



PROBATION DEPARTMENT
COUNTY OF SAN MATEO
YOUTH SERVICES CENTER
John T. Keene, Chief Probation Officer
PRE-BOOKING FORM

Date: _____ Time of Arrival: _____ Name of youth: _____

Assigned Deputy Probation Officer: _____

Delivering Officer: _____ Agency: _____ Badge Number: _____

To be completed by the Delivering Officer (i.e. Deputy Probation Officer, Police Officer, Transportation Officer, etc.)
Note: No Booking with serious injury or having ingested or used drugs or alcohol will be accepted into this facility without written medical clearance.

1. Admitting charges (Indicate Felony or Misdemeanor):

2. If youth is 17 years of age or younger, has he/she had the opportunity to consult with legal counsel per SB 395?

Yes No N/A Notes: _____

3. Is this youth ill or recently injured, YES/ NO? If YES, explain:

4. Has the youth provided any information regarding the youth's past or present suicidal ideations, behaviors or attempts? EXPLAIN: (staff ask PARENTS this question as well)

Per Parent: YES / NO : WHEN: _____

5. Has the youth recently used drugs or alcohol, YES/NO? If YES, when, what, and quantity:

6. Does the youth show any symptoms of drug or alcohol use, YES/ NO? If YES, explain:

7. Has the youth recently been invited, employed, harbored, taken from city to city, kidnapped or asked to engage in sexually explicit conduct for the purpose of someone else's personal or monetary gain? If YES, explain:

8. If YES to any of the above, which hospital medically cleared the youth?

9. Has the youth ever been convicted of a sexual offense, YES/ NO? If YES, what charges and circumstances if known?

10. Is the youth a known gang member, YES of NO? If YES, which gang:

11. Will youth be attending court? What date? Open Release Date:

RECEIVING SCREENING FORM
SAN MATEO COUNTY YOUTH SERVICES CENTER
CORRECTIONAL HEALTH SERVICES
(No acutely ill minor is to be accepted into the facility)

DATE: _____ TIME: _____ PIMS# _____

____ Furlough ____ FPP ____ Weekender ____ Blue booking ____ Therapeutic Detention ____ Probation Violation ____ New Admit ____ Prior Admit

NAME: _____ AKA: _____ DOB: ____/____/____

SEX: M / F / Other Nonbinary

Medical Consent: YES / NO Expires: ____/____/____

OBSERVATION: DOES THE MINOR HAVE OR APPEAR TO BE:		
<i>(Do not ask minor questions, watch minor and record what you see.)</i>		
1. Unconscious, unable to rouse	YES	NO
2. Visible signs of trauma, illness	YES	NO
3. Having difficulty breathing, severe chest pain	YES	NO
4. Under the influence of alcohol / drugs	YES	NO
5. Shakes, vomiting, cramps, confusion	YES	NO
6. Developmentally disabled or delayed EXPLAIN: _____	YES	NO
7. Signs of psychiatric problems	YES	NO
8. Agitated, assaultive, depressed, tearful, withdrawn	YES	NO

QUESTIONS: DO YOU CURRENTLY HAVE or HAVE YOU RECENTLY BEEN EXPOSED TO:	
<input type="checkbox"/> Hepatitis	<input type="checkbox"/> Body Rash
<input type="checkbox"/> Chickenpox	<input type="checkbox"/> Lice/Scabies
<input type="checkbox"/> Eye Infection	<input type="checkbox"/> None
TB Screening:	
<input type="checkbox"/> Productive/Painful Cough	<input type="checkbox"/> Night Sweats
<input type="checkbox"/> Fever	<input type="checkbox"/> Coughing Up Blood
<input type="checkbox"/> Weight Loss	<input type="checkbox"/> Chills
<input type="checkbox"/> None	
<i>Positive Answers to the Above Questions Require Isolation Until Screened by a Nurse</i>	
Do you have?	
<input type="checkbox"/> Seizures	<input type="checkbox"/> Asthma
<input type="checkbox"/> Diabetes	<input type="checkbox"/> None

1. Do you have any illness or injury at this time? If yes, explain: _____	YES	NO
2. Have you used any drugs or alcohol in the last 12 hours? What did you use? _____ What time was you last use? _____	YES	NO
3. Are you being treated by a Health Provider at this time? If yes, name of MD, last visit, next visit: _____	YES	NO
4. Are you currently taking medications? Name _____ Dose _____ Last taken? _____	YES	NO
5. Do you have any serious dental problems? Comments: _____	YES	NO
6. Are you allergic to any medication or food? If yes, specify: _____	YES	NO

Females Only:		
7. Are you pregnant? If yes, how many months? _____	YES	NO
8. Have you recently had a baby? If yes, how old is your child? _____ Dr. Name _____	YES	NO

RECEIVING SCREENING FORM
SAN MATEO COUNTY YOUTH SERVICES CENTER
CORRECTIONAL HEALTH SERVICES

(No acutely ill minor is to be accepted into the facility)

Mental Health Questions:

9. Are you currently or have you in the recent past seen a Mental Health Therapist? YES NO
Dr.'s name _____ Phone Number _____

10. Have you ever thought about killing yourself? YES NO

11. Have you thought about killing yourself within the last two weeks? YES NO

12. Have you ever tried to kill yourself? When? _____ Why? _____ YES NO

13. Do you feel like killing yourself now? YES NO
Explain _____

14. Do you have a plan? How will you do it? YES NO
Explain _____

If yes to 9 and/or 10 complete a Mental Health Memo and advise Mental Health via phone. If yes to any of the 11 through 14 complete a Mental Health Memo, notify Mental Health via phone and follow suicide watch policy and procedures.

- DISPOSITION:** Hospital Clearance Required Hospital Clearance obtained (FORWARD CLEARANCE TO MEDICAL)
 No Mental Health Referral Mental Health Memo completed Mental Health notified via phone
 No immediate medical attention needed Sick call referral only immediate medical consultation
 Isolation required/medical notified

Religious Preference _____ Medical Insurance _____

***** Even If Minor Is Not Accepted for Admission: Send Form to Medical. *****

OTHER COMMENTS/ DISCRIPTIONS:

Screeners Signature: _____

Date: _____

Medical Review by: _____, RN/NP/MD

Date: _____



**PROBATION DEPARTMENT
COUNTY OF SAN MATEO**
John T. Keene, Chief Probation Officer

Miranda Rights of Minor

- You have the right to remain silent.
- You have the right to know that anything you say can and will be used against you in a court of law.
- You have the right to talk to a lawyer before any questions and have him/her with you during questioning.
- You have the right to have a court appointed lawyer represent you if you cannot afford one.

Do you understand each of the above rights?

Yes No

Do you have your own attorney?

Yes No

❖ Name of attorney: _____.

Telephone No. Of Attorney: _____.

Address of Attorney: _____.

❖ Full Name of Minor (print): _____.

Signature of Minor: _____.

Signature of Staff _____.

Date: _____.



**PROBATION DEPARTMENT
COUNTY OF SAN MATEO**
John T. Keene, Chief Probation Officer

Derechos Legales De Menores

- **Usted tiene el derecho de mantener silencio.**
- **Usted tiene el derecho de saber que cualquier cosa que usted diga puede ser y sera usado en contra de usted en la corte de justicia.**
- **Usted tiene el derecho de hablar con un abogado antes de ser interrogado y de tenerlo presente durante cualquier interrogatorio.**
- **Usted tiene el derecho de tener un abogado nombrado por la corte para representarle si no puede pagar un abogado privado.**

Entiende usted cada uno de sus derechos? Si No

Tiene usted un abogado privado? Si No

❖ **Nombre de su Abogado:** _____.

Numero de telefono de su Abogado: _____.

Direccion de su Abogado: _____.

❖ **Nombre completo del menor (impresnta):** _____.

Firma del menor:
_____.

Fecha: _____.



**PROBATION DEPARTMENT
COUNTY OF SAN MATEO**
John T. Keene, Chief Probation Officer

PROPERTY INVENTORY FORM

Name of Youth:	PIMS#:	Date:
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PERSONAL ITEMS (Mark number of items in box) DESCRIBE IN DETAIL. USE BACK IF NEEDED.

<input type="checkbox"/> Wallet <input type="checkbox"/> Purse <input type="checkbox"/> Backpack <input type="checkbox"/> Cell phone <input type="checkbox"/> Other	<input type="checkbox"/> Comb <input type="checkbox"/> Brush <input type="checkbox"/> Condom <input type="checkbox"/> Keys <input type="checkbox"/> Other	<input type="checkbox"/> Watch <input type="checkbox"/> Bracelet <input type="checkbox"/> Necklace <input type="checkbox"/> Earrings <input type="checkbox"/> Ring	<input type="checkbox"/> Pen / Pencil <input type="checkbox"/> Binder <input type="checkbox"/> Magazines <input type="checkbox"/> Books <input type="checkbox"/> Papers
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CLOTHING (Mark number of items in box) DESCRIBE IN DETAIL. USE BACK IF NEEDED.

Property bag #

<input type="checkbox"/> Outside shirt <input type="checkbox"/> T-shirt <input type="checkbox"/> Sweatshirt <input type="checkbox"/> Sweater <input type="checkbox"/> Blouse <input type="checkbox"/> Other:	<input type="checkbox"/> Pants <input type="checkbox"/> Sweatpants <input type="checkbox"/> Shorts <input type="checkbox"/> Skirt <input type="checkbox"/> Dress	<input type="checkbox"/> Underwear <input type="checkbox"/> Bra <input type="checkbox"/> Socks <input type="checkbox"/> Belt <input type="checkbox"/> Hat	<input type="checkbox"/> Sandals <input type="checkbox"/> Sneakers/Sport shoes <input type="checkbox"/> Dress shoes <input type="checkbox"/> Boots <input type="checkbox"/> Jacket
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CASH No Yes Amount: \$ _____ Receipt: # _____

The above is a correct list of all property and clothing items taken from me upon entering this San Mateo County Juvenile Facility.

Youth signature: _____ Date: ____/____/____

Staff signature: _____ Date: ____/____/____

I received back all of the above items in the same condition as when they were taken from me when I entered this facility.

Youth signature: _____ Date: ____/____/____

COMMENTS:



Youth Services Center Search Authorization Form

Name of youth:	PIMS#	Date:
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To be completed by Admissions staff

A youth shall only be strip-searched if one or more of the following are true (check all that apply):

- This youth is charged with, being held on, or convicted of a **felony**.
- This youth is charged with, being held on, or convicted of a **misdemeanor charge involving violence, weapons, or drugs**.
- This youth is currently on probation with search and seizure orders.
- There is a reasonable suspicion that this youth is **concealing drugs, contraband, or a weapon**.

Staff must obtain the signature of an ISM prior to conducting a strip search.

To be completed by ISM-OD

Describe the specific and articulable facts and circumstances upon which the reasonable suspicion determination was made:

Type of search authorized: Visual search Clothing
search Incident Report generated? Yes No

ISM signature:

Date:

To be completed by Admissions staff

Time:	AM/PM	Date:	Place:
Staff name:		Staff sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Results of search, including a list of any items removed from the person searched:			
Staff signature:			

Reference: San Mateo County Probation Department, Institutions Division, Policy and Procedure Manual



**PROBATION DEPARTMENT
COUNTY OF SAN MATEO**
John T. Keene, Chief Probation Officer

Sexual Abuse & Sexual Harassment Orientation

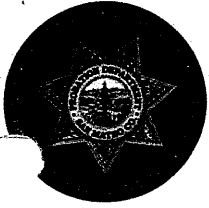
1. The San Mateo County Probation Department's Youth Services Center and Camp Kemp facilities have a **ZERO TOLERANCE** policy against sexual abuse/assault which can include sexually abusive contact, penetration, indecent exposure, voyeurism and sexual harassment. You have the right to be free from sexual abuse and harassment.
2. Sexually abusive contact is touching another person's private parts.
3. Indecent exposure is the display of a person's private parts in the presence of another (excluding staff performing their duties i.e. searches, supervision, etc.).
4. Voyeurism is the invasion of a person's privacy through peering or staring at them while they are undressed or partially exposed (excluding staff performing their duties i.e. searches, supervision, etc.).
5. Sexual harassment can be verbal, written or a behavior of a sexual nature. It includes threats, extortion, bribery, demeaning references to gender, derogatory comments about body or clothing, profane or obscene language, gestures or written comments.
6. Private parts include the: penis, vagina, inner thigh, anus, buttocks or breast.
7. Sexual abuse/assault can be reported to any staff member, someone you trust or by calling 650-312-5220.
8. Sexual abuse/assault can also be reported by utilizing the grievance box.
9. All persons are expected to **IMMEDIATELY** report any sexual abuse/assault, even if it happens to another person.
10. Reporting a sexual abuse/assault is a serious allegation.
11. **ALL** sexual abuse/assaults will be investigated.
12. Anyone who sexually assaults another person **WILL** face criminal charges.
13. Retaliation against a victim or the person who reported the sexual abuse/assault will **NOT** be tolerated.
14. All victims and informants will be protected.
15. False reporting of a sexual abuse/assault **WILL** have consequences.

I have read and understand the above statements.

Name (print): _____

Signature: _____

Date: _____



PROBATION DEPARTMENT
COUNTY OF SAN MATEO
John T. Keene, Chief Probation Officer

Orientacion de Abuso y Acoso Sexual

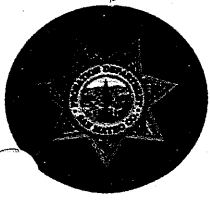
1. Esta instalacion tiene una politica de **CERO TOLERANCIA** contra el abuso/asalto sexual que puede incluir contacto sexual, penetracion, exhibicionismo, voyeurismo y acoso sexual. Tienes el derecho a ser libre de acoso y abuso sexual.
2. Contacto sexual es tocar las partes privadas de otra persona.
3. El abuso o agresion sexual le puede ocurrir a cualquiera.
4. Exposicion indecente es la exhibicion de partes intimas de una persona en la presencia de otra persona (excepto oficiales realizando sus funciones de trabajo. Por ejemplo: busquedas, supervision, etc...).
5. Voyeurismo es la invasion de la privacidad de una persona siendo espiada mientras se desnuda o esta parcialmente expuesto. (excepto oficiales realizando sus funciones de trabajo. Por ejemplo: busquedas, supervision, etc...).
6. El abuso o acoso sexual puede ser verbal, escrito o un comportamiento de naturaleza sexual. Incluye amenazas, extorsion, soborno, lenguaje o referencias denigrante a generos, gestos o comentarios por escrito.
7. Partes privadas son las siguientes: pene, vagina, entre piernas, ano, gluteos o pecho.
8. Abuso o asalto sexual puede ser reportado a cualquier miembro del personal, alguien en quien confias o llamando al 650-312-5220.
9. Abuso o asalto sexual tambien puede ser reportado utilizando el formulario de queja.
10. Todas las personas deben reportar **INMEDIATAMENTE** cualquier abuso sexual, incluso si esto le sucede a otra persona..
11. El reportar abuso o asalto sexual es una acusacion grave.
12. **TODO** abuso o asalto sexual reportado sera investigados.
13. Cualquier persona quien sexualmente asalta a otra persona **ENFRENTARA** cargos criminales.
14. **NO** sera tolerado represalias contra la victima o la persona que informo de la agresion.
15. Todas las victimas e informantes estaran protegidos.
16. Falsos informes de asalto o abuso sexual **TENDRA** consecuencias.
17. Joven detenido en Youth Services Center-YSC no puede dar consentimiento para participar en actos sexuales segun la politica, independientemente de su edad.

He leído y entiendo todas las declaraciones.

Nombre (Imprenta): _____

Signatura: _____

Fecha: _____



**PROBATION DEPARTMENT
COUNTY OF SAN MATEO**
John T. Keene, Chief Probation Officer

Juvenile Hall Classification/Room Assignment Evaluation

ADMISSIONS STAFF FILLS OUT COMPLETELY

Name:		DOB:	PIMS #:
		Height:	Weight:
Biological Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Intersex			
Sexual Orientation, how do you identify? <input type="checkbox"/> Heterosexual / Cisgender <input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Queer <input type="checkbox"/> Bisexual <input type="checkbox"/> Transgender (M to F) <input type="checkbox"/> Transgender (F to M)			
Pronoun _____ <input type="checkbox"/> Gender Non-Conforming			
Charge(s):		First time in custody: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have the Miranda Rights been read to this youth: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Provided youth with Juvenile Hall Facility Rules <input type="checkbox"/> YSC Handbook <input type="checkbox"/> PREA pamphlet provided	
Tattoos: Update Photo: <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Identify Location:	Describe Tattoo:
Updated in PIMS: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Moniker/AKA:		<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Behavior during Intake:		<input type="checkbox"/> Compliant <input type="checkbox"/> Noncompliant Example of Noncompliance: _____	
Vulnerability (i.e. is the minor concerned for their safety, being targeted, etc.?)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Protective: (i.e. non associations/PC)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Unit	Room #	Detention Reason (e.g. pre-adjudicated youth, new bookings, 24- and 48-hour holds, probation violations, transfer-outs, courtesy hold, and weekenders)	
Roommate Status			
History of Sex Offense: <i>i.e. Blue Dot</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, NO roommate Blue Sticker in file
History of peer/staff violence in Juvenile Hall:		<input type="checkbox"/> Yes <input type="checkbox"/> No	Notes:
Have you ever been sexually assaulted?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, NO roommate pending further evaluation. Notify medical and mental health staff and initial here: _____
Do you have any Mental Health issues to disclose:		<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, NO roommate pending further evaluation. Notify medical and mental health staff and initial here: _____
Do you have any Medical issues to disclose:		<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, include on Medical Screening Form and initial here: _____
Physical Disability:		<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, notify medical and initial here: _____
Gang Member: <input type="checkbox"/> Member <input type="checkbox"/> Associate <input type="checkbox"/> Former Member		<input type="checkbox"/> Yes <input type="checkbox"/> No	Notes:
Admissions Staff Name:		Date:	Time:

↓ MUST BE COMPLETED BY UNIT STAFF

Unit Staff Review

Is youth eligible to have a roommate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Notes:
Special Instructions:		
Reviewed by (Unit Staff Name):	Date:	Time:
Youth Signature:	Date:	Time:

Approved by ISM: _____ Date: _____

COMPLETED FORM - Original: Admissions File Yellow: Unit File



**PROBATION DEPARTMENT
COUNTY OF SAN MATEO
John T. Keene, Chief Probation Officer**

Juveniles Orientation Notice of Understanding

Please read and sign the following:

I _____, received the Youth Services Center (YSC)
(Juvenile's Printed Name)

Handbook which includes orientation material on Sexual Abuse and Sexual Harassment on
_____. I understand there is a zero tolerance policy on sexual abuse and
(Date)

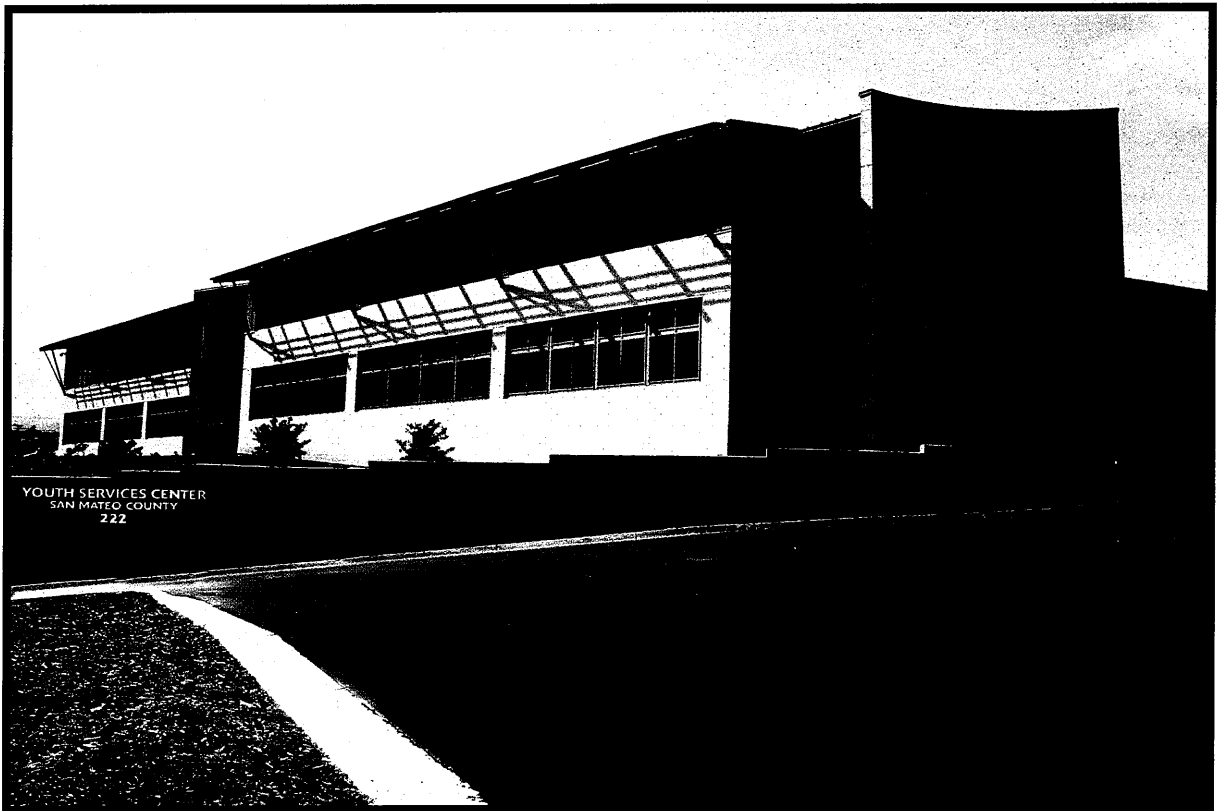
sexual harassment. I also understand how to report sexual abuse and sexual harassment. I have been encouraged to ask questions on materials found in the YSC handbook. I will tell staff if I have problems reading, understanding, or if English is not my first language so they can provide assistance.

Juvenile's Signature: _____

Staff Responsible for Training: _____

Date: _____

San Mateo County Probation Department Youth Services Center Parent/Youth Handbook



San Mateo County Probation Juvenile Hall Youth Handbook

Right now, you probably have lots of questions. A staff person will go over this handbook, which will tell you about Juvenile Hall and how things work here. You'll hear lots of information, and it is OK if you don't remember everything right away. Be sure to ask any questions if you need to.

WHY AM I HERE?

You might be here because the police have charged you with a crime. If so, you will go before a Judge within three days. At that hearing, the Judge will decide whether you need to stay at Juvenile Hall.

Another reason you might be here is because the Court gave you time to serve in detention. The Judge told you in court how long you will be staying, but if you don't know, ask a staff person.

Another reason you might be here is that you are about to go to another facility. For example, you might be going to one of the camps, or to a group home. Staff will try to get the paperwork and other arrangements ready as soon as possible, but it may be several days or weeks before you go to the next facility.

You might also be here because you had a problem in another program and staff thought you needed a "time out." Use your time here to think about what happened.

Right now, you might be angry, or you might not think that you need to be here. It is OK if you feel nervous. Make the most of the time by improving your education and how you deal with problems. Get all you can out of the programs. Work on building trust and respect with staff. Staff are here to help you.

Zero Tolerance

This juvenile facility has a **ZERO TOLERANCE** policy toward all forms of sexual abuse and sexual harassment. You have the right to be free from sexual abuse and harassment.

Need to Report?

Sexual abuse/assault can be reported to any staff member, someone you trust or by calling the confidential Prison Rape Elimination Act (PREA) hotline: **650-312-5220**.

1. The San Mateo County Probation Department's Youth Services Center, and Camp Kemp facilities have a **ZERO TOLERANCE** policy against sexual abuse/assault which can include sexually abusive contact, penetration, indecent exposure, voyeurism and sexual harassment. You have the right to be free from sexual abuse and harassment.
2. Sexually abusive contact is touching another person's private parts.
3. Sexual abuse / assault can happen to males and females
4. Indecent exposure is the display of a person's private parts in the presence of another (excluding staff performing their duties i.e. searches, supervision, etc.).
5. Voyeurism is the invasion of a person's privacy through peering or staring at them while they are undressed or partially exposed (excluding staff performing their duties i.e. searches, supervision, etc.).
6. Sexual harassment can be verbal, written or a behavior of a sexual nature. It includes threats, extortion, bribery, demeaning references to gender, derogatory comments about body or clothing, profane or obscene language, gestures or written comments.
7. Private parts include the: penis, vagina, inner thigh, anus, buttocks or breast.
8. Sexual abuse/assault can be reported to any staff member, someone you trust or by calling 650-312-5220.
9. Sexual abuse / assault can also be reported utilizing the grievance box.
10. All persons are expected to **IMMEDIATELY** report any sexual abuse/assault, even if it happens to another person.
11. Reporting a sexual abuse/assault is a serious allegation.
12. **ALL** sexual abuse/assaults will be investigated.
13. Anyone who sexually assaults another person **WILL** face criminal charges.
14. Retaliation against a victim or the person who reported the sexual abuse/assault will **NOT** be tolerated.
15. All victims and informants will be protected.
16. False reporting of a sexual abuse/ assault **WILL** have consequences.
17. Youth detained in a San Mateo County Juvenile Facility cannot give consent to engage in sexual acts per policy, regardless of the youth's age.

You will sign a copy of these rules and it will be put in your court file.

**San Mateo County Probation Department
Camp Kemp • Juvenile Hall
Facility Rules**

Youth in San Mateo County's juvenile justice facilities are required to follow the rules listed below. Ask a staff person for help if you do not understand them or have questions. If you do not follow the rules and reasonable staff directions, you will face consequences and discipline. Reasonable staff directions are those that do not physically or emotionally abuse you.

General

1. You must obey all Federal, State, and local laws and regulations during your stay. You will receive a new charge or charges if you commit a crime.
2. **Assault on staff or other youth is a crime.** All staff are Peace Officers while on duty.
3. You must go to school or have education and must attend all programs.
4. If you have a good attitude and follow the rules, you can earn certain privileges.
5. If you have a problem with someone else, tell a staff person. Do not handle it yourself.
6. You have the right to file a compliant (a "grievance") about any aspect of your care. Staff will show you where to find the grievance forms on your living unit.

Behavior

7. Do not argue or talk back to staff.
8. Do not abuse or try to abuse staff or youth.
 - a. No inappropriate touching or contact, even if you are playing.
 - b. No fighting, hitting, kicking, slapping, or shoving.
 - c. No bullying, threatening, or verbal abuse.
 - d. No hitting others with body fluids (spit, urine).
9. Do not hurt yourself or attempt to hurt yourself. If you feel like hurting yourself or someone else, ask a staff member to talk to a mental health counselor right away.
10. No gang activity such as signs, tagging, writing, or communication. Unless approved by a staff person, do not talk about being in a gang or gang activities.
11. Do not mark, damage, or destroy anything in or part of the buildings. This includes things that belong to the facility, belong to staff or another youth, or belong to you. Do not chip paint, or tear sheets or clothing.
12. No stealing, borrowing, or trading of things.
13. You can only use the telephone if a staff person says you can and watches you.
14. No swearing, inappropriate language, obscene or sexual comments, or hand or face movements/gestures.
15. No talking at meals until everyone is sitting down and food is passed out. Use good table manners. Do not take extra food or stand up without permission from staff.
16. No loud or disruptive behavior. Do not talk or yell between sleeping rooms or in the dorm.
17. Do not touch door bolts, locks, fire extinguishers, or cabinets. This is a security violation, and you may be transferred to a restricted program in Juvenile Hall.
18. Do not gamble, bet, or make wagers with other youth.

Moving

19. Before you move from place to place, raise your hand and ask a staff person for approval. You must have approval to stand up, leave a room, enter a different area, or go to the bathroom.
20. When moving between areas, stay in line. Do not talk with others.
21. When you leave your sleeping area, make sure that your bed is made, trash is picked up, and your books and papers are neatly stacked, in your locker, or in your drawers.
22. Do not go into another person's room or near another person's sleeping area unless a staff person tells you to.

Safety

23. If there is an emergency, stop what you are doing and let a staff person know. Listen carefully for what staff wants you to do.

Contraband

24. Staff must look over and approve any things or materials you have. Things that are not inspected and approved are considered "contraband." Having contraband in a facility is a crime.
25. You must allow staff to search you, your room/sleeping area, and your things during your stay.
26. No illegal drugs or equipment people use when taking drugs. You can only take or have legal drugs if a nurse or staff person gives them to you and watches you take them.
27. No smoking materials. No cigarettes, matches, lighters, smoking papers, or other smoking items.
28. No tattooing or tattoo equipment.
29. No sexual magazines, pictures, or materials.

Additional rules for Juvenile Hall only

30. When moving around in Juvenile Hall, you must have your hands behind your back, your shoulder against the wall, and your eyes straight ahead.
31. When you are in your sleeping room, close the door so it locks.
32. If you hear "Medical Emergency" or "Code Orange" on a staff radio or intercom, go immediately to your room. If you are not on your living unit, follow staff directions carefully.

You will sign a copy of these rules and it will be put in your court file.

WHY SHOULD I FOLLOW THE RULES?


While you are here, staff will keep track of how you behave. If you are following the rules and doing work in school and in your programs, staff will give you more privileges. Staff will be reporting to your Probation Officer and to the Judge how you are doing in Juvenile Hall.

If you are a girl, you will get a purple folder of activities and essays to work on. There are different “steps” or levels depending on how much of the folder you have finished. The more you finish, the higher your step and the more privileges you will have.

If you are a boy, you can start earning behavior points after you go to Court. Staff will give you points for how well you follow the routine, keep your room clean, work in school, and stick to the rules. At the end of the week staff add up your points, which show what “step” or level you are on. Youth on a higher step get more privileges.

WHAT WILL HAPPEN IF I DON'T FOLLOW THE RULES?

If you don't follow the rules, there are several things that might happen, depending on how serious the problem is or how many times you have made the same mistake before.

<p>Small problem</p>  <p>Big problem</p>	Staff may talk to you about the rule that you broke, and you may lose some or all of your behavior points for the day.
	Staff may give you a “Disciplinary Ticket,” a note that goes in your probation file. You may lose more points.
	Staff may write an Incident (IR) or Informational Report, a report that goes in your file and to the Judge. You will lose even more points, and you may not be able to participate in the same activities as other youth.
	Staff may place you on Alternative Programming and you may lose some or all your behavior points for the day. If you commit a crime, staff will file new charges against you.

Be aware that if you damage anything, you will have to pay to fix it. This includes writing on the walls, chipping paint, or breaking anything. If you can't pay for it, your parents or guardians will have to pay.

WHAT SHOULD I DO IF I THINK SOMETHING ISN'T RIGHT?

Try to talk to staff member about what you think isn't right or fair. They can usually help you work it out.

If that doesn't work, or you don't feel comfortable talking to staff, you can always file a “grievance,” or complaint. You have the right to file a grievance about anything having to do with Juvenile Hall. Some of the things you can write a grievance about are:

- How staff treat you
- Losing points
- Write-ups or Incident Reports
- Food
- School
- Medical care
- Programs
- Using the telephone
- Mail
- Visiting
- Food
- Clothing

Remember, you can write a grievance about anything.

Staff will show you where the grievance forms are on your unit. If you need help filling it out, ask a staff person you trust. They can help you write it down, but only you can decide what you want to say.

Once you have filled out the form, tear off the pink sheet. Keep the pink sheet in your room. Put the white and yellow copies in the locked silver box on your unit. You can also give it to a staff member. The supervisor of your unit will collect your form and come talk to you about it, and then will look into your complaint. If you want, the supervisor can assign a staff member to help you.

Later the supervisor will report back to you about the problem. If you are OK with how it was solved, the supervisor will ask you to sign the form. If you don't agree, say that you want to "appeal." This means that a manager or the Superintendent of Juvenile Hall will come and talk to you about your complaint and look into it.

If you file a grievance and no one comes to talk to you, tell a staff member that you want to talk to a manager. Show the manager the pink copy of the form.

If you have complained about a staff member that staff person cannot be involved in deciding what should be done.

You always have a right to file a grievance.

WHAT ARE MY OTHER RIGHTS?

1. You have the right not to be discriminated against.

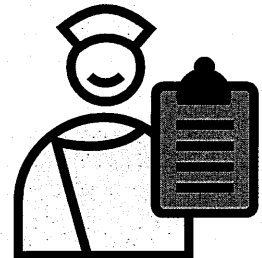
San Mateo County has strict non-discrimination policies and youth shall not be discriminated against due to race, color, religion, creed, sex, sexual orientation, sexual identity, age, national origin, ancestry, disability or marital status.

2. You have the right to legal services.

If you need to talk to your lawyer about your case, ask a staff member. You have the right to have private meetings with your lawyer, and to send private letters to him or her. You also have the right to request immigration legal services and/or resources.

3. You have the right to health care services.

If you need to see the nurse, fill out a medical request form. Staff will show you where the forms are kept. Put the form in the medical request box. If you need to see a nurse or doctor right away, let staff know. Health care staff are here between 7:00 am and 11:00 pm. If you need to see someone right away, staff can take you to the hospital or call 911. If you need dental care, let staff know and they can arrange it for you.



4. You have the right to counseling services.

You may have a mental health person come and talk to you while you are here. You also may attend counseling groups. Sometimes youth feel depressed, angry, or very upset while they are here. If this happens to you, tell a staff person right away. They can help you manage the feelings and can arrange a special meeting with a counselor or another mental health person.

5. You have the right to religious services.

During your stay at Juvenile Hall, you have the right to practice your religion and express your spiritual beliefs. On Sundays there are Christian and Catholic services available. Let a staff member know if you want to attend. There is also Bible study on Tuesdays between 6:00-7:00 pm. You also have the right to meet with a Chaplain or advisor of your faith – just let a staff person know. You do not have to participate in religious services during your stay – it's up to you. If you don't go to church services, there will be other activities for you.

6. You have the right to educational services

Youth in Juvenile Hall attend school every weekday. While you are here, you will receive credits toward graduation. If you already have your diploma or GED, the teachers will provide you with an independent study program. If you have to stay on your unit during the day, the teachers will assign you some work to do.

7. You have the right to request a copy of Title 15 Minimum Standards for Juvenile Facilities.

Youth may make a request for Title 15 verbally or in writing.

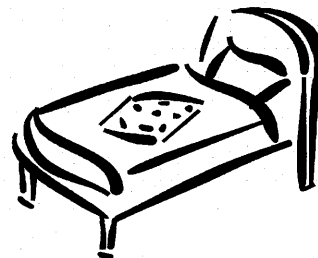
WHEN WILL I SEE MY PROBATION OFFICER?

Your Probation Officer will come to see you from time to time. If you want to talk to them, let a staff person know. Staff will call them for you.

LIFE IN JUVENILE HALL

There are seven living units in Juvenile Hall. Each section wears a different color T-shirt. Staff will give you the following clothing items: colored T-shirt, sweatshirt, white T-shirt, underwear, socks, pants, shorts, shoes, and shower shoes. Staff will assign you to a room, give you sheets and blankets, and show you how to make your bed.

To ensure youth accountability, youth must exchange item for item when clean clothing, bedding and linen exchange occurs. Clothes are changed every day, except pants, which are changed once per week. Bedding is changed on Saturdays. You will get the following hygiene items: toothbrush, toothpaste, deodorant, comb, soap and toilet paper. Lotion and shampoo are available during shower time. Every day you will be able to take a shower. A staff member must be present before you start your shower, and staff will let you know how long you have for your shower.



Keep your room neat and clean. You can only have items that have been approved by Juvenile Hall staff, including reading material. You are allowed up to (5) books or magazines and (1) bible at a time in your room. Up to (5) personal letters at a time in your room. Excessive items will be placed in your personal items bag stored in the unit storage area. You may exchange reading items during the appropriate time during the day. Any unapproved items are contraband – you might be charged with a crime for having them.

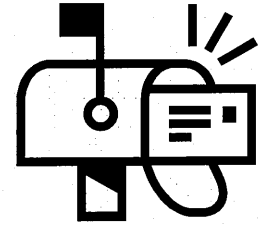
Don't share, borrow, or take hygiene items or medication. Don't throw anything away without telling staff.

The schedule of programs is different on every unit. Look for the schedule posted by the staff workstation or on the bulletin board. Unit staff will provide information and interpretation services in a language other than English if appropriate.

You need to be in bed when staff call lights out. There is no talking after lights out.

MAIL

If you would like to write a letter, ask staff for paper. You can't write to anyone who is on probation or in a prison, jail, or camp unless your Probation Officer approves it. You can not write about other youth on probation, or about gangs, crime, or violence. You can't use any swear words. Don't send anything but paper in the mail.



The same rules apply for mail you get from other people. Be aware that staff monitors all mail that comes in or goes out (except legal mail). If you write a letter or get a letter that breaks the rules, staff will let your Probation Officer and the Judge know.

If you want someone to send you a letter, they should use the following address:

Your name
 Juvenile Hall
 222 Paul Scannell Drive
 San Mateo, CA 94402

VISITING

Your parents or guardians can visit you. If there are other people who want to visit you, they must be approved by your Probation Officer. People visiting you need to call 650-312-5240 Monday-Friday between 8 a.m. and 4 p.m. to make an appointment. Visiting hours are:

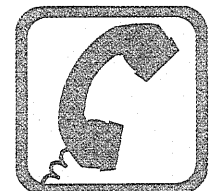
VISITING HOURS	
Monday-Thursday 5:30-6:30 pm 6:45-7:45 pm	Saturday-Sunday 8:30-9:30 am 9:45-10:45 am 11:00-12:00 pm 1:00-2:00 pm 2:45-3:45 pm 5:30-6:30 pm 6:45-7:45 pm
<i>There are no visits on Fridays.</i>	

You are allowed to visit people for two hours per week.

You will be searched before and after your visit. Visitors can bring you books or magazines. These cannot contain guns, violence, people in bikinis or underwear, sexual material, or drug- or gang-related material. Everything that visitors bring you must be checked by staff before you can have it. During the visit, stay seated in the area and where staff can see you. Your parents or guardians can request for the Haircut Permission Slip form allowing staff to provide you a haircut. Haircuts are completed at staff availability.

TELEPHONE

You can call your lawyer at any time. Ask a staff person if you need to call.



Staff will decide how much time you can talk on the phone based on your behavior. You can only call people on your approved telephone list. Staff will dial the phone for you. You only have 10 minutes to talk.

READING MATERIAL

You can have five books or magazines and one religious' book in your room.

AM I SAFE HERE?

We want Juvenile Hall to be a safe place for you and for other youth. If someone gets out of control, we will try to prevent them from hurting themselves, other youth, and staff. Although it doesn't happen often, sometimes staff will have to use physical force to stop it. The best thing to do when this happens is to move away from the area and follow staff directions. We will always use the lowest level of action possible to keep everyone safe. If necessary, youth may request to staff verbally or in writing different housing, education, programming and work assignments.



We will not use physical action as punishment, discipline, or as a form of treatment. We may use restraints if someone is being arrested or taken out of the unit. We never use mace or pepper spray.

We will not use room confinement as a form of punishment, discipline, or treatment. Youth may be separated from the group for reasons including, but not limited to, disciplinary consequences, medical and mental health conditions, placement on Observation and Assessment. All separation is approved and reviewed by a lead staff and/or Institution Services Manager.

Remember that you always have the right to file a grievance if you believe that the physical action was wrong.

If there is an emergency, listen carefully to staff directions and stay with the group. If there is a fire or earthquake, you will be moving out to the field. Make sure to stay with your group at all times. There will be fire and earthquake drills from time to time while you are here.

WHAT DO I DO IF I AM REALLY ANGRY, OR SAD, OR FEELING STRANGE? WHAT DO I DO IF I NEED HELP?

Some things will be really hard for you while you are in Juvenile Hall. **You can always talk to any staff person.** If you know what you need, ask for it. If you don't know, that's OK. The staff person can help you think about what you are feeling and why you might be feeling that way. Then the two of you can think about ways to handle the situation.

KEY STAFF

Housing Staff and Lead Staff

Oversees the day-to-day activities and operation of the housing unit. Expected to interact with youth in an ethical, professional manner while providing security and ensuring facility rules are followed.

Institution Services Manager

Manages the day-to-day operations of the whole facility. Supervises housing staff and enforces policy and procedure. Ensures the safety and security of all youth and personnel within the facility.

Medical Staff

Responsible for the Health and Medical/Dental Care of youth within the facility. Conducts physical exams, follow up care, medication treatment and distribution and coordinates any outside Medical/Dental treatment.

Mental Health Staff

Responsible for the mental health treatment and wellbeing of youth within the facility. Conducts individual assessments and therapy of youth, coordinates psychotropic medication and ensures transition of services once youth is released.

School Staff

Responsible for the educational needs of youth, including assessment, orientation, credit recovery, individual education plans, standardized testing and a transitional plan back to each youth's home district.



**PROBATION DEPARTMENT
COUNTY OF SAN MATEO**

**Video Visitation
Parental Rules and Instructions**

In order to participate in Video Visitation, you must have a computer with a web cam or an Apple or Android smart phone/mobile device. For the video visits you will be using a service called ZOOM and, if you are using a mobile device, you must download the "ZOOM Cloud Meetings" application (app) ahead of time from either the Apple Store or Google Play Store (Android).

As with other visits, you will need to contact the YSC Juvenile Hall (JH) staff to set up your visitation. When doing so, you must provide an E-Mail address and phone number where you will be contacted at prior to the Video Visitation. The JH Staff will email you the Date and Time of the visit, along with a unique ZOOM Meeting Link.

You must be available just prior to the beginning of your visitation. You will be given a five-minute grace period to log in. Failure to log in will cancel your visit.

At the time of your assigned visit, you will open the email on you PC or phone/mobile device and click on/select the ZOOM Meeting Link. The ZOOM app will automatically open and you will be taken to the meeting/visit. Please make sure that your audio and video is turned on in the application.

If Juvenile Hall staff cannot reach you by telephone first, the video visitation will have to be cancelled or rescheduled.

There are number of rules and expectations that you need to understand prior to engaging in a Video Visitation:

- A. Know that any and all Video Visitations may be monitored by JH staff via a third-party monitoring with or without notice at any time during the visitation.
- B. All conversations are to be kept appropriate and should refrain from any talk of criminal behavior, drug related behavior, sexually related behavior or any other inappropriate type of conversation, as deemed by the JH staff.
- C. The video visitation is intended for parents or legal guardians to visit with their children and although we do not frown on including other family members or positive influences in the youth's life to be involved with the visitation, the parents or legal guardians should refrain from allowing the youth's friends and/ or acquaintances or other potentially negative influences in the youth's life from being involved. **Failure to comply with this may result in the loss of Video Visitation privileges.**
- D. **At no time are pictures allowed to be taken of the youth. Failure to comply with this may result in the loss of Video Visitation privileges.**
- E. If your child discloses to you, during your video visitation, any information that makes you fear for the safety or wellbeing you are asked to contact San Mateo County Youth Service Center at (650) 312-5200 immediately after your visitation and ask for the On- Duty Officer on Duty.

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- Carolyn



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2. Abre nuestra aplicacion usando cualquier aparato
3. Escriba su mensaje, adjunta una fotos
4. Haz clic en "SEND" para enviar su carta GRÁTIS



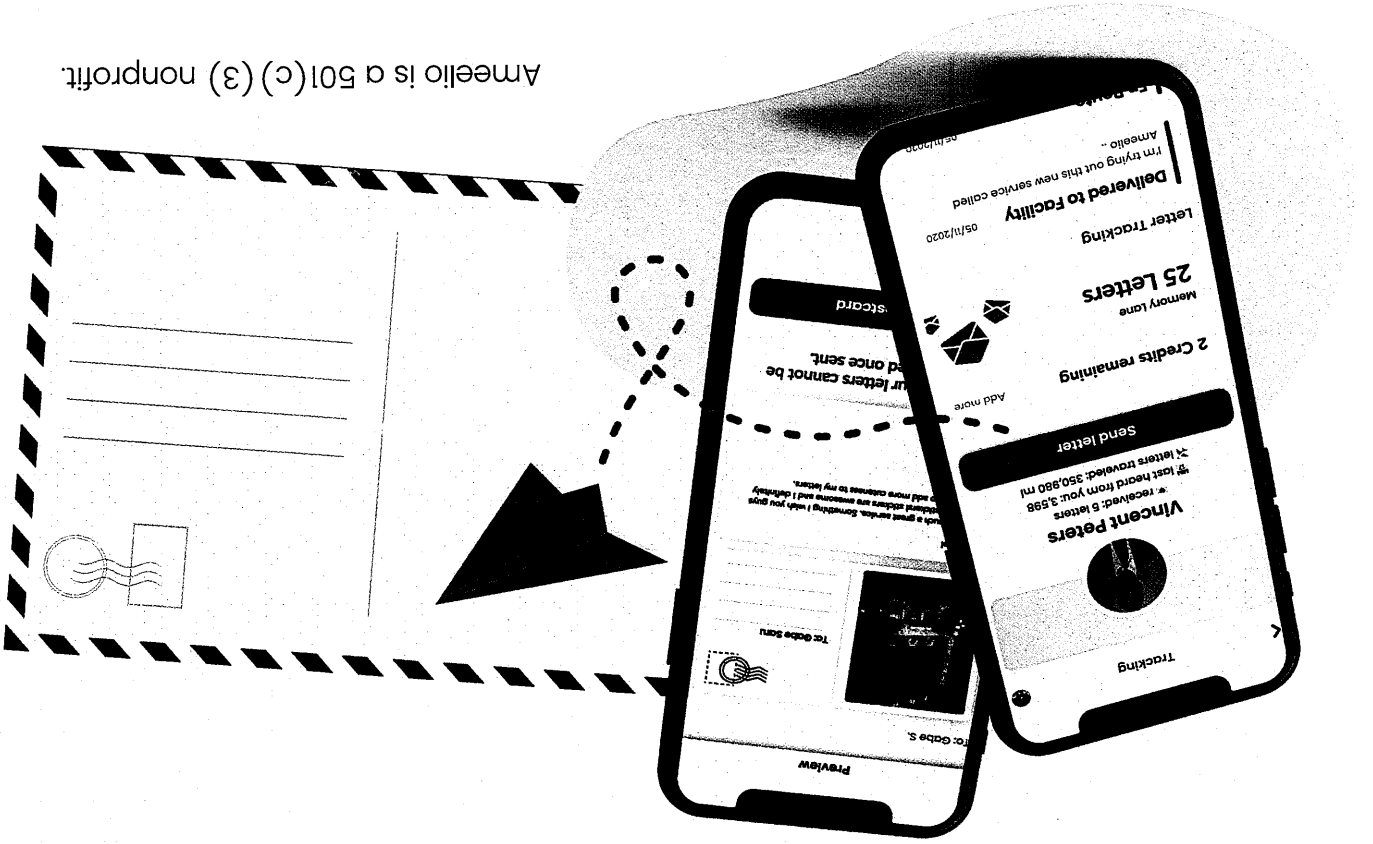
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- Carolyn



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3. Escribe su mensaje, adjunta una foto
4. Haz clic en "SEND" para enviar su carta GRATIS



Zero Tolerance

This juvenile facility has a **ZERO TOLERANCE** policy toward all forms of sexual abuse and sexual harassment. You have the right to be free from sexual abuse and harassment.

Need To Report?

Sexual abuse/assault can be reported to any staff member, someone you trust or by calling the confidential Prison Rape Elimination Act (PREA) hotline: **650-312-5220**.



**SAN MATEO COUNTY
YOUTH SERVICES
CENTER**
222 Paul Scannell
Drive, San Mateo, CA
94402

**SAN MATEO
COUNTY
YOUTH
SERVICES
CENTER**

*Preventing Sexual Abuse
& Sexual Harassment*

Cero Tolerancia

Esta instalación tiene una política de **CERO TOLERANCIA** hacia las formas de abuso y acoso sexual. Tu tienes el derecho de ser libre de acoso y abuso sexual.

Necesitas Reportar?

El abuso o asalto sexual puede ser reportado a cualquier miembro del personal, alguien de tu confianza, o llamando al **650-312-5220**.



**SAN MATEO COUNTY
YOUTH SERVICES
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**SAN MATEO
COUNTY
YOUTH
SERVICES
CENTER**

*Prevenir Abuso y Asalto
Sexual*



**PROBATION DEPARTMENT
COUNTY OF SAN MATEO
John T. Keene, Chief Probation Officer**

Comprension del aviso de Orientacion Juvenil

Por favor lea y firme lo siguiente:

Yo _____,recibi el manual de Centro de Servicios de Juventud
(Nombre escrito del menor)

(Youth Services Center -YSC) el _____ qual incluye material de orientacion sobre el
(Fecha)
abuso y acoso sexual. Tengo entendido que hay una politica de cero tolerancia sobre el abuso y
acoso sexual. Tambien entiendo como reportar el abuso y acoso sexual. Me han alentado a
hacer preguntas sobre los materiales que se encuentran en el manual de el YSC. Le dire a
personal si tengo problemas de lectura, comprension o si Ingles no es mi lengua materna para
que me puedan proporcionar ayuda.

Firma del menor: _____

Staff Responsible for Training: _____

Date: _____