a fundamental part of their rights and rehabilitation. This policy should be revised to comply with Title 15. It should be noted that there have been no reported incidents of heat related illness or injuries at this facility.
- SYTF Youths are required to walk with their hands behind their back during movements throughout the facility. This policy is unique to San Mateo County, as neighboring counties have youths keep their arms and hands to the side during movements, San Mateo County should do the same.
- Youths are prohibited from wearing shorts or flip flops in the common areas of the unit. Shorts are strictly to be used during LMA, even on hot days. Flip flops are allowed only inside the cells and showers. This policy is unique to San Mateo County as neighboring SYTF's allow youths to wear these items throughout the day. We recommend San Mateo County youth be afforded the same opportunity.

Increase Frequency of Family Visits

Family visits are very inconsistent. Some youths reported having two visits since they arrived while others had never had a family visit. Neighboring counties provide monthly visits with extended family and youths who have children can receive up to two family visits a month. We recommend our youth be given the same opportunities to visit with their families to help maintain their familiar bonds.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Replace Disposable Razors with Electric Shavers

Due to the age of the youth at this facility, the majority are now shaving. Replacing the current plastic disposable plastic razors with electric shavers would create less irritation to the skin and reduce the facility's carbon footprint on our planet.

Programming Recommendations:

The Commission continues to advocate for all of our long term⁴ and Secure Track youth to receive the following evidence based programming and services: intensive mental health care that incorporates the family and group therapy; a credible messenger program, expanded life skills, anger management, restorative justice, and parenting classes for youths who have children.

Substance Abuse Treatment Services:

San Mateo County does not offer substance abuse treatment to youths in detention-which is alarming, considering the rise in youth opioid use and those experiencing withdrawals after arrest. Correctional Health has established Withdrawal Protocols in place. The protocols call for close monitoring and the dispensing of medications to help manage withdrawal symptoms. Behavioral Health and Recovery Services do not provide substance abuse treatment to youth at this facility.

ReEntry Services

- A full review of the Phoenix Program is needed to determine:
 - If the program is viable? Can it be revamped to meet the current needs of the long term youth who are reentering the community or should it be discontinued?
 - Is the Probation Department equipped to deliver these services or are youths better served by contracting with an outside service provider.
- Provide Probation Officers the resources they need to provide youths with the services, skills, tools and necessities needed to succeed upon release.

Facility Equipment: The following purchases are recommended:

- Hampers or laundry carts are needed to contain soiled laundry. It is being stored on the dayroom floor.
- Purchasing picnic tables for use in the outside recreation area will provide much needed outdoor seating and space to eat meals, and work on projects.

⁴ Long Term is defined as a period of incarceration that lasts or is expected to last 60 days or more.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Facility Maintenance & Repairs

- The carpets in the Pine 4 housing unit are dirty, stained, and damaged beyond repair and should be replaced with laminate flooring. Many SYTF facilities in California are replacing institutional carpeting with laminate hardwood flooring. Laminate flooring is cost effective, easy to clean, and creates a “home-like environment.
- The Pine 4 housing needs to be repainted
- The showers need power washing to remove hard water deposits and soap scum.
- The basketball courts located on the patios adjacent to each housing unit are in need of court lines painted on the ground.

Individual Cells

- Wall Mirrors: The mirrors in the cells are damaged beyond repair, with the damage dating back to when the juvenile hall regularly housed over 100 youths. Due to the long period during which SYTF youths have been without mirrors and the recent conversion of the unit into a SYTF facility, the mirrors should be replaced as soon as possible. Having a usable mirror in each cell is crucial for youths to carry out basic grooming tasks, such as brushing their hair and teeth and maintaining their personal hygiene.
- Personal Storage: The administration reported that institutional wall shelving that the department ordered back in 2022, continues to be backlogged in the county procurement process.

Laundry Room

- The facility does not have a labeling system in place for the youth’s laundry. The commission recommends implementing a system similar to ones used in neighboring counties to ensure the youth’s laundry is not being mixed with other youth’s laundry.
- Repair inoperable laundry machines

Main Entrance: Lobby

The Youth Services Center Building is open to the public Monday - Friday from 8:00 a.m. to 5:00 p.m. Visiting hours are on evenings and weekends when the building is closed. During these times, visitors must wait in a small, lobby located at the main entrance. An intercom system is used to communicate with juvenile hall staff. Parents report that the lobby gets very hot and has poor air circulation, that forces them to wait outside. Allowing the automatic doors to remain open during visiting hours would help reduce the temperature and improve airflow. The lobby is equipped with with three seats, which is inadequate for the number of visitors allowed during each time slot (up to 16). A huge sandwich board displaying outdated COVID-19



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

information needs to be removed. The sign is confusing for visitors and takes up valuable space that could be utilized for additional seating. The lobby has other concerns, including active pest control glue traps and small plastic cockroach bait stations that pose a particular risk to small children. There are broken and missing baseboard tiles, and the columns have graffiti carved into them that requires repair and repainting. Addressing these issues—by improving the room temperature and airflow, increasing seating, removing hazards, and repairing damaged areas—would significantly enhance the safety and comfort of visitors.

Feasibility Study: Future Use of Margaret J. Kemp Facility

A feasibility study is needed to determine if the Margaret J. Kemp Facility can be converted to fill critical gaps in services for justice-involved youth within the county. The study should aim to identify existing deed and property restrictions and explore the following alternative uses for the facility.

- Secure Youth Treatment Facility (SYTF): A secure facility providing specialized treatment and services for youth involved in the justice system.
- Step-Down Program for SYTF Youth: A transitional program designed to support SYTF youth as they progress toward reintegration.
- Inpatient Substance Abuse Treatment Program: A residential program addressing substance abuse issues among justice-involved youth.
- Transitional Age Youth Shelter: A shelter for unhoused dependent and/or probation youth aged 16-24, offering support and resources for their transition to independence. This study will assess the viability, costs, and potential impacts of each alternative to ensure alignment with the county's priorities and the needs of justice-involved youth.

Create an Exit Survey for Youths and Families

Creating exit surveys for youths and families can provide valuable data to evaluate and improve treatment, services, and programming offered by the SYTF and Juvenile Hall, and Probation Services. This feedback can be collected at minimal expense to the Probation Department while identifying service gaps, measuring outcomes, and reducing recidivism.

Probation Website: Juvenile Restitution, Court Fees & Fines

Update the Probation Department's website to reflect the passage of AB1186—which eliminated youth restitution fines, ended joint & several liability, and wage & account garnishments effective January 1, 2025.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

**THE COMMISSION REQUESTS THE PROBATION DEPARTMENT PROVIDE A WRITTEN
RESPONSE ADDRESSING EACH OF THE RECOMMENDATIONS CONTAINED IN THIS
INSPECTION REPORT WITHIN 45 DAYS OF OFFICIAL RECEIPT OF REPORT.**

PRIOR RECOMMENDATIONS

REVIEWED	YES	NO	N/A	COMMENTS
Implemented	X	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Gang Intervention is being offered to SYTF youth via court ordered Individual Rehabilitation Plans • A Catholic prayer service is offered on Sunday morning • AA Meetings were discontinued • 5 adirondack style hard plastic chairs were acquired and placed on the turf field.
Partially Implemented	X	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • A few of the youths on Pine 4 received a pair of branded athletic shoes. It is unknown when the remaining youth will receive theirs or how often the shoes will be replaced.
Pending Implementation	X	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Personal Storage Inside Individual Cells: Probation reports that the institutional wall shelving they ordered back in 2022, is still in the county's procurement process. Youths currently have no place to store clothing, hygiene and personal items. There is currently no estimate on when the wall shelving with actually be installed • Correction Health: Electronic Medical Records System: Correctional Health anticipates implementation will occur in 2025. <p>Per Probation, the following programs are scheduled to be implemented in 2025:</p> <ul style="list-style-type: none"> • Drug & Alcohol Education • Life Coaching



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM
2023-2024**

				<ul style="list-style-type: none"> ● CORA began providing Parenting Classes for the parents of incarcerated youth in Fall 2024.
No Action	X	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ● Terminate Food Services contract with Sheriff's Department ● Identify, contract, and/or establish a SYTF Step Down Program ● The Deescalation, Art Therapy, Multi-Sensory Room has not been utilized since it opened on November 9, 2023. ● Substance Abuse Treatment ● Implement Credible Messenger Program ● Provide visually impaired youth eyeglasses within 30 days ● Increase dental services to twice a month ● Provide ethnically appropriate hygiene items in accordance with the Youth Bill of Rights ● Provide appropriate athletic shoes ● Catholic mass and communion services remain unavailable. ● Install picnic tables in the outdoor recreation space

DATA, DEMOGRAPHICS & STATISTICS

REVIEWED	YES	NO	N/A	COMMENTS															
Secure Track: Population	X	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1"> <thead> <tr> <th>Year</th> <th>Population</th> <th>Age</th> <th>Race</th> <th>Gender</th> </tr> </thead> <tbody> <tr> <td align="center">2024</td> <td align="center">5</td> <td align="center">18-22</td> <td align="center">H</td> <td align="center">M</td> </tr> <tr> <td align="center">2023</td> <td align="center">1</td> <td align="center">18</td> <td align="center">H</td> <td align="center">M</td> </tr> </tbody> </table> <p>The population in the Secure Track program is anticipated to rise by 3-4 in the coming year.</p>	Year	Population	Age	Race	Gender	2024	5	18-22	H	M	2023	1	18	H	M
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2023	1	18	H	M															



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Secure Track: Commitments	X	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1"> <thead> <tr> <th>2022-2023 Commitments</th> <th>2023-2024 Commitments</th> <th>Difference</th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td align="center">4</td> <td align="center">+400%</td> </tr> </tbody> </table>	2022-2023 Commitments	2023-2024 Commitments	Difference	1	4	+400%		
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Monthly Population	X	<input type="checkbox"/>	<input type="checkbox"/>	Data was requested and never received.								
Length of Incarceration	X	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1"> <thead> <tr> <th>Average Length of Incarceration</th> <th>Median Length of Incarceration</th> </tr> </thead> <tbody> <tr> <td align="center">3.7 years</td> <td align="center">3.3</td> </tr> </tbody> </table>	Average Length of Incarceration	Median Length of Incarceration	3.7 years	3.3				
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San Mateo	2	-										
Daly City	1	-										
City of Residence	X	<input type="checkbox"/>	<input type="checkbox"/>									



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Age	X	<input type="checkbox"/>	<input type="checkbox"/>	<p align="center">Age of Secure Track Youth as of July 31, 2024</p> <table border="1"> <tr> <th>16-17</th> <th>18-19</th> <th>20-21</th> <th>21-22</th> <th>23-24</th> </tr> <tr> <td align="center">0</td> <td align="center">2</td> <td align="center">2</td> <td align="center">1</td> <td align="center">0</td> </tr> </table>	16-17	18-19	20-21	21-22	23-24	0	2	2	1	0																																																																
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**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

	<ul style="list-style-type: none"> ● Parenting Programs for youth with children. ● Reunification services
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FACILITY INSPECTIONS

REVIEWED	YES	NO	N/A	COMMENTS
Board of State & Community Corrections Inspection	X	<input type="checkbox"/>	<input type="checkbox"/>	Craigus Thompson -BSCC Field Representative 916-597-4610 <ul style="list-style-type: none"> ● 2023 Biennial Inspection dates: April 3, 5, & 12, 2023 ● 2024-Targeted Inspection date May 23, 2024
County of San Mateo: Building/ Facility Safety Inspection	<input type="checkbox"/>	X	<input type="checkbox"/>	Quarterly inspection reports and dates were not available.. performed by: Brae Hunter -San Mateo County ADA Coordinator Human Resources Department 650-647-9930 / 650-599-1151
Fire Safety	X	<input type="checkbox"/>	<input type="checkbox"/>	Inspection was conducted on 03/21/2024 by: Austin Seely - San Mateo County - Cal Fire 650-477-0327
Natural Disaster: Wildfire Evacuation Plan and Procedures	X	<input type="checkbox"/>	<input type="checkbox"/>	Mutual Aid agreements with local jurisdictions are in place should the facility and/or area need to be evacuated.
Natural Disaster: Fire Drill Logs	X	<input type="checkbox"/>	<input type="checkbox"/>	Fire drills are regularly conducted and logged accordingly.



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JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM
2023-2024**

County Office of Education: 3rd Party Educational Evaluation	X	<input type="checkbox"/>	<input type="checkbox"/>	Evaluation performed on 10/23/23 by: Dr. Jen Izant Gonzales Senior Director, Alternative Education Santa Cruz County Office of Education 831-466-5739
Environmental Health	X	<input type="checkbox"/>	<input type="checkbox"/>	Conducted on October 10, 2023 by: Aris Veloso- SMC Environmental Health Specialist 650-372-6200
Nutritional Health/ Retail Food Inspection	X	<input type="checkbox"/>	<input type="checkbox"/>	Conducted on May 16, 2024 by: Joanne Jarin- SMC Environmental Health Specialist 650-372-6200
Food Services: Juvenile Menu Analysis for T15	X	<input type="checkbox"/>	<input type="checkbox"/>	Denise Chu Dietician Correctional Health Last conducted on 03/08/24
Juvenile Justice Commission Annual Inspection Reports	X	<input type="checkbox"/>	<input type="checkbox"/>	Inspection reports are available on the JJDPC website www.smcgov.org/probation/jjdpc-inspection-reports
Juvenile Court Judge Inspection	X	<input type="checkbox"/>	<input type="checkbox"/>	Conducted on January 5, 2024 The Honorable Susan I. Etezadi Presiding Judge, Juvenile Court
Probation Chief: Annual Letter to the BSCC	<input type="checkbox"/>	X	<input type="checkbox"/>	The Chief's letter was not made available.
Air Quality Indoors/Outdoors	X	<input type="checkbox"/>	<input type="checkbox"/>	The Department of Public Works maintains this facility. Management reported that a new ventilation system was installed in 2021 to address wildfire smoke.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

DOCUMENT REVIEW				
REVIEWED	YES	NO	N/A	COMMENTS
SOARR Program Overview	<input type="checkbox"/>	X	<input type="checkbox"/>	The SYTF Therapeutic Detention Model lacks formal structure, comprehensive programs and services.
SYTF Policies & Procedures	<input type="checkbox"/>	X	<input type="checkbox"/>	SYTF does not have its own established policies and procedures. The facility operates under the policies and procedures of the juvenile hall.
SOARR Program Rules	<input type="checkbox"/>	X	<input type="checkbox"/>	The SOARR program does not have established rules. The facility is basically operating under the rules of the Juvenile Hall. Program rules should be established for the SOARR program and distributed to the youth.
SOARR Handbook: Youth	<input type="checkbox"/>	X	<input type="checkbox"/>	The SOARR program youth handbook should be created in English and Spanish and provided to every youth committed to the program.
SOARR: Handbook: Parents & Families	<input type="checkbox"/>	X	<input type="checkbox"/>	A SOARR program parent & family handbook should be created in English and Spanish and provided to the family members of each youth committed to the program.
Intake	<input type="checkbox"/>	X	<input type="checkbox"/>	SYTF youths do not go through an intake process.
Individual Rehabilitation Plans	X	<input type="checkbox"/>	<input type="checkbox"/>	A sample IRP was not provided
SOARR Programming Schedule(s)	<input type="checkbox"/>	X	<input type="checkbox"/>	SYTF does not have a separate programming schedule. The Pine 4 housing unit operates a programming schedule that is aligned with the juvenile hall—which does not account for IRP programming and services.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM
2023-2024**

IRP MDT Meetings	X	<input type="checkbox"/>	<input type="checkbox"/>	Monthly meetings are held every 4-8 weeks and do not have an established or consistent meeting schedule.
Progress Reports	<input type="checkbox"/>	X	<input type="checkbox"/>	Youth's would benefit from receiving a progress report at each IRP/MDT meeting. Progress reports should include the youths strengths and weaknesses, achievements and deficits, and assessment of goals. Progress reports will provide the youth;s with something tangible to refer to throughout the month, that will help keep them on track and focused on the programs and services in their Individual Rehabilitation Plans.
Court Reports	<input type="checkbox"/>	X	<input type="checkbox"/>	The probation department has failed to comply with the California Rules of Court 5.806 (c) Adjusting the Baseline Term at Review Hearings which require: "To provide an incentive for each youth to engage productively with the individual rehabilitation plan approved by the court under section 875(b)(1), each probation department operating a secure youth treatment facility must implement a system to track the positive behavior of the youth in a regular and systematic way and report to the court at every progress hearing on the youth's positive behavior, including a recommendation to the court on any downward adjustment that should be made to the baseline term in recognition of the youth's positive behavior and development. In developing this recommendation, the probation department must consult with and report on the input of all other agencies or entities providing services to the youth.
Baseline Reduction Recommendation: Criteria	<input type="checkbox"/>	X	<input type="checkbox"/>	The criteria used by the department and its officers to determine baseline reduction recommendations is unknown. Youths would benefit from knowing the recommendation criteria and what they must accomplish in order to receive a recommendation for a baseline time reduction.
Incentive-Based Systems or Programs	X	<input type="checkbox"/>	<input type="checkbox"/>	SYTF youth participate in the juvenile hall's behavior based Step Level program. They can earn a top step up to a 2 step. Privileges are revoked for youth on Steps 1 and 0.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Reentry Services & Resources	<input type="checkbox"/>	X	<input type="checkbox"/>	The Phoenix program is not adequately meeting the needs of youth. Probation Officers do not have access to the programs and resources they need to provide to youths reentering the community.																																								
Step Down Programs	<input type="checkbox"/>	X	<input type="checkbox"/>	The county has yet to identify a Step Down program for SYTF youth. The county also lacks a contract with the Pine Grove Youth Conservation Camp that many counties throughout the state are utilizing as a step down program for youth interested in participating in Cal Fire's Wildfire Training program.																																								
Medical, Dental, BHRS Request Forms.	X	<input type="checkbox"/>	<input type="checkbox"/>	Request forms for medical, dental and mental health care services are readily available. Youth report having timely access to urgent medical care and mental health services.																																								
Serious Incident Reports: Including Use of Force	<table border="1"> <thead> <tr> <th>Type of Incident</th> <th>Incidents</th> <th>Comparison</th> <th>2022-2023</th> <th>2021-2022</th> </tr> </thead> <tbody> <tr> <td>Major Disturbance: Youth Injured by Staff</td> <td align="center">0</td> <td align="center">No Change</td> <td align="center">0</td> <td align="center">0</td> </tr> <tr> <td>Major Disturbance: Involving Multiple Youth</td> <td align="center">4</td> <td align="center">∞</td> <td align="center">0</td> <td align="center">1</td> </tr> <tr> <td>New Charges Filed</td> <td align="center">10</td> <td align="center">900% Increase</td> <td align="center">1</td> <td align="center">3</td> </tr> <tr> <td>Assaults Between Youth</td> <td align="center">20</td> <td align="center">186% Increase</td> <td align="center">7</td> <td align="center">5</td> </tr> <tr> <td>Number of Youths Involved in Assaults</td> <td align="center">39</td> <td align="center">550 % Increase</td> <td align="center">6</td> <td align="center">10</td> </tr> <tr> <td>Safety Room Placements</td> <td align="center">1</td> <td align="center">∞</td> <td align="center">0</td> <td align="center">2</td> </tr> <tr> <td>Use of Force: Incidents Involving Mechanical Restraints</td> <td align="center">33</td> <td align="center">154% Increase</td> <td align="center">13</td> <td align="center">15</td> </tr> </tbody> </table>				Type of Incident	Incidents	Comparison	2022-2023	2021-2022	Major Disturbance: Youth Injured by Staff	0	No Change	0	0	Major Disturbance: Involving Multiple Youth	4	∞	0	1	New Charges Filed	10	900% Increase	1	3	Assaults Between Youth	20	186% Increase	7	5	Number of Youths Involved in Assaults	39	550 % Increase	6	10	Safety Room Placements	1	∞	0	2	Use of Force: Incidents Involving Mechanical Restraints	33	154% Increase	13	15
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**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM
2023-2024**

Mechanical Restraints Used per Youth	23	64% Increase	14	11
Assault on Staff by Youth	1	No Change	1	0
Threats to Staff	5	150% Increase	2	3
Staff Injuries: Responding to incidents	3	50% Increase	2	3
Youth on Special Program (OAA)	62	100% Increase	31	25
Reportable Incidents & Other	265	135% Increase	113	58
Property Destruction ⁵	1	-67 % Decrease	3	0
Total Incidents	456	136% Increase	193	136

There was a staggering 900% increase in the number of new charges filed against incarcerated youth. This trend is deeply troubling as it undermines the core mission and purpose of the juvenile justice system. San Mateo County stands out in this regard, as neighboring counties reserve the filing of new charges for the most serious offenses and prioritize alternative approaches to addressing youth behavior.

⁵ Felony Vandalism charges were filed.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM
2023-2024**

Serious Incident Reports: Deaths, Suicide Attempts, Suicidal Statements & Self-Mutilation	<table border="1"> <thead> <tr> <th>Type</th> <th>2023-2024</th> <th>Comparison</th> <th>2022-2023</th> <th>2021-2022</th> </tr> </thead> <tbody> <tr> <td>Suicide Attempts</td> <td align="center">3</td> <td align="center">∞</td> <td align="center">0</td> <td align="center">1</td> </tr> <tr> <td>Suicidal Statements</td> <td align="center">6</td> <td align="center">50% Increase</td> <td align="center">4</td> <td align="center">6</td> </tr> <tr> <td>Self-Mutilation</td> <td align="center">17</td> <td align="center">325% Increase</td> <td align="center">4</td> <td align="center">16</td> </tr> </tbody> </table>				Type	2023-2024	Comparison	2022-2023	2021-2022	Suicide Attempts	3	∞	0	1	Suicidal Statements	6	50% Increase	4	6	Self-Mutilation	17	325% Increase	4	16
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	Suicide Attempts	3	∞	0	1																			
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Self-Mutilation	17	325% Increase	4	16																				
There were no deaths, escapes, or fires reported.																								
Audio and Video Recording: Storage	X	<input type="checkbox"/>	<input type="checkbox"/>	The audio and video recording policies and procedures were not provided. Staff reported that videos are stored for a minimum of 1 year on a server. Staff with the ranking of Institutional Services Managers and above have access to the video footage.																				
Searches	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth are always searched when entering the unit. Staff conduct “pat down” searches using a handheld metal detector or “wand” to scan each youth for contraband. Individual cells and the housing unit are regularly swept and searched.																				
Grievance Forms	X	<input type="checkbox"/>	<input type="checkbox"/>	Grievance forms are available in Admissions, the Visiting Room, and on the Pine 4 Housing Unit.																				
Grievance Logs	X	<input type="checkbox"/>	<input type="checkbox"/>	The inspection team reviewed all grievances filed during this inspection period.. The majority of grievances were in the following categories: <ul style="list-style-type: none"> ● Not having access to computers needed to complete college assignments and mid-terms that impacted their grades and forced some to drop classes—which pushed back graduation dates and educational goals. ● Staff taking away good behavior points 																				



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

				<ul style="list-style-type: none"> • The temperature on the housing unit, cells, and water in the shower was too cold. • Visits with extended family and siblings were suspended without cause. • Youth were forced to visit with approved visitors behind glass in many cases without cause.
Juvenile Probation & Detention Facilities Budget	<input type="checkbox"/>	X	<input type="checkbox"/>	The Commission's attempts to access facility budgets for the SYTF, Juvenile Hall, and Camp Kemp facilities –through both direct requests and California Public Records Act requests—have been unsuccessful. This lack of budget transparency hinders the Commission's ability to advocate for and evaluate programs and services, as it is unclear how current funding is being allocated.
Annual Cost of Incarceration & Rehabilitation	<input type="checkbox"/>	X	<input type="checkbox"/>	<p>Probation reported that the cost to incarcerate SYTF youth and non-SYTF youth is the same– \$1,689.00 per day, per youth. This Included \$530.00 for the debt services payment and facility rental costs. However, these figure fails to account for basic expenses such as:</p> <ul style="list-style-type: none"> • Court ordered IRP programs services • Contracted SYTF service providers • Educational costs • Medical, dental, and mental health care • Food Services • Clothing, shoes, and hygiene • Restoration Services • Step Down Program and/or Contracts • Reentry Services • Tablets and Technology • Security & IT Services • Furniture & equipment • Building and grounds maintenance • Transportation Costs (vans, vehicles, and maintenance) • Special Events (family night)



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Website: Juvenile Services & Institutions Division	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> The Payments for Juvenile Cases section of the Probation Department website needs to be updated to reflect the passage of AB1186—which eliminated youth restitution fines, ended joint & several liability, and wage & account garnishments The Partner Agency link for Mental Health on the Youth Services Center page remains broken.
Workplace Violence Prevention Plan Per <u>SB 553</u> – Effective July 1, 2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employers in California must establish, implement, and maintain a "Workplace Violence Prevention Plan" that includes: prohibiting employee retaliation, accepting and responding to reports of workplace violence, and emergency response. The County’s Workplace Violence Prevention Plan is in place.
Recommendations	<p>Serious Incident Reports: New Charges Filed During this inspection period, there was a staggering 900% increase in new charges and probation violations filed against incarcerated youth. The commission recommends the probation department identify filing alternatives for non 707(b) related offenses similar to those being utilized in neighboring Santa Clara, San Francisco, and Alameda counties.</p> <p>Orientation Provide each youth with an orientation upon commitment to the SOARR program.</p> <p>Handbook</p> <ul style="list-style-type: none"> Create and distribute a SOARR Handbook in English & Spanish for youths Create and distribute a SOARR Handbook in English & Spanish for parents/guardians 			



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

SOARR Program Rules

- Create SOARR program rules and ensure all SYTF youth understand what the rules and expectations are while they are in the program.

IRP-MDT Meetings

- Ensure IRP/MDT meetings are held every 30 days to ensure the youths' rehabilitative needs are being met and tracked appropriately.
- Youth's should be provided progress reports at each IRP/MDT meeting. Reports should include the youths strengths, weaknesses, achievements, deficits, monthly goals, and an assessment of the prior months goals. This will allow the youth to gauge how they are progressing through the program, provide motivation and praise for successes, support and guidance when they fail to meet their goals. Youth need something tangible to refer to throughout the month to keep them focused on track as they are working on the programs and services in their Individual Rehabilitation Plans.

Reentry Services

- A full review of all contracted programs and services that were in place for long term youths during this time? When was the last time they were evaluated for efficacy?
- A full review the Phoenix Program to determine:
 - If the program is viable? Can it be revamped to meet the current needs of the long term youth who are reentering the community or should it be discontinued?
 - Is the Probation Department equipped to deliver these services or are youths better served by contracting with an outside service provider.
- Provide Probation Officers the resources they need to provide youth the skills, and tools needed to succeed upon release.

Step Down Programs

- Immediately enter into a contract with Pine Grove Conservation Camp to provide SYTF youths interested in Wildfire Training with a step down option. The cost of the Pine Grove is just \$10 per day—approximately 950K less per year than the cost of incarcerating youth in the SYTF.
- Create a SYTF Step Down Program or Identify a service provider the county can contract with to provide these services.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

POLICIES & PROCEDURES				
REVIEWED	YES	NO	N/A	COMMENTS
Policies & Procedures	<input type="checkbox"/>	X	<input type="checkbox"/>	The inspection team was not provided any SYTF specific policies. The facility is basically operating as a juvenile hall that is housing SYTF youth.
Youth Movements Through the Facility	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>Youths are required to walk with their hands behind their backs whenever they are moving through the facility. This policy is unique to San Mateo County, as neighboring counties require youths to keep their arms at their sides.</p> <p>This policy:</p> <ul style="list-style-type: none"> • Undermines Rehabilitation Goals by creating a punitive environment that fosters resentment rather than encouraging personal growth or accountability. • Psychological Harm: Forcing youth to adopt submissive postures can be degrading and psychologically damaging. It reinforces a sense of powerlessness and humiliation, which can exacerbate mental health issues and trigger traumatic memories that can hinder their emotional recovery. • Result in Negative Behavior: This policy may foster defiance or rebellion in youth who feel they are being unfairly treated and can create adversarial relationships between staff and juveniles. • Erode Trust: between youth and staff—which is critical for successful rehabilitation. • Reduce Recidivism: Rehabilitation programs that focus on respect, accountability, and emotional safety have proven to be far more effective in reducing recidivism than punitive or degrading measures.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

YOUTH SURVEY RESPONSES

**Youths were asked to read 15 statements and assign a number that best represents how they feel
1= Strongly Disagree 2=Disagree 3= No Opinion 4=Agree 5= Strongly Agree**

Question	Youth 1	Youth 2	Youth 3	Youth 4	Youth 5
Staff are supportive and want me to succeed.	5	3	3	4	4
I feel safe with the staff and other adults at this facility	5	3	4	4	2
I feel safe with the other youth in this program.	4	3	5	5	4
I feel heard and valued as an individual	2	2	1	3	4
I get enough to eat	4	2	4	4	4
I get enough sleep	5	2	2	5	3
I have ethnically appropriate hygiene products	2	1	1	3	3
I have clothing & shoes that fit properly	4	3	1	4	4
I have regular contact with my attorney	1	1	1	5	5
I know my rights	4	5	4	4	5



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM
2023-2024**

I receive medical, dental, and mental health care when needed.	4	5	4	4	5
I am making progress in school	5	5	4	5	4
The programs I receive help me address my issues.	4	2	1	3	2
I am being provided what I need to be successful upon my release.	1	0 ⁶	2	3	1
I meet with my Probation Officer regularly	2	1	1	3	3
I meet with my IRP team regularly	2	1	1	3	3

Youths were then asked to complete the following questions

Question	Youth 1	Youth 2	Youth 3	Youth 4	Youth 5
I have the time, access, technology & supplies needed to complete my school or college work.	Sometimes	Left Blank	Yes	Mostly Yes	No
I have an IEP? If yes, have you had an IEP meeting at the facility.	Yes / Yes	No	Yes / No	Yes / Yes	No
I receive the programs & services in my IRP	I don't know	No	No	No	Not sure

⁶ The youth wrote a zero.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Do you think the programs and services in your IRP will be helpful after you leave?	Not Really	Left Blank	Maybe	Maybe	Not much
Who has helped you most and in what ways do they help?	Staff: Owens, & Stewart. They talk to me. Judge Etezadi also encourages me.	Staff: Owens He listens to me & wants me to do good	FLY: Harold & Tati help me with life skills & the way I think.	Staff: Owens because he hears me out.	Staff: Owens is supportive even when I'm having a bad day.
Are you participating in Family Therapy?	No	No	No	No	No
Are you a parent? If so, do you visit with your child?	No	No	Yes / No	No	No
What will you need most when you are released?	A job, housing & money to buy clothes & shoes.	Job, phone, clothes, & shoes	Support from the right programs	Housing	Help with college
If you could improve one thing about this facility, what would it be?	Communication Nobody knows what's going on.	Being Heard	Real programs that will actually help us	Communication	Sports Teams

INTERVIEWS

SYTF⁷ YOUTH INTERVIEWS

INTERVIEWED	YES	NO	N/A	COMMENTS
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⁷ Includes SYTF Eligible youth



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

<p>Do you have any immediate needs, questions, or concerns?</p>	<p align="center">X</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<ul style="list-style-type: none"> ● Immediate Need: Separate SYTF Housing Unit: “Secure Track needs our own unit so we can focus on our programs. Having other kids in here who aren’t secure track or gonna be secure track is distracting. They are always coming and going and disrupting things. We could do so much better on our own unit and then staff would know what’s going on. They say we are SOARR but, we can’t be because we still gotta do what the long term kids do. We need our own unit. ● Immediate Need: Youths need to be allotted adequate time to complete the programming listed in their IRP’s Concern: Youth are denied access to college courses when the laptop and computers are taken away as a punishment. ● Immediate Need: Step Down Program(s). The average length of incarceration is 3+years. ● Immediate Need: Restore in-person visits with siblings, extended family, and other approved visitors. Right now they must be behind glass. ● Concern: IRP programming is being taken away as a punishment (i.e. could not go to life skills cooking class because they were no longer a 2 step) ● Concern: Department has not identified a SYTF Step Down program.
<p>Are your medical, dental, and mental health care needs being met?</p>	<p align="center"><input type="checkbox"/></p>	<p align="center">X</p>	<p align="center"><input type="checkbox"/></p>	<p>One youth had been waiting to receive treatment for his elbow.</p>
<p>What is the SOARR Program? Can you explain how it differs from the juvenile hall?</p>	<p align="center">X</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p>None of the youths we spoke to know what the SOARR program actually entailed. They had not been provided with any materials explaining the SOARR program, such as a handbook, brochure, or information sheet. They also</p>



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

				<p>had no understanding of what the eligibility requirements were for a Step Down or Reentry program</p> <p>Differences: SOARR youth are given SOARR T-shirts to wear and the programs provided by FLY differs from the juvenile hall.</p>
Did you go through SOARR program orientation once you were committed to Secure Track?	<input type="checkbox"/>	X	<input type="checkbox"/>	The facility does not offer an orientation for the SOARR program.
Did you receive a SOARR program handbook or information outlining the program, the IRP ⁸ process, a	<input type="checkbox"/>	X	<input type="checkbox"/>	The SYTF does not have a SOARR program handbook for youths or parents/guardians.
Do you know the criteria you must meet to receive a recommendation for a baseline time reduction from your probation officer?	<input type="checkbox"/>	X	<input type="checkbox"/>	<p>None of the SYTF Youth knew what the criteria needed to be met to earn a baseline time reduction recommendation from their probation officer.</p> <p>Several reported that they had been incarcerated for several years and had made significant strides and yet they had no way of gauging how their progress was being viewed by the Probation Department.</p>
Did you undergo an assessment to help identify the programs & services to in your IRP	<input type="checkbox"/>	X	<input type="checkbox"/>	None of the youths we spoke remembered participating in an assessments

⁸ Individual Rehabilitation Plan



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Did you have a role in developing your IRP?	X	<input type="checkbox"/>	<input type="checkbox"/>	The level of participation varied widely among youths. One youth reported that they did not know what was in their plan. Several reported that they had not had an IRP/MDT meeting in two months or more.
High School Students: Are you on track to graduate on time?	X	<input type="checkbox"/>	<input type="checkbox"/>	
College Programming: Are you currently enrolled in a college?	X	<input type="checkbox"/>	<input type="checkbox"/>	Every SYTF Youth was enrolled in college during this inspection period.
Are you currently participating in a Career and Technical Education program?	<input type="checkbox"/>	X	<input type="checkbox"/>	The facility does not offer CTE courses to SYTF youths who have graduated high school.
How many hours do you spend locked inside of your cell on an average day?	X	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Each day is different. • When there's a code we lose programming and can be in our cells for hours.
Describe the meals and snacks at this facility	X	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • "It's terrible" • "Man, it's horrible" • "I can't even eat it sometimes"
Are you able to receive in-person visits from your parent(s), child(ren) & sibling(s)?	X ⁹	X	<input type="checkbox"/>	<ul style="list-style-type: none"> • Parents yes, siblings and children no. • Some of us have to have visits behind glass. It's not fair, We didn't even do anything. They just said that we have new rules and that we have to go behind the glass now.

⁹ Can receive in-person visits from approved parents/guardians only. Siblings and children must visit b



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Telephone Calls	X	<input type="checkbox"/>	<input type="checkbox"/>	All youths have one hour of phone time available on their tablets per day.
Written & Electronic Mail	<input type="checkbox"/>	X	<input type="checkbox"/>	Written mail is allowed from approved persons. See Youth Bill of Rights below re: e-mail
Tablets, Desktops, & Laptops	X	<input type="checkbox"/>	<input type="checkbox"/>	The Pine 4 housing unit has desktop computers and tablets for the youths to use to make telephone calls on.
Have you filed a grievance during this inspection period?	X	<input type="checkbox"/>	<input type="checkbox"/>	
Are the rights guaranteed to you under the Youth Bill of Rights being honored?	<input type="checkbox"/>	X	<input type="checkbox"/>	Access to Outdoor Recreation: Youths are not allowed to go outdoors when the temperature exceeds 90 degrees. This is a violation of section (j).
Family Visits: Family Night	<input type="checkbox"/>	X	<input type="checkbox"/>	Neighboring counties provide monthly visits with extended family; youths who have children can receive up to two family visits a month. We recommend our youth be given the same opportunities to visit with their extended family in order to maintain their familiar bonds.
What programs are the most/least helpful to you?	<p>Helpful: The programs provided by Harold and Tati with FLY, attending college, and mental health therapy. Beat Within-because it's a different topic each week.</p> <p>Not helpful: The remaining juvenile hall programs like Beat Making and Yoga. SYTF youths have been participating in these programs for several years and these programs take time away from the rehabilitation programming in their IRP's, including their college work.</p>			
What are the biggest challenges you face at this facility?	There are still no down programs. An ISM on another unit told us there aren't gonna to be any step downs, so we don't know what's going on.			



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

<p>Is there anything else you would like me to know?</p>	<p>The ISM's tell us we have to participate in the juvenile hall programs like yoga and bible study but, we have been doing those programs for years and would rather be working on the programs in my IRP. Ism's tell us that juvenile hall programming is mandatory and that our college classes are a privilege and not a right.</p>
<p>Are the rights guaranteed to you under the Youth Bill of Rights being honored?</p>	<p>Visiting & Communication</p> <ul style="list-style-type: none"> ● Youth must visit with siblings, extended family, and friends behind glass. ● Confidential Visits are not being honored as required. Youths are being forced to share sensitive and confidential information in front of staff, other youths, and even other youths' families. This is in violation of section (k), which mandates that confidential visits be honored for advocates and appointed officials. ● E-mail Communications With Approved Persons: Section (g)¹⁰ states that if a youth has a computer they can access it to communicate with family and friends. Probation states this is not allowed. <p>Individual Rehabilitation Plan Programs & Services</p> <ul style="list-style-type: none"> ● Youths have been denied access to the programming listed in their IRP's as punishment which is a violation of sections (m) & (n) ● Youths have been denied access to computers and internet required to participate in college classes as a punishment—which is a violation of sections (m) & (n) ● ISM Richwood continues to discourage college students from attending college full time (4 classes a semester), citing staffing and logistical issues—which is a violation of section (n) ● The SYTF ISM's have stated that juvenile hall programming (yoga, beat making, bible study), take precedence over their court ordered IRP programming—which includes college courses. ISM Richwood has informed several students that ● they would need to drop their college class if it interfered with juvenile hall programming, which is a violation if section (n)

¹⁰ OYCR Youth Bill of Rights handout is attached.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

	<ul style="list-style-type: none"> • There was considerable concern over the lack of educational support provided to SYTF college students –the majority of which have documented learning challenges–which may be a violation of section (n) <p>Ethnically Appropriate Hygiene Products</p> <ul style="list-style-type: none"> • 100% of the SYTF youth are Hispanic. Youths are not provided with ethnically appropriate hygiene products.–which is a violation of section (c) . The current hygiene products irritate their skin and scalp, and cause itchy rashes. <p>Access to Outdoor Recreation</p> <ul style="list-style-type: none"> • Youths are not allowed to go outdoors when the temperature exceeds 90 degrees. This is a violation of section (j).
Recommendations	Please see Youth Bill of Rights recommendations listed above.

LONG TERM YOUTH INTERVIEWS

INTERVIEWED	YES	NO	N/A	COMMENTS
Do you have any immediate needs, questions, or concerns?	X	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • “I am being released soon and I don’t know where I am going to live.” • “I have not been able to visit my siblings because they want us to visit behind glass. Can you help us get our visits back?” • “They have cut our phone time since we got the tablets” • “They say we can’t go outside anymore if it’s over 90 degrees. Is that true? We can’t sit in the sun?”



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Are your medical, dental, and mental health care needs being met?	X	<input type="checkbox"/>	<input type="checkbox"/>	
Reentry Services & Resources	<input type="checkbox"/>	X	<input type="checkbox"/>	<p>“ I’m getting out in a couple weeks and I don’t even know where I’m going to go. I’m basically going to be homeless. I’ve been here two years and my Probation Officer keeps telling me he’s looking into it but it's been like 6 months already and he doesn’t even come see me. I don’t even have clothes that fit me. I’m 18. I can’t go back home. I want to do better and I’ve been trying to change, I graduated high school. I am going to college. I even did the Phoenix program and I don’t have a job, no money, no place to live, no transportation and I’m getting terminated– so no help.”</p> <p>“There are four of us –long terms who are getting ready to leave or just got out. We all did the Phoenix program. All we got was home passes and an ID–that’s it. Nobody has a job, nobody has clothes, nobody has anything.”</p> <p>It should be noted that these four youths were incarcerated for a collective period of 7.5 years incarcerated at a estimated¹¹ cost of 7.5 million dollars. As of this writing, three of the four long term youths mentioned above had been rearrested and booked into the county jail. The fourth is in a wheelchair recovering from a serious car accident.</p>

¹¹ In 2020, the San Francisco Chronicle reported that San Mateo County was spending one million dollars per youth, per year, to incarcerate each youth.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

				<p>The commission recommends</p> <ul style="list-style-type: none"> ● A full review of all contracted programs and services that were in place for long term youths during this time? When was the last time they were evaluated for efficacy? ● A full review the Phoenix Program to determine: <ul style="list-style-type: none"> ● Is the program viable? Can it be revamped to meet the current needs of the long term youth who are reentering our communities or should it be discontinued? ● Is the Probation Department equipped to deliver these services or are youths better served by contracting with an outside service provider. ● Provide Probation Officers the resources they need to provide youth the skills, and tools needed to succeed upon release.
Do you believe you will have the skills needed to succeed upon release?	<input type="checkbox"/>	X	<input type="checkbox"/>	None of the youths we interviewed said yes.
What has helped you most during your time here?	<p>“When I look back on all my time here, the person that helped me the most was Judge Etezadi. She would always talk to me and cared about what was going on with me.”</p> <p>“My talks with Stewart, Owens, and Tati and Harold. Oh, and the support we receive from you guys (commission)”</p>			
Is there anything else you would like me to know?	<p>“I’ve been in three juvenile halls. San Mateo is the only one that makes you put your hands behind your back during movement. Staff here also pick on us for stupid things like, tucking in your shirt, sitting on a table. They write us up for horseplay. I even got written up for sharing my food. It’s like they just want us to go off sometimes.”</p>			



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

APPEARANCE OF YOUTH / PERSONAL HYGIENE				
	YES	NO	N/A	COMMENTS
Appearance	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth appeared to be in good spirits and were well groomed. We observed no obvious signs of injury, illness, or distress.
Showers	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth appeared to clean and had access to daily showers.
Outdoor Wear	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth were issued jackets during this inspection period. have jackets. They are also given very thin plastic ponchos with hoods to wear in the rain.
Clothing	X	<input type="checkbox"/>	<input type="checkbox"/>	SOARR youth are issued a T-shirt with the SOARR logo on it. Otherwise they wear the same clothing as the non-SYTF youth.
Shoes: Shower	X	<input type="checkbox"/>	<input type="checkbox"/>	
Shoes: Athletic	X	<input type="checkbox"/>	<input type="checkbox"/>	The standard white athletic shoes continue to be a problem. During last year's inspection, Ms. Aram advised the commission that all SYTF youth would soon be receiving higher quality shoes. However, on the day of our inspection only one youth had the shoes. The athletic shoes being provided are of very poor quality. The youth report that they do not fit well, causing painful blisters that make it difficult for them to participate in PE class and large muscle exercises. Several youth attributed their ankle and knee injuries to the lack of support in the athletic shoes.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Hair	X	<input type="checkbox"/>	<input type="checkbox"/>	A volunteer barber comes to the facility once a month to cut the youth's hair at no cost to the county.
Nails	X	<input type="checkbox"/>	<input type="checkbox"/>	Several youths had bitten their nails down very low.
Skin	X	<input type="checkbox"/>	<input type="checkbox"/>	Several youth reported dry and itchy skin and scalps that they attribute to the hygiene products they are provided. Others reported rashes.
Shaving	X	<input type="checkbox"/>	<input type="checkbox"/>	Due to the age of the SYTF youth, most are shaving. Providing youth with electric razors and eliminating the plastic disposable razors would be highly beneficial to the youths and reduce the facility's carbon footprint.

PARENT INTERVIEWS

	YES	NO	N/A	COMMENTS
Do you have any immediate needs, questions, or concerns?	X	<input type="checkbox"/>	<input type="checkbox"/>	"The emphasis on punishment rather than rehabilitation is troubling. The focus should be on genuinely rehabilitating these individuals and ensuring they are equipped to avoid past mistakes and contribute positively to society. They are all going to get out, what we do while they are in there can have a positive or negative effect is up to us and our community."-Long Term Parent
Are you able to visit with your child and communicate with them on a regular basis?	<input type="checkbox"/>	X	<input type="checkbox"/>	"I can, but my children and family cannot. They have to visit behind glass. I dont bring my children behind the glass because it feels like jail and the room is small. I don't want them to experience that. We were not told why they changed it. It's very sad. They just said we have new rules and you must go behind the glass."



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

<p>Have you participated in extended family visits or Family Night?</p>	<p align="center">X</p>	<p align="center">X</p>	<p align="center"><input type="checkbox"/></p>	<ul style="list-style-type: none"> • “They do a very nice job with Family Night. We’ve had two so far. My son has been here 2 years ” • “No, they told my son they aren’t doing them anymore because there is no more money for them. We would like to have them.” • “We’ve had one. More Family Nights would be great. We get to eat together like a family. These visits help our family stay close.”
<p>Do you have regular contact with your child’s probation officer?</p>	<p align="center"><input type="checkbox"/></p>	<p align="center">X</p>	<p align="center"><input type="checkbox"/></p>	<p>Three of the five parents we interviewed knew the name of their child probation officer.</p>
<p>Are you familiar with the programs and services your child is receiving?</p>	<p align="center"><input type="checkbox"/></p>	<p align="center">X</p>	<p align="center"><input type="checkbox"/></p>	<ul style="list-style-type: none"> • “I don’t feel like I don’t really know what’s going on. I ask myself, What are they doing to help my son? Is it helping him? I want to know this.” • “I can’t go to meetings because I work two jobs.” • “Not the programs but, I know he is in therapy and doing very well in college.” • “Sometimes when I visit the guards will tell that he has been doing good”
<p>Have you been offered any programs or services while your child has been at this facility?</p>	<p align="center"><input type="checkbox"/></p>	<p align="center">X</p>	<p align="center"><input type="checkbox"/></p>	<p>None of the parents we spoke to had been offered services. Most have received invitations to monthly IRP meetings</p>
<p>Do you know who to contact if you have questions or concerns?</p>	<p align="center">X</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p>Parents call the main number to the juvenile hall.</p>
<p>Do you know how to file a complaint?</p>	<p align="center"><input type="checkbox"/></p>	<p align="center">X</p>	<p align="center"><input type="checkbox"/></p>	<p>Parents did not know how to initiate a complaint within the probation department. Parents know they can express their concerns with the judge during court and how to contact the Commission if they need help.</p>



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM
2023-2024**

Do you know your rights as a parent?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is there anything else you would like me to know?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	“Why do they take his programs away when he misbehaves? He is here because he needs help, he needs those programs. It doesn’t help him to just sit and draw. I don’t understand.”–Long Term Parent

STAFFING																																							
REVIEWED	YES	NO	COMMENTS																																				
Institutions Staffing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The data provided was for all¹² detention facilities</p> <table border="1"> <thead> <tr> <th>Positions</th> <th>2024</th> <th>Difference</th> <th>2023</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Group Supervisor 1</td> <td align="center">16</td> <td align="center">220 % increase</td> <td align="center">5</td> <td align="center">11</td> </tr> <tr> <td>Group Supervisor 2</td> <td align="center">20</td> <td align="center">9% decrease</td> <td align="center">22</td> <td align="center">39</td> </tr> <tr> <td>Group Supervisor 3</td> <td align="center">13</td> <td align="center">31.58% decrease</td> <td align="center">19</td> <td align="center">26</td> </tr> <tr> <td>Institutional Service Managers</td> <td align="center">7</td> <td align="center">—</td> <td align="center">—</td> <td align="center">—</td> </tr> <tr> <td>Extra Help</td> <td align="center">—</td> <td align="center">—</td> <td align="center">13</td> <td align="center">34</td> </tr> <tr> <td>Total</td> <td align="center">60</td> <td align="center">11.76%</td> <td align="center">68</td> <td align="center">110</td> </tr> </tbody> </table>		Positions	2024	Difference	2023	2022	Group Supervisor 1	16	220 % increase	5	11	Group Supervisor 2	20	9% decrease	22	39	Group Supervisor 3	13	31.58% decrease	19	26	Institutional Service Managers	7	—	—	—	Extra Help	—	—	13	34	Total	60	11.76%	68	110
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**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM
2023-2024**

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**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

<p>Staffing: Juvenile Probation Officers</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Staffing data was not provided for SYTF. The data below reflects all of Probation Services</p> <table border="1" data-bbox="748 630 1403 961"> <thead> <tr> <th>Juvenile Probation Officers</th> <th>2023-2024</th> </tr> </thead> <tbody> <tr> <td>Deputy Probation Officer I</td> <td align="center">1</td> </tr> <tr> <td>Deputy Probation Officer II</td> <td align="center">1</td> </tr> <tr> <td>Deputy Probation Officer III</td> <td align="center">7</td> </tr> <tr> <td>Total</td> <td align="center">9</td> </tr> </tbody> </table> <p>It should be noted that some SYTF youth were assigned to an Adult Probation Officer during this inspection period.</p> <table border="1" data-bbox="743 1167 1403 1535"> <thead> <tr> <th>Probation Services Management Positions</th> <th>2023-2024</th> </tr> </thead> <tbody> <tr> <td>Deputy Chief Probation Officer</td> <td align="center">1</td> </tr> <tr> <td>Probation Services Manager I</td> <td align="center">2</td> </tr> <tr> <td>Probation Services Manager II</td> <td align="center">2</td> </tr> <tr> <td>Total</td> <td align="center">5</td> </tr> </tbody> </table>	Juvenile Probation Officers	2023-2024	Deputy Probation Officer I	1	Deputy Probation Officer II	1	Deputy Probation Officer III	7	Total	9	Probation Services Management Positions	2023-2024	Deputy Chief Probation Officer	1	Probation Services Manager I	2	Probation Services Manager II	2	Total	5
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<p>Juvenile Probation Officer SYTF Caseload:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Juveniles should be assigned to juvenile probation officers as the mission and training of the adult and juvenile Probation Departments significantly differ.</p>																				



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Overtime: Expense Data	X	<input type="checkbox"/>	<table border="1" data-bbox="719 541 1338 806"> <tr> <th>Division</th> <th>Overtime Expenses</th> </tr> <tr> <td>Juvenile Probation</td> <td>\$650,827.58</td> </tr> <tr> <td>Institutions:</td> <td>\$29,243.85</td> </tr> <tr> <td>Total</td> <td>\$680,071.43</td> </tr> </table> <p>Adult probation officers who work inside the juvenile hall and/or have juveniles assigned to their caseloads were not accounted for in the overtime data provided.</p>	Division	Overtime Expenses	Juvenile Probation	\$650,827.58	Institutions:	\$29,243.85	Total	\$680,071.43						
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Institutions Overtime Eligibility & Training	X	<input type="checkbox"/>	Adult probation officers routinely work overtime shifts within the facility. It is unknown what training is received prior to working inside the unit.														
Is there sufficient supervisory staff to adequately supervise all staff?	X	<input type="checkbox"/>															
Staffing Vacancies	X	<input type="checkbox"/>	<table border="1" data-bbox="743 1325 1430 1770"> <thead> <tr> <th>Vacant Positions</th> <th>2023 - 2024</th> </tr> </thead> <tbody> <tr> <td>Group Supervisor 1</td> <td align="center">10</td> </tr> <tr> <td>Group Supervisor II</td> <td align="center">37</td> </tr> <tr> <td>Group Supervisor III</td> <td align="center">17</td> </tr> <tr> <td>Institution Services Manager</td> <td align="center">3</td> </tr> <tr> <td>Utility Worker 1</td> <td align="center">2</td> </tr> <tr> <td>Total</td> <td align="center">69</td> </tr> </tbody> </table>	Vacant Positions	2023 - 2024	Group Supervisor 1	10	Group Supervisor II	37	Group Supervisor III	17	Institution Services Manager	3	Utility Worker 1	2	Total	69
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**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM
2023-2024**

Recommendations	<ul style="list-style-type: none"> ● SYTF youths should be supervised by juvenile probation officers. ● Adult Probation Officers should be trained on the care and detention of SYTF youth and trauma informed practices prior to being assigned to work overtime inside the facility.
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ANCILLARY SERVICES

REVIEWED	YES	NO	N/A	COMMENTS
Behavioral Health & Recovery Services	X	<input type="checkbox"/>	<input type="checkbox"/>	Please see 2023-2024 Juvenile Hall Inspection Report.
Correctional Health	X	<input type="checkbox"/>	<input type="checkbox"/>	Please see 2023-2024 Juvenile Hall Inspection Report.
Nutrition & Food Service	X	<input type="checkbox"/>	<input type="checkbox"/>	Please see 2023-2024 Juvenile Hall Inspection Report.
Comments	The facility is located inside the juvenile hall and contracts with the same service providers and system partners.			

PHYSICAL INSPECTION

ADMINISTRATIVE BUILDING

REVIEWED	YES	NO	N/A	COMMENTS
Main Entrance & Lobby	X	<input type="checkbox"/>	<input type="checkbox"/>	There are only three seats in the lobby—which parents report is not enough after hours and on weekends when the building is closed There are two oversized sandwich boards taking up space along the back wall that can be utilized for seating. One



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM
2023-2024**

				board advises visitors of the facility’s security rules—which can be printed and more prominently displayed on the back wall. The second board lists COVID-19 pandemic protocols from 2020-2021 –which can simply be removed.
Security	X	<input type="checkbox"/>	<input type="checkbox"/>	All visitors must go through a security checkpoint operated by a contracted security company.
Lobby: Juvenile Hall & SYTF	X	<input type="checkbox"/>	<input type="checkbox"/>	Lobby is clean, well furnished and has plenty of seating. The lights are very dim and there is no staff assigned to the area—which makes the building appear to be closed.
Front Desk	X	<input type="checkbox"/>	<input type="checkbox"/>	Visitors use a telephone on the front desk to communicate with staff.
Lockers	X	<input type="checkbox"/>	<input type="checkbox"/>	There are 24 lockers in the lobby for visitors to store personal belongings while in the facility. Three of the lockers had missing keys.
Notices, Signage, & Brochures	X	<input type="checkbox"/>	<input type="checkbox"/>	The lobby has a magazine rack that displays the Commission’s Handbook How to Help Your Child After an Arrest, and OYCR’s Youth Bill of Rights brochures. The AA/NA brochures near the restrooms are outdated. The posters on the back wall ¹⁴ that are faded and 10+ years old. The lobby also has a large television that displays Probation and County related information in a loop. The date and time displayed on the TV is out of sync.
Restroom	X	<input type="checkbox"/>	<input type="checkbox"/>	Lobby restroom is very clean and well maintained.
Metal Detector	X	<input type="checkbox"/>	<input type="checkbox"/>	

¹⁴ Photos attached



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Admissions	X	<input type="checkbox"/>	<input type="checkbox"/>	
Visiting Rooms	X	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ● Youth must sit in assigned seats with video cameras focused on them during visits. ● Posted visiting policy is outdated ● Games need replacing. ● The battery in the clock needs to be replaced.
Family Visiting Area	X	<input type="checkbox"/>	<input type="checkbox"/>	The room is cluttered with office furniture, office equipment, a large conference table, chairs, and a small selection of games and toys. The room could easily be converted into a functional family visiting space.
Professional Visiting Rooms	X	<input type="checkbox"/>	<input type="checkbox"/>	
Conference Room: Visiting Area	X	<input type="checkbox"/>	<input type="checkbox"/>	IRP meetings for SYTF youths are held in this space. The room has a long conference table, chairs, technology to host hybrid meetings, and a whiteboard on the wall.
Restrooms	X	<input type="checkbox"/>	<input type="checkbox"/>	Restrooms need deep cleaning.
Water Faucets	X	<input type="checkbox"/>	<input type="checkbox"/>	The water faucet runs very loudly and needs cleaning.
Room Temperature	<input type="checkbox"/>	X	<input type="checkbox"/>	The room temperature in the administration building is uncomfortable. Staff report that the temperatures are set and controlled remotely from an offsite county facility. Parents and youth report that the visiting room fluctuates between being too hot or too cold.
Correctional Health: Medical & Dental Facility	X	<input type="checkbox"/>	<input type="checkbox"/>	Please see the Juvenile Hall Inspection Report for additional information.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Recommendations	<p>Lobby:</p> <ul style="list-style-type: none"> ● Staff the lobby on weekdays from 8:30 am to 5:00 pm. ● Program the lights to remain on between 8:30 am -8:30 pm. ● Replace outdated brochures with current information and resources ● Replace outdated PSA posters and information on the back wall ● Replace the keys for the 4 missing lockers <p>Visiting Room:</p> <ul style="list-style-type: none"> ● Posted visiting policy is outdated ● Many of the board and card games need replacing. ● The room temperature is often uncomfortable. The settings need to be adjusted. ● Remove clutter from the family visiting room and paint the space to make it inviting for children and families.
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INTERIOR BUILDINGS

HOUSING UNIT - PINE 4

	YES	NO	N/A	COMMENTS
Secure Track: Facility Modifications / Capital Improvements	<input type="checkbox"/>	X	<input type="checkbox"/>	There have been no modifications or improvements made to the Pine 4 Housing Unit to accommodate SYTF youth or provide a more home-like environment.
General Cleanliness	<input type="checkbox"/>	X	<input type="checkbox"/>	While the unit is in order, it is not clean. Youths are responsible for cleaning the unit every Saturday. There are no hampers or laundry carts to contain soiled laundry in. Soiled laundry is piled on the dayroom floor—which is unsanitary. Youths eat in the day room and the carpets are heavily stained and soiled, the paint is peeling and chipped in many places.
Temperature	X	<input type="checkbox"/>	<input type="checkbox"/>	No issues noted



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Air Quality	X	<input type="checkbox"/>	<input type="checkbox"/>	No issues noted
Fixtures	X	<input type="checkbox"/>	<input type="checkbox"/>	
Windows & Doors	X	<input type="checkbox"/>	<input type="checkbox"/>	Windows need cleaning
Flooring & Carpets	X	<input type="checkbox"/>	<input type="checkbox"/>	Carpets are heavily soiled and stained. We have recommended replacement for 4 years. Laminate flooring is now being recommended to provide a more home like environment.
Walls & Ceiling	X	<input type="checkbox"/>	<input type="checkbox"/>	Walls are dirty, the paint is peeling and chipped. There are stains on the ceiling. Painting is being recommended for the third year in a row.
Notifications and Signage	X	<input type="checkbox"/>	<input type="checkbox"/>	Notices are posted on the outside of the staff desk
Staff Desk	X	<input type="checkbox"/>	<input type="checkbox"/>	
Unit Files: Youth	<input type="checkbox"/>	X	<input type="checkbox"/>	
Restrooms: Staff	X	<input type="checkbox"/>	<input type="checkbox"/>	
Showers	X	<input type="checkbox"/>	<input type="checkbox"/>	The showers need pressure washing.
Program Room	X	<input type="checkbox"/>	<input type="checkbox"/>	
Meals: Refrigeration & Heating Equipment	X	<input type="checkbox"/>	<input type="checkbox"/>	Both units require cleaning cleaning
Kitchenette	X	<input type="checkbox"/>	<input type="checkbox"/>	Refrigerator, microwave, countertop, and cabinets.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM
2023-2024**

Food Storage	X	<input type="checkbox"/>	<input type="checkbox"/>	
Storage: Utensils	X	<input type="checkbox"/>	<input type="checkbox"/>	
Drinking Water	X	<input type="checkbox"/>	<input type="checkbox"/>	Large coolers contain water. The water faucet is dirty and has a brown crusty film in the sink basin.
Dining Tables	X	<input type="checkbox"/>	<input type="checkbox"/>	
Housing Unit Furniture	X	<input type="checkbox"/>	<input type="checkbox"/>	There are hard institutional chairs and a bookcase in the common area. Pillows or cushions would make the space more home-like and be much more comfortable to sit in.
Designated Mental Health Space / Therapy Room	<input type="checkbox"/>	X	<input type="checkbox"/>	The ISM's ¹⁵ the office on the housing unit has been converted to serve as a designated mental health space where youths can participate in therapy. However, the funding needed to therapeutically design the space into a trauma informed counseling room has not been allocated. The commission urges the Probation Department to allocate the \$3,500 needed to complete this project. Funding opportunities may be available through the Behavioral Health Commission's Proposition 1 funds.
Dining Tables	X	<input type="checkbox"/>	<input type="checkbox"/>	There are six steel tables with attached seats.
Programming & Meeting Rooms	X	<input type="checkbox"/>	<input type="checkbox"/>	The room appears dingy and needs to be updated. The carpets need deep cleaning. There is a long table with 6 desktop computers and chairs against the back wall. This space is primarily used for meetings, schoolwork, and Zoom visiting. AV equipment and board games are also stored in this space. Painting the room and removing outdated and unnecessary clutter would greatly improve this space.

¹⁵ Institutional Services Manager



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Computers	X	<input type="checkbox"/>	<input type="checkbox"/>	Desktop computers are provided by the facility. College students have laptops that have been donated by members of the commission and Stanford University. High school students receive Cromebooks from the SMCOE. Youths use the computers for school work and Zoom visits.
TV, Audio and Video Equipment	X	<input type="checkbox"/>	<input type="checkbox"/>	
MP3 Players- Music Therapy	X	<input type="checkbox"/>	<input type="checkbox"/>	Members of the commission secured funding to purchase a total of 75 MPS players, chargers, and headphones back in 2022. The intention for the MP3 players was to provide music therapy and meditations to youth. Many youth report that music calms them , improves their mood, and the meditations help them relax and fall asleep. During this inspection period individual MP3 players were routinely taken away from youth as a form of punishment. We urge the probation department to utilize the MP3 players for music therapy as they were intended by the donors, prior administration, and the youth when the program was developed.
Tablets				Each youth is provided with a tablet to use to make approved telephone calls during set times.
Telephone	X	<input type="checkbox"/>	<input type="checkbox"/>	There is a telephone at the staff desk that can be used to make telephone calls. The line has a lot of static and can be difficult to hear due to damaged phone lines. Youths can also make approved telephone calls on their tablets. However, they do not have their lawyers phone numbers programmed into them. Parents report that it is very difficult to hear their child due to a pronounced echo. Calls on the tablets are subject to recording and can be stored for up to 7 years.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM
2023-2024**

Security Cameras & Communications Equipment	X	<input type="checkbox"/>	<input type="checkbox"/>	There are approximately 20 cameras on each housing unit. Staff report all cameras are operational. Camera footage is used as evidence when law or probation violations occur
Prepared Meals: Refrigeration & Heating Equipment	X	<input type="checkbox"/>	<input type="checkbox"/>	Interior of the equipment requires cleaning.
Kitchenette	X	<input type="checkbox"/>	<input type="checkbox"/>	Kitchenette consists of a refrigerator, microwave, countertop, and cabinets.
Condiment Storage	X	<input type="checkbox"/>	<input type="checkbox"/>	Stored in a mobile plastic cabinet with drawers
Drinking Water	X	<input type="checkbox"/>	<input type="checkbox"/>	There are large igloo coolers that are filled with ice water. There are also water faucets on the unit.
First Aid, Emergency and Evacuation Supplies	X	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Extinguishers	X	<input type="checkbox"/>	<input type="checkbox"/>	
Fire & Smoke Alarms, Carbon Monoxide Detectors	X	<input type="checkbox"/>	<input type="checkbox"/>	All systems are hardwired.
Storage: Youth Personal Items Not Allowed in Cells	X	<input type="checkbox"/>	<input type="checkbox"/>	Items are kept in the staff offices behind the staff desk. Clothing is stored in admissions.
Laundry	<input type="checkbox"/>	X	<input type="checkbox"/>	Hampers are needed. Dirty laundry is stored in piles on the floor of the common area.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Storage: Cleaning Equipment & Chemicals	X	<input type="checkbox"/>	<input type="checkbox"/>	Located in a designated locked room
Outdoor Recreation Area	X	<input type="checkbox"/>	<input type="checkbox"/>	The housing unit has an attached outdoor recreation area. The area has a basketball hoop, but there are no lines painted on the ground. The area does not have any other amenities. Yoga is sometimes conducted outdoors. Youth also enjoy being able to sit outdoors.
Recommendations	<p>Carpet & Flooring</p> <ul style="list-style-type: none"> ● Replace destroyed carpet with laminate flooring—which is easier to clean and sanitize and provides a more homelike environment. ● Repaint the entire unit <p>Refrigeration & Heating Equipment for Prepared Meals</p> <ul style="list-style-type: none"> ● Both pieces of equipment require cleaning. <p>Soiled Laundry</p> <ul style="list-style-type: none"> ● Hampers or laundry carts are needed to contain dirty laundry. <p>Tablets</p> <ul style="list-style-type: none"> ● Ensure attorney telephone numbers are programmed onto the tablets <p>MP3 Players</p> <ul style="list-style-type: none"> ● Members of the commission secured funding to purchase 75 MPS players, to start a music therapy program for youth in 2022. During this inspection period individual MP3 players were routinely taken away from youth as a form of punishment. We urge the probation department to utilize the MP3 players for music therapy as they were intended by the donors, prior administration, and the youth when the program was developed. 			



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

	<p>Furniture</p> <ul style="list-style-type: none"> The hard plastic furniture is very uncomfortable. Pillows or cushions would remedy this and offer a more home-like environment.
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INDIVIDUAL CELLS

REVIEWED	YES	NO	N/A	COMMENTS
Call Lights	X	<input type="checkbox"/>	<input type="checkbox"/>	
Walls & Ceiling	X	<input type="checkbox"/>	<input type="checkbox"/>	Cells need repainting. Youths are allowed to hang personal items on the walls.
Fixtures: Wall Mirror	X	<input type="checkbox"/>	<input type="checkbox"/>	Cell mirrors throughout the facility have been rendered useless and are damaged beyond repair. Youths currently have no mirror to use for grooming and personal hygiene purposes. Youth and staff report that this damage was created many years ago when the juvenile hall routinely housed over 100 youths. The mirrors should be replaced as soon as possible.
Lighting	X	<input type="checkbox"/>	<input type="checkbox"/>	
Doors & Windows	X	<input type="checkbox"/>	<input type="checkbox"/>	
Floors	X	<input type="checkbox"/>	<input type="checkbox"/>	Floors are cold cement.
Beds	X	<input type="checkbox"/>	<input type="checkbox"/>	
Mattresses	X	<input type="checkbox"/>	<input type="checkbox"/>	Foam mattresses are very thin.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Bedding & Blankets	X	<input type="checkbox"/>	<input type="checkbox"/> ,	
Pillow	X	<input type="checkbox"/>	<input type="checkbox"/>	
Sink and Toilet	X	<input type="checkbox"/>	<input type="checkbox"/>	Steel toilet and sink combination unit
Room Temperature:	X	<input type="checkbox"/>	<input type="checkbox"/>	
Water Temperature: Sink	<input type="checkbox"/>	<input type="checkbox"/>	X	Unable to test
Air Circulation	X	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting	X	<input type="checkbox"/>	<input type="checkbox"/>	
Windows	X	<input type="checkbox"/>	<input type="checkbox"/>	
Desk & Stool	X	<input type="checkbox"/>	<input type="checkbox"/>	
Storage: Personal Items	<input type="checkbox"/>	X	<input type="checkbox"/>	Youths have no designated space for storage. Basic items such as clothing must store their belongings on the floor or on an empty cement bed frame in the cell.
School & Vocational Materials & Supplies	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth are not allowed to wear their college sweatshirts and socks or use the water bottles provided by their respective colleges. San Mateo County is the only county in the Bay Area that does not allow their SYTF youth access or use of their college admission's swag. These items are stored in the student's personal items until they are released from the facility.
Drinking Cups	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth are provided paper cups.
Recommendations	Painting <ul style="list-style-type: none"> ● Cells need to be repainted 			



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM
2023-2024**

	<p>Wall Mirrors</p> <ul style="list-style-type: none"> The mirrors in the cells are damaged beyond repair, with the damage dating back to when the juvenile hall housed over 100 youths regularly. All mirrors on the housing unit need replacing. SYTF youth need a mirror to carry out basic grooming tasks, such as shaving oral hygiene, and hair care and maintain their basic personal hygiene. <p>Personal Storage</p> <ul style="list-style-type: none"> Youths still do not have any place to store personal items inside their cells. The administration reports that institutional wall shelving recommended by the commission back in 2021, continues to be backlogged in the county procurement process.
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INCENTIVE UNIT - PINE 5

REVIEWED	YES	NO	N/A	COMMENTS
General Cleanliness	<input type="checkbox"/>	X	<input type="checkbox"/>	This unit has not housed youths for almost 5 years and is in need of a deep cleaning.
Operable Windows & Doors	<input type="checkbox"/>	X	<input type="checkbox"/>	The electronic lock on one of the cell doors sticks when trying to open.
Lighting & Fixtures	X	<input type="checkbox"/>	<input type="checkbox"/>	
Room Temperature & Air Circulation	<input type="checkbox"/>	X	<input type="checkbox"/>	The unit is very cold, even in the height of summer. Staff reported that there was something with the heating HVAC on the unit. Youths stated that they wear sweatshirts or jackets when utilizing this room to help offset the cold.
Walls & Ceilings	X	<input type="checkbox"/>	<input type="checkbox"/>	In need of cleaning and paint
Furniture	X	<input type="checkbox"/>	<input type="checkbox"/>	Institutional tables and chairs. Bean bag chairs



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

TV & Video Equipment	X	<input type="checkbox"/>	<input type="checkbox"/>	A section of the room has been bag chairs, a large TV and a video game. Youth also watch movies and sports games in this space.
Billiards & Games	X	<input type="checkbox"/>	<input type="checkbox"/>	There is a variety of billiards, games, and equipment, including pool table, ping pong table, board games, puzzles, and books.
Barber Shop	X	<input type="checkbox"/>	<input type="checkbox"/>	The activity room on the unit has been transformed into a barber shop, complete with 2 barber stations, chairs, mirrors, and equipment.
Screen Printing Equipment	X	<input type="checkbox"/>	<input type="checkbox"/>	Equipment is used to make t-shirts that two youths use to raise money for various local charities.
Recommendation	<ul style="list-style-type: none"> • Deep clean the entire unit including windows, furniture, restrooms, and fixtures • Replace the carpets with laminate flooring • Paint the unit 			
SCHOOL BUILDING				
REVIEWED	YES	NO	N/A	COMMENTS
Exercise Room	X	<input type="checkbox"/>	<input type="checkbox"/>	A separate room located inside the gym. The room has floor mats and it is otherwise empty. Staff did not know where the exercise equipment was moved to.
Gym	X	<input type="checkbox"/>	<input type="checkbox"/>	The gym floor needs routine maintenance and cleaning. The gym needs interior paint, and the bleachers need cleaning.
School Building: Classrooms	X	<input type="checkbox"/>	<input type="checkbox"/>	Please see 2023-2024 Educational Evaluation Report
Career Technical Education / Vocational Space	X	<input type="checkbox"/>	<input type="checkbox"/>	Large room is set up like a classroom, with lots of room for equipment and furniture. The room was not in use during our inspection.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Main Library	X	<input type="checkbox"/>	<input type="checkbox"/>	The main library is located in the school building. The librarian has a budget she can use to purchase books requested by youth. Magazines were added during this inspection period. Youth’s need access to a daily newspaper, even if it only covers national and state. The library lacks a law library and is in need of basic law books, dictionaries, and Nolo Press publications on immigration and family law. The library also lacks a Torah, Koran, Vedas, Tripitaka, prayer books, and other mainstream religious books teachings.
KITCHEN & DINING HALL				
REVIEWED	YES	NO	N/A	COMMENTS
Kitchen	X	<input type="checkbox"/>	<input type="checkbox"/>	The commercial kitchen is shared with the juvenile hall. Staff reported that the commercial dishwasher in the kitchen was replaced using realignment funds earmarked for SYTF youth.
Dining Hall	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>Youths eat their meals in the housing units. The dining hall is adjacent to the commercial kitchen, and is currently being used as a multi-purpose room. The room has floor-to-ceiling windows that provide natural light, and is equipped with a large screen, audio/video equipment, a podium, and stacks of plastic chairs. The space also includes at least two restrooms. The space is used to host a variety of events, including Christian church services on Sunday mornings and other special events.</p> <p>The Paxton & Patterson CTE modules that are outlined in the 2024 Juvenile Justice Realignment Block Grant Annual Plan are stored in this space. The modules have never been used. The Probation Department and County Office of Education have yet to come to an agreement on who will teach the CTE/Vocational program to SYTF youth, who are high school graduates currently attending college.</p>



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Recommendations	<p>Gymnasium</p> <ul style="list-style-type: none"> Floor needs routine cleaning and maintenance and cleaning and the interior walls are in need of painting. <p>Library</p> <ul style="list-style-type: none"> Legal Resources: It requires basic law books, dictionaries, and Nolo Press publications on immigration and family law to serve as a basic law library. Religious Texts: Its collection should include major religious texts like the Torah, Koran, Vedas, Tripitaka, and mainstream prayer books.
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UTILITY & MAINTENANCE

REVIEWED	YES	NO	N/A	COMMENTS
Laundry Room	X	<input type="checkbox"/>	<input type="checkbox"/>	The laundry room was operating with a reduced number of machines. Repair orders had been created for inoperable machines.
Labeling System for Youth Laundry	<input type="checkbox"/>	X	<input type="checkbox"/>	Unlike neighboring counties, the facility does not have a system in place to identify the youth's laundry during the laundering process. A labeling system should be implemented.
Storage Rooms	X	<input type="checkbox"/>	<input type="checkbox"/>	
Supply Rooms	X	<input type="checkbox"/>	<input type="checkbox"/>	
Recommendations	<p>Laundry Room:</p> <ul style="list-style-type: none"> Implement a labeling system for the youth's laundry Repair or replace the inoperable washers and dryers. 			



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

BUILDING EXTERIOR				
REVIEWED	YES	NO	N/A	COMMENTS
Fencing & Gates	X	<input type="checkbox"/>	<input type="checkbox"/>	
Sidewalks, Black Tops, Concrete & Pavements	X	<input type="checkbox"/>	<input type="checkbox"/>	
Roofing, Gutters & Drains	X	<input type="checkbox"/>	<input type="checkbox"/>	
Windows & Doors	X	<input type="checkbox"/>	<input type="checkbox"/>	
Exterior Paint	X	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting	X	<input type="checkbox"/>	<input type="checkbox"/>	
Recreation Areas & Equipment	X	<input type="checkbox"/>	<input type="checkbox"/>	The center of the facility features a track, artificial turf field, Two fixed basketball courts and moveable soccer goals are also present.
Furniture	X	<input type="checkbox"/>	<input type="checkbox"/>	There were 4 adirondack style resin chairs placed on the turf field. There is one table near the entrance of the dining hall next to a non commercial BBQ.
Gardens & Orchard	X	<input type="checkbox"/>	<input type="checkbox"/>	Orchard: mandarin, avocado, and plum trees.
Chicken Coop	X	<input type="checkbox"/>	<input type="checkbox"/>	Youths maintain the chicken coop. It is unclear where the eggs go?



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Landscaping	X	<input type="checkbox"/>	<input type="checkbox"/>	The youth maintain the interior landscaping. It is called the "Garden Program"
Garden Storage	X	<input type="checkbox"/>	<input type="checkbox"/>	There is a large garden shed located outside the Utility & maintenance area. It contains tools and equipment needed for the garden program. The commission was able to secure 1K in Measure K funds for the garden program.

REHABILITATIVE PROGRAMMING

REVIEWED	YES	NO	N/A	COMMENTS
Fresh Lifelines for Youth	X	<input type="checkbox"/>	<input type="checkbox"/>	FLY provides the only SYTF specific programming that is offered to all SYTF Youth.
Mental Health Services	X	<input type="checkbox"/>	<input type="checkbox"/>	Mental Health Services are provided by BHRS
Multisensory De-escalation, Calming and Art Therapy Room	<input type="checkbox"/>	X	<input type="checkbox"/>	The Deescalation, Art Therapy, Multi-Sensory Room has not been utilized since it opened on November 9, 2023.
Substance Abuse Treatment	<input type="checkbox"/>	X	<input type="checkbox"/>	The facility does not offer any form of substance abuse treatment.
Tattoo Removal Program	X	<input type="checkbox"/>	<input type="checkbox"/>	The Commission has identified two programs that will provide free tattoo removal services to incarcerated youth.
Voting Rights & Participation	X	<input type="checkbox"/>	<input type="checkbox"/>	Commissioners Huber-Levy and Mangtani worked on a county-wide initiative to elevate youth voting rights, inspired by the Youth Law Center's report, Elevating the Voting Rights of Youth: How California Can Ensure Voting Access in County Juvenile Facilities to create Future Leaders: The



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM
2023-2024**

				Power of Youth in our Democracy a free, complete, and customizable lesson program available to anyone working with young people (16-25+) in San Mateo County.
Juvenile Justice Realignment Block Grant Plan: Programming	<input type="checkbox"/>	X	<input type="checkbox"/>	Several programs outlined in the 2024 Juvenile Justice Realignment Block Grant Plan ¹⁶ were not in place during this inspection period.
Religious Services Activities	X	X	<input type="checkbox"/>	The facility offers Christian services and bible study and a Catholic prayers service. on Sunday.

POST SECONDARY EDUCATION

REVIEWED	YES	NO	N/A	COMMENTS
Community College	X	<input type="checkbox"/>	<input type="checkbox"/>	The following college programming is available to youth at the facility: <ul style="list-style-type: none"> ● Project Change ● Project Rebound ● Rising Scholars ● San Mateo County Community College
College Advisors & Counselors	X	<input type="checkbox"/>	<input type="checkbox"/>	Provided by the program and individual colleges. Most support is available online. However, in-person meetings and celebrations do occur at the facility.
Tutoring	X	<input type="checkbox"/>	<input type="checkbox"/>	One youth had access to In-person tutoring provided by Melissa Wilson during this inspection period.

¹⁶ 2024 Juvenile Justice Realignment Block Grant Plan is attached.



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

Laptop Computers	X	<input type="checkbox"/>	<input type="checkbox"/>	Commissioners Rasmussen and Bocanegra provide laptop computers to every SYTF and long term college student who needs one. A total of 9 laptops were provided during this inspection period.
Text Books & School Supplies	X	<input type="checkbox"/>	<input type="checkbox"/>	Provided by the community colleges.
Financial Aid & Grants	X	<input type="checkbox"/>	<input type="checkbox"/>	Each student completes a FAFSA application and applies for any grants Students
Bank Accounts	X	<input type="checkbox"/>	<input type="checkbox"/>	Bank accounts were established for eligible youths to receive financial aid, scholarships, program stipends, and grants.
Comments	<p>This facility's partnership with community colleges and programs that support incarcerated youth has yielded impressive results. The students are motivated and excelling academically, with many earning spots on the Dean's List and Honor Roll. One student even graduated with an AA degree and Cum laude honors. Additionally, it is projected that at least three more students will earn their AA degrees in 2025.</p> <p>The biggest obstacles college students face is the push back and lack of support they receive from the SYTF Institutional Service Managers, particularly ISM Richwood. ISM Richwood repeatedly attempts to limit enrollment in college courses to prioritize juvenile hall activities and staffing concerns, contradicting the guidance of college counselors who advise a full-time course load for timely degree completion. Punitive measures, such as restricting access to computers and the internet, further impede student progress by causing missed exams and incomplete assignments, ultimately impacting grades and jeopardizing financial aid.</p>			



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

ADDITIONAL PROGRAMS & TRAINING				
PROGRAMS	YES	NO	N/A	COMMENTS
Paxton & Patterson	<input type="checkbox"/>	X	<input type="checkbox"/>	The Paxton & Patterson Construction Modules program is currently on hold. Although Probation initially purchased the modules with the intent of having staff teach SYTF youth, the department later decided this was not feasible. The program will remain on hold until Probation and SMCOE can agree on implementation, management, and staffing.
Certification Program	X	<input type="checkbox"/>	<input type="checkbox"/>	ISSA=Personal Training Certificates are available to youths through their court ordered Individual Rehabilitation Plans.
Career Technical Education–CTE	<input type="checkbox"/>	X	<input type="checkbox"/>	There is currently no CTE available to SYTF and Long Term youth. The County Office of Education does not provide CTE classes to students who have completed high school.
Life Skills:	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility offers a cooking class
Internships	X	<input type="checkbox"/>	<input type="checkbox"/>	One youth participated in an internship during this inspection period
Entrepreneur Course	X	<input type="checkbox"/>	<input type="checkbox"/>	Fresh Lifelines for Youth is offering an Entrepreneur Course that is taught by Harold Atkins.
Pre-Apprenticeship or Trade Program	<input type="checkbox"/>	X	<input type="checkbox"/>	
Communication Skills	X	<input type="checkbox"/>	<input type="checkbox"/>	Provided by Harold Atkins, FLY Program



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM**

2023-2024

TRAUMA INFORMED CARE				
REVIEWED	YES	NO	N/A	COMMENTS
Are youth screened for trauma?	X	<input type="checkbox"/>	<input type="checkbox"/>	Youth are screened for trauma as part of the intake process.
Housing Units	<input type="checkbox"/>	X	<input type="checkbox"/>	Youths of all genders and varying trauma histories are housed together.
Gender-Responsive Programming	<input type="checkbox"/>	X	<input type="checkbox"/>	Programming is the same for all genders.
Rape Trauma Services	<input type="checkbox"/>	X	<input type="checkbox"/>	
Recommendation	SM & Group Supervisor Training <ul style="list-style-type: none"> • Trauma-Informed Care: Basic Principals, Interventions, Safety Plans, Management of Secondary Traumatic Stress (STS), Cross System Collaboration, Programming, creating trauma-informed spaces and cultures, approaches to partnering with youths and families. 			



**JUVENILE JUSTICE COMMISSION ANNUAL INSPECTION
JUVENILE HALLS AND CAMPS**

**SECURE YOUTH TREATMENT FACILITY
SECURE TRACK - SOARR PROGRAM
2023-2024**

Signatures of Juvenile Justice Commissioners preparing this report:

Johanna Rasmussen, Commissioner

Date: January 3, 2025

Ameya Nori, Commissioner

Date: January 3, 2025

REPORT ATTACHMENTS

- 2024 Juvenile Justice Realignment Block Grant Plan
- DJJ Realignment Funding Data
- Youth Bill of Rights
- Visiting Policy
- 6 Photos of the Youth Services Center Lobby

**San Mateo County DJJ Realignment Subcommittee
Summary of Written Comments – JIRBG Plan 2024**

Member	Page	Part	Comment	Response	Edit
Juvenile Justice and Delinquency Prevention Commission	2	1	Is John Fong still on subcommittee?	Yes	N/A
	3	1	Do we know who is taking over for Kate Hiester (FLY)?	Yes, Assoc. Dir. Melissa Poling is currently representing FLY.	Update Subcommittee Roster
	11	3	When is Success Centers' JRT/Life Skills and computer literacy classes occurring?	Currently, Success Centers offers JRT/Life Skills on P4 and F3 on Monday nights.	N/A
	11	3	Is Prison Education Project a new Program?	Yes	N/A
	10	3	Can we add parenting classes for youth? We've had several youths who've either had children or are expecting children this past year. All youth can benefit from positive parenting classes as it can help break the cycle of intergenerational abuse and trauma.	Probation is committed to working with our partners to fill this need.	Proposed: Mention interest in parenting classes in SOARR section
	10	3	Can we look into getting a therapy dog to come in and work with our SYTF and long-term youth. BHRS currently doesn't have the staff for this but, there are many volunteer organizations that specialize in these types of programs. The youth have also expressed interest in having a therapy dog come onto the housing units. I would be happy to locate an organization and put them in touch with the Probation Department.	Probation is open to investigating with help from our partners.	Proposed: Mention interest in animal assisted therapy program in SOARR section
	12	3	Re: Life Skills staff-led program: Probation reported to our Commission that Etiquette program has not been offered since the pandemic began. Is DMV preparation available to SYTF Youth? I understood it to be for Phoenix Program participants. Who is eligible for the resume and interview skills program and how often is it offered to SYTF youth?	While the etiquette program is no longer available, the staff provide resume writing and interview skills classes on a weekly basis to long-term youth who are interested. DMV preparation is available to any youth who is interested.	Proposed: Remove reference to etiquette program.
	12	3	What about a credible messenger program? These programs are very popular with the youth and are currently in place at neighboring SYTF's.	Probation is open to investigating with help from our partners. <i>(Ron Rayes has similar comment)</i>	Proposed: Mention interest in credible messengers in SOARR section
	15	3	Re: BHRS Group Therapy section mentions "substance misuse." As of August 2023, BHRS is on record stating that they do not provide substance abuse treatment to youths at the Juvenile Hall and Camp Kemp facilities. Did this program begin since then?	While BHRS does not currently provide AOD treatment, if their staff identify a need for support on this issue, they can provide education and identify some goals in the youth's treatment plan, even if it is linkage to services. Relatedly, BHRS will explore the feasibility of adding an AOD position in the coming year.	N/A
	17	3	How is the funding for staff led programs allocated? (in reference to Paxton/Patterson learning labs)	We used department funding allocated internally to purchase the Paxton/Patterson CTE equipment and curriculum.	N/A
	17	3	Re: Paxton/Patterson: This appears to be more like a high school elective class than a CTE/Vocational program – which typically offer certification in a specific field. Many of our SYTF youth will be incarcerated for several years. Certification is key to increasing a youth's earning potential upon reentering our community.	Probation has worked with the Office of Ed. to provide access to certification programs on an individual basis, and is committed to working with the Office of Ed. to implement the OYCR's Workforce Development initiative which could become part of a future step-down model. Probation remains open to investigating other options.	Proposed: Cite interest in adding further vocational training in SOARR section
	17	3	How are these tablets free? Are the tablet's being donated to the Juvenile Hall/Probation Department?	They are free-of-charge to the youth, of course, but were purchased from Orijin with department funds.	Proposed: Remove the word "free" to make this section clearer to the reader
	19	4	Re: Sexual Prevention Program: Is the YMCA currently providing these services in the hall?	Yes	N/A

Member	Page	Part	Comment	Response	Edit
	20	4	Re: Tablets: May I have more information on this program please?	Vendor website: https://orijin.works . We purchased 30 tablets last fall, loaded with preprogrammed educational and entertainment apps. The vendor is also providing us with a 20 separate tablets for video calling while we work to configure the video-calling platform on the 30 we purchased. None of these tablets allows for open internet access, and the video calls will be staff-monitored with exceptions for attorney/professional calls.	N/A
	21	4	Family Nights are a REALLY big deal. It would be nice to expand on this program and its benefits.	Probation remains committed to providing as many family nights as possible for SYTF youth and other long-term youth in custody. Currently, family nights are held approximately once per month, either for PREP or SYTF youths.	N/A
	21	4	The Youth Bill of Rights requires this. Visiting for siblings was also implemented during this time.	N/A	N/A
	25	8	Which fund if any, pays for the services provided by Applied Survey Research?	It's a mix of all four funding streams (JJCPA, JPCF, YOBG, JJRBG)	N/A
	25	8	Is any of this data available now? If not, is there are ETA on the availability of data?	Yes. The Comprehensive Annual YOBG report for 2022-23 (released last fall) included our first ever JJRBG section; however, the data was limited due to the small number of youth and funded programs. The report can be found on the JJCC website under "Annual Reports." The next report, with FY 23-24 data, expected in November 2024.	N/A
	26	8	Re: CBO performance measure data: Where can I find the data for these outcomes?	This data will be included in the next comprehensive YOBG/JJRBG report, expected in November 2024.	N/A
Behavioral Health and Recovery Services	15	3	BHRS asks to replace existing mental health services grid with new, revised table.	N/A	Proposed: Insert revised table as provided by BHRS
Fresh Lifelines for Youth	10	3	We want to clarify that the design process we are leading is for FLY programming specifically.	N/A	Proposed: Add language to clarify that design process is related to FLY services only
	12	3	Re: Staff and volunteer led programs: Are all these programs currently active? And are secure track youth accessing them?	Most are active and available to secure track youth. The Paxton/Patterson program is in the process of being implemented. Phoenix Reentry Program, however, requires court approval and is not available to secure track youth.	N/A
	13	3	Re: Higher Education: Are there plans to allow the youth to engage in synchronous learning, attend class in person, etc.? How could youth demonstrate readiness for these opportunities?	Yes. SYTF youth currently have access to in-person college classes through Project Change (College of San Mateo) at the Juvenile Hall. Also, they have access to online, asynchronous courses through Project Change and Project Rebound (SF State). Probation is committed to working with the Office of Ed. to expand access to college programs.	Proposed: Add language to Education section to clarify the types of higher education instruction available, and include reference to Project Rebound

Member	Page	Part	Comment	Response	Edit
	17	3	RE: Tablets: Are these tablets available for youth to use for their college assignments?	No. The tablets include preprogrammed educational and entertainment apps.	N/A
	20	4	Re: plans to apply grant funds to address healthy adolescent development: What are the priority needs here? FLY hopes that it is services that a) grow with the youth over years and are not just short-term programming repeated over time, b) support healthy relationships and Social Emotional Learning skills within and beyond the institution, and c) allow and support young people to practice decision-making, learning from failure, and managing autonomy.	Probation supports these goals.	Proposed: Add language to incorporate FLY's program goals
	21	4	Re: Family engagement programs: Are all of these accessible to secure track youth?	Yes, except for Phoenix Reentry Program home passes.	N/A
	21	4	Re: Workforce Development Initiative: Is this available to all secure track youth or only those with impairments?	Per OYCR, it would be available to youth with mental or physical impairments, including learning disabilities.	N/A
	27	8	Are there plans to evaluate the programs/services that are not contracted (either provided without contract by other orgs or provided by Probation staff)?	Probation currently collects survey data from youth and staff to evaluate non-contracted/staff-led programs. This data is included in our program evaluation report to the JJCC.	N/A
	27	8	Re: Step-downs to less restrictive programs: What would this look like? Is this an option currently available? How is this being tracked?	The County is still developing its step-down model. <i>See response to PDP comment below.</i>	N/A
District Attorney's Office	2	1	Update phone number	N/A	Proposed: Update number
	6	2	PC 215 is defined as Carjacking in the Penal Code (We mistakenly labeled it as "robbery" in one case)	N/A	Proposed: Correct the offense code to read: "PC215(a)-FEL-Carjacking" . Also, correct the offender's age to 17.
Private Defender Program	10	3	Less Restrictive Programs: The plan needs to include a section on Less Restrictive Programs and we must identify some options on what we could offer to the youth as they move towards the completion of their secure track commitment and are eligible for less restrictive alternatives. I am very mindful of our goal that we want to keep youth close to their community, but for youth who are interested in becoming fire fighters, Pine Grove Fire Camp could be a good option. I am including the website that describes the program. https://www.cdcr.ca.gov/facility-locator/conservation-camps/pine-grove-camp/ This camp is being utilized by different jurisdictions as a placement and also as less restrictive program. As I mentioned above there are other options and we must consider what would serve our youth best.	The County is committed to developing LRPs to provide SYTF youth with gradual exposure to less restrictive programming until they are ultimately placed at home where restrictions are removed. Examples of potential LRPs which the County may consider include conservation fire camps like Pine Grove, use of the Phoenix Reentry Program to provide youth more access to programs and services in the community, and home-based LRPs to provide robust support and programming after release.	N/A
	10	3	I would recommend that we look into expanding the credible messengers program beyond speaking engagements. It has been well recognized that credible messenger programs are effective in making youth rethink their prior decision and help them realize that there are better alternatives. I would recommend coupling this program with culturally rooted conflict resolution program that could teach youth how to deal and resolve daily challenges and prepare them to manage these challenges for when they are back in the community.	Probation would be open to investigating. (Johanna has similar comment)	Proposed: Mention interest in credible messengers in SOARR section
	12	3	I suggest adding a section to the Tablets that specifies which of the programs listed in the first paragraph will be accessible to the youth at YSC and layout the times they would be able to utilize the tablets. e.g. after school, in the evening, etc.	Probation is still in the process of developing its policies regarding the use of the tablets. As of now, however, the youth have access to the tablets during non-school hours. The educational programs are accessible whenever the tablets are in use. Entertainment is available on weekday afternoons and evenings most of the day on weekends.	Proposed: Add language regarding when tablets may be used.

Member	Page	Part	Comment	Response	Edit
	13	3	<p>For the Education Section I recommend that we add the following:</p> <ol style="list-style-type: none"> 1) While outside school, access to technology that would enable students to conduct research and complete work associated with the college courses. Either through dedicated computer terminals or the tablets. 2) The students would be able to sign up and carry a load of college courses that they are comfortable with and not impose restrictions on the number of courses they sign up for each semester. 3) Designate a space in the unit that is dedicated for students to complete their college and school. 4) Ensure that Project change are part of the MDT developing the IRP and be able to provide input to shape the educational section of the IRP. We have monthly MDT just with Project Change. They are invited to the SOARR youth. 5) Students will not be denied access to school, attend college courses, or complete schoolwork as a form of punishment. 6) A detailed description of the educational offerings similar to the Mental Health Service Section below, would be extremely informative. I defer to our education partners on listing those descriptors out. 	<p>Responses:</p> <ol style="list-style-type: none"> 1) Pine 4 has six computer terminals dedicated to college/schoolwork. 2) SYTF youth work with a college counselor who helps them to develop a manageable course plan. Youth can take a full load if they can handle it. 3) See response to #1 4) JH management has a monthly MDT with Project Change to review the program. Probation is open to inviting Project Change to participate in MDT and IRP development. The Office of Ed.'s college counselor, who interacts with Project Change and Project Rebound representatives, regularly attends Secure Track MDTs. 5) Probation doesn't block education as punishment. 6) Noted. We will work with School Dept on this. 	<p>Proposed: Add language about computer terminals on the unit dedicated for college work</p>
County Supervisor, District 2	5	2	Re: Data summary: Can we put these percentages in context of the county youth demographics as a way to indicate if groups are over or underrepresented in relation to the general county population?	We can look into adding county youth demographics below the key findings bullet points.	Proposed: Add county youth demographic info to Part 2.
	11	3	For all the programs listed, can we include frequency and number of youths served?	Most programs are offered weekly. Detailed info on # of youth served by our current CBO providers this FY will be included in the annual Comprehensive YOBG/JJRBG report due out next November.	Proposed: Revise table to add program frequency to the extent possible.
	14	3	Re: Mental Health: Can we indicate frequency and number of youths served to get a better picture of how often and for how long youth are receiving mental health services?	Per BHRS, clinicians provided mental health services to 130 unduplicated youth at the juvenile hall in FY 22-23, including 20 who also received psychiatry services.	Proposed: Add # of youth who received MH services in FY 22-23 to MH section
Community Member-at-Large	12	3	Re: Tablets: I remain concerned about unlimited internet and tablet access by those in custody. It's both a security and a direct conflict with controlling access of those in custody - not sure where to voice that concern, but note that there are many examples across the country of prisoners perpetrating scams, frauds, and continuing criminal activity through their unsupervised and unlimited internet access.	The tablets in the juvenile hall do not have open internet access. They include a suite of preprogrammed educational and entertainment apps we selected as well as a staff-monitored video calling platform.	N/A



JUVENILE JUSTICE REALIGNMENT BLOCK GRANT ANNUAL PLAN

MAIN CONTACT FOR PLAN

Date: April 30, 2024

County Name: San Mateo

Contact Name: John T. Keene, Chief Probation Officer

Telephone Number: 650-312-5520

E-mail Address: jkeene@smcgov.org

BACKGROUND AND INSTRUCTIONS:

Welfare & Institutions Code Section(s) 1990-1995 establish the Juvenile Justice Realignment Block Grant program for the purpose of providing county-based care, custody, and supervision of youth who are realigned from the state Division of Juvenile Justice or who would otherwise be eligible for commitment to the Division of Juvenile Justice prior to its closure. Section 1995 was amended by Assembly Bill 505 (Ting, Chapter 528, Statutes of 2023.) This template has been updated to reflect those amendments which will be in effect on January 1, 2024. All citations are to the law as amended. The statutory language can be found [here](#).

To be eligible for funding allocations associated with this grant program, counties shall create a subcommittee of the multiagency juvenile justice coordinating council to develop a plan describing the facilities, programs, placements, services, supervision, and reentry strategies that are needed to provide appropriate rehabilitative services for realigned youth. (Welf. & Inst. Code § 1995(a).)

County plans are to be submitted to the Office of Youth and Community Restoration in accordance with Welf. & Inst. Code §1995. OYCR may request revisions as necessary or request completion of the required planning process prior to final acceptance of the plan. (Welf. & Inst. Code § 1995 (f).) Plans will be posted to the Office of Youth and Community Restoration website. (Welf. & Inst. Code § 1995(g).)

There are nine sections to the plan:

- Part 1: Subcommittee Composition
- Part 2: Target Population
- Part 3: Programs and Services
- Part 4: Juvenile Justice Realignment Block Grant Funds
- Part 5: Facility Plan
- Part 6: Retaining the Target Population in the Juvenile Justice System
- Part 7: Regional Efforts
- Part 8: Data
- Part 9: Other Updates

PART 1: SUBCOMMITTEE COMPOSITION AND PROCESS (WELF. & INST. CODE §§ 1995 (B) AND (C))

List the subcommittee members, agency affiliation where applicable, and contact information:

Agency	Name and Title	Email	Phone Number
Chief Probation Officer (Chair)	John T. Keene, Chief Probation Officer	Jkeene@smcgov.org	650-312-5522
District Attorney's Office Representative	Rebecca Baum, Assistant District Attorney	rbaum@smcgov.org	650- 363- 4009312-5512
Private Defender Program Representative	Ron Rayes, Managing Attorney, Private Defender Program-Juvenile Office	ronr@smcba.org	650-312-5396
Department of Social Services Representative	John Fong, Director, Children & Family Services	jfong@smcgov.org	650-802-3390
Department of Mental Health	Ziomara Ochoa, Deputy Director, Behavioral Health & Recovery Services	zochoa@smcgov.org	650-573-3926
Office of Education Representative	Kris Shouse, Associate Superintendent, Educational Services Division	kshouse@smcoe.org	650-802-5589
Court Representative	Susan Etezadi, Juvenile Supervising Judge, County of San Mateo Superior Court	setezadi@sanmateocourt.org	-
Three Community Members (<i>defined as "individuals who have experience providing community-based youth services, youth justice advocates with expertise and knowledge of the juvenile justice system, or have been directly involved in the juvenile justice system" (Welf. & Inst. Code § 1995(b).)</i>)	Susan Manheimer	semanheimer@outlook.com	-
	Jane Smithson	jane.smithson@yahoo.com	-
	Nick Jasso	jasson@smccd.edu	650-759-2446
Additional Subcommittee Participants			

Board of Supervisors	Noelia Corzo, District 2, Supervisor	ncorzo@smcgov.org	650-363-4568
Behavioral Health and Recovery Services	Regina Moreno, Clinical Services Manager II	rmoreno@smcgov.org	650-312-5352
Juvenile Justice & Delinquency Prevention Commission	Johanna Rasmussen, Chair	johannasmcjustice@gmail.com	650-537-3545
Community Based Organization	Kate Hiester, Director, Fresh Lifelines for Youth <u>Melissa Poling, Associate Director, Fresh Lifelines for Youth</u>	katehiester <u>melissa</u> @flyprogram.org	650-213-6794 <u>450-2361</u>
Community Based Organization	Margaret Hitchcock, Director of Clinical Services, Urban Services YMCA	mhitchcock@ymcasf.org	650-877-8642 x61
Community Based Organization	Angel Carrion, Career Center Deputy Director, Success Centers	acarrion@successcenters.org	415-413-6237
Community Based Organization	Ben Marks, Director of Wellness and Recovery Services, StarVista	ben.marks@star-vista.org	650-591-9623 x137

Describe the process used to determine whether to select a co-chair for your subcommittee (Welf. & Inst. Code § 1995(b)):

On January 18, 2024, San Mateo County’s DJJ Realignment Subcommittee met to discuss the process and timeline for updating the Juvenile Justice Realignment Block Grant Plan in 2024 and voted not to select a co-chair as part of the process.

Provide the dates of the last two meetings that the subcommittee convened to discuss your county’s JJRBG plan:

Meeting Date 1: **TBA** Meeting Date 2: **TBA**

Additional meeting dates of the subcommittee, if applicable:

- January 18, 2024

Date that the subcommittee approved the plan by a majority vote.

- **TBD**

Describe how the plan was developed, including the review and participation of the subcommittee community members as defined in Welf. & Inst. Code § 1995(b):

The table below describes the process and timeline the County used to develop its 2024 plan.

Date	Activity
January 18, 2024	Subcommittee Meeting #1 – DJJ Realignment Subcommittee meets to discuss San Mateo County’s Juvenile Justice Realignment Block Grant plan update timeline and decide whether to name a cochair.
January/February 2024	Probation Dept. internal workgroup completes initial plan draft to reflect new programs and initiatives and add updated target population data.
February 22, 2024	Subcommittee Meeting #2 – Subcommittee meets to review and discuss initial plan draft.
March 2024	Subcommittee members continue to review draft and provide written feedback online. Probation Dept. internal workgroup develops final draft.
April 4, 2024	Subcommittee Meeting #3 – Subcommittee meets to review and approve final draft.
April 17, 2024 (pending)	Subcommittee Meeting #4 – If necessary, subcommittee meets again to review and approve final draft.
May 1, 2024	Probation Dept. submits plan to OYCR.

PART 2: TARGET POPULATION (WELF. & INST. CODE § 1995(D)(1))

Briefly describe the County's realignment target population supported by the block grant.

The "target population" is defined as "youth who were eligible for commitment to the Division of Juvenile Justice prior to its closure and shall further be defined as persons who are adjudicated to be a ward of the juvenile court based on an offense described in subdivision (b) of Section 707 or an offense described in Section 290.008 of the Penal Code." (Welf. & Inst. Code § 1990(b))

2019-2023 Target Population Data

To understand the target population for the grant program, the San Mateo County Probation Department compiled data from the past five calendar years (2019-2023) on persons who were 1) eligible for commitment to the Division of Juvenile Justice prior to its closure, and/or 2) adjudicated to be a ward of the juvenile court based on a 707(b) and/or 290.008 offense. The key findings are summarized below.

- There were 73 adjudications for 707(b) crimes and none for 290.008 crimes in the County between Jan. 1, 2019, and Dec. 31, 2023 – an average of 15 per year.
- The cases are represented in the following categories based on the most serious adjudicated offense: Assault (35), robbery (30), attempted homicide (3), homicide (2), witness tampering (1), and sex offenses (2).
- 89% of defendants identified as male; 11% as female.
- 73% of defendants identified as Hispanic or Latino; 16% Black; 5% Native Hawaiian or Pacific Islander; 4% other race; and 1% White.
- Average age upon adjudication: 16 years old.
- Post-disposition placements: Youth Services Center-Juvenile Hall, non-secure track (43); community supervision (9); electronic monitoring (8); transferred to home county (4); still awaiting disposition as of Dec. 31, 2023 (5); Youth Services Center-Juvenile Hall, secure track (1); Margaret J. Kemp Camp for Girls (1); group home (1); Division of Juvenile Justice (1).
- San Mateo County received its first and as of Dec. 31, 2023, only secure track commitment in November 2022. It continues to anticipate one to three secure track commitments annually.

To help put the target population demographic data into context, the tables below show the estimated child population (ages 0-17) of San Mateo County by race/ethnicity and age group and gender in 2021.

Child Population, by Race/Ethnicity		
White	55,543	35.30%
Hispanic/Latino	49,428	31.40%
Asian	35,768	22.70%
Multiracial	11,116	7.10%
Black	2,887	1.80%
Native Hawaiian/Pacific Islander	2,238	1.40%
American Indian/Alaska Native	296	0.20%

Child Population, by Age and Gender			
Age Group	Female	Male	Total
Ages 0-2	10,715	11,669	22,384
Ages 3-5	13,138	12,468	25,606
Ages 6-10	22,308	23,292	45,600
Ages 11-13	13,549	14,262	27,811
Ages 14-17	17,484	18,391	35,875
Total	77,194	80,082	157,276

Source: California Dept. of Finance, Population Estimates and Projections; U.S. Census Bureau, Population and Housing Unit Estimates (Aug. 2021), as cited in kidsdata.org.

The table below displays data on San Mateo County’s target population for the past five calendar years, disaggregated by offense, gender, age, race/ethnicity, and post-disposition placement.

707(b) Offense	Gender	Age upon Adjudication	Race	Post-Disposition Placement
2019				
PC 136.1(b)(1) FEL Prevent/Dissuade Witness from Reporting	Male	17	Hispanic, Latino, or Spanish origin	Juvenile Hall
PC 211-FEL-Robbery	Female	16	Black or African American	Juvenile Hall
PC212.5(c)-FEL-Second Degree Robbery	Male	14	Hispanic, Latino, or Spanish origin	Juvenile Hall
	Male	18	Hispanic, Latino, or Spanish origin	Juvenile Hall
	Male	18	Hispanic, Latino, or Spanish origin	Juvenile Hall
PC 215(a)-FEL-Carjacking PC 215(a)-FEL-Robbery First Degree	Female	15 17	Hispanic, Latino, or Spanish origin	Juvenile Hall
PC245(a)(4)-FEL-Assault By Means Likely To Produce Great Bodily Injury	Female	16	Hispanic, Latino, or Spanish origin	Juvenile Hall
	Male	15	Hispanic, Latino, or Spanish origin	Juvenile Hall
	Male	15	Hispanic, Latino, or Spanish origin	Juvenile Hall
	Male	15	Hispanic, Latino, or Spanish origin	Juvenile Hall
	Male	16	Hispanic, Latino, or Spanish origin	Juvenile Hall
	Male	16	Hispanic, Latino, or Spanish origin	Juvenile Hall
	Male	16	Hispanic, Latino, or Spanish origin	Juvenile Hall
	Male	16	Hispanic, Latino, or Spanish origin	Juvenile Hall
	Male	16	Hispanic, Latino, or Spanish origin	Juvenile Hall
	Male	17	Hispanic, Latino, or Spanish origin	Electronic Monitoring
	Male	17	Hispanic, Latino, or Spanish origin	Juvenile Hall

	Male	17	Hispanic, Latino, or Spanish origin	Group Home
2020				
PC212.5(c)-FEL- Second Degree Robbery	Female	14	Hispanic, Latino, or Spanish origin	Camp Kemp
	Female	15	Black or African American	Transferred Out
	Male	15	Hispanic, Latino, or Spanish origin	Electronic Monitoring
	Male	15	Hispanic, Latino, or Spanish origin	Juvenile Hall
	Male	15	Hispanic, Latino, or Spanish origin	Juvenile Hall
	Male	16	Native Hawaiian or Pacific Islander	Juvenile Hall
	Male	17	Native Hawaiian or Pacific Islander	Juvenile Hall
	Male	17	Other race, ethnicity, or origin	Juvenile Hall
	Male	17	Hispanic, Latino, or Spanish origin	Juvenile Hall
PC 245(a)(2)-FEL- Assault with Firearm	Male	17	Black or African American	Transferred Out
PC245(a)(4)-FEL- Assault By Means Likely To Produce Great Bodily Injury	Male	16	Hispanic, Latino, or Spanish origin	Electronic Monitoring
	Male	16	Black or African American	DJJ
	Male	17	Hispanic, Latino, or Spanish origin	Juvenile Hall
	Male	18	Hispanic, Latino, or Spanish origin	Juvenile Hall
2021				
PC212.5(c)-FEL- Second Degree Robbery	Male	16	Other race, ethnicity, or origin	Juvenile Hall
	Female	18	Black or African American	Supervision
	Male	14	Hispanic, Latino, or Spanish origin	Juvenile Hall
PC 215(a)-FEL- Carjacking	Male	16	Hispanic, Latino, or Spanish origin	Juvenile Hall
	Male	16	Black or African American	Juvenile Hall

PC 245(a)(2)-FEL- Assault with Firearm	Male	17	Hispanic, Latino, or Spanish origin	Juvenile Hall
PC245(a)(4)-FEL- Assault By Means Likely To Produce Great Bodily Injury	Male	15	Hispanic, Latino, or Spanish origin	Juvenile Hall
	Male	18	Black or African American	Juvenile Hall
PC 286(c)(2)(B)- FEL-Sodomy on Child under 14	Male	17	Black or African American	Juvenile Hall
PC 664/187(a)- FEL-Attempted Murder	Male	16	Hispanic, Latino, or Spanish origin	Juvenile Hall
	Male	17	Black or African American	Juvenile Hall
	Male	17	Hispanic, Latino, or Spanish origin	Juvenile Hall
2022				
PC187(a)-FEL- Murder	Male	18	Hispanic, Latino, or Spanish Origin	Secure Youth Treatment Facility
PC212.5(c)-FEL- Second Degree Robbery	Male	17	Hispanic, Latino, or Spanish Origin	Electronic Monitoring
	Male	20	Hispanic, Latino, or Spanish Origin	Supervision
	Male	21	Other race, ethnicity, or origin	Juvenile Hall
	Male	17	Black or African American	Transfer Out
	Male	17	Black or African American	Transfer Out
PC245(a)(4)-FEL- Assault By Means Likely To Produce Great Bodily Injury	Male	14	Hispanic, Latino, or Spanish Origin	Electronic Monitoring
	Male	17	Hispanic, Latino, or Spanish Origin	Juvenile Hall
	Male	17	Hispanic, Latino, or Spanish Origin	EMP
	Male	14	Hispanic, Latino, or Spanish Origin	Juvenile Hall
	Male	15	Native Hawaiian or Pacific Islander	EMP
	Male	18	Hispanic, Latino, or Spanish Origin	Supervision
	Female	14	Hispanic, Latino, or Spanish Origin	Supervision
	Female	14	Hispanic, Latino, or Spanish Origin	Supervision
2023				
PC187(a)-FEL- Murder	Male	16	Hispanic, Latino, or Spanish Origin	Juvenile Hall (pending disposition as of Dec. 31, 2023)

PC211-FEL-2nd Degree Robbery	Male	19	Hispanic, Latino, or Spanish Origin	Juvenile Hall
PC212.5(c)-FEL-Second Degree Robbery	Male	17	Hispanic, Latino, or Spanish Origin	Juvenile Hall
	Male	18	Hispanic, Latino, or Spanish Origin	Juvenile Hall
	Male	17	Hispanic, Latino, or Spanish Origin	Transferred Out
	Male	17	Hispanic, Latino, or Spanish Origin	Electronic Monitoring (pending disposition as of Dec. 31, 2023)
PC215(a)-FEL-Carjacking	Male	17	Hispanic, Latino, or Spanish Origin	Juvenile Hall
PC245(a)(4)-FEL-Assault By Means Likely To Produce Great Bodily Injury	Male	16	Hispanic, Latino, or Spanish Origin	Juvenile Hall
	Male	17	Hispanic, Latino, or Spanish Origin	Electronic Monitoring
	Male	17	White	Supervision
	Male	17	Hispanic, Latino, or Spanish Origin	Electronic Monitoring (pre-disposition as of Dec. 31, 2023)
	Male	16	Hispanic, Latino, or Spanish Origin	Supervision
PC246-FEL-Shooting At An Inhabited Dwelling	Male	15	Black or African American	Juvenile Hall (pending disposition as of Dec. 31, 2023)
	Male	15	Native Hawaiian or Pacific Islander	Juvenile Hall (pending disposition as of Dec. 31, 2023)
PC286(c)(2)(a)-FEL-Sodomy By Force	Male	22	Hispanic, Latino, or Spanish Origin	Supervision

PART 3: PROGRAMS AND SERVICES (WELF. & INST. CODE §1995(D)(2))

Provide a description of the facilities, programs, placements, services and service providers, supervision, and other responses that will be provided to the target population. Describe any progress on this element since May 1, 2023, at the end of your response (Welf. & Inst. Code §1995(D)(2) and (d)(8)):

Below is a description of facilities, services and programs, and service providers supporting youth in the target population in San Mateo County, whether the youth are placed on community supervision (with or without electronic monitoring), non-secure track detention, or secure track detention.

Youth Services Center-Juvenile Hall

Youths placed into secure confinement in San Mateo County are housed at the Youth Services Center-Juvenile Hall (juvenile hall) – which also serves as the County’s Secure Youth Treatment Facility. The juvenile hall opened in 2006 with a capacity for 180 youth – although its average daily population was just 24 in fiscal year 2022-23. Its campus consists of an admissions unit, seven living units (three of which are in use), family visitation room, a multi-sensory de-escalation room, a kitchen, a multipurpose room that houses career technical education learning labs, a health and dental clinic, a fully accredited school, a gym, multiple gardens, a chicken coop, and an outdoor recreation area.

Therapeutic Detention Model

The County’s detention practice has historically included the use of a therapeutic detention model. This model combines the philosophy of secure detention with comprehensive resources that aid in the youth’s rehabilitation and successful reentry. These resources include health and dental services, mental health and substance abuse treatment, education and programs from cognitive skills, job readiness, yoga and mindfulness. Resources are provided in partnership with county agencies (e.g., Health, Behavioral Health and Recovery Services, the San Mateo County Office of Education, and the San Mateo County Community College District) and various community-based organizations.

Secure Track (SOARR)

In 2021, the County established a secure track program called the Success and Opportunities Aspiring Readiness for Reentry (SOARR) program for youth who previously would have been DJJ eligible. In 2022, the County released a request for proposals for programs and services to support both the juvenile hall and the SOARR program, with an emphasis on long-term, transition-aged youth. The process led to 12 contracts with seven community-based organizations in fiscal year 2023-24, including a music program, enhanced case management, enhanced re-entry and employment supports, writing and magazine-publishing, mindfulness meditation classes, job-readiness training, and a computer skills class, among other programs (***the table below displays more information on programming***). Some of these services specifically include supports for transition-aged youth, such as Fresh Lifeline for Youth’s law and career/education-related workshops for secure track youth. In addition, Fresh Lifelines for Youth is leading a design process this year to build out additional services it may provide for SOARR youth facing long-term commitments longer commitments than other youth inside the juvenile hall. Although the County did not receive viable responses to every area of need identified in the request for proposals, it remains committed to filling these gaps through future procurement processes. These services include vocational training, parenting programs, and gang intervention services, among others. The County is also open to exploring other new programs, such as credible messenger and animal assisted therapy programs.

Programs for Youth inside the Juvenile Hall

Youth housed at the juvenile hall can participate in many programming options, ranging from hands-on college and career preparation courses to job-readiness programs to yoga and art classes. These programs are

provided through a combination of probation staff, community-based organizations, and volunteers, and are largely available to all youth in the facility.

The table below displays programs offered at the juvenile hall by community-based organizations in fiscal year 2023-24.

Community Based Organization	Program Description	Funding Source(s)
Fresh Lifelines for Youth	<u>Weekly</u> law-related education and career and education-focused workshops, plus in-custody case management and coaching, and ongoing planning process to build out future Secure Youth Treatment Facility services.	Juvenile Justice Realignment Block Grant & Youthful Offender Block Grant
The Beat Within (A member of Intersection for the Arts)	<u>Weekly</u> creative and literary arts programming, enabling transition-aged youth to develop pro-social skills including positive self-esteem building, positive social interactions and positive relationship building with instructors.	Juvenile Justice Realignment Block Grant & Youthful Offender Block Grant
The Art of Yoga Project	<u>Weekly</u> yoga and creative arts classes.	Youthful Offender Block Grant
Mind Body Awareness Project	Weekly mindfulness meditation workshops and one-on-one coaching.	Juvenile Justice Realignment Block Grant & Youthful Offender Block Grant
Success Centers	<u>Weekly</u> job-readiness and life skills workshops and computer literacy training classes.	Juvenile Justice Realignment Block Grant & Youthful Offender Block Grant
YMCA	Sexual Violence Prevention and other group counseling programs. <u>Weekly, depending on availability of youth.</u>	Youthful Offender Block Grant
Therapeutic Beat Making, LLC	A <u>weekly</u> program led by Elliot Gann, Psy.D., that uses hip hop and electronic music production (beat making) and DJ'ing as therapeutic and educational interventions to help youth to express themselves and gain new skills.	Youthful Offender Block Grant
University of California Cooperative Extension	The Healthy Living Ambassador's Cooking Program provides <u>weekly</u> education, skill building and career training around nutrition, healthy cooking, and food safety. Participants gain skills to cook for themselves and others through culturally relevant and personally meaningful recipes. Participants also gain career skills, including the opportunity to earn a food handler's license, which enables them to work in commercial kitchens.	Youthful Offender Block Grant
Airballin' (De Andre Drake)	<u>Weekly</u> art and/or airbrushing classes for youth at the juvenile hall, promoting creative therapeutic outlets.	Juvenile Facility Improvement Funding
Prison Education Project	Prison Education Project provides weekly academic, cognitive, life skills, and career development programming.	Outside (non-County) funding

Alcoholics Anonymous	Provides youth a group of principles to help expel the obsession to drink and enable them to become happy and whole. Provided by National AA organization. Services vary based on the availability of volunteers.	Outside (non-County) funding
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In addition to the contracted services shown in the table above, the juvenile hall offers several programs led by probation staff or volunteers. The table below displays programs facilitated by staff or volunteers as of fiscal year 2023-24.

Program Name	Description
Paxton/Patterson Career Technical Education Learning Labs	The staff-led program engages youth with problem-based, real-world technology through hands-on learning labs focused on electrical skills, plumbing, painting, HVAC, carpentry, dentistry, emergency medical technician skills, and energy and power.
WhyTry	A social and emotional learning program that is used in education and therapeutic environments including trauma informed care and in areas that practice restorative justice.
Chicken Coop	Youth work with staff to maintain the chicken coop at the juvenile hall.
Book Club	Forum to discover new books, increase literacy and focus on literary critique.
Omega Program	Staff-led speaker series where outside speakers and credible messengers speak to youth about changing behaviors and eradicating violence in the community.
Garden Program	Horticultural training in creating onsite gardens.
Essay Program	Critical thinking and creative writing.
Large Muscle Activity	All youth are provided the opportunity to participate in large muscle activity (i.e., structured sports, physical activities) seven days a week for at least an hour each day.
Phoenix Re-Entry Program	The mission of the Phoenix Re-Entry Program is to prepare each youth to demonstrate a positive influence on their communities upon their return. The goal of the Phoenix Re-Entry Program is to provide the youth we serve with the necessary tools to be successful and productive in their respective communities.
Life Skills	Resume writing and interview skills, DMV preparation, hygiene and etiquette , and other life skills taught to youth by staff.
Bible Study (volunteer-led)	Voluntary Bible study group for youth inside the juvenile hall.
Religious Services (volunteer-led)	Voluntary religious services, if requested, for youth inside the juvenile hall.

Tablets for Youth in the Juvenile Hall

In fiscal year 2023-24, the County began issuing tablet computers to youth inside the juvenile hall. The tablets allow learners to access educational and entertainment content as well as connect with friends and families virtually through a video calling app to improve the chances of a successful re-entry. Educational programs include financial literacy, basic work skills, high school equivalency programs, college preparation, substance abuse treatment, work skills and OSHA certifications, cognitive behavioral therapy, and more. The entertainment library features a rotating, curated selection of movies, radio stations, TED Talks, and audiobooks. As of now, youth have access to the tablets during non-school hours. Educational programs are accessible whenever the tablets are in use. Entertainment is available on weekday afternoons and evenings and most of the day on weekends. The County is partnering with Origin (formerly American Prison Data Systems, PBC) ~~to offer the tablets free of charge to youth at the facility in this project.~~

Secondary Education, College Preparation for Youth in Custody

The San Mateo County Office of Education provides a student-centered, standards-based curriculum for students inside the juvenile hall. This curriculum is augmented through a unique and innovative partnership with the San Mateo County Community College District through Project Change which provides students with opportunities to develop college and career readiness skills, complete California's high school requirements for graduation, and pursue college-level courses for college credit. Through Project Change, students have access to in-person classes at the juvenile hall as well as asynchronous classes online. Office of Education staff also provide counseling support for graduates seeking college degrees, including those seeking four-year degrees through programs such as Project Rebound at San Francisco State University, including the County's first secure track youth, who is on track to earn an associate degree online with an eye on transferring to a four-year school in the future. The Office of Education's college counselor also participates in monthly multi-disciplinary team meetings with secure track youth.

The juvenile hall further supports the educational goals of youth in the target population by providing six dedicated computer terminals on the secure track/long-term housing unit that enable students to conduct research and complete college courses while outside of school, based on guidelines provided by the Board of State and Community Corrections¹. Probation managers also meet monthly with Project Change staff to review the program.

Programs for Youth Outside of the Juvenile Hall

The County contracts with four community-based organizations to provide programs for youth outside of the juvenile hall who are awaiting adjudication or have been placed on community supervision (i.e., placed on probation in the community).

Organization	Program Description	Funding Source(s)
Fresh Lifelines for Youth	Law and Leadership Program designed to offer life-skills education focusing on asset building and cognitive-behavioral change followed by intensive case management.	Juvenile Justice Crime Prevention Act
Star-Vista	Insights Drug and Alcohol Recovery Program, and Victim Impact Awareness Program.	Juvenile Justice Crime Prevention Act
Success Centers	Job-readiness training, job placement, on the job training, worksite development, and career advisor services.	Juvenile Justice Crime Prevention Act
YMCA	Victim Impact Awareness Program, Sexual Violence Prevention Program.	Juvenile Justice Crime Prevention Act

County Mental Health Services

The San Mateo County health system offers trauma-informed, culturally competent mental health services to justice-involved youth inside the juvenile hall as well as in the community. Behavioral Health and Recovery Services (BHRS) provides individual, group, and family counseling, court-ordered mental health evaluations, psychotropic medication management, and providing resources and support to families with children in the juvenile justice system. Clinicians coordinate crisis response and short-term interventions for youth detained in the juvenile hall on a daily basis. This includes youth experiencing acute psychiatric and/or psychosocial

¹ San Mateo is in the process of working with BSCC to accommodate increased opportunities for youth to have programming outside of the facility.

crises. The Youth Services Center BHRS Unit also coordinates crisis response for after-hours, weekends, and holidays through an After-Hours On-Call Clinician rotation.

In FY 2022-23, BHRS clinicians provided mental health services to 130 of the 211 unduplicated youth housed at the juvenile hall, including 20 who also received psychiatry services. Frequency of service is dependent on individual need.

Clinicians provide counseling services using a variety of evidence-based modalities, such as eye movement desensitization reprocessing, motivational interviewing, art therapy, attachment therapy, cognitive behavioral therapy, dialectical behavioral therapy, internal family systems, structural family therapy, and acceptance and commitment therapy. Clinicians collaborate with probation staff and community-based organizations and participate in multi-disciplinary meetings to help meet treatment needs of youth in the juvenile justice system.

In this coming year, BHRS will also explore the feasibility of bringing in an additional Co-occurring clinician, specializing in Alcohol and Other Disorders to provide more supports and resources to the population. The Co-occurring clinician will cater to the complex needs of justice-involved youth, including transitional-age youth (TAY) presenting with severe emotional and behavioral challenges along with multiple risk factors such as substance abuse, trauma, out-of-home placement, and psychiatric hospitalizations.

Key Responsibilities will include:

- 1) Specialized Services: Provide specialized alcohol and other drug services tailored to the unique needs of justice-involved youth. Services will be culturally responsive, gender-responsive, and trauma-informed. This involves assessing and addressing substance abuse issues within the context of their broader challenges.
- 2) Therapeutic Interventions: Conduct Co-occurring group therapy, individual therapy, and family therapy sessions to address the multifaceted needs of the youth. These sessions aim to provide a supportive environment for addressing substance abuse, trauma, and behavioral issues.
- 3) Case management: Offer comprehensive case management services to ensure continuity of care and support for justice-involved youth. This includes coordinating with various agencies and professionals involved in the youth's life to ensure holistic support.
- 4) Multidisciplinary Team (MDT) Collaboration: Actively participate in Multidisciplinary Team meetings and other collaborative efforts to ensure coordinated care and alignment of services with the needs of the youth. This involves sharing insights, providing updates, and contributing to the development of comprehensive treatment plans. These treatment plans will also include comprehensive re-entry planning as clinically appropriate.
- 5) Relationship Building: Foster constructive working relationships with justice-involved youth and collaborate closely with multiple agencies involved in their care. This entails effective communication, advocacy, and coordination to facilitate the youth's access to necessary services and support systems.
- 6) Referral and Networking: Facilitate referrals to external agencies and resources as needed, ensuring that youth receive the continuum of care required for their rehabilitation and well-being. This involves staying updated on available resources and networking with relevant stakeholders to expand support options.

The table below summarizes the services provided by Behavioral Health and Recovery Services as of fiscal year 2023-24.

Mental Health Service	Description
Neurosequential Model of Therapeutics	Clinicians gather information through assessments to identify problems, key strengths, and the application of interventions in a way that helps families, educators, therapists, and others best meet the needs of the youth.
<u>Intake and Screening</u>	<u>The BHRS clinical team provides initial screening and assessment of youth arrested anywhere within San Mateo County on first-time offenses, or those who commit new crimes more than six months after the termination of their last probation. Additionally, the team assesses youth with out-of-custody matters to determine eligibility for diversion programs and/or to develop treatment plans that include community referrals and probation supervision. The team screens and assesses for past and current Juvenile Justice, Mental Health, and Social Services issues or concerns. The team also identifies problem areas related to school attendance, behavior or academic performance, and substance use/abuse.</u>
Individual Therapy/Counseling Services	Individual therapy is offered upon intake to all youth detained at the juvenile hall. Additionally, referrals may come from the court, probation, correctional health, Office of Education, parents, community-based providers, or youth who self-refer. In compliance with state regulations, youth who have mental health services included in an Individualized Education Program or are prescribed psychotropic medications are routinely provided therapeutic services.
<u>Case Management Services</u>	<u>Staff support youth and families with linkages to resources to help with re-entry into the community, which may include linkage to SUD treatment services</u>
<u>Intensive Care Coordination</u>	<u>Targeted case management that facilitates assessment of, care planning for and coordination of services, including urgent services, for Medi-Cal beneficiaries with intensive needs.</u>
Family Therapy	Clinicians provide family therapy to adolescents returning home from juvenile hall and out-of-home placements, in addition to youth detained at the juvenile hall. Clinicians are equipped to provide culturally and linguistically competent services to this diverse population which includes a significant number of families from Mexico and Central America. Clinicians collaborate with probation staff and community-based service providers to provide effective case management, crisis intervention, and family support within a family-focused, best-practices model.
<u>24/7 Crisis Support</u>	<u>Clinicians coordinate crisis response and short-term interventions for youth detained in the Juvenile Hall. This includes youth experiencing acute psychiatric and/or psychosocial crises. The YSC BHRS Unit also coordinates crisis response for after-hours, weekends, and holidays through an After-Hours On-Call Clinician rotation.</u>
Group Therapy	Group therapy is provided with a focus on mental health concerns, such as depression, anxiety, posttraumatic stress disorder, body image issues, emotional regulation, self-esteem, grief, intimate partner violence, and substance misuse. The structure of the group may be psychoeducational, skills development, a support group or an interpersonal processing group. Clinicians provide therapeutic interventions using a trauma-focused lens and use activities such as multimedia, gardening, drumming, running, art, and music to promote healing and positive change.

Family Partner Services	A Behavioral Health and Recovery Services staff member assists parents of youth involved with the juvenile justice system navigate court and legal processes. The staff member can help connect families to other agencies that provide housing, food, immigration, and other services, and provide insights to probation staff for more effective case management.
Psychotropic Medication Management	Psychiatrists provide psychotropic medication management for the youth inside the juvenile hall. The referrals are either generated by correctional health staff, clinicians, parents, or self-referrals. The psychiatrists also work closely with clinicians to ensure continuity of care upon a youth's release from the juvenile hall.
Court Ordered Psychological or Psychiatric Evaluation	The staff psychologist and psychiatrists are responsible for completion of court-ordered psychological or medication evaluations. These evaluations help determine optimal treatment planning or placement options for youth.
<u>Consultation and Education</u>	<u>Questions, issues, concerns related to concerns about the mental health needs or status of youth are provided to staff members representing Juvenile Institutions, Juvenile Probation, Correctional Health, and County Office of Education</u>

County Social Services

The County's Children and Family Services agency works with probation staff to provide services to justice-involved youth in the child welfare system. These services include:

Social Service	Description
The Independent Living Program	Provides training, services, and benefits to assist current and former foster youth ages 14 to 20 in achieving self-sufficiency prior to, and after leaving, the foster care system.
Foster Youth Education and Employment Services Program	Provides education- and employment-related case management services to current San Mateo County dependent youth. Participating youth will receive secondary and post-secondary education support, job-readiness training, career development and other supportive services.
Intensive Case Management	Intensive case management will be provided by the youth's social worker and a Commercial Sexual Exploitation of Children social worker who provides secondary support.
Transition-Aged Youth Summit	Serves as a leadership opportunity for youth advocacy and youth-led training for our community.
Family Partner Services	A Behavioral Health and Recovery Services staff member assists parents of youth involved with the juvenile justice system navigate court and legal processes. The staff member can help connect families to other agencies that provide housing, food, immigration, and other services, and provide insights to probation staff for more effective case management.
California Youth Connection	A youth advocacy group that drives policy at the state level and focuses on key foster youth priorities from a legislative perspective
Transitional Housing and Aftercare	Includes case management services and support for youth ages 18 to 25 who have aged out of the child welfare system.

Progress Update

Since May 1, 2023, the County has made progress in the following areas related to programs and services:

- **Request for Proposals, New Programs:** After completing our initial plan and plan addendum, the County released a request for proposals in November 2022 seeking to fill service gaps for anticipated secure track placements. In 2023, the County awarded Juvenile Justice Realignment Block Grant-funded contracts to four community-based organizations who submitted proposals (*see first table for program descriptions*). In addition, the County used Youthful Offender Block Grant funding to fund a music therapy program for all youth inside the juvenile hall, including the target population, among other services. These contracts took effect on July 1, 2023, and the County is tracking the effectiveness of the funded programs and services in collaboration with its contracted programs evaluator, Applied Survey Research.
- **Career Technical Education:** In addition to expanding services through the request for proposals process, the Probation Department implemented a shop program at the juvenile hall in fiscal year 2023-24. The staff-led program involves hands-on, technology-driven learning labs and career technical education curriculum focused on electrical, carpentry, HVAC, painting, plumbing, dentistry, power and energy, and medical technician skills. The County is collaborating with the Office of Education to allow students to earn high school credit through the program.
- **Healthy Living Ambassador's Cooking Program:** The County also has partnered with the University of California Cooperative Extension to implement a culinary arts program inside the juvenile hall. The Healthy Living Ambassador's Cooking Program provides education, skill building and career training around nutrition, healthy cooking, and food safety. Participants gain skills to cook for themselves and others through culturally relevant and personally meaningful recipes. Participants also gain career skills, including the opportunity to earn a food handler's license, which enables them to work in commercial kitchens.
- **Tablets for Youth in the Juvenile Hall:** The County is excited to now be providing [free](#) tablet computers to youth inside the juvenile hall. The tablets contain educational programs, incentivized entertainment options, and a staff-monitored video calling platform that allows youth to connect virtually with their friends and families to increase the chances of a successful rehabilitation. The Probation Department is partnering with Origin/American Prison Data Systems, PBC in this project.

PART 4: JUVENILE JUSTICE REALIGNMENT BLOCK GRANT FUNDS (WELF. & INST. CODE §1995(D)(3))

Describe how the County plans to apply grant funds to address the mental health, sex offender treatment, or related behavioral or trauma-based needs of the target population. Describe any progress on this element since May 1, 2023, at the end of your response: (Welf. & Inst. Code §1995(d)(3)(A) and (d)(8))

As of this fiscal year, San Mateo County is using grant funds to fund contracts with four community-based organizations whose programs help to meet the mental health and behavioral or trauma-based needs of the target population, with an emphasis on Secure Youth Treatment Facility youth.

The contracts are described in the table below and were awarded through a multi-year planning process that involved:

- 1) Stakeholder workshops in 2021 in conjunction with the Juvenile Justice Coordinating Council to identify service gaps for anticipated Secure Youth Treatment Facility placements.
- 2) A request for proposals released in 2022 to fill those gaps.
- 3) Three-year contracts awarded to four nonprofits to in June 2023. (**See below**)

Selected Grantees	Funded Programs	Funding Source
Fresh Lifelines for Youth, Inc.	Weekly law-related education and career and education-focused workshops, plus in-custody case management and coaching, and ongoing planning process to build out future Secure Youth Treatment Facility services.	Juvenile Justice Realignment Block Grant
The Beat Within (A member of Intersection for the Arts)	Weekly creative and literary arts programming, enabling transition-aged youth to develop pro-social skills including positive self-esteem building, positive social interactions and positive relationship building with instructors.	Juvenile Justice Realignment Block Grant
Mind Body Awareness Project	Weekly mindfulness meditation workshops and one-on-one coaching.	Juvenile Justice Realignment Block Grant
Success Centers	Weekly job-readiness training and life skills workshops, career advising services, and Code on Point computer training classes.	Juvenile Justice Realignment Block Grant

In addition to the Juvenile Justice Realignment Block Grant-funded programs shown in the table above, the County is using Youthful Offender Block Grant and Juvenile Facility Improvement funding to fund contracts with community-based organizations to help meet the mental health and behavioral or trauma-based needs of youth inside the juvenile hall, including but not limited to the target population, as shown in the table below.

Community Based Organization	Program Description	Funding Source
The Art of Yoga Project	Yoga and creative arts classes.	Youthful Offender Block Grant

YMCA	Sexual Violence Prevention and other group counseling programs.	Youthful Offender Block Grant
Therapeutic Beat Making, LLC	A program led by Elliot Gann, Psy.D., that uses hip hop and electronic music production (beat making) and DJ'ing as therapeutic and educational interventions to help youth to express themselves and gain new skills.	Youthful Offender Block Grant
Airballin' (De Andre Drake)	Art and airbrushing classes for youth at the juvenile hall, promoting creative therapeutic outlets.	Juvenile Facility Improvement Funding

Moving forward, the County will continue to explore opportunities to expand services to meet the mental health and behavioral or trauma-based needs of the target population, with an emphasis on further developing its secure track program.

Describe how the County plans to apply grant funds to address support programs or services that promote healthy adolescent development for the target population. Describe any progress on this element since May 1, 2023, at the end of your response: (Welf. & Inst. Code §1995(d)(3)(B) and (d)(8))

In June 2023, San Mateo County used grant funds to award contracts to four community-based organizations whose programs promote healthy adolescent development. These programs are shown in the table below.

Selected Grantees	Funded Programs	Funding Source
Fresh Lifelines for Youth, Inc.	Weekly law-related education and career and education-focused workshops, plus in-custody case management and coaching, and ongoing planning process to build out future Secure Youth Treatment Facility services.	Juvenile Justice Realignment Block Grant
The Beat Within (A member of Intersection for the Arts)	Weekly creative and literary arts programming, enabling transition-aged youth to develop pro-social skills including positive self-esteem building, positive social interactions and positive relationship building with instructors.	Juvenile Justice Realignment Block Grant
Mind Body Awareness Project	Weekly mindfulness meditation workshops and one-on-one coaching.	Juvenile Justice Realignment Block Grant
Success Centers	Weekly job-readiness training and life skills workshops, career advising services, and Code on Point computer training classes.	Juvenile Justice Realignment Block Grant

In addition to the programs in the table above, the County is using Youthful Offender Block Grant and Juvenile Hall Improvement funding from the state to help promote healthy adolescent development through the educational and vocational programs shown in the table below.

Service Provider	Funded Programs	Funding Source
University of California Cooperative Extension	The Healthy Living Ambassador's Cooking Program provides education, skill building and career training around nutrition, healthy cooking, and food safety. Participants gain skills to cook for themselves and others through culturally relevant and personally meaningful recipes. Participants also gain career skills, including the opportunity to earn a food handler's license, which enables them to work in commercial kitchens.	Youthful Offender Block Grant
Paxton/Patterson	Hands-on, technology-driven learning labs and career technical education curriculum. Facilitated by probation staff, eight learning labs concentrate on electrical skills, plumbing, painting, HVAC, carpentry, dentistry, emergency medical technician, and energy and power skills. The labs aim to empower learners to discover their interests and aptitudes along with pathways to success. The County is partnering with the Office of Education to allow students to earn high school credit through the program.	Juvenile Facility Improvement Funding
Origin/American Prison Data Systems, PBC	Computer tablets with preprogrammed software to allow learners to participate in self-paced educational programs ranging from career exploration to college prep to substance abuse treatment. The tablets also provide access to movies, radio stations and a video calling app that allows youth to connect virtually with family and friends to increase the chances of a successful rehabilitation.	Juvenile Facility Improvement Funding

Moving forward, the County will continue to explore opportunities to expand services that promote healthy adolescent development for youth in the target population, with an emphasis on further developing its secure-track program. These may include services that grow with the youth over the years, support healthy relationships and social-emotional learning skills within and beyond the institution, and allow and support young people to practice decision-making, learning from failure, and managing autonomy.

Describe how the County plans to apply grant funds to address family engagement in programs for the target population. Describe any progress on this element since May 1, 2023, at the end of your response: Welf. & Inst. Code §1995(d)(3)(C) and (d)(8)

San Mateo County continues to explore ways to apply grant funds to address family engagement in programs for the target population after unfortunately receiving no proposals for parenting or family therapy programs in our fiscal year 2022-23 request for proposals process. The County is interested in rebuilding programs that strengthen family connections such as the “Parent Project” and “Staying Connected with your Teen” as well as expanding programs for youth in custody who are already parents themselves.

At the same time, the County continues to support existing partnerships and services that indirectly address family engagement. For example, through the County’s partnership with Fresh Lifelines for Youth, young people develop social emotional learning skills to better interact with people in their lives, often family. When family members are supportive, Fresh Lifelines for Youth helps them understand how the youth may need their guidance, advocacy, or support to navigate the justice, educational, healthcare, and other systems.

Other programs and activities that address family engagement for the target population include the following:

- Family Nights inside the juvenile hall.
- Family therapy.
- Home Passes for youth enrolled in the Phoenix Re-Entry Program.
- Visits have been expanded to include extended family and supportive, positive adults.
- Video calling via tablet computers for youth inside the juvenile hall.

Describe how the County plans to apply grant funds to address reentry, including planning and linkages to support employment, housing, and continuing education for the target population. Describe any progress on this element since May 1, 2023, at the end of your response: (Welf. & Inst. Code §1995(d)(3)(D) and (d)(8))

Fresh Lifelines for Youth

San Mateo County is using grant funds to partner with Fresh Lifelines for Youth to provide re-entry case management and career navigation workshops for youth in the target population, with an emphasis on secure-track youth. These services include an average of two workshops per month in our facility, including law-related education and career and education-focused workshops, and weekly one-on-one case management in addition to meetings with school counselors and other partners. Fresh Lifelines for Youth also provides up to eight pro-social community activities annually for youth receiving re-entry case management services to further enforce pro-social attitudes, behaviors, and healthy activities with peers.

Success Centers

In addition, the County is using grant funds to partner with Success Centers to provide job-readiness training, computer literacy classes and “employment spotlights” for youth inside the juvenile hall, also with an emphasis on secure-track youth. The County will continue to explore partnership opportunities with Success Centers’ community-based services, including the Green Construction Program, a 16-week program based in San Francisco that integrates construction training with life skills training, academics, career coaching, and job placement services.

Workforce Development Initiative

[This year, in addition to the grant-funded services listed above, the San Mateo County Office of Education, with support and collaboration from the Probation Department is working with the San Mateo County Office of Education this year to pursue](#) [a workforce development initiative through the Office of Youth and](#)

Community Restoration. The initiative would provide funding to selected counties to link justice-involved youth with mental and physical impairments to educational and vocational services designed to lead toward employment and career opportunities. [The San Mateo County](#) looks forward to further exploring this exciting opportunity to provide enhanced re-entry planning and linkages to support employment for youth inside the juvenile hall.

Describe how the County plans to apply grant funds to address evidence-based, promising, trauma-informed and culturally responsive programs or services for the target population. Describe any progress on this element since May 1, 2023, at the end of your response: (Welf. & Inst. Code §1995(d)(3)(E) and (d)(8))

For several years, the San Mateo County Probation Department has prioritized using evidence-based practices among its contracted service providers. The Department works with its contracted programs evaluator, Applied Survey Research, to verify programs as “evidence-based” or as “promising practices.” The table below details the practices reported by Juvenile Justice Realignment Block Grant-funded service providers.

Grantee	Practice	Rating
Fresh Lifelines for Youth	Law Related Education	Although not a nationally recognized evidence-based or promising practice on its own, the program incorporates the evidence-based practice of Cognitive Behavioral Therapy.
	Social-Emotional Learning	The practice of Social-Emotional Learning was rated effective in reducing students’ conduct problems and emotional stress.
	Trauma-Informed Care	The trauma-informed approach is evidence-based practice according to the Substance Abuse and Mental Health Services Administration.
	Motivational Interviewing	This is an evidence-based practice according to the Center for Evidence-Based Practices. Elsewhere it is rated as research-based for children in mental health treatment.
	Critical Time Intervention	The intervention is rated as evidence-based practice according to the Evidence-Based Practice Center.
	Harm Reduction	Although not rated as evidence-based, it is recognized as an effective intervention for alcohol and substance abuse according to the Substance Abuse and Mental Health Services Administration.
Mind Body Awareness Project	Trauma-Informed Practice	The trauma-informed approach is an evidence-based practice according to the Substance Abuse and Mental Health Services Administration.
	Mindfulness-Based Interventions	Evidence-based model according to empirical evidence
	Empathy-Building Exercises	Emerging practice not yet rated for evidence based.
	Emotional Intelligence	Although not recognized as evidence-based or a promising practice on its own, many promising programs for adolescents feature increasing emotional intelligence, according to the California Evidence-Based Clearinghouse for Child Welfare.

	Communication Skills	Although not recognized as evidence-based or promising practice on its own, many promising programs for anger reduction feature increasing communication skill according to the Substance Abuse and Mental Health Services Administration.
Success Centers	Growth Mindset	This is a research-based practice based upon empirical evidence.
	Job-Readiness Training	This training is not yet rated but is informed by employment and training-related programs that are research-based or promising.
	Life-Skills Training	This training is not yet rated but is informed by skill-building training and curricula that are research-based or promising.
	Microsoft Digital Literacy Class	This training is not yet rated.
	Motivational Interviewing	This is an evidence-based practice according to the Center for Evidence-Based Practices.

Describe whether and how the County plans to apply grant funds to include services or programs for the target population that are provided by nongovernmental or community-based providers. Describe any progress on this element since May 1, 2023, at the end of your response: (Welf. & Inst. Code §1995(d)(3)(F) and (d)(8))

As of fiscal year 2023-24, San Mateo County is using grant funds to support contracts with four community-based organizations, as summarized below.

Selected Grantees	Funded Programs
Fresh Lifelines for Youth, Inc.	Weekly law-related education and career and education-focused workshops, plus in-custody case management and coaching, and ongoing planning process to build out future Secure Youth Treatment Facility services.
The Beat Within (A member of Intersection for the Arts)	Weekly creative and literary arts programming, enabling transition-aged youth to develop pro-social skills including positive self-esteem building, positive social interactions and positive relationship building with instructors.
Mind Body Awareness Project	Weekly mindfulness meditation workshops and one-on-one coaching.
Success Centers	Weekly job-readiness training and life skills workshops, career advising services, and Code on Point computer training classes.

PART 5: FACILITY PLAN (WELF & INST. CODE § 1995(D)(4))

Provide a detailed facility plan indicating which facilities will be used to house or confine the target population at varying levels of offense severity and treatment need, and improvements to accommodate long-term commitments. Facility information shall also include information on how the facilities will ensure the safety and protection of youth having different ages, genders, special needs, and other relevant characteristics. Describe any progress on this element since May 1, 2023, at the end of your response: (Welf. & Inst. Code (d)(8))

Confinement of Youth in the Target Population

San Mateo County operates one secure juvenile detention facility, the Youth Services Center-Juvenile Hall (juvenile hall), which houses the County's secure track program. The facility also contains a less restrictive program based on the therapeutic detention model described in Part 4, as well as the Phoenix Reentry Program through which non-secure track commitments may qualify to receive services in the community or earn home passes to spend time with family prior to their release.

Physical improvements to the juvenile hall to accommodate long-term commitments include the addition of new furniture, career-technical education learning labs, computer tablets, an enhanced barber shop space, an incentives unit, a multisensory de-escalation room, computer stations for college-aged students, new kitchen equipment to allow for a culinary arts program, and additional security cameras to help ensure the safety of youth and staff. *Please see "Progress Update" at the end of Part 3 for more details on new and emerging juvenile hall programs and initiatives.*

Safety, Protection of Youth

As of fiscal year 2023-24, the juvenile hall operates three housing units to help ensure the safety and protection of youth requiring different housing and program settings. In general, housing assignments are based on the following criteria, among others:

- Age
- Maturity
- Sophistication
- Charges and offense history
- Emotional stability
- Program needs
- Case status (e.g., pre- or post-disposition)
- Public safety considerations
- Medical/mental health considerations
- Physical disabilities
- Gender identity

Housing assignments are reviewed regularly and modified as needed to ensure youth receive the most appropriate and least restrictive housing assignments possible.

PART 6: RETAINING THE TARGET POPULATION IN THE JUVENILE JUSTICE SYSTEM (WELF & INST. CODE § 1995(D)(5))

Describe how the plan will incentivize or facilitate the retention of the target population within the jurisdiction and rehabilitative foundation of the juvenile justice system, in lieu of transfer to the adult criminal justice system. Describe any progress on this element since May 1, 2023, at the end of your response: (Welf. & Inst. Code (d)(8))

San Mateo County remains committed to housing youthful offenders closer to their families and communities to improve re-entry outcomes. By continually evaluating and improving evidence-based programs and services within our secure track program to improve offender outcomes and meet public safety goals, the County aims to provide a powerful incentive to the juvenile court to retain as much of the target population as possible within the juvenile justice system in lieu of being transferred to the adult criminal justice system.

PART 7: REGIONAL EFFORT (WELF & INST. CODE § 1995(D)(6))

Describe any regional agreements or arrangements supported by the County's block grant allocation. Describe any progress on this element since May 1, 2023, at the end of your response: (Welf. & Inst. Code (d)(8))

There are no regional agreements or arrangements supported by the San Mateo County's block grant allocation at this time.

PART 8: DATA (WELF & INST. CODE § 1995(D)(7))

Describe how data will be collected on youth served by the block grant. Describe any progress on this element since May 1, 2023, at the end of your response:

The San Mateo County Probation Department will collect data on youth served by the block grant through its case management system, services providers, and staff resources at the juvenile hall. A management analyst is assigned to oversee this data collection in coordination with the department's contracted programs evaluator, Applied Survey Research, to ensure accuracy, thoroughness, and meaningful reporting. The management analyst will track the size and demographics of the target population, including offense data, age, gender, race/ethnicity, and placements. In addition, the management analyst will work with Applied Survey Research and service providers to collect data on outcome measures for programs supported by block grant funds. The County intends to collect outcome measure data quarterly and report it annually to the Juvenile Justice Coordinating Council.

Describe outcome measures that will be utilized to measure or determine the results of programs and interventions supported by block grant funds. Describe any progress on this element since May 1, 2023, at the end of your response:

As part of its request for proposals process in fiscal year 2022-23, the San Mateo County Probation Department worked with selected community-based organizations to create outcome measures for programs supported by block grant funds. The table below describes those measures.

Grantee	Performance Measures
<p>Fresh Lifelines for Youth</p> <p>Weekly law-related education and career and education-focused workshops, plus in-custody case management and coaching, and ongoing planning process to build out future Secure Youth Treatment Facility services.</p>	<p>Youth who report they have more confidence to deal with negative peer pressure. (Target: 80%)</p> <p>Youth who report that they are less likely to commit crimes and more likely to make healthy choices. (Target: 75%)</p> <p>Youth who report that they have hope for the future and want to make positive changes. (Target: 80%)</p> <p>Youth will enroll and complete case management and achieve at least one goal from their service plans. (Target: 100%)</p>
<p>The Beat Within (A member of Intersection for the Arts)</p> <p>Weekly creative and literary arts programming, enabling transition-aged youth to develop pro-social skills including positive self-esteem building, positive social interactions and positive relationship building with instructors.</p>	<p>Percentage of youth who report increased self-esteem through with Beat Within weekly workshops. (Target: 87%)</p> <p>Percentage of youth who report developing positive relationships with adult role models through Beat Within weekly workshops. (Target: 87%)</p> <p>Number of times the Beat Within Magazine is distributed at the facility each year. (Target: 25)</p>
<p>Mind Body Awareness Project</p> <p>Weekly mindfulness meditation workshops and one-on-one coaching.</p>	<p>Percent of youth who reported improved emotional regulation, self-control, and stress reduction. (Target: 80%)</p> <p>Percent of staff who report improved general behavior in the hall. (Target: 80%)</p> <p>Percent of youth who report greater self-esteem, self-compassion, and empathy. (Target: 80%)</p>
<p>Success Centers</p> <p>Weekly job-readiness training and life skills workshops, career advising services, and Code on Point computer training classes.</p>	<p>JRT/Life Skills participants will report enhanced knowledge about job readiness and life skills. (Target: 80%)</p> <p>Career Advising participants will report increased knowledge about achieving career goals. (Target: 80%)</p> <p>Code on Point participants will report increased knowledge about computer literacy and coding. (Target: 80%)</p>

In addition, the County is tracking the following outcomes for secure track youth:

- Progress Review Hearing results
- Education outcomes (secondary and post-secondary)
- Vocational program completion
- Incidents in the juvenile hall
- Step-downs to less restrictive programs
- Discharges to community supervision
- Violations and/or returns to Secure Youth Treatment Facility
- Recidivism/new law violations

PART 9: OTHER UPDATES: DESCRIBE ANY PROGRESS ON ELEMENTS SINCE MAY 1, 2023: (WELF. & INST. CODE (D)(8))

Provide a description of progress made regarding any plan elements and any objectives and outcomes in the prior year's plan, to the extent that they have not already been described above.

With only one secure track youth having been committed to the facility as of this fiscal year (FY 2023-24), the County has faced some start-up challenges in finding viable partnerships through its competitive bidding process to build scalable programs. The County will continue to explore solutions, including regional and state initiatives, to develop linkages to housing, employment, and education services and fill other service gaps for secure-track youth reentering the community.

Despite these early challenges, however, the County has made progress in the following areas, *discussed in more detail at the end of Part 3:*

- **Request for Proposals, New Programs:** In June 2023, the County awarded its first series of contracts secured by Juvenile Justice Realignment Block Grant funds to community-based organizations, following an RFP process.
- **Career Technical Education:** Probation has partnered with Paxton/Patterson to bring career technical education equipment and curriculum to the juvenile hall.
- **Healthy Living Ambassador's Cooking Program:** Probation has partnered with University of California Cooperative Extension to implement a culinary arts program inside the juvenile hall.
- **Tablets for Youth in the Juvenile Hall** Probation has partnered with Origin/American Prison Data Systems, PBC to provide ~~free~~ tablet computers to youth inside the juvenile hall.

As we continue to make progress in implementing these and other projects, the County looks forward to updating its plan in the future with the benefit of new knowledge, experience, and data regarding challenges, opportunities, and areas of need for youth in the target population.

State Controller's Office

Remittance Advice

Juvenile Justice Realignment Block Grant

Claim Schedule: 2100009A

Issue Date: July 30, 2021

Fiscal Year: 2021-2022

Collection Period: July 01, 2021 - June 30, 2022

Description: Welfare and Institutions Code section 1991(c)

For assistance, please contact John Bodolay at 916-323-2154 or at jbodolay@sco.ca.gov.

County	Payment Amount	Year To Date
Alameda County Treasurer	\$1,212,928.00	\$1,212,928.00
Alpine County Treasurer	\$250,000.00	\$250,000.00
Amador County Treasurer	\$250,000.00	\$250,000.00
Butte County Treasurer	\$300,969.00	\$300,969.00
Calaveras County Treasurer	\$250,000.00	\$250,000.00
Colusa County Treasurer	\$250,000.00	\$250,000.00
Contra Costa County Treasurer	\$1,464,880.00	\$1,464,880.00
Del Norte County Treasurer	\$250,000.00	\$250,000.00
El Dorado County Treasurer	\$250,000.00	\$250,000.00
Fresno County Treasurer	\$1,549,213.00	\$1,549,213.00
Glenn County Treasurer	\$250,000.00	\$250,000.00
Humboldt County Treasurer	\$250,000.00	\$250,000.00
Imperial County Treasurer	\$250,405.00	\$250,405.00
Inyo County Treasurer	\$250,000.00	\$250,000.00
Kern County Treasurer	\$1,409,167.00	\$1,409,167.00
Kings County Treasurer	\$416,802.00	\$416,802.00
Lake County Treasurer	\$250,000.00	\$250,000.00
Lassen County Treasurer	\$250,000.00	\$250,000.00
Los Angeles County Treasurer	\$8,301,596.00	\$8,301,596.00
Madera County Treasurer	\$250,000.00	\$250,000.00
Marin County Treasurer	\$250,000.00	\$250,000.00
Mariposa County Treasurer	\$250,000.00	\$250,000.00
Mendocino County Treasurer	\$250,000.00	\$250,000.00
Merced County Treasurer	\$574,469.00	\$574,469.00
Modoc County Treasurer	\$250,000.00	\$250,000.00
Mono County Treasurer	\$250,000.00	\$250,000.00

County	Payment Amount	Year To Date
Monterey County Treasurer	\$983,841.00	\$983,841.00
Napa County Treasurer	\$250,000.00	\$250,000.00
Nevada County Treasurer	\$250,000.00	\$250,000.00
Orange County Treasurer	\$2,237,981.00	\$2,237,981.00
Placer County Treasurer	\$250,000.00	\$250,000.00
Plumas County Treasurer	\$250,000.00	\$250,000.00
Riverside County Treasurer	\$2,252,251.00	\$2,252,251.00
Sacramento County Treasurer	\$1,888,679.00	\$1,888,679.00
San Benito County Treasurer	\$250,000.00	\$250,000.00
San Bernardino County Treasurer	\$3,553,868.00	\$3,553,868.00
San Diego County Treasurer	\$2,727,978.00	\$2,727,978.00
San Francisco County Treasurer	\$807,561.00	\$807,561.00
San Joaquin County Treasurer	\$1,175,863.00	\$1,175,863.00
San Luis Obispo County Treasurer	\$250,000.00	\$250,000.00
San Mateo County Treasurer Department of Probation	\$683,704.00	\$683,704.00
Santa Barbara County Treasurer	\$421,210.00	\$421,210.00
Santa Clara County Treasurer	\$1,365,740.00	\$1,365,740.00
Santa Cruz County Treasurer	\$250,000.00	\$250,000.00
Shasta County Treasurer	\$250,000.00	\$250,000.00
Sierra County Treasurer	\$250,000.00	\$250,000.00
Siskiyou County Treasurer	\$250,000.00	\$250,000.00
Solano County Treasurer Tax Collector	\$493,446.00	\$493,446.00
Sonoma County Treasurer	\$295,794.00	\$295,794.00
Stanislaus County Treasurer	\$564,129.00	\$564,129.00
Sutter County Treasurer	\$250,000.00	\$250,000.00
Tehama County Treasurer	\$250,000.00	\$250,000.00
Trinity County Treasurer	\$250,000.00	\$250,000.00
Tulare County Treasurer	\$1,824,038.00	\$1,824,038.00
Tuolumne County Treasurer	\$250,000.00	\$250,000.00
Ventura County Treasurer	\$660,362.00	\$660,362.00
Yolo County Treasurer	\$275,047.00	\$275,047.00
Yuba County Treasurer	\$250,000.00	\$250,000.00
Total	\$45,691,921.00	\$45,691,921.00

State Controller's Office

Remittance Advice

Juvenile Justice Realignment Block Grant

Claim Schedule: 2200005A

Issue Date: August 01, 2022

Fiscal Year: 2022-2023

Collection Period: July 01, 2022 - June 30, 2023

Description: Welfare and Institutions Code section 1991(c)

For assistance, please contact John Bodolay at 916-323-2154 or at jbodolay@sco.ca.gov.

County	Payment Amount	Year To Date
Alameda County Treasurer	\$4,410,045.00	\$4,410,045.00
Alpine County Treasurer	\$250,000.00	\$250,000.00
Amador County Treasurer	\$250,000.00	\$250,000.00
Butte County Treasurer	\$814,605.00	\$814,605.00
Calaveras County Treasurer	\$250,000.00	\$250,000.00
Colusa County Treasurer	\$250,000.00	\$250,000.00
Contra Costa County Treasurer	\$3,192,841.00	\$3,192,841.00
Del Norte County Treasurer	\$250,000.00	\$250,000.00
El Dorado County Treasurer	\$518,313.00	\$518,313.00
Fresno County Treasurer	\$4,443,373.00	\$4,443,373.00
Glenn County Treasurer	\$250,000.00	\$250,000.00
Humboldt County Treasurer	\$349,317.00	\$349,317.00
Imperial County Treasurer	\$692,460.00	\$692,460.00
Inyo County Treasurer	\$250,000.00	\$250,000.00
Kern County Treasurer	\$4,751,597.00	\$4,751,597.00
Kings County Treasurer	\$1,266,502.00	\$1,266,502.00
Lake County Treasurer	\$404,418.00	\$404,418.00
Lassen County Treasurer	\$250,000.00	\$250,000.00
Los Angeles County Treasurer	\$30,248,564.00	\$30,248,564.00
Madera County Treasurer	\$276,390.00	\$276,390.00
Marin County Treasurer	\$295,471.00	\$295,471.00
Mariposa County Treasurer	\$250,000.00	\$250,000.00
Mendocino County Treasurer	\$276,055.00	\$276,055.00
Merced County Treasurer	\$1,150,259.00	\$1,150,259.00
Modoc County Treasurer	\$250,000.00	\$250,000.00
Mono County Treasurer	\$250,000.00	\$250,000.00

County	Payment Amount	Year To Date
Monterey County Treasurer	\$3,083,161.00	\$3,083,161.00
Napa County Treasurer	\$286,783.00	\$286,783.00
Nevada County Treasurer	\$250,000.00	\$250,000.00
Orange County Treasurer	\$4,622,596.00	\$4,622,596.00
Placer County Treasurer	\$1,083,519.00	\$1,083,519.00
Plumas County Treasurer	\$250,000.00	\$250,000.00
Riverside County Treasurer	\$6,609,202.00	\$6,609,202.00
Sacramento County Treasurer	\$8,153,209.00	\$8,153,209.00
San Benito County Treasurer	\$314,904.00	\$314,904.00
San Bernardino County Treasurer	\$6,188,609.00	\$6,188,609.00
San Diego County Treasurer	\$6,821,924.00	\$6,821,924.00
San Francisco County Treasurer	\$1,682,848.00	\$1,682,848.00
San Joaquin County Treasurer	\$3,477,211.00	\$3,477,211.00
San Luis Obispo County Treasurer	\$913,511.00	\$913,511.00
San Mateo County Treasurer Department of Probation	\$1,326,448.00	\$1,326,448.00
Santa Barbara County Treasurer	\$810,436.00	\$810,436.00
Santa Clara County Treasurer	\$3,746,458.00	\$3,746,458.00
Santa Cruz County Treasurer	\$523,095.00	\$523,095.00
Shasta County Treasurer	\$734,537.00	\$734,537.00
Sierra County Treasurer	\$250,000.00	\$250,000.00
Siskiyou County Treasurer	\$250,000.00	\$250,000.00
Solano County Treasurer Tax Collector	\$1,356,253.00	\$1,356,253.00
Sonoma County Treasurer	\$1,018,030.00	\$1,018,030.00
Stanislaus County Treasurer	\$1,627,827.00	\$1,627,827.00
Sutter County Treasurer	\$453,078.00	\$453,078.00
Tehama County Treasurer	\$250,000.00	\$250,000.00
Trinity County Treasurer	\$250,000.00	\$250,000.00
Tulare County Treasurer	\$5,918,742.00	\$5,918,742.00
Tuolumne County Treasurer	\$334,674.00	\$334,674.00
Ventura County Treasurer	\$1,921,581.00	\$1,921,581.00
Yolo County Treasurer	\$751,129.00	\$751,129.00
Yuba County Treasurer	\$338,119.00	\$338,119.00
Total	\$121,438,094.00	\$121,438,094.00

State Controller's Office

Remittance Advice

Juvenile Justice Realignment Block Grant

Claim Schedule: 2300006A

Issue Date: July 31, 2023

Fiscal Year: 2023-2024

Collection Period: July 01, 2023 - June 30, 2024

Description: Welfare and Institutions Code section 1991(c)

For assistance, please contact John Bodolay at 916-323-2154 or at JBodolay@sco.ca.gov.

County	Payment Amount	Year To Date
Alameda County Treasurer	\$7,560,223.00	\$7,560,223.00
Alpine County Treasurer	\$250,000.00	\$250,000.00
Amador County Treasurer	\$250,000.00	\$250,000.00
Butte County Treasurer	\$1,619,610.00	\$1,619,610.00
Calaveras County Treasurer	\$250,000.00	\$250,000.00
Colusa County Treasurer	\$250,000.00	\$250,000.00
Contra Costa County Treasurer	\$5,539,286.00	\$5,539,286.00
Del Norte County Treasurer	\$250,000.00	\$250,000.00
El Dorado County Treasurer	\$466,866.00	\$466,866.00
Fresno County Treasurer	\$7,104,335.00	\$7,104,335.00
Glenn County Treasurer	\$250,000.00	\$250,000.00
Humboldt County Treasurer	\$515,581.00	\$515,581.00
Imperial County Treasurer	\$864,955.00	\$864,955.00
Inyo County Treasurer	\$250,000.00	\$250,000.00
Kern County Treasurer	\$8,668,200.00	\$8,668,200.00
Kings County Treasurer	\$2,172,897.00	\$2,172,897.00
Lake County Treasurer	\$253,666.00	\$253,666.00
Lassen County Treasurer	\$250,000.00	\$250,000.00
Los Angeles County Treasurer	\$49,563,150.00	\$49,563,150.00
Madera County Treasurer	\$530,755.00	\$530,755.00
Marin County Treasurer	\$478,381.00	\$478,381.00
Mariposa County Treasurer	\$250,000.00	\$250,000.00
Mendocino County Treasurer	\$304,002.00	\$304,002.00
Merced County Treasurer	\$2,646,243.00	\$2,646,243.00
Modoc County Treasurer	\$250,000.00	\$250,000.00
Mono County Treasurer	\$250,000.00	\$250,000.00
Monterey County Treasurer	\$4,654,092.00	\$4,654,092.00
Napa County Treasurer	\$738,051.00	\$738,051.00
Nevada County Treasurer	\$250,000.00	\$250,000.00

County	Payment Amount	Year To Date
Orange County Treasurer	\$9,012,312.00	\$9,012,312.00
Placer County Treasurer	\$942,106.00	\$942,106.00
Plumas County Treasurer	\$250,000.00	\$250,000.00
Riverside County Treasurer	\$10,710,307.00	\$10,710,307.00
Sacramento County Treasurer	\$8,988,032.00	\$8,988,032.00
San Benito County Treasurer	\$250,000.00	\$250,000.00
San Bernardino County Treasurer	\$11,358,829.00	\$11,358,829.00
San Diego County Treasurer	\$10,936,988.00	\$10,936,988.00
San Francisco County Treasurer	\$2,031,153.00	\$2,031,153.00
San Joaquin County Treasurer	\$4,770,255.00	\$4,770,255.00
San Luis Obispo County Treasurer	\$1,169,440.00	\$1,169,440.00
San Mateo County Treasurer Department of Probation	\$2,252,207.00	\$2,252,207.00
Santa Barbara County Treasurer	\$1,036,968.00	\$1,036,968.00
Santa Clara County Treasurer	\$7,994,577.00	\$7,994,577.00
Santa Cruz County Treasurer	\$851,349.00	\$851,349.00
Shasta County Treasurer	\$1,531,522.00	\$1,531,522.00
Sierra County Treasurer	\$250,000.00	\$250,000.00
Siskiyou County Treasurer	\$250,000.00	\$250,000.00
Solano County Treasurer Tax Collector	\$2,594,466.00	\$2,594,466.00
Sonoma County Treasurer	\$2,261,398.00	\$2,261,398.00
Stanislaus County Treasurer	\$4,063,417.00	\$4,063,417.00
Sutter County Treasurer	\$666,716.00	\$666,716.00
Tehama County Treasurer	\$269,941.00	\$269,941.00
Trinity County Treasurer	\$250,000.00	\$250,000.00
Tulare County Treasurer	\$8,720,198.00	\$8,720,198.00
Tuolumne County Treasurer	\$250,000.00	\$250,000.00
Ventura County Treasurer	\$3,120,372.00	\$3,120,372.00
Yolo County Treasurer	\$1,063,603.00	\$1,063,603.00
Yuba County Treasurer	\$605,605.00	\$605,605.00
Total	\$195,132,054.00	\$195,132,054.00

State Controller's Office

Remittance Advice

Juvenile Justice Realignment Block Grant

Claim Schedule: 2400012A

Issue Date: August 29, 2024

Fiscal Year: 2024-2025

Collection Period: July 01, 2024 - June 30, 2025

Description: Welfare and Institutions Code section 1991(c)

For assistance, please contact John Bodolay at 916-323-2154 or at JBodolay@sco.ca.gov.

County	Payment Amount	Year To Date
Alameda County Treasurer	\$6,776,625.00	\$6,776,625.00
Alpine County Treasurer	\$250,000.00	\$250,000.00
Amador County Treasurer	\$250,000.00	\$250,000.00
Butte County Treasurer	\$1,357,043.00	\$1,357,043.00
Calaveras County Treasurer	\$250,000.00	\$250,000.00
Colusa County Treasurer	\$250,000.00	\$250,000.00
Contra Costa County Treasurer	\$4,878,396.00	\$4,878,396.00
Del Norte County Treasurer	\$250,000.00	\$250,000.00
El Dorado County Treasurer	\$738,417.00	\$738,417.00
Fresno County Treasurer	\$8,199,903.00	\$8,199,903.00
Glenn County Treasurer	\$312,316.00	\$312,316.00
Humboldt County Treasurer	\$379,037.00	\$379,037.00
Imperial County Treasurer	\$1,180,024.00	\$1,180,024.00
Inyo County Treasurer	\$250,000.00	\$250,000.00
Kern County Treasurer	\$10,314,181.00	\$10,314,181.00
Kings County Treasurer	\$1,933,691.00	\$1,933,691.00
Lake County Treasurer	\$294,329.00	\$294,329.00
Lassen County Treasurer	\$250,000.00	\$250,000.00
Los Angeles County Treasurer	\$52,539,420.00	\$52,539,420.00
Madera County Treasurer	\$694,670.00	\$694,670.00
Marin County Treasurer	\$790,782.00	\$790,782.00
Mariposa County Treasurer	\$250,000.00	\$250,000.00
Mendocino County Treasurer	\$802,445.00	\$802,445.00
Merced County Treasurer	\$2,515,009.00	\$2,515,009.00
Modoc County Treasurer	\$250,000.00	\$250,000.00
Mono County Treasurer	\$250,000.00	\$250,000.00
Monterey County Treasurer	\$4,818,583.00	\$4,818,583.00
Napa County Treasurer	\$734,707.00	\$734,707.00
Nevada County Treasurer	\$250,000.00	\$250,000.00

County	Payment Amount	Year To Date
Orange County Treasurer	\$11,064,942.00	\$11,064,942.00
Placer County Treasurer	\$1,388,443.00	\$1,388,443.00
Plumas County Treasurer	\$250,000.00	\$250,000.00
Riverside County Treasurer	\$10,559,481.00	\$10,559,481.00
Sacramento County Treasurer	\$9,428,652.00	\$9,428,652.00
San Benito County Treasurer	\$250,000.00	\$250,000.00
San Bernardino County Treasurer	\$13,261,907.00	\$13,261,907.00
San Diego County Treasurer	\$12,860,305.00	\$12,860,305.00
San Francisco County Treasurer	\$2,072,350.00	\$2,072,350.00
San Joaquin County Treasurer	\$5,669,700.00	\$5,669,700.00
San Luis Obispo County Treasurer	\$1,786,570.00	\$1,786,570.00
San Mateo County Treasurer Department of Probation	\$2,548,534.00	\$2,548,534.00
Santa Barbara County Treasurer	\$1,728,264.00	\$1,728,264.00
Santa Clara County Treasurer	\$9,646,353.00	\$9,646,353.00
Santa Cruz County Treasurer	\$883,180.00	\$883,180.00
Shasta County Treasurer	\$2,091,746.00	\$2,091,746.00
Sierra County Treasurer	\$250,000.00	\$250,000.00
Siskiyou County Treasurer	\$250,000.00	\$250,000.00
Solano County Treasurer Tax Collector	\$1,845,842.00	\$1,845,842.00
Sonoma County Treasurer	\$3,093,768.00	\$3,093,768.00
Stanislaus County Treasurer	\$3,092,685.00	\$3,092,685.00
Sutter County Treasurer	\$601,310.00	\$601,310.00
Tehama County Treasurer	\$303,642.00	\$303,642.00
Trinity County Treasurer	\$250,000.00	\$250,000.00
Tulare County Treasurer	\$8,842,523.00	\$8,842,523.00
Tuolumne County Treasurer	\$377,169.00	\$377,169.00
Ventura County Treasurer	\$3,883,139.00	\$3,883,139.00
Yolo County Treasurer	\$873,806.00	\$873,806.00
Yuba County Treasurer	\$501,302.00	\$501,302.00
Total	\$211,665,191.00	\$211,665,191.00



MARK GHALY
SECRETARY



**Office of Youth and
Community Restoration**



GAVIN NEWSOM
GOVERNOR

The Office of Youth and Community Restoration (OYCR) Ombudsperson is responsible for developing a youth friendly document that explains the Youth Bill of Rights for youth that are in juvenile justice facilities in California. The law also requires that the Youth Bill of Rights be translated into Spanish and other languages. The OYCR Ombudsperson is required by law (Welfare and Institutions Code 224.74) to get feedback from youth, youth advocate and support groups, and groups representing children, families, children’s facilities, and other interested people in developing the document that explains the rights in a way that is youth friendly and easy for youth to understand. The law also requires that Probation Departments and Juvenile Justice facilities to give this document to youth, to explain their rights to them, answer any questions a youth has about these, and to provide the document to the parents or guardians of a youth in a juvenile justice facility (Welfare and Institutions Code 224.72).

In the table below we have listed the youth bill of rights as they are written in law in the blue column. In the orange column, we have listed those same rights in more youth friendly language.

The OYCR Ombudsperson needs your help with two things. First, we are asking for your feedback and help improving the youth friendly language. Second, we want to hear from you about the design of the Bill of Rights document that will be given to youth in juvenile facilities in California.

Please send all feedback to OYCR@chhs.ca.gov. We will accept feedback from stakeholders and the public from July 7, 2023 to July 31, 2023.

Statutory Language <i>(This column has the bill of rights as written in Welfare and Institutions Code 224.71)</i>	Youth Friendly Language <i>(This column has the rights written in more youth friendly language)</i>
It is the policy of the state that all youth confined in a juvenile facility shall have the following rights, which are established by existing law and regulation:	In our state, we have rules to protect the rights of young people who are in a juvenile hall, camp or other juvenile facility. These rights are based on the laws and regulations that exist. Below is a list of the rights:
a) To live in a safe, healthy, and clean environment conducive to treatment, positive youth development, and healing and where they are treated with dignity and respect.	You have the right to live in a safe, healthy, and clean place that assists you in getting the help, skills, and training you need to heal and return home. You have the right to be treated with dignity and respect.

<p>b) To be free from physical, sexual, emotional, or other abuse, or corporal punishment.</p>	<p>You have the right to not be hurt or abused in any way. This includes physical, sexual, emotional, or any other abuse. No one is allowed to punish you by hitting you.</p> <p>You should tell your probation officer, attorney, or a trusted adult if you are being abused. You can also call the Office of Youth and Community Restoration Ombudsperson at 1-844-402-1880.</p>
<p>c) To receive adequate and healthy meals and snacks, clean water at any time, timely access to toilets, access to daily showers, sufficient personal hygiene items, clean bedding, and clean clothing in good repair, including clean undergarments on a daily basis, and new underwear that fits. Clothing, grooming, and hygiene products shall be adequate and respect the child’s culture, ethnicity, and gender identity and expression.</p>	<p>You have the right to healthy food to eat, and clean water to drink at any time.</p> <p>You have the right to use the bathroom when you need to and to take a shower every day.</p> <p>You have the right to have clean bedding and clothes that fit you and are in good condition.</p> <p>You have the right to have clean underwear every day that fit you properly.</p> <p>You have the right to have the things you need for grooming (like soap, shampoo, deodorant, feminine products, and lotion) that respect your culture, ethnicity, gender identity, and expression. This means that you can have hair and body products that are best for your type of hair and skin and gender.</p>
<p>d) To receive adequate, appropriate, and timely medical, reproductive, dental, vision, and mental health services provided by qualified professionals and consistent with current professional standards of care.</p>	<p>You have the right to have timely access to doctors, dentists, eye doctors, reproductive care, and mental health services. All these services should be given to you by professionals who have the training and licenses to provide you with the type of care that you are getting.</p>
<p>e) To refuse the administration of psychotropic and other medications consistent with applicable law or unless immediately necessary for the preservation of life or the prevention of serious bodily harm.</p>	<p>You have the right to say no to certain medicines that are used to help with mental health. The only time this right can be taken away from you is if it is needed to save your life or protect you or others from serious harm.</p>

	<p>Psychotropic medications are medicines used to help with mental health conditions. You should always talk with your doctor about your concerns and the risks of not taking a medication. If you want to stop taking a medication you are already on, you should work with your doctor to do this in a safe way. You can also tell your lawyer and probation officer how you feel about the medications you are taking, any side effects, or other concerns you might have about these medications.</p>
<p>f) To not be searched for the purpose of harassment or humiliation, a form of discipline or punishment, or to verify the youth's gender. To searches that preserve the privacy and dignity of the person and to have access to a written search policy at any time, including the policy on who may perform searches.</p>	<p>You have the right to not be searched just to make you feel bad or embarrassed, or to punish you. If they need to search you, they should do it in a way that respects your privacy and dignity.</p> <p>You cannot be searched just to verify your gender. You can ask to see the rules about searching at any time and these policies must say who can do the searches.</p>
<p>g) To maintain frequent and continuing contact with parents, guardians, siblings, children, and extended family members, through visits, telephone calls, and mail. Youth may be provided with access to computer technology and the internet for maintaining relationships with family as an alternative, but not as a replacement for, in-person visiting.</p>	<p>You have the right to keep in touch with your family, like your parents, brothers and sisters, other relatives, mentors, godparents, clergy, teachers, neighbors, and family friends. You can talk to them on the phone, visit them, or send them letters. If you have access to a computer, you can use it to connect with your family, but it shouldn't replace seeing them in person.</p>
<p>h) To make and receive confidential telephone calls, send and receive confidential mail, and have confidential visits with attorneys and their authorized representatives, ombudspersons, including the Division of the Ombudsperson of the Office of Youth and Community Restoration, and other advocates, holders of public office, state and federal court personnel, and legal service organizations.</p>	<p>You have the right to make private phone calls, send and receive private mail, and have private visits with your lawyer, the Office of Youth and Community Restoration Ombudsperson, advocates, court personnel, people who give you legal services, and people who hold a public office.</p> <p>You have the right to have these visits and letters be confidential, which means that the Probation Department is not allowed to be listening or recording these visits or looking at mail or letters</p>

	<p>that you send to these people or they send to you.</p>
<p>i) To have fair and equal access to all available services, housing, care, treatment, and benefits, and to not be subjected to discrimination or harassment on the basis of actual or perceived race, ethnicity, ancestry, national origin, language, color, religion, sex, sexual orientation, gender identity, gender expression, mental or physical disability, immigration status, or HIV status.</p>	<p>You have the right to be treated fairly and equally. You should not be treated unfairly because of your race, ethnicity, ancestry, national origin, color, religion, sex, sexual orientation, gender identity and expression, mental or physical disability, immigration, or HIV status.</p> <p>You have the right to have fair and equal access to get help, find a place to live, get medical care, and other services you need.</p>
<p>j) To have daily opportunities for age-appropriate physical exercise and recreation, including time spent outdoors and access to leisure reading, letter writing, and entertainment.</p>	<p>You have the right to have time to play and do physical activities every day, and to go outside.</p> <p>You have the right to have books and time to read, to write letters, and to do fun things to do that match your age and maturity.</p>
<p>k) To contact attorneys, ombudspersons, including the Division of the Ombudsperson of the Office of Youth and Community Restoration, and other advocates, and representatives of state or local agencies, regarding conditions of confinement or violations of rights, and to be free from retaliation for making these contacts or complaints.</p>	<p>You have the right to talk to your lawyer, the Office of Youth and Community Restoration Ombudsperson, advocates, and certain people who work for the government about your rights being violated and what is happening inside the facility. You cannot be punished for contacting them.</p>
<p>l) To exercise the religious or spiritual practice of their choice and to participate in or refuse to participate in religious services and activities.</p>	<p>You have the right to practice your religion or spiritual beliefs. You can choose to go to religious services or not.</p>
<p>m) To not be deprived of any of the following as a disciplinary measure: food, contact with parents, guardians, family, or attorneys, sleep, exercise, education, bedding, clothing, access to religious services, a daily shower, clean water, a toilet, hygiene products, medical services, reading material, or the right to send and receive mail; to not be subject</p>	<p>No one is allowed to take away things, like food, talking to your family, sleep, exercise, education, bedding, clean clothes, going to religious services, a daily shower, clean water, a toilet, grooming products, medical care, reading materials, and sending or getting mail to punish you.</p>

<p>to room confinement as a disciplinary measure; to access written disciplinary policies, including the right to be informed of accusations against them, have an opportunity to be heard, present evidence and testimony, and their right to appeal disciplinary decisions.</p>	<p>You have the right to be given the rules on discipline. You must be given these rules in writing.</p> <p>You have the right to not be locked in a room as a punishment.</p> <p>If someone accuses you of something, you have the right to know what it is, to say what happened and share things to defend yourself and appeal the decision if you think it's unfair.</p>
<p>n) To receive a rigorous, quality education that complies with state law, and the abilities of students and prepares them for high school graduation, career entry, and postsecondary education; to attend appropriate level school classes and vocational training; to have access to postsecondary academic and career technical education courses and programs; to have access to computer technology and the internet for the purposes of education and to continue to receive educational services while on disciplinary or medical status; and to have access to information about the educational options available to youth.</p>	<p>You have the right to get a good education that follows the law and helps you prepare for high school, college, or a job.</p> <p>You have the right to have access to the classes and training for your grade level.</p> <p>You have the right to attend college and job training programs.</p> <p>You have the right to use a computer and the internet for your school or job training program.</p> <p>You have the right to go to school and job training even if you are in trouble or not feeling well.</p>
<p>o) To information about their rights as parents, including available parental support, reunification advocacy, and opportunities to maintain or develop a connection with their children; to access educational information or programming about pregnancy, infant care, parenting, and breast-feeding, and childhood development; to proper prenatal care, diet, vitamins, nutrition, and medical treatment; to counseling for pregnant and post partum youth; to not be restrained by the use of leg irons, waist chains, or handcuffs behind the body while pregnant or in recovery after delivery; to not be restrained during a medical emergency, labor, delivery, or</p>	<p>If you are a parent, you have the right to get information and help to take care of your child, your rights as a parent, things that can support you as a parent, reunification help, and ways you can stay connected with your child.</p> <p>You have the right to get education and special training on pregnancy, caring for your baby, parenting, breast-feeding, and child development.</p> <p>You have the right to get proper medical care if you are pregnant, including prenatal care, food and nutrition that is best for pregnancy, vitamins, other medical treatment that is needed to keep</p>

<p>recovery unless deemed necessary for their safety and security, and to have restraints removed when a medical professional determines removal is medically necessary; and to access written policies about pregnant, post partum, and lactating youth.</p>	<p>you and your pregnancy healthy, and counseling for you before and after your baby is born.</p> <p>You have the right to not be put in restraints like ankle or waist chains or handcuffs behind your back when you are pregnant or recovering after giving birth.</p> <p>You have the right to not be restrained during a medical emergency, labor, delivery, or recovery unless it is necessary for safety and security and to have them removed if a doctor or nurse determines you need to have them removed to provide you medical care.</p> <p>You have the right to access written policies that explain how pregnant, nursing, and new parents should be treated.</p>
<p>p) To attend all court hearings pertaining to them.</p>	<p>You have the right to go to all the court hearings that involve you.</p>
<p>q) To have counsel and a prompt probable cause hearing when detained on probation violations.</p>	<p>You have the right to have a lawyer and a court hearing, called a probable cause hearing, if you are being held in a juvenile facility for probation violations.</p>
<p>r) To make at least two free telephone calls within an hour after initially being placed in a juvenile facility following an arrest.</p>	<p>You have the right to make at least two free phone calls within an hour of when you first arrive at a juvenile facility.</p>

Youth Bill of Rights: Design Ideas

The document we will create has to have all the rights in it and written in a way that is easy for youth to understand. We also want the document to look youth friendly and we want your ideas on the design, colors, images, drawings, pictures, layout, size, fonts, and any other ideas you think are important for us to know when we decide how the Youth Bill of Rights will look.

Document Items	Your ideas:
Design	
Colors	

Revised Visiting Protocols

Protective Custody Visits

1. Protective custody youth must visit separately in the visiting room, or behind the glass in admissions. No exceptions. Make sure no other youth are present. PC's cannot be moved at the same time as other youth.

Younger Children Visiting

1. Visitors 5 years old or younger must have their visit in the IEP Room. They must be separated from the other youth.
2. Two families with children under the age of 5 cannot visit in the same time slot.
3. Staff, please take your time when logging this in the visiting log; the information must be correct, so we do not double book.

Total Amount of Visitors in the Visiting Room

1. **No more than 4 youth and 10 visitors are allowed to visit at one time, which is a total of 14 allowed in the visiting room. If there are more than 14 visitors, notify the OD for authorization.**
2. When booking visits, staff should have an idea of the total amount of visits coming in for the specific visiting time slot.
3. **4 visitors, the maximum for each youth visit.** (staff's discretion on the 4 visitors parents. Siblings, grandparents etc.).
4. Any other special circumstances, contact the OD for approval.

Special Visits Approved by the Court

1. All significant other and nonrelatives unless accompanied by a relative member, visits are behind the glass unless specifically noted or approved by Sanam.
2. Visits with infants under two years old will take place behind the glass unless prior approval obtained.

NA's

1. NA's **cannot** visit together in the visiting room or behind the glass.

Check Point and Late Arrival Visit Protocols

1. Staff go to checkpoint 15 minutes prior to the start of the visit to check in visitors and bring them into the downstairs area at checkpoint. Staff checks visitors belongings, have visitors go through the metal detector and visitors are given the opportunity to use the restroom.
2. Staff waits downstairs until 5 minutes prior to visit just in case visitors arrive late.

3. 5 minutes prior to the visit, staff radios the visiting lines present, brings all visitors to reception, and have the visitors put all belongings in lockers.
4. For behind the glass visits, visitors must go through Cell Sense (metal detector) and, if needed, be wanded, and are then taken to the glass visiting area.
5. All other visitors must go through Cell Sense (metal detector) and, if needed, are wanded, and are then taken to the visiting room.
6. If visitors show up late after staff has already walked upstairs, the visit should only be accommodated **if** there is staff available. The visit will still end at the scheduled time.
7. If the visiting family have a history of being late, notify the OD.
8. If visitors show up late and the visit cannot be accommodated, the visitor can be offered the next open time slot, if available. If there are no time slots available, the family will need to reschedule for another day. This will not count as a missed visit.
9. If the visitor is not in PIMS or has no formal ID, they are **NOT** allowed to visit. Formal ID is a picture ID for adults. For minors under 18 years old must have a school ID or some form of ID. For youth under 10, this can be addressed on a case-by-case basis.
10. If there is an error or miscommunication by admissions staff regarding logging visit information in the visiting log, the visiting family will be granted an extra visit.
11. If visitors request to leave early, we will accommodate their request. For after-hour visits, visiting staff, please contact Control to guide visitors out to the main exit.

The purpose of visiting is to help reunite the youth with their family and friends, so we will try our best as admissions staff to accommodate visits as much as possible.







**SAN MATEO COUNTY
JUVENILE JUSTICE AND DELINQUENCY
PREVENTION COMMISSION
222 PAUL SCANNELL DRIVE
SAN MATEO, CA 94402
650-561-6994**

ANNUAL REPORT 2024

**SUBMITTED BY:
COMMISSIONER JOHANNA RASMUSSEN
CHAIR**

JANUARY 19, 2025

IN MEMORIAM

Appollonia “Mama Dee” Uhilamoelangi



On August 10, 2024, San Mateo County lost a remarkable leader, Appollonia “Mama Dee” Uhilamoelangi. Widely known as the “founding mother” of East Palo Alto, Mama Dee was a beacon of hope and strength for her beloved Polynesian community for whom she founded the organization Anamatangi Polynesian Voices. As a San Mateo County Juvenile Justice Commissioner, Mama Dee was driven by the fundamental belief in the dignity and potential of every child, especially those society too often overlooked. Mama Dee was a community organizer, a bridge-builder who mended divides, a nurturer who planted seeds of hope, and a warrior who fought fiercely for equity and justice. Her legacy lives on in the lives of the children she uplifted, the communities she unified, and the generations she inspired.

Malolo i le Filemu Agaga Matagofie
(Rest in Peace Beautiful Soul)

The commission dedicates the 2024 Annual Report in her memory.

Contents

Executive Summary	3
JJDPC Authority	4
Mission & Aspirations	4
Inspections	5
Projects	6
Events	7
Field Trips	8
Training	8
Presentations	8
Other Accomplishments	10
Commission Membership	11
Commissioner Roles & Representation	15

Executive Summary

The Juvenile Justice & Delinquency Prevention Commission performed a total of 11 state mandated inspections a record number of inspections this year. Including: the Hillcrest Juvenile Hall, Secure Youth Treatment Facility¹ (SYTF), Camp Kemp (girls camp), Canyon Oaks Youth Center (STRTP), Elysian (STRTP), San Mateo County Receiving Home (TSCF), and the holding facilities of both the San Bruno and South San Francisco Police Departments. In addition, the schools associated with the Juvenile Hall/SYTF, Camp Kemp, and Canyon Oaks Youth Center were also inspected. The Elysian (STRTP) and the San Mateo County Receiving Home (TSCF) were new this year.

The commission formed an executive committee that will be tasked with forming an Executive Committee that will be responsible for creating a budget for the commission, setting the monthly meeting agenda, and strategic planning.

Commissioner Bocanegra and Blanco invited Reymundo Amendariz from the National Center for Youth Law (NCYL) to attend our monthly meetings and to provide regular updates on pending legislation and potential reforms.

The Commission also spent a significant portion of time on the following:

- Attending Juvenile Transfer Hearings
- Holding meetings with community organizations to garner support for our resolution asking the District Attorney to place a moratorium on requesting youths transferred to superior court to be tried as adults.
- Defending the rights of youths whose identities were released to the press by the District Attorney Wagstaffe. Meeting with members of the press to ask that they not publish confidential or identifying information about youths who are in the juvenile justice system, even when the information is sent to them by the District Attorney in his daily press notes.
- Meeting with stakeholders to make them aware that the District Attorney is releasing the full names and birthdays of youths in the juvenile justice system to local, state, and national news media outlets and members of the press.

¹ Secure Track Youths are housed on the Pine 4 Housing Unit inside the juvenile hall.

JJDPC Authority

San Mateo County's JJDPC is a combination of a state-mandated, court-appointed Juvenile Justice Commission (JJC) and a Board of Supervisors-appointed Delinquency Prevention Commission. Resolution No. 070307 of the San Mateo County Board of Supervisors established the combined JJDPC as of August 4, 2009.

California Welfare and Institutions Code (CWIC) Sections 225-232 mandate that each California County shall have JJC. The duty of the JJC is to inquire into the administration of justice in the juvenile courts of the county or region in which the commission serves. The JJC inspects any publicly administered institutions in the county at which juveniles are held. It also inspects any County jail or lockup that has confined any minor for more than 24 hours in the previous calendar year, and may inspect any group home located in the county that serves county wards.

CWIC Sections 233-236 authorizes a county's board of supervisors to establish, support, and maintain a Delinquency Prevention Commission, of not fewer than seven citizens, to coordinate on a countywide basis the work of governmental and Non-Governmental Organizations (NGOs) engaged in activities designed to prevent juvenile delinquency.

Mission and Aspirations

The Mission of the Juvenile Justice and Delinquency Prevention Commission is to be a public conscience in the best interest of young people. The Commission advocates for programs and services that prevent youth entry into the juvenile justice system, and that provide tools young people need to thrive and succeed in life. The Commission seeks to promote respect for the human dignity of all young people who do enter the juvenile justice system and seeks to preserve their youth.

The Juvenile Justice & Delinquency Prevention Commission's Aspirations for our Community help choose initiatives that will help move San Mateo County closer to fulfilling its ideals.

They are that:

1. The voices of communities most likely to be affected by the juvenile justice system, and the organizations that serve them, are heard regularly by the San Mateo County Board of Supervisors and other appointed and elected officials in the County.
2. All youth in San Mateo County, and their families, have convenient, affordable access to high-quality mental health, substance abuse, restorative, and other programs and services they need to promote their health and success.

3. All youth who come in contact with the juvenile justice system in San Mateo County are provided, from the time they enter the juvenile justice system, with the support they and their families need to thrive and succeed when they transition from the juvenile justice system.
4. All schools in San Mateo County apply restorative justice principles and practices comprehensively in classrooms, curricula and policies, and provide students and their families with convenient, affordable access to high-quality programs and resources that strengthen student and parent engagement to ensure every student stays in school and graduates.
5. All elementary and middle school children in San Mateo County, especially those in underserved areas, have convenient, affordable access to high-quality programs that engage and support them after school and that provide services to address early childhood trauma as needed.

Inspections

The 2024 inspection teams conducted a total of 11 state-mandated inspections—which was 4 more than last year.

Facility Inspections

- San Mateo County’s Juvenile Hall
- Secure Youth Treatment Facility-SYTF
- Camp Kemp
- Canyon Oaks Youth Center
- Elysian STRTP
- San Mateo County Receiving Home-TSCF
- San Bruno Police Department
- South San Francisco Police Department

Educational Inspections

Sites included:

- Hillcrest
- Camp Kemp
- Canyon Oaks Youth Center

Projects

Elevating The Voting Rights of Youth in Detention

In April 2024, Commissioners Huber-Levy and Mangtani began a county-wide initiative to elevate youth voting rights, inspired by the Youth Law Center's newly published report, [Elevating the Voting Rights of Youth: How California Can Ensure Voting Access in County Juvenile Facilities](#), the first-ever analysis of voting access for youth confined to county juvenile detention facilities. Protecting the voting rights of incarcerated youth is a critical civil rights issue as the juvenile justice system disproportionately impacts youth and families of color, and a higher rate of youth of color are confined in juvenile detention facilities.

With a focus on youth incarcerated at juvenile hall the commissioners contacted probation to discuss implementing the report's recommendations. Probation was eager to bolster their existing practices, and agreed to put in place written policies on voter registration and voting practices, and to partner with a community organization with credible messengers, in collaboration with JJC Commissioners, to deliver a dynamic voter education experience to youth at juvenile hall. Probation also agreed to continue to partner with the San Mateo County Office of Elections personnel in the voting process. At the June JJDPC meeting, Commissioners Huber-Levy and Mangtani raised awareness with stakeholders, who were eager to support this important initiative.

This led to the formation of a diverse cross-county group of community based organizations, nonprofit organizations, and county representatives.

Through the expert process management and leadership of Kate Hiester, the group met throughout the summer to develop a non-partisan voter education program geared to making the voting process accessible and engaging to youth aged 16 (eligible to pre-register) through 25 years of age. As a result of this group's work, we now have a dynamic new resource available to anyone working with young people (16-25+) in San Mateo County. [Future Leaders: The Power of Youth in our Democracy](#) is a free, complete, and customizable lesson program designed to increase turnout among young voters. This resource was built with youth input at all stages — from initial concept through multiple drafts and testing of the final version. In October, Fresh Lifelines for Youth launched the program at the juvenile hall. The feedback provided by the youth was very positive.

Year End Status: Completed

Foster Care (New)

Analyze the Status of San Mateo County's Child Welfare System

The JJDPC has been given the authority through the *California Welfare and Institutions Code* to inquire into the operation of group homes which house wards and dependents of the court. However, the scope of their authority is limited due to the closure of youth group homes in San Mateo County. Any existing group homes in San Mateo County are categorized by focus area (i.e., behavioral health, teen parent/child, etc.), which leads to the JJDPC to review the current codes to determine whether we have the authority to inquire on the operations of any of the specifically categorized group homes in the area.

Year End Status: Since the start of this project, Commissioner Genevro has met with various JJDPCs from other counties and discussed this project with organizations that directly work with or impact foster youth in our county to help structure and grow this project moving forward. Commissioners Bocanegra and Huber-Levy have joined the project team and they are looking forward to working with other organizations, including National Center For Youth Law, and to continue this project into 2025 to help support foster youth in our county.

Identify Substance Abuse Treatment Programs for Youth (New)

Year End Status: San Mateo County currently lacks a single substance abuse treatment bed for youth in the county. Efforts were made to contact neighboring counties to identify the types of substance abuse treatment programs and services they provide youth. With the resignation of Commissioner Jackson, the team is down to just one member, commissioner Rasmussen who will continue to monitor this critical service gap in services, potential funding streams, and advocate for inpatient treatment opportunities for youth .

Outreach to Underserved Youths and Families (Ongoing)

This project reaches out to youth and families in underserved communities throughout San Mateo County to better understand their needs and concerns. Outreach opportunities include facilitating a parent support group, holding listening sessions, attending parent, school, and community meetings, and tabling local community events. This project is ongoing,

Events

- Commissioners Mangtani, A. Nori and Huber Levy tabled the Turn Up and Turn Out Civic Education Fair at Menlo School.
- Commissioners Swope and Mangtani attended the San Mateo County Youth Commission Liaison Networking Session

Field Trips

Pine Grove Youth Conservation Camp

Commissioner Rasmussen and Ron Rayes (Private Defender Program) took a day trip up to Pine grove to tour the Pine Grove Youth Conservation Camp run by the California Department of Corrections. The facility was quite impressive. Commissioner Rasmussen presented her findings from the tour to the commission, who later voted to recommend that the probation department explore the feasibility of entering into a contact with Pine Grove to provide programming for our Secure Track Youth.

Northern California Laborers Training Center in San Ramon

Commissioners Bocanegra and Blanco toured the Training Center to learn more about the apprenticeship opportunities available to our Secure Track and Long term youths through the Laborers' International Union of North America (LIUNA).

Training

Members of the commission were invited to spend the afternoon with Judge Etezadi, Ron Rayes (PDP) Nadia Hahn (DA) and John Keene (Probation) to learn about the various aspects of the juvenile justice system, the process, the roles and responsibilities of each justice partner. It was an amazing opportunity to learn and ask questions and for everyone to have an opportunity to meet. The training was a huge success. The commission is grateful to Judge Etezadi for providing to opportunity and to commissioner Huber Levy who help coordinate the training,

Commissioner Bocanegra and Blanco invited Reymundo Amendariz from the National Center for Youth Law (NCYL) to provide a training on the history if juvenile justice reform and legislative changes that have occurred in California over the last 20 years. The training was extremely helpful and the highlight of the retreat.

Presentations

County Office of Education: Board of Trustees: Former Commissioner Wilson and Commissioner Rasmussen presented the findings of the 2023 Education and Transition Project—that sorted through extensive data to try and determine how well the Court & Community Schools are educating youth in detention.

City of Redwood City

Commissioner Rasmussen gave a presentation to the City Council in Redwood City. The presentation provided an overview of the Juvenile Justice & Delinquency Prevention Commission, the juvenile incarceration rates for Redwood City, and how they compare to other San Mateo County cities, alternatives to incarceration, and the school to prison pipeline.

The Commission invited the following individuals and organizations to present at our monthly meetings throughout the year.

Project Cornerstone: Ziem Neubert and Megan Streicher presented the YMCA's Project Cornerstone at the March meeting.

San Mateo County Sheriff's Department, Ryan Monaghan, Assistant Sheriff, County-wide Gang and Narcotic Task Force: A presentation was given on juvenile gangs in San Mateo County and the prevalence and trends of juvenile drug use in San Mateo County and greater Bay Area Region. The task force conducts gang prevention classes for students, parents and school staff, as well as at STAR camp.

LiUNA – Laborers International Union of North America: Mr. Gonzales, Executive Director presented on LiUNA's the Apprenticeship Preparedness Programs, with curriculum developed by the National Building Trades. The program was offered at the California Department of Juvenile Justice (DJJ/CYA) until its closure. Adult programs started in 2006 and are offered at Folsom Prison, Chowchilla Women's Facility, Solano County Sheriff's Department, Santa Rita County Jail in Alameda County, and at Santa Clara County's James Ranch.

Mr. Gonzales showed two videos that can be accessed at:

1st Video: <https://youtu.be/Mmfiap9Vv-w?si=nhQZ-0MRUXUq7Dk0>

2nd Video: https://drive.google.com/file/d/1uQQ4iNCWr_ewLu1ayA3oxKwVt_tSxRbB/view?usp=share_link

The cost of the program is \$5500 for a 40-hour course with from 8 to 25 person-cohort. The course is customized based on need. Those who complete the pre-apprentice course, are eligible to test for the apprentice program once they turn 18-years. The commission later voted to recommend the probation department look into the feasibility of bringing this program to the juvenile hall.

“Elevating the Voting Rights of Youth” Tamar Alexander, Attorney with the Youth Law Center, gave a presentation on voting rights for youth in detention.

The Youth Law Center recommended the following:

1. Develop written policies and clear steps to ensure implementation.
2. Partner with community organizations and credible messengers for voter outreach and education.
3. Partner with the County Elections Office and Registrar.
4. Implement measures to ensure voter privacy.
5. Provide youth-specific voting information and materials.

Insight Prison Project Leonard Rubio, Executive Director of the Victim Offender presented on the victim Offender Education Program (VOEG)—which is a 52-weeks long. IPP has been offering a VOEG program adapted for Secure Track & transitional youth at Camp Sweeny in Santa Clara County. VOEG began at San Francisco’s Juvenile Hall in 2023. The San Francisco Juvenile Court requires all youth committed to Secure Track complete the VOEG program as a condition of release. The cost of the VOEG program is approximately 60K per cohort, per year.

Mindfulness-Based Substance Abuse Training: Joaquin Jordan of the Continuity Consulting Group presented on their State-wide mentorship program, Youth Peer Mentor Program (YPMP). They provide case management and stress the use of credible messengers. Lion Heart program provides training for staff and probation officers, on providing services to traumatized youth free of charge. Youth experience three-to-five day Natural High Retreats at the Gateway Mountain Center in Truckee

Other Accomplishments

The Juvenile Justice & Delinquency Prevention Commission continued to grow its reach on social media, through its Instagram and Twitter / X accounts. Monthly meetings continue to be uploaded to the commission’s playlist on the County of San Mateo County YouTube channel. The commission created a colorful trifold brochure to hand out at tabling and speaking events and placed a secured a telephone number 650-561-6994 to be more accessible to the public. The Commission continues to work with JJDPC’s and JJC’s throughout the state to coordinate efforts on juvenile justice and continuum of care reform.

Commissioner Funded Programs

- **Unlocked Potential-College Laptop Initiative:** Commissioners Rasmussen and Bocanegra provide laptop computers for justice involved college students both in the juvenile hall & SYTF and in the community. A total of 14 laptops were provided in 2024.
- **Suited for Success - Court Clothing Program,** founded in 2021 by Commissioners Rasmussen & Bocanegra, has evolved into a comprehensive initiative that provides more than just court attire. Participants receive a full set of formal wear, including a suit, dress shirt, and tie, free of charge. The program's impact extends beyond clothing, as it instills confidence and creates opportunities for youth upon their release. By providing attire for crucial events like job interviews, school, and community functions, the program empowers participants to approach these situations with dignity and self-assurance. During this reporting period, the program received substantial support through a generous donation from the family of former San Mateo County Sheriff and Supervisor, Don Horsley. The program also covers the cost of dry cleaning.

- **Fresh Start: Reentry Support Program:** Commission Mangtani won \$3000 from an angel investor after participating in a school contest where she highlight the needs of justice involved youths who are reentering the community after incarceration. The funds were used to purchase cases of essential clothing and hygiene items, and athletic shoes for approximately 50 justice involved youths. Commissioners Rasmussen and Bocanegra are responsible for distributing the items as the youths.
- **Jobs for Youth: Job Application Workshops at Hillcrest Juvenile Hall** Commissioner Mangtani lead this initiative to assist youths in securing employment upon their release from the juvenile hall. Carlos Zapata from Jobs for Youth is going through the probation department's clearance process and is expected to begin running workshops in January 2025. Once a youth has participated in a workshop, Every youth who participates in a workshop can apply for a Jobs for Youth's scholarship. The program offers twenty \$2000 scholarships each year to assist youths with higher education expenses.
- **Music Therapy Program:** In 2022, Commissioners Rasmussen and Bocanegra launched a music therapy program at the juvenile hall. Since this time they had purchased over 75 MP3 players, chargers, and headphones. The program aims to provide access to music and guided meditations, aimed at reducing stress, and anxiety, assisting with relaxation, improved mood, and aid with relaxation and improved sleep.
- **Annual Holiday Gift Bags:** Each year the commission partners with community groups to provide youths at the juvenile hall with Holiday gift bags that contain \$125 worth of ethnically appropriate hygiene items. New board games for the visiting rooms are also provided.

Commission Membership

The Juvenile Justice & Delinquency Prevention Commission is required to have a minimum of seven members and no more than 15 members. Two seats must to be occupied by individuals between the ages 14 and 21 years old, if such individuals are available.

As Vice Chair of Membership, Commissioner Mangtani led the membership subcommittee in interviewing six potential commissioner this year. Of this six, five were advanced to a vote before the full commission. The commission welcomed four new members including: Eugene Jackson, Ken Williams, Jennifer Blanco, and Shakeel Ali in 2024. Niklas Klemmer is scheduled to be sworn in at the January 26, 2025, meeting. The As of December 31, 2024, Membership Subcommittee members included: Commissioners Mangtani, Huber-Levy, Bocanegra, and Rasmussen.

Special Recognition

In December of 2024, the commission marked the end of an incredible chapter as Commissioner Susan Swope completed her final term, making history as the longest-serving Juvenile Justice & Delinquency Prevention Commissioner in San Mateo County with over 15 years of dedicated service. Throughout her tenure, Commissioner Swope held many roles, including Chair, and represented the commission on key countywide initiatives such as The Big Lift and First 5, she also served as a liaison to the Child Abuse Council. Known for taking impeccable meeting minutes and her expertise as a trusted parliamentarian, her contributions were instrumental in shaping better outcomes for San Mateo County's children and families. Her impact will be felt for generations to come.

The following Commissioners resigned in order to pursue other professional or academic opportunities: Wesley Liu, Zahara Agarwal, Eugene Jackson, and Sathvik Nori.

As of December 31, 2024, the Commission was composed of the following 10 Commissioners:

- **Johanna Rasmussen, Chair** is a fourth generation San Franciscan who has been advocating for youth and families in the Bay Area for over thirty years. Her advocacy work began in the San Mateo County Juvenile Justice System when her own daughter entered the system at the age of 13. Johanna has worked both locally and on the state level to increase funding community based mental health, substance abuse, restorative justice program designed to interrupt the school-to-prison-pipeline. In addition her criminal justice reform efforts, Johanna advocates for underserved youth and families on issues relating to housing, special education, and seeks to increase equity and improve transparency at all levels of government. Johanna is the volunteer Chairwoman of the Farm Hill Neighborhood Association in Redwood City and coordinates the Confirmation Program from high school students at Our Lady of Mount Carmel Church.
- **Karin Huber-Levy, Vice Chair Administration** has a background in corporate law, with experience working in both in-house and private practice, including acting as General Counsel and Corporate Secretary to a major pharmaceutical corporation. She has lived and worked in Canada, the UK, US, and Germany. As a Commissioner, Karin is focused on Voting Rights for youth in detention, creating robust educational opportunities for youth, and advocating for alternatives to youth incarceration and equitable access to diversion programs.

- **Ruchi Mangtani, Vice-Chair, Membership** Ruchi is a senior at Menlo School and a passionate advocate for criminal justice reform. Ruchi has conducted her own research on juvenile justice and educational systems throughout the United States and has also participated in a government-sponsored visit to adult prisons in Norway which she believes have valuable lessons for how we can reform our prison system in California, San Mateo County and the United States. Ruchi was also elected to the JJDPC at the end of 2023 and she looks forward to serving as a Commissioner in 2024.
- **Paul Bocanegra**, is the cofounder of Reevolution Group, a human rights watch officer for the Children's Division of Human Rights Watch, and a certified drug and alcohol counselor. Paul was sentenced to life without parole when he was 16 years old and served more than 25 years in adult prison. He describes himself as a survivor of Juvenile LWOP and the California prison system. Today Paul works to reform the juvenile criminal justice system by sharing his experiences and struggles within the juvenile and adult systems and institutions.
- **Ameya Nori**, is a senior at Menlo-Atherton high school and also a member of the county's Youth Commission where he was during part of 2023 the Chair of the Restorative Justice Subcommittee. As a commissioner, he hopes to continue to advocate for community intervention programs that support youth development and divert them from the school-to-prison pipeline.
- **Whitney Genevro** is a native of San Mateo County and resides in the Belle Haven neighborhood of Menlo Park. She was elected to the JJDPC in 2023. Whitney graduated with a BA from California State University East Bay and a JD from Golden Gate University School of Law. Whitney currently works as a conflicts attorney for Wilson, Sonsini, Goodrich & Rosati in Palo Alto. Prior to attending law school, she worked as a program manager and grant writer for Second Harvest of Silicon Valley for 10 years. A core value of Whitney's is to be supportive of her community — she grew up with a strong volunteer ethic and became a youth leader at 17. She currently volunteers her time as a youth leader at her church, with Project WeHOPE, Bayshore Christian Ministries, is working on a community garden project at Aspire East Palo Alto Charter School and continues to support Second Harvest as a food sort volunteer. She is also a Law Program facilitator with Fresh Lifelines for Youth in Santa Clara County.

- **Tiffany Uhila Hautau** is the Executive Director of Anamatangi Polynesian Voices, a grassroots nonprofit that has been serving the East Palo Alto, Belle Haven, and North Fair Oaks communities since the early 1990s. Tiffany was elected to the Juvenile Justice & Delinquency Prevention Commission in 2023. Anamatangi Polynesian Voices advocates for Pacific Islanders through cultural enrichment, influencing local policies that promote equity and increasing related opportunities throughout the community.
- **Ken Williams** is a lifelong resident of San Mateo County, has been a key figure in the East Palo Alto community for the past 40 years. He has devoted his life to guiding and supporting some of the San Mateo County's most vulnerable and historically underserved youth. For the past decade, he has volunteered with Live in Peace, a non-profit organization dedicated to empowering youth to reclaim their vision for the future.
- **Jennifer Blanco** is a first-generation individual of Cuban and Salvadorian descent, has dedicated nearly three decades to serving the San Bruno community. As a Trustee of the San Bruno Park Elementary School District for 17 years, Jennifer has had a lasting impact on children and families. Jennifer was instrumental in bringing the national Día de los Niños, Día de los Libros annual celebration to San Bruno back in 2009, emphasizing the importance of literacy for children from diverse linguistic and cultural backgrounds. Jennifer's unwavering dedication to providing essential support to all students has earned her the title of an equity warrior.
- **Shakeel Ali** is a lifelong resident of San Mateo County. He grew up in Midway Village and has lived in Daly City for over 45 years. He currently serves as the Governing Board President of the Jefferson Elementary School District and has been a Trustee for more than 15 years. Shakeel holds a master's degree in special education and is currently teaching at El Camino High School in South San Francisco. Shakeel is a founding advisor for YEEE (Youth Empowerment, Entrepreneurship, and Employment), a trainer for Ripple Effects, and a Community Health Advisor at the Bay Area Community Health Advisory Council.

Commissioner Roles & Representation

Subcommittees

Executive Team
Membership Committee
Nominating Committee

Coordinators

Marketing & Social Media	Commissioner Genevro
Inspection Coordinator	Commissioner Rasmussen
Legislative Coordinator	Commissioner Bocanegra

Liaisons

Juvenile Justice Coordinating Council	Chair
Youth & Family Liaisons	Commissioners Bocanegra & Rasmussen
Court Liaison:	Commissioner Huber-Levy
Probation Liaison	Chair
SMC Private Public Defender Liaison	Commissioners Bocanegra & Rasmussen
Law Enforcement Liaison	Commissioners Bocanegra & Rasmussen
JJDPC Santa Clara	Commissioner Genevro
JJDPC Alameda County	Commissioner Rasmussen
JJC San Francisco	Commissioner Rasmussen
Law Enforcement Liaison	Commissioners Bocanegra & Rasmussen
SMC HSA Children & Family Services	Commissioner Genevro
Education Liaison: Schools & Districts	Commissioner Blanco
Community Based Orgs & Non-Profits	Commissioner Uhila-Hautau

Community Ambassadors

Respect 24/7 (COE)	Commissioner Swope
Big Lift	Commissioner Swope
First 5 San Mateo	Commissioner Swope
SMC Child Abuse Prevention Council	Commissioner Swope

SAN MATEO COUNTY JUVENILE JUSTICE & DELINQUENCY PREVENTION COMMISSIONS



OPERATING POLICIES

Revised: January 2024

Readopted: January 2025



TABLE OF CONTENTS

ARTICLE I – PURPOSE AND AUTHORITY	3
ARTICLE II – MEMBERSHIP AND TERM OF OFFICE	3
ARTICLE III – DUTIES	5
ARTICLE IV – OFFICERS	5
ARTICLE V – SUBCOMMITTEES	7
ARTICLE VI – ORGANIZATION PROCEDURES.	7

OPERATING POLICIES OF THE JUVENILE JUSTICE & DELINQUENCY PREVENTION COMMISSION

ARTICLE I - PURPOSE AND AUTHORITY

- A. The Commissions shall be known as the San Mateo County Juvenile Justice and Delinquency Prevention Commissions.
- B. The legal authorization for the establishment and operation of the Juvenile Justice Commission of San Mateo County, California is set forth in California Welfare and Institutions Code, Sections 225 through 231. The legal authorization for the establishment and operation of the Delinquency Prevention Commission of San Mateo County, California is set forth in California Welfare and Institutions Code, Sections 232 through 236. These policies are intended to supplement the governing provisions of State Law and aid the Commissions in more effectively discharging their statutory duties and responsibilities. If one part of these policies is found to be invalid because it conflicts with State Law, no other part of these policies shall be affected by such finding of invalidity.
- C. It is the mission of the San Mateo County Juvenile Justice & Delinquency Prevention Commissions to be a public conscience in the best interest of young people. The Commissions advocate for programs and services that prevent youth entry into the juvenile justice system, and that provide the tools young people need to thrive and succeed in life. The Commissions promote respect for the human dignity of all young people who do enter the juvenile justice system and seek to preserve their youth.

ARTICLE II - MEMBERSHIP AND TERM OF OFFICE

- A. Members. By law, the Commissions shall consist “of not less than seven (7) and no more than fifteen (15) citizens. Two or more members shall be persons who are between 14 and 21 years of age, provided there are available persons between 14 and 21 years of age able to carry out the duties of a Commission member in a manner satisfactory to the appointing authority.” (W&I Code Section 225)
- B. Appointments. When a vacancy occurs due to the expiration of a member’s term of appointment, the Presiding Judge of the Superior Court, with the concurrence of the Presiding Judge of the Juvenile Court, shall appoint a successor for a term of four (4) years to the Juvenile Justice Commission. Newly appointed members are notified by the Court prior to the next scheduled public meeting and are administered the oaths of office by the Presiding Judge of the Juvenile Court or their designee.

- C. Responsibility. The Chair of the Commissions is responsible for keeping the Presiding Judge of the Juvenile Court and the Board of Supervisors apprised of membership status. In the event of a vacancy, the Vice Chair-Membership shall recruit, screen, and schedule potential candidates for an interview with the Membership Committee. The Vice Chair-Membership is responsible for leading the Membership Committee. The Membership Committee is responsible for interviewing and recommending candidates to be brought before the full membership for a vote. Once approved, the candidate's information is forwarded to the Presiding Judge of the Juvenile Court.
- D. Vacancy. “When a vacancy occurs for any reason other than the expiration of a term of office, the appointee to fill such vacancy shall hold office for the unexpired term of his or her predecessor.” (W&I Code Section 225)
- E. Leave of Absence. A specified leave of absence may be granted to a Commissioner by the membership, taking into account current membership and number of leaves of absence in effect when the leave is requested.
- F. Resignation. A Commissioner who is unable or unwilling to continue active service shall submit a written resignation to the Chair of the Commissions.
- G. Attendance. When a Commissioner is unable to attend a scheduled public meeting they shall notify the Commissions’ Chair and Vice Chair-Administration at least 24 hours prior to the meeting, whenever possible. Failure to provide adequate notice of an absence prior to missing a public meeting shall be deemed an unexcused absence.

Any Commissioner who accumulates three unexcused absences from scheduled public meetings during the calendar year shall be considered by the Commissions as having resigned from the Commissions. This information will then be forwarded to the Presiding Judge of the Juvenile Court for subsequent ratification.

All Commissioners are expected to participate in the Juvenile Justice Commission’s legally-mandated annual inspections, and are encouraged to participate in standing committees, ad-hoc committees, projects, and/or public hearings. If a Commissioner commits to participate and is unable to attend a scheduled meeting or event, notice shall be provided to the committee or project lead. Failure to consistently provide adequate notice may be grounds for recommending a member for removal from the Commissions by full vote of the membership, at the reasonable discretion of the Chair.

- A. Commissioners in Good Standing. A Commissioner in good standing is one who has been administered the oaths of office, exhibits the responsible conduct, courtesies, and decorum expected of Commissioners as outlined in the San Mateo County Boards and Commissions Handbook, has not accumulated three unexcused absences from scheduled public meetings of the Commissions during the calendar year, and has participated in legally-mandated annual inspections, unless excused by the Chair.

Any Commissioner who is not in good standing may reasonably be recommended by the Chair for removal from the Commissions and such recommendation must be voted on and approved by the full membership before being forwarded to the Presiding Judge of the Juvenile Court for subsequent ratification.

ARTICLE III - DUTIES

- A. It is the duty of the Commissions to inquire into the administration of justice in a broad sense, including, but not limited to, operation of the Juvenile Court, Probation Department, Human Services Agency, and Law Enforcement.
 - 1. For this purpose, the Commissions shall have access to all publicly administered institutions authorized or whose use is authorized by Chapter 2 of the Welfare and Institutions Code (W&I Code Section 229)
- B. The Commissions shall annually inspect institutions, any jail or other secure custody facility within the County which may be used for confinement of any minor; also, institutions operated for dependent children of the Court. It shall report the results of such inspection, together with its recommendations based thereon, in writing, to the Juvenile Court Judge, the Chief Probation Officer, Board of State and Community Corrections Standards Authority, and the Board of Supervisors.
- C. The Commissions may hold hearings to gain information beyond the inspection of institutions and utilize, with the concurrence of the Judge, the subpoena power of the Juvenile Court requiring attendance and testimony of witnesses and production of papers.
- D. Juvenile justice policy matters are a concern of the Commissions. Recommendations will be made to the Juvenile Court, Board of Supervisors, and/or any other responsible policy-making body or individual, as appropriate.
- E. The Commissions are actively concerned with the provision of appropriate and adequate services and facilities by city, county, and state governments.
- F. The Delinquency Prevention Commission may make inquiries into the status of youth service programs, public and private.
- G. Delinquency prevention policy matters are also the Commissions' concern. Recommendations will be made to the Juvenile Court, Board of Supervisors and/or any other responsible policy making body or individual, as appropriate.

ARTICLE IV - OFFICERS

The officers of the Juvenile Justice and Delinquency Prevention Commissions of San Mateo County shall be: Chair, Vice Chair-Membership, and Vice Chair-Administration. The San Mateo County, County Executive's office shall provide administrative staff and clerical support to assist the Commissions in carrying out their mandates.

- A. The Chair shall appoint a Nominating Committee consisting of members of the Commissions, not later than the October meeting of each year, and shall designate the Nominating Committee Chairperson. The Nominating Committee shall report its recommended slate to the full membership by the final regular public meeting of the year. Nothing in this section shall be construed to prevent any member from nominating a member for any office for the ensuing year.

- B. The Commissions' Chair and Vice Chairs shall be elected from the full membership by a roll call vote of the members present at the final public meeting of the year. To be elected, the officer candidates must receive the votes of a majority of the members in attendance.
- C. The officers shall hold office commencing January 1st for one year or until their successors shall be duly elected.
- D. In the event of a vacancy in the offices of Chair and Vice Chair, by death, resignation, or otherwise, the Commissions shall immediately nominate and elect a successor to the vacant office for the remainder of their term of office.
- A. The Chair shall preside at all meetings of the Commission at which they are present. They shall perform such duties and shall exercise such powers as usually pertain to the office of the Chair and shall have additional duties and powers as granted by the membership.
- B. In the absence or vacancy of office of the Chair, the Vice Chair-Administration shall preside at all meetings of the Commissions and enjoy the powers and duties of the Chair. The structure of the Commissions will include the following roles and responsibilities, where possible:
- Chair
Provides overall leadership of the Commissions and leads discussions on annual priorities. Responsible for developing meeting agendas, running meetings, and producing an annual report. Chair issues external communications on behalf of JJDPC or assigns a Commissioner to issue external communications.
 - Vice Chair-Administration
Stands in for the Chair as needed. Responsible for maintaining and updating the Commissions' materials and on-line resources and provides oversight of the JJDPC web site. The Vice Chair-Administration is fully informed of the provisions of the Commissions' Operating Policies and the San Mateo County Boards and Commissions Handbook and uses their best efforts to ensure the Commissions follow the provisions and guidelines set out therein.
 - Vice Chair - Membership
Responsible for overseeing recruitment processes of new members, the application, interview, and approval process, leads the Membership Committee, and assists with the on-boarding and orientation of new members.
 - Project Lead
A "Project" is an ad-hoc committee formed to pursue an aspect of the goals and aspirations of the Commission. A Project Lead is that committee's chairperson and is responsible for developing a Project plan including goals, milestones, and deliverables, implementing an approved Project plan on schedule, and providing reports to the Commissions.
 - Inspection Coordinator
Responsible for keeping inspection forms and materials current. The Inspection Coordinator manages the sign-up process for inspections, is responsible for oversight of inspections, the report approval process, and the preparation and distribution of letters and final reports, as required.

- Legislative Coordinator
Responsible for tracking and analyzing delinquency and dependency systems-related legislation and keeping the Commissions informed of relevant changes and developments on a timely basis.
 - Social Media & Marketing Coordinator
Responsible for the implementation of the Commissions’ marketing and communications strategy, and managing the Commissions’ social media accounts in accordance with the County and Commissions social media guidelines. The Social Media & Marketing Coordinator may form and lead a social media subcommittee (“Social Media Working Group”), and shall keep the social media work plans updated and provide copies to the County Executive's Office annually.
 - Liaisons
Responsible for maintaining relationships with relevant organizations to ensure each party is informed on areas of common interest. Liaisons shall keep current on relevant issues and update the Commissions on areas of interest.
 - Community Ambassadors
Represent the Juvenile Justice & Delinquency Prevention Commissions at stakeholder meetings as appropriate and update the full membership on areas of interest.
- H. A county-assigned staff person will provide administrative services to the Commissions including, but not limited to, maintaining membership files, assisting with Commissioner on-boarding, ordering Commissioner business cards, and posting agendas, materials, and reports on appropriate County platforms 72 hours prior to a scheduled public meeting as legally required by the Brown Act.

ARTICLE V - SUBCOMMITTEES

- A. The Commissions may establish ad-hoc or standing committees of its membership to perform fact-finding functions in any matter under jurisdiction of the Commissions. The Chair of the Commissions shall appoint a committee chairperson for each committee established. When applicable, a committee may include non-commission members. A committee shall report its findings of fact at a scheduled public meeting, at which time the full membership shall consider and/or act upon such findings.
- B. The purpose, scope, and results of each ad-hoc or standing committee shall be recorded in the Commissions’ public meeting minutes.
- C. Each ad-hoc or standing committee chairperson shall be responsible for keeping records of all actions and reports and shall submit these records to the full membership on a regular basis.

ARTICLE VI - ORGANIZATION PROCEDURES

- A. The rules of parliamentary law embraced in Rosenberg's Rules of Order shall serve as a guide in meetings of the Commissions in all cases in which such rules are not inconsistent with these policies.
- B. Meetings. The Commissions shall meet on the last Tuesday of each month except December, unless this time is changed by the Commissions. A schedule of meeting times, dates, and places shall be posted on the Commissions' website and social media accounts.
- C. Meeting Time. The Chair shall call each scheduled public meeting to order at the time established by the Commissions.
 - A. Quorum. Quorum will be one/half plus one of the Commissioners in good standing.
 - B. Notice. Notice of meetings of the Commissions will be as required by the Brown Act.
 - C. Meeting Agenda. The Chair of the Commissions shall prepare and distribute an agenda at least four business days prior to each scheduled public meeting. The agenda shall consist of a list of items to be considered at each regular meeting which are described in sufficient detail to give notice about business to be considered at the meeting. Nothing in this section shall be construed to prohibit the introduction of agenda items which through exercise of due diligence could not have been placed on the agenda and which require early action by the Commissions. Members of the Commission desiring to place items on the agenda should contact the Chair. A Commissioner may bring up items introduced solely for informational purposes and which involve no request for immediate action by the Commissions.
 - D. Suspension of Order of Business. The order of business may be suspended at any time during any meeting of the Commissions by a majority vote of the members present.
 - E. Action by the Commission. The Commissions may take action on matters properly before it, only at a scheduled meeting. The authority of the Commissions may only be exercised as an entire body, and only at such meetings as duly and legally called and constituted. Individual members acting in their individual capacities have no authority to commit the Commissions to any policy determination or course of action unless the Commissions previously authorized or subsequently ratified such act by that individual Commissioner.
 - F. Voting. Each member in good standing is entitled to one vote. . Members must be present to exercise their vote.
 - G. Written Record of Commission Proceeding. The Commissions' official record of proceedings at meetings shall be known as the minutes and shall be a record of the actions taken by the Commissions. At the subsequent meeting, minutes shall be approved by a majority vote of the members present at that time. Once approved by the Commissions, the minutes shall be the official records of the proceedings at which they were taken. The minutes shall be posted onto the Juvenile Justice & Delinquency Prevention Commissions website and retained as required by State law.
 - H. Press Releases. Only the Chair of the Commissions or their designee shall issue press releases on behalf of the Commissions.

- I. Release of Information. The Juvenile Justice and Delinquency Prevention Commissions of San Mateo County may conduct inquiries involving minors in the juvenile justice system. Because of the confidential and sensitive nature of these inquiries, the Commissions may choose to write an executive summary of any final report. If the Commissions choose to publicize their findings and recommendations, the executive summary and not the final report shall be used. The decision to release an executive summary will be made by a vote of the full membership of the Commissions.
- J. Contact with Public and Agency Personnel. The Chair or other Commissioner designated by the Commissions shall be spokesperson with County agencies and/or personnel as well as the media. Commissioners shall work in teams of two or more in speaking on behalf of the Commissions or in gathering information on behalf of the Commissions, except in assigned committee representation.
- K. Correspondence. All correspondence on behalf of the Commissions shall be sent only with the approval of the entire membership or the Chair. Correspondence shall reflect the title of Chair.
- L. Special Meetings. Special meetings of the Commissions shall be called, as necessary.
- M. Annual Meeting. The Commissions shall hold an Annual Meeting every January, at the regular meeting of the Commissions. At the Annual Meeting the Commissions shall:
 - 1. Readopt these operating policies which are then in effect, along with any proposed amendments thereto, with approval by a majority vote.
 - 2. Review the Commissions' prior year's activities.
 - 3. Establish the Chair's vision for the next year.
- N. Commission Retreat. The Commissions may hold a Planning Retreat Meeting if so desired, on a day most convenient to all members. The purpose of the retreat shall be established by the members at a regularly scheduled meeting.
- O. Written Communications to the Commissions. All written communications addressed to the Commissions or any member thereof involving policy matters which are properly the concern of the Commissions shall be placed on the agenda of the next meeting of the Commissions held after receipt of the written communication.
- P. Documents: Commissioners shall store and maintain all documents, data, and work products related to the Commissions on a specified secure server that is accessible to all active members in good standing.

These Operating Policies shall be revised as necessary to be in conformance with the Welfare & Institutions Code and other applicable State law. They shall be reviewed and amended as needed by the Commissions.