

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

TO: ALL STAFF

BULLETIN #: D-1402

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REPLACES: 2/23/2016

ISSUE DATE: 1/28/2019

**SUBJECT: JUVENILE FACILITY CROWDING REPORT**

**POLICY**

The Board of State and Community Corrections shall establish the maximum capacity of a juvenile facility based on statute and applicable regulations.

**PROCEDURES**

- A. When the number of youth detained in a living unit of a juvenile facility exceeds its maximum capacity for more than 15 calendar days in a month, the facility administrator shall provide a crowding report to the Board in a format provided by the Board.
- B. The Executive Director of the Board of State and Community Corrections shall review the juvenile facility's report and initiate a process to make a preliminary determination if the facility is suitable for the continued confinement of youth.
- C. If the Executive Director determines that the facility is unsuitable for the confinement of youth, the recommendation shall be reviewed by the Board of State and Community Corrections at the next scheduled meeting.
- D. Notice of the Board's findings and/or actions shall be public record and, at minimum, will be provided to the facility administrator, presiding juvenile court judge, chairperson of the board of supervisors and juvenile justice commission within ten working days of the Board meeting.