

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

**TABLE  
OF  
CONTENTS**

<u>Section</u>	<u>Sub-Section</u>	<u>Subject</u>	<u>ISSUE DATE</u>
		<b>PREFACE</b>	
100	100	Juvenile Detention Mission and Philosophy Statement – 4 Pages	10/1/18
	102	Relationships – 3 Pages	1/28/19
	103	Organizational Chart – 1 Page	1/28/19
	105	Definitions – 10 Pages	1/24/19
150		<b>MANUAL AND RECORDS</b>	
	150	Policy and Procedure Manual – 6 Pages	1/24/19
	152	Record Keeping and File Storage – 2 Pages	1/28/19
200		<b>EMPLOYEE GUIDELINES</b>	
	201.2	Personal Belongings/Telephone Use – 3 Pages	1/28/19
	202	Concerns of Parent, Guardians or Other Parties – 2 Pages	1/28/19
	203	Standards of Dress and Appearance – 3 Pages	3/22/16
	203.1	Peace Officer Badges—Juvenile Detention Officer Series – 3 Pages	1/28/19
	205	Work Hours – 3 Pages	10/30/02
	208	Time Clock – 3 Pages	1/28/19
	215	Time Off Requests – 3 Pages	1/28/19
	216	Working Above Classification – 2 Page	1/28/19
	217	Late Notice – 2 Pages	1/28/19
	218	Securing of Firearms – 1 Page	1/28/19
	219	Early Promotion – 1 Page	1/28/19
	226	Staff Scheduling – 2 Pages	1/28/19
	227	Training For Juvenile Detention Officers – 10 Pages	1/24/18
	227.1	Approaches When Working with Youth – 1 Page	1/24/19
	227.5	Training for Non-Juvenile Detention Officers – 2 Pages	10/1/18
300		<b>INTAKE PROCEDURES, UNIT ASSIGNMENT, AND CLASSIFICATION OF YOUTH</b>	
	300	Youth Intake Procedures – 7 Pages	11/1/18
	301	Probable Cause Hearing – 5 Pages	1/28/19
	302	Intake Release/Detain Procedure – 9 Pages	5/10/16
	303	Place of Detention: 18- and 19-year-olds – 1 Page	1/28/19
	304	Release Procedures – 15 Pages	10/1/18
400		<b>STAFFING</b>	
	400	Staffing – 6 Pages	10/1/18
	401	Classification Policy – 10 Pages	11/1/18
	402	Institutional Assessment, Case Plan, and Casework – 4 Pages	12/3/18
	450	Qualifications (Job Specifications) – 9 Pages	1/28/19
500		<b>FACILITY ACTIVITIES</b>	
	500	Facility Activities – 8 Pages	1/30/19
	500.1	Food Service Plan – 16 Pages	1/24/19
	500.2	Wellness Policy – 5 Pages	5/10/18
	501	Visiting – 9 Pages	3/22/16
	502	Clothing, Personal Hygiene, and Bedding – 5 Pages	3/22/16
	503	Facility Dog Program – 8 Pages	6/7/17
	595	Behavior Management System – 26 Pages	12/3/18
	598	Cognitive Behavioral Training Groups – 5 Pages	2/5/19
	599	Managing Youths' Behavior – 19 Pages	6/11/18

<b><u>Section</u></b>	<b><u>Sub-Section</u></b>	<b><u>Subject</u></b>	<b><u>ISSUE DATE</u></b>
<b>600</b>		<b>ROOM SEPARATION</b>	
	600	Room Separation – 10 Pages	11/1/18
	600.5	Non-Behavioral Room Separation – 3 Pages	1/30/19
	601	Incident Reports – 3 Pages	1/30/19
	602	Juvenile Detention Force Options – 17 Pages	12/3/18
	602.1	Room Extraction – 6 Pages	1/28/19
	603	Youth Rights and Due Process – 4 Pages	6/11/18
	605	Searches – 8 Pages	6/22/16
	606	Youth Grievances – 6 Pages	1/30/19
	607	Probation Officer Request Form – 3 Pages	1/28/19
	664	Transgender Youth – 4 Pages	12/3/18
	665	Prison Rape Elimination Act (PREA) Policy – 13 Pages	1/28/19
<b>700</b>		<b>EDUCATION</b>	
	700	Education – 6 Pages	3/22/16
<b>800</b>		<b>HEALTH CARE SERVICES</b>	
	800	Health Care Services – 27 Pages	4/13/17
	802	Suicide Prevention Plan – 14 Pages	12/3/18
	802.5	Safety and Room Placement – 9 Pages	1/30/19
	803	Housekeeping – 3 Pages	1/28/19
	804	Medical Record Book – 2 Pages	1/28/19
<b>900</b>		<b>JUVENILE DETENTION OFFICER RESPONSIBILITIES</b>	
	900	Juvenile Detention Officer Expectations & Responsibilities – 6 Pages	1/28/19
	901	Living Unit Shift Report – 2 Pages	1/28/19
	902	Transportation – 11 Pages	1/23/18
	903	Control Staff Duties – 2 Pages	1/28/19
	904	Intake Staff – 2 Pages	11/1/18
	905	Graveyard Shift Responsibilities – 2 Pages	1/28/19
<b>1000</b>		<b>ALTERNATIVES TO DETENTION</b>	
	1000	Alternatives to Detention – 10 Pages	1/28/19
<b>1100</b>		<b>RADIO COMMUNICATIONS</b>	
	1100	Radio Communications - 2 Pages	1/28/19
<b>1200</b>		<b>EMERGENCY PROCEDURES</b>	
	1200	Emergency Procedures – 17 Pages	11/1/18
	1201	Announcing and Reporting Emergencies – 5 Pages	1/28/19
	1202	Emergency Fence Extraction Protocol – 2 Pages	1/28/19
<b>1300</b>		<b>SAFETY AND SECURITY</b>	
	1300	Safety and Security – 10 Pages	11/1/18
	1301	Safety Checks – 7 Pages	1/30/19
	1302	Access to Detention Facility – 3 Pages	1/28/19
<b>1400</b>		<b>REPORTING OF LEGAL ACTIONS AND GASSING</b>	
	1400	Reporting of Legal Actions – 1 Page	1/28/19
	1401	Death and Serious Illness or Injury While Detained – 4 Pages	10/1/18
	1402	Juvenile Facility Crowding Report – 1 Page	1/28/19
	1403	Population and Profile Survey Reports – 1 Page	1/28/19
<b>INDEX</b>		<b>INDEX</b>	