

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT  
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF BULLETIN #: D-201.2

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REPLACES: 3/22/2016

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**SUBJECT: PERSONAL BELONGINGS/TELEPHONE USE**

**POLICY**

To ensure the safety and security of the institution, staff and youth, all containers brought into the institution are subject to search. Items that present a clear hazard or may be immediately used as a weapon shall not be brought into the institution

**PROCEDURES**

A. Securing of Personal Items

Personal belongings that are brought into the institution shall be secured in an area where youth do not have access.

B. Staff Lockers

1. Staff lockers are available in the time clock room for personal belongings that are not acceptable in the institution.
2. These lockers are for daily use only.
3. Staff wishing to use a locker must bring their own personal lock.
4. All items secured in a staff locker shall be removed at the end of an employee's shift.
5. Any personal locks left on a staff locker for more than 24 hours may be physically removed.

C. On Units

1. Personal belongings that are acceptable in the institution may be hand carried to a unit in a clear see through container or bag.
2. These items shall be stored in the secured staff rooms on Units 1, 2 & 3.
3. Personal items on Units 4, 5 & 6 shall be secured in a locked cabinet in the staff station.
4. Personal Items in Camp Peterson shall be secured in the staff closet.

D. Responsibilities

1. Each staff will be individually responsible for any item he/she brings into the institution.
2. Should an item be misused and/or stolen, the department will not be liable and under certain circumstances, discipline may be initiated.
3. Staff shall not bring any item into the institution to be used by, given to, or shared with youth without the written approval of Detention Administration.
4. Juvenile Detention Unit Supervisors will be responsible for ensuring that staff under their supervision follows this policy.
5. Juvenile Detention Facility Supervisors will be responsible for enforcing this policy and initiating corrective action.

E. Prohibited Items

1. Examples of items NOT to be brought into the institution by staff include, but are not limited to:
  - a. Firearms
  - b. Knives
  - c. Weapons
  - e. Pornography
  - f. Glass containers
2. Examples of items that may NOT be brought into the housing units, but may be locked in a locker in the time-clock room by staff include, but are not limited to:
  - a. Newspapers and magazines
  - b. Cell phones
  - c. Laptop computers
  - d. Music CD's, DVD's, audiotapes, personal stereos, Walkman, etc.
  - e. Movies/videos
  - f. Glass containers
3. Other agencies working in the facility, who do not have a locker in the time-clock room must lock these items in their work areas that are not accessible to youth.

F. Allowable Items

1. Examples of items that may be brought into the housing unit by staff include, but are not limited to:
  - a. Personal medications

- b. Personal hygiene (i.e. lotion, lipstick, hair, brush, etc. – no metal/glass)
- c. Meals
- d. Plastic spoons
- e. Plastic containers and/or bags

G. Personal Telephone Calls

- 1. If a personal cell needs to be made, approval needs to be obtained from the Duty Officer.