



Youth Detention Facility OPERATIONS ORDER

Classification – Title XV 1352

Purpose and Scope

Classification is an element of population management as it provides for the safety of the youth, other youth, facility staff, and the public by placing the youth in the least restrictive housing and program setting while acknowledging the physical composition of the detention facility. Classification is a process by which each youth detained at the Youth Detention Facility (YDF) is assigned a specific security and risk assessment based on objective criteria.

A qualified Classification Officer shall evaluate each youth upon admittance to YDF. Classification Officers shall consider several factors including but not limited to: age, maturity, sophistication, emotional stability, program needs, legal status, public safety considerations, gender and gender identity. The evaluation will assist Classification Officers in determining the level of security required, special handling requirements, appropriate program activities, and proper housing assignment to ensure the safety of staff and youth. The Classification Officer shall use all information obtained to subsequently make housing, bed, program, education, and work assignments for youth with the goal of keeping all youth safe and free from sexual abuse in accordance with the Prison Rape Elimination Act.

Classification Officers shall not separate youth from the general population or assign youth to a single occupancy room based solely on the youth's actual or perceived race, ethnic group identification, ancestry, natural origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status. Staff are not prohibited from placing youth in a single occupancy room at the youth's specific request or in accordance with regulations regarding separation.

Affected Personnel

All Sworn Personnel - YDF

Authority

Title XV Section 1352, BSCC

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Effective Date

December 9, 2019

I. Guidelines

A. Classification Officers

1. Senior Deputy Probation Officers shall be assigned to Classification, unless otherwise approved by the YDF Chief Deputy.
2. In the event there are no permanently assigned Classification Officers available during a particular shift, it will be the YDF Duty Supervisor's responsibility to assign a qualified, trained replacement.

B. Classification Duties:

1. Interview and evaluate each youth who is to be housed in the YDF, including new intakes, and waiver in lieu youth;
2. Conduct appropriate research and investigation to verify information supplied by the youth, parents, legal guardian, or other agencies;
3. Check each youth status in the Child Protective Services (CPS) database and review resident's most recent Court Reports and other relevant information contained in JPIP scanned documents relative to the youth;
4. Conduct appropriate research to determine the youth's status prior to admission and make reasonable efforts to contact the youth's social worker if the youth is a 300 dependent;
5. Initiate referrals to Mental Health and other agencies (i.e., SPD, SSO, CPS, etc.);
6. Ensure that the MAYSI-2 mental health and suicide risk screening tool is administered, scored, and an appropriate response initiated prior to assigning any youth to a housing unit. Print the Scores by Factors report and place in YDF file;
7. Should a youth report to a Booking staff they identify as transgender the Classification Officer will complete the Identity Preference Form and place in the youth's YDF file;
8. Provide the youth with a Resident Orientation Handbook and an acknowledgement form. Place the signed form in the YDF file;

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9. Assign a security classification based on the evaluation process;
10. Make unit assignments for each youth based on the security classification and current facility-housing plan;
11. Make appropriate entries in local automated custody records as well as completing the locator card and classification forms;
12. Complete the Child and Adolescent Trauma Screen (CATS) and the Alternatives to Violence (ATV) assessment, place completed forms in the appropriate box for distribution,

II. Classification Categories

- A. All classifications require the totality of circumstances be evaluated to ensure the best security risk classification is made.
- B. S-0 Security Risk Classification
 1. Standard security risk, general population.
 2. S-0 guidelines: Youth who do not meet the criteria for S-1, S-2, S-3, S-4, S-5, S-6, S-7 or S-8.
- C. S-1 Security Risk Classification

Any male youth who meets the following criteria will be housed in a high-security unit, unless otherwise approved by a Duty Supervisor.

1. History of in-custody assaults:
 - a. Five (5) or more major incident reports, during previous stays;
 - b. Any arrest or adjudication for assault on staff or other youth resulting in serious injury or death;
 - c. Any major incident report for assaultive behavior, while in-custody, in which a weapon is used.
2. Repetitive acts of assaultive behavior or security breaches, which threaten the security of the YDF and safety of youth and staff.
3. A youth pending Court with a disposition committing them to the California Department of Corrections and Rehabilitation, Division of Juvenile Justice (DJJ), or is already committed to the DJJ.
4. Any escape or attempted escape from a secure facility.
5. A youth pending Court for violation of any offenses specified in 707(b) of the

Welfare and Institution Code may be considered for S-1 classification based on the totality of circumstances.

6. A youth that has been transferred to adult Court through the 707 WIC process.
7. A youth transferred to adult Court proceedings, who has been released on bail, shall be classified a high security risk (S-1) if returned to the YDF for any reason.

D. S-2 Security Risk Classification:

1. A moderate to high level of sophistication;
2. Repetitive acts of assaultive behavior or security breaches, which threaten the security of YDF and safety of youth and/or staff. Examples: A youth who is repeatedly found in possession of contraband (i.e., pencils, staples, metal, etc.) that could be used as weapons, a youth frequently found in unauthorized areas, a youth possessing illegal drugs in the facility, or a youth who has repeated fights in YDF School.

E. S-3 Suicide Risk Classification:

1. Youth who score within the “warning” or “caution” range on the MAYSI-2 screening;
2. Documented or self-reported history indicating prior suicide attempt: Active or overt behavior. Examples: tying sheet around the neck or attaching it to a fixed object; ingesting more than a prescribed amount of medication; inflicting a significant injury to one’s self.
 - a. When evaluating prior suicide attempts, attention should be given to frequency of attempts, how recent, prior hospitalization, and methods. An urgent Mental Health referral shall be made if the attempt occurred within one year, there have been psychiatric hospitalization or an attempt has been serious.
3. Documented or self-reported history indicating prior suicidal gesture: activity, which is less focused, planned or directed than an attempt and not a medical emergency. Examples: superficial self-injury, statements of intent, or gathering or preparing items, which could be used in a suicide attempt (urgent Mental Health referral).
4. Non-verbal cues: behavioral cues, which generally are manifested over a period of time. Examples: Withdrawal from the group, loss of appetite, sleep disturbances, or lethargy, (routine Mental Health referral).

5. In addition to an actual suicide attempt, there are a number of other behaviors and cues, as well as, a family history of suicide that may signal a resident may be at-risk. It is important to understand that even though a youth's behavior may be interpreted as "manipulative", they must be classified and managed as a genuine risk.
6. Youth who exhibit signs or indicators of a potential for suicide must be evaluated by Mental Health.

F. S-4 Security Risk Classification:

1. The significance of this classification is related to housing and security concerns within the institution as well as the youth's potential for sexually acting out against other youth and/or staff. A referral to Mental Health is mandatory on all youth who are classified S-4.

Note: The totality of circumstances will allow the Classification Officer and/or Supervisor to determine this classification.

2. A youth should be classified S-4 based upon:
 - a. A current sexual offense;
 - b. Prior history of sexual offense(s);
 - c. Sexual acting out in an institutional/placement setting;
 - d. History of victimization related to sexual abuse or a sexual offense;

Youth with a history of victim of molest, arson, or cruelty to animals should alert the Classification Officer for possible sexually inappropriate tendencies.

G. Criteria for S-4 High level:

1. Any documented sex offenses listed below:
 - a. Sodomy (286 PC);
 - b. Lewd or lascivious acts with child under 14 (288 PC, all sub-divisions).
2. Any documented incidents of sexually inappropriate behavior in the youth's home, a placement facility, youth detention facility/juvenile hall, or county/state institution.
3. A rape (261 PC, all sub-divisions) arrest or adjudication and no other documented incidents of sexually inappropriate behavior.

H. Criteria for S-4 Low Security Classification:

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1. Classified by Mental Health as low risk unless superseded by Supervisor.
2. Sexually inappropriate acting out in front of other youth or staff (i.e., masturbation in front of others, exposing genitals, or continued sexual comments for the purpose of arousal).
3. Any youth who has been the victim of any CPS referral relative to sexual abuse or has been the victim of any sustained sex offense.
4. Any youth that may be susceptible to victimization within the unit setting due to limited functioning-and/or psychological problems. (For example, a resident who gives meals and personal items to others; acts under the direction of other youth on a continual basis, etc.)

I. S-5 Mental Health Classification:

1. This classification will address those youth with special Mental Health needs that place them at risk in YDF. The classification will assist in alerting YDF staff of the Mental Health needs of the youth, as well as use of force precautions including the use of pepper spray. YDF staff, or Juvenile Medical Service staff, will submit a mandatory referral to the Mental Health Team for diagnosis and evaluation. Mental Health will determine all S-5 classifications. Removal from S-5 Classification requires approval/documentation from Mental Health.
2. Developmentally Disabled/Psychological problems:
 - a. Limited functioning abilities, which would affect the youth's adjustment to a unit program (i.e., emotionally, socially, and/or mentally challenged).
 - b. Youth with prescribed psychotropic medication.
 - c. Youth that may be susceptible to victimization within the unit setting, due to limited functioning-and/or psychological problems. (Example: a youth who gives meals and personal items to others, acts under the direction of other youth on a continual basis, or was victimized in the communication prior to incarceration.)

J. S-6 Gang Classification:

1. Criteria for S-6 Gang Security Classification:
 - a. Youth with known or admitted gang affiliation, including organizations that advocate violence against any race, religion or social group;

- b. Youth who are validated gang members, or who are associates of gang members;

K. S-7 Medical Classification and Security Guidelines:

1. S-7 youth have severe significant medical conditions/issues that could impact population management and alert staff to exercise special handling (i.e. seizures, pregnant, severe asthmatic, chronic injury/illness, or active communicable disease.) This classification will address those youth with special medical needs that place them or staff at risk in the YDF setting. The S-7 classification will also assist in alerting Probation staff assigned to YDF of the medical needs, and precautions of the resident relative to the use of force and/or restraints, including the use of pepper spray.
2. Upon Medical Personnel assessing and determining that a youth has a medical condition/issue, Medical staff will submit a red S-7 form to the Duty Supervisor and to the Classification Officer to indicate S-7 status.
 - a. This form will be placed in the youth's file, and the youth's S-7 classification will be maintained unless otherwise directed by Medical Personnel.
 - b. Medical staff will be responsible for completing a new S-7 form if there are any changes in a resident's medical status.
3. YDF Medical staff will provide written notice to the Division Chief or their designee immediately upon finding that a youth has a communicable disease.
 - a. The Division Chief or designee will notify the Classification Officer of the youths name and the communicable disease.
4. The Classification Officer will be responsible for creating an S-7 Communicable Disease Log daily and submitting it to the Duty Supervisor no later than 2300. The S-7 Log will document the exact medical condition. (i.e., active TB, Hepatitis, Chicken Pox etc.)
5. A hard copy of the S-7 log will be disseminated by the Booking graveyard staff daily to Intake, each YDF Housing Unit, Visitors Center, SCOE, Mental Health, Youth Advocates, Recreational Therapists, and the Kitchen by 0700 each day.

- a. Unit staff and Visitor Center staff will be responsible for placing the daily hard copy of the S-7 Log on a designated clipboard in the unit. This clipboard will be made available to Probation staff assigned to YDF, Youth Advocates, contract employees, SCOE Staff, Mental Health Staff, and Volunteers who have or may have direct contact with the resident. The S-7 Log shall be updated daily.
- b. Probation Staff assigned to the grave yard shift at booking will be responsible for faxing each days S-7 Log to the Juvenile Court Expeditor and the Sherriff's Bailiffs for dissemination to those parties who have or may have direct contact with the youth.

(California Health and Safety Code 121070)

L. "No Search" Classification (per P.C. 4030)

- 1. This classification addresses those youth who are new intakes arrested for a misdemeanor and are not on searchable probation.

M. S-8 Other Guidelines:

- 1. Any Lesbian, Gay, Bisexual, Transgender, Questioning and Intersex (LGBTQI) youth to further protect against victimization/discrimination within the unit setting.
 - a. See the Transgender and Intersex Youth Policy for housing guidelines.

III. Classification Housing and Security Guidelines:

A. S-0 Housing and Security:

- 1. Youth classified as S-0 should not be housed with youth classified as S-1, unless otherwise approved by a duty supervisor.

B. S-1 Housing and Security Guidelines:

- 1. Those youth who have been classified S-1 will be housed in units specifically designed for high security risk youth, unless otherwise approved by a duty supervisor. Additionally, the following restrictions shall apply.
 - a. S-1 youth are not allowed outside the housing unit without being escorted by staff.
 - b. Attorney visits will be conducted inside the Visitor Center, per YDF Visitor Center Policy. Visits other than attorney visits will be conducted in a

Visitor Center non-contact room, unless a contact visit is warranted by YDF Visitor Center Policy.

C. S-2 Housing and Security Guidelines:

1. Youth classified as S-2 should not be housed in units solely housing youth with S-1 status, unless otherwise approved by a duty supervisor. Unit assignments will be based upon security classification, sophistication, or physical stature.
2. S-2 youth will require visual observation via a YDF staff member located in the general location of the youth's movement. Further, visual observation will be conducted by Central control staff monitoring video surveillance cameras.
3. If the movement of an S-2 youth jeopardizes security or the safety of others, staff is authorized to request assistance in walking the youth to their destination.

D. S-3 Housing and Security Guidelines:

1. All current youth or new intakes that express suicidal ideation or have a history of suicidal behavior will be referred to the YDF Mental Health Team for an evaluation. If a mental Health Team staff member is not available, classification as S-3 (suicide risk) will be determined using available information until a formal evaluation and/or diagnosis, by Mental Health, has been completed.
2. All youth classified as S-3 require close visual supervision and documentation of observed or stated behavior.
3. Mental Health makes a recommendation to the Duty Supervisor regarding the youth's risk level for suicide. This level of risk will necessitate various housing situations to ensure the youth's safety. (e.g., high, moderate, low.)
4. Staff shall maintain continuous, direct one-on-one supervision of any youth classified as an S-3 High. Staff shall document the youth's behavior and any staff interventions at least every 5 minutes, with the actual time recorded, on the "Precautionary Watch Sheet".
5. S-3 moderate youth may be housed with a roommate who is not S-3, S-4 or S-5.
6. S-3 low youth may be housed with a roommate that is not S-3, S-4 high or S-5.

7. Housing an S-3 low with another S-3 low, S-4 low, or in a room alone, must be approved by a duty supervisor.
8. Deviation from the above housing patterns must be approved and documented by a supervisor on the classification form. Staff is to document the information in the Red book.
9. Removal from S-3 status necessitates a review by the Mental Health staff, with the final decision to be made by the Duty Supervisor.

E. S-4 Housing and Security guidelines:

1. S-4 High:

- a. Any youth classified S-4 high will require a single room (no roommate) housing at all times.
- b. Supervisors may use discretion relative to housing youth classified S-4 high, S-3. With Supervisor approval, a youth classified S-4 high and S-3 may be housed alone. Documentation of such approval must be placed in the unit red book as well as the resident's Classification sheet.

**Only Supervisors can approve housing a resident classified S-4 high/
S-3 low in a room without a roommate.**

2. S-4 Low:

- a. Youth classified as S-4 low can be housed in a single room or with a roommate. Should the resident be housed with a roommate, the roommate will not be classified S-3 moderate or high; S-4, or S-5. The youth will be larger in physical stature, and will have a high level of maturity.
- b. A Supervisor must authorize S-4 low to have roommates, despite the classification of the roommate. Documentation of Supervisor approval must be placed on the resident's Classification sheet and in the unit Red Book.

F. S-5 Housing and Security Guidelines:

1. Youth classified as S-5 may be housed in a single room setting with a roommate. However, the roommate in a single room may not be S-3, S-4, or S-5 status.
2. An S-5 may be housed alone with approval from a Duty Supervisor. Such approval must be documented on the youth's Classification sheet and in the

unit red book.

G. S-6 Housing and Security Guidelines:

1. Youth classified as S-6 may not be housed in a single room with a roommate who is classified an S-6 from an opposing gang.

H. S-7 Housing and Security Guidelines:

1. Youth classified S-7 must be housed in a room with a roommate. However, an S-7 may be housed alone with approval from a Duty Supervisor. Such approval must be documented on the resident's Classification sheet and in the unit red book.
2. S-7 youth may have severe medical conditions/issues that could impact population management and alert staff to exercise special handling (i.e., HIV, seizures, TB, pregnant, severe asthmatic, or chronic injury/illness, an active communicable disease, etc.).
3. Staff will review the P.E. restriction log to determine if a medical condition exists that could limit the youth's ability to participate in strenuous activity.

I. S-8 Housing and Security Guidelines

1. Any youth classified S-8 will require a single room (no roommate) housing at all times.

IV. Legal Status Changes

- A. The Classification Officer shall conduct a classification review for those residents whose legal status changes (commitments, i.e., DJJ, Ricardo M.) indicate the need for such a review.
- B. The Classification Officer shall review add-booking information forwarded from Booking and determine if a classification review should be conducted.

V. Classification Reviews

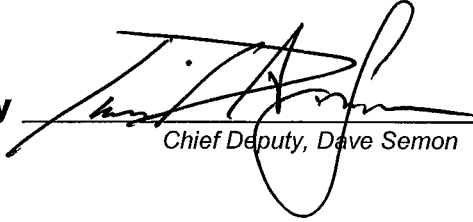
- A. Each youth detained more than ninety (90) days will be subject to a classification review by a Classification Officer. A subsequent review will be conducted every ninety (90) days thereafter.
- B. A youth's classification shall be reviewed following any major disciplinary actions or emergency circumstances.
- C. Classification shall conduct a classification review upon the request of a Duty Supervisor regardless of circumstances, or when requested by, Mental Health staff or Medical staff.

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Authorized By


Chief Deputy, Dave Semon

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