

MERCED COUNTY JUVENILE JUSTICE COMPLEX

POLICY MANUAL

Subject: Key Control

Policy Number: F - 101

Originated: April 27, 2004

Page: 1 of 2

Revised: June 27, 2017

Authority: Chief Probation Officer and
Title 15 Section 1326

Approved: 
Chief Probation Officer

General Policy

- I. The Supervising Juvenile Institutions Officer (SJIO), or designee, is responsible for issuing and maintaining control of all Merced County Iris Garrett Juvenile Justice Correctional Complex keys.
- II. Facility keys will remain on site at all times. Facility keys will not be removed from the facility without the approval of the Program Manager or Superintendent.
- III. Staff members will immediately notify the shift supervisor if it is discovered that keys are missing.
- IV. Keys to exterior doors, perimeter gates, central control and security electronic rooms will not be issued without the approval of the shift supervisor, or designee.
- V. Staff members assigned to the housing units will not be issued keys that open exterior doors or gates of the facility.

Procedures

- I. Each on-coming SJIO, or designee, will conduct an inventory of the key cabinet with the off-going SJIO, or designee, to ensure that all facility key sets are accounted for.
- II. The SJIO, or designee, will record the issuing and collecting of keys on the Key Control Form.
- III. Full time staff, extra-help staff, medical staff, maintenance staff, school staff and other personnel as approved by the Program Manager will be issued a set of job-specific keys from Intake at the beginning of their assigned shifts. Each staff member will give his/her personal

keys to the SJIO, or designee, in exchange for a set of facility keys. The staff member's personal keys will be locked away for safekeeping and will be returned to the staff member when the facility keys are returned.

- IV. The set of "Emergency Keys" shall only be issued to staff for a specific task and are to be returned immediately upon completion of the specified task.
- V. Staff will exercise good judgment and extreme caution in handling facility keys. If any facility keys are lost or stolen, the staff member who was issued the keys will immediately notify the shift supervisor or their designee. The staff member will also notify the shift supervisor, or their designee, if the missing keys are found.
- VI. If a key is discovered missing, staff will secure the area in which the key was lost and conduct a thorough search for the missing key. If the key is not located, the search will be extended to all sections of the facility.
- VII. If any facility keys are lost and not immediately found, the shift supervisor or their designee will notify the Program Manager, Superintendent, and the Chief Probation Officer.

I have read and understand this policy.

Name: _____
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MERCED COUNTY
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

POLICY MANUAL

Subject: Security Issues

Policy Number: F-102

Originated: April 27, 2004

Page: 1 of 2

Revised: June 27, 2017

Authority: Chief Probation Officer
Title 15, Section 1326

Approved: _____
Chief Probation Officer

Security and Supervision

- I. Officers will:
 - A. Always lock all security doors.
 - B. Position themselves where they can best supervise all the youth in their charge and never turn their backs to the youth or allow youth to encircle them.
 - C. During the midnight shift, never open or enter a youth's room without a light source and notifying Central Control.
 - D. Always ensure that at least two officers are on the unit when a group of youths are released from their rooms to attend school, meals, recreation and showers.
 - E. Always ensure that two officers are present before unlocking and entering any occupied rooms of youth of the opposite gender or those classified as escape or safety and security risks.
 - F. Know the assigned group and maintain a constant population count.
 - G. Always be aware of the youth who are security risks.
 - H. Do not allow youth to wander around the building or to stray away from recreation or work details unsupervised. (See Policy F-104 for Movement of Youth).
 - I. Never leave an individual or group of youth unsupervised, unless secured in their sleeping rooms.
 - J. Always secure the control panel when unsupervised.

- K. Do not leave the control panel to respond to an incident when alone in the unit.

Equipment Belts

- I. Each officer will wear their equipment belt during their entire shift and will see that it contains the appropriate equipment:
 - A. Handcuffs, key holder, and assigned keys
 - B. OC (Oleoresin Capsicum) spray canister and holster
 - C. CPR mask
 - D. Protective gloves
 - E. Radio and holster
 - F. Belt badge
- II. Officers will lock belts and equipment in their lockers when feasible. If removed from the JJCC grounds, equipment is to be safely secured and stored. Extra-help employees will turn their equipment belts into the shift supervisor at the end of their shift.

Badges and Identification

- I. Officers will wear their department issued badges at all times while in the facility.
- II. Private citizens and professionals who enter the facility for any reason will be required to present proper identification before being allowed to visit youth or conduct any business within the facility.
 - A. Proper identification for a youth’s visitor (parent, guardian, etc.) will consist of photo identification from a reliable source, such as a driver’s license, California identification card, passport or similar document.
 - B. Proper identification for a professional will consist of an official identification from the representative organization, indicating the person has the authority to perform the function for which they are requesting admittance.
- III. Representatives from churches and service organizations will be subject to a local records check before being allowed to provide regularly scheduled activities within the facility. Designated, and approved, representatives will be issued and shall wear identification issued by the Probation Department designating them as volunteers.

I have read and understand this policy. Name: _____
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MERCED COUNTY
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

POLICY MANUAL

Subject: Security Electronics

Policy Number: F-103

Originated: April 27, 2004

Page: 1 of 2

Revised: July 26, 2017

Authority: Chief Probation Officer

Approved: 
Chief Probation Officer

General Policy

- I. Staff members will not use the “interlock override” function in Central Control except in an emergency situation without the authorization of the shift supervisor or designee.
- II. Staff members will not unlock any electronic door without first confirming the identity of the requesting party by camera and/or by intercom.
- III. Staff members will not download program applications or insert MP3 Players, thumb drives, or USB’s into the control panel computer modem.
- IV. Staff members will not tamper with the control panel.
- V. Staff members will not access the control panel cables unless instructed to by the contracted service provider.
- VI. Staff members will not turn off the volume on the monitors to the control panels.
- VII. Staff members will not enter the security electronics room.
- VIII. Staff members will report any malfunctions of the security electronics equipment to the shift supervisor immediately.

Housing Control Panels

- I. The control panels in the housing units will operate the housing room doors, multi-purpose room doors and intercoms within the housing unit. The panel will not open any perimeter doors.
- II. There are two “Gang Release” buttons on the control panels of each unit. The Gang Release buttons are specific to a designated wing. The “Gang Release” button will only open the cell doors of the designated wing, simultaneously.

Intercoms

- I. The control panels in each housing unit will allow a staff person to audibly monitor all rooms within the housing unit.
- II. The control panel in Central Control will allow a staff person to audibly monitor the holding cells.
- III. Call buttons are located in each youth's room and each holding cell, so a youth can call for assistance.
- IV. The safety cell is equipped with a sound-activated intercom device.
- V. Approved music may be played from the control panel in to the youths' rooms via the intercom.

Help Buttons

- I. Duress buttons are located in various areas throughout the facility including medical, courtroom, and classrooms. When a duress button is activated, the location of the duress will be displayed on the Central Control Panel, highlighted in red or pink, with a message displayed in the comment section below the map with the specific location of the duress, and an audible alarm will sound.
- II. When a duress button is activated in a classroom, the location of the duress will also be displayed on the housing unit's control panel, highlighted in red, with a message displayed in the comment section below the map with the specific location of the duress, and an audible alarm will sound.

Shut-Down Buttons

- I. The control panel in the housing unit can be shut-down by touching "Panel Shut Down" button. The panel will then display, "Panel Inactive."
- II. Central Control can deactivate a unit panel, by selecting the specific housing unit located on the control panel, and touching "Power Panel" button, once. The Power Panel button will highlight in red on Central Controls panel to show that it is deactivated. The housing unit control panel will then display, "Panel Inactive."
- III. To reactivate the control panel to the specific housing unit, the "Power Panel" button will be touched a second time. The Power Panel button will then highlight in white to show that it is reactivated.

I have read and understand this policy.

Name: _____
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MERCED COUNTY
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

POLICY MANUAL

Subject: Movement of Youth in the Facility

Policy Number: F-104

Originated: April 27, 2004

Page: 1 of 3

Revised: June 27, 2017

Authority: Title 15, Section 1324
and Chief Probation Officer

Approved: _____
Chief Probation Officer

General Policy

- I. Staff members will exercise good judgment and be aware of safety and security issues at all times when moving youth throughout the facility.
- II. When a youth needs to be moved from one area of the facility to another, the staff member in the youth's starting location is responsible for ensuring the youth arrives safely at the ending location.
- III. Unescorted movements of youth between buildings will only be allowed when the youth can be observed directly or by camera from Central Control.
- IV. Youth who are classified as Security Restriction (ER1), Suicide Risk (SR), or who are on Administrative Segregation must be escorted when going to and from any location in the facility.
- V. Youth who have the additional classifications of Status Offender (RA-1), Non-association (RA-3), and Full Medical Isolation (M-6) may have additional restrictions on their movement within the facility, depending on the reasons and individual conditions of their status.
- VI. Groups of two or more youth will not be allowed to move from one location to another without escort.

Procedures

- I. When an individual youth needs to be moved from one location to another, the sending staff member will check the youth's security level to determine whether the youth can be sent without an escort.

II. When the youth can be sent without an escort and the youth's movement can be observed directly, or through camera from Central Control:

- A. The sending staff member will notify the receiving staff member that the youth is being sent to their location. The sending staff member will wait for a response from the receiving staff member before sending the youth.
- B. The receiving staff member will check for any possible security issues before allowing the youth to be sent to his/her location and will not authorize the youth to be sent to his/her location until the security issues have been resolved.

Example: There may be an emergency or conflicting movement in another area of the facility.

- C. When communication and security issues have been resolved, the sending staff member will send the youth to the receiving location. Central Control will be notified of any unescorted movement between buildings.

III. If the youth cannot be sent without an escort:

- A. The sending staff member will notify the receiving staff member that the youth will be escorted to the receiving location. Central Control will also be notified of the movement.
- B. The sending staff member will arrange for someone to escort the youth to the receiving location. If there is no staff available, the shift supervisor will arrange for someone to escort the youth. Depending on available staff, it may be necessary to lock down one housing unit in order to make escort staff available.
- C. The escorting staff member will be aware of any possible security issues before and while escorting the youth.
- D. The escorting staff member will not allow the youth or to leave his/her physical custody until the receiving staff member has accepted physical custody of the youth.
- E. Staff members will not use the closed-circuit cameras alone as a means of supervising movement of a youth who must be escorted throughout the facility. In some cases, a youth may be allowed to move from one location to another without actually being physically escorted, as long as both the sending staff member and the receiving staff member maintain continuous visual contact with the youth throughout the movement.

- F. A staff member who escorts a group of youth from one location to another will maintain a count to ensure he/she has the same number of youth in his/her custody throughout the movement.
- G. Staff members will escort youth in an orderly fashion. Youth will not be allowed to talk during the movement and will walk single file.
- H. When moving youth to and from the yard for recreation activities, staff members will direct the youth to remain in their lines and will not allow activities to begin in the yard or the housing unit, until staff members have ensured all youth are present and accounted for.

I have read and understand this policy.

Name: _____

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MERCED COUNTY
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

POLICY MANUAL

Subject: Weapons Control


Policy Number: F-105

Originated: April 27, 2004

Page: 1 of 1

Revised: June 27, 2017

Authority: Chief Probation Officer

Approved: 

Chief Probation Officer

General Policy

- I. Firearms, tasers, ammunition, batons, knives or other weapons will not be allowed inside the secured areas of the Merced County Iris Garrett Juvenile Justice Correctional Complex (JJCC).
- II. In emergency situations such as riot or hostage-taking incidents, the Chief Probation Officer, Superintendent, or Program Manager acting in their absence, may authorize armed law enforcement officers to enter the facility.

Procedures

- I. Before entering the secured areas of the JJCC, all persons carrying firearms, tasers, ammunition, batons, knives or other weapons will secure the weapons in their vehicle or in the weapons locker provided.
- II. An officer securing his/her weapons in the weapons locker will remove the key from the weapons locker and carry the key with him/her until their departure.
- III. JJCC staff will check to ensure the law enforcement officer entering the facility has secured his/her weapons.
- IV. No employee of the Probation Department shall bring any personal weapons into the Merced County Iris Garrett Juvenile Justice Correctional Complex.

I have read and understand this policy.

Name: _____
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Transgender/Intersex Preference Form
(For Assessed Youth)

Date: File# Admit Date:
Youth's Name Date of Birth:
Birth Sex: Gender Identification:
Name Preference: Pronoun Preference: He/She

Housing Preference

I prefer to be housed with Females: I prefer to be housed with Males:

If no preference is selected, youth is to be housed with youth of the same anatomical sex.

Search Preference

Transgender/Intersex youth may request for either a male or female staff member to conduct a pat-down search, strip search and/or visual body cavity search.

I prefer to be searched by a staff member who is: Male Female:

If no preference is selected the youth will be searched by a staff member of the same anatomical sex.

Youth's signature: Date:
Staff Member Name: Date:
Supervisor Reviewed: Date:

Attachment: A

I have read and understand this policy.

Name:
Electronic signature - Type name here

MERCED COUNTY
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

POLICY MANUAL

Subject: Searches

Policy Number: F-106

Originated: April 27, 2004

Page: 1 of 7

Revised: March 14, 2019

Authority: Title 15, Section(s) 1352.5,
1360, Penal Code Section 4030, Welfare and
Institutions Code Section 871.5

Approved: 

General Policy

- I. Employees of the Merced County Probation Department who have the legal authority to do so shall conduct searches to maintain the security of the facility, to protect the safety of staff, youth, visitors and the general public by discouraging and preventing the introduction of “prohibited items” into the secure perimeter of the facility.
- II. This policy shall be in reference to the following types of searches:
 - A. Pat-down
 - B. Metal detector
 - C. Visual
 - D. Secure perimeter
 - E. Unsecure perimeter
- III. Searches of persons shall be conducted in a manner that preserves the privacy and dignity of the person being searched, and shall not be conducted for harassment or as a form of discipline or punishment.
- IV. All youth who are admitted into the facility will be subject to a pat-down search and a metal detector search. Searches may also include visual body cavity search or strip-search. Visual body cavity searches and strip searches will be in compliance with Section 4030 of the California Penal Code and the Strip Searches of Youth in Custody Policy Number F-108.
- V. Staff members shall not conduct physical searches of any youth for the purpose of determining the youth’s anatomical sex.

- VI. Facility staff shall respect Transgender/Intersex youth's gender preference of the staff member who searches them.
- VII. Cross-gender pat-down searches and strip searches shall not be conducted, except in exigent circumstances or when conducted by a medical professional. Such searches must be justified and documented in writing.
- VIII. Upon approval of the shift supervisor, any volunteers, contracted staff, and other persons entering the facility may be subjected to a search of person and possessions on a random basis or based upon "reasonable suspicion" of possession of a prohibited item. Searches of these persons may include visual searches, pat-down searches, and the use of devices, such as metal detectors. No volunteer, contractor or person, other than a youth who has been admitted into the facility, shall be subject to a strip search. Volunteers, contracted staff and other persons attempting to enter the facility who refuse to submit to a search of their person or possessions will be denied entry to the secure perimeter of the facility.
- IX. Youth returning from court, another facility or any transport shall be searched via pat-down and metal detector. When necessary for the safety and security of the facility, youth may also be strip searched. If a youth is strip searched, staff shall be in compliance with Section 4030 of the California Penal Code and the Strip Searches of Youth in Custody Policy Number F-108.
- X. Regular searches will be conducted of sleeping rooms and the youth's personal effects in their room.
- XI. Periodically or as needed, searches will be conducted of any area within the secure and unsecure perimeter of the facility.
- XII. Prior to taking the youth outdoors for Large Muscle Exercise, a designated staff member will conduct a perimeter check of the recreation area to be used.
- XIII. Staff members shall wear protective gloves when conducting any searches.

Definitions

- I. "Prohibited items," also known as contraband, includes illegal drugs, alcoholic beverages, regulated drugs, prescription drugs not used or possessed in compliance with a current valid prescription, weapons, unauthorized tools, unauthorized electronic devices, and all other items defined as contraband by the Merced County Probation Department.
- II. "Metal detector search" means passing through a metal detector or having a portable wand device passed over the body.
- III. "Pat-down search" means the use of hands to detect any items a person may be concealing on their body that is hidden by clothing or hair.
- IV. "Visual search" is a type of perceptual task requiring attention that typically involves an active scan for prohibited items.

- V. “Secure Perimeter” is the area where youth are housed or have access to (i.e. Intake Area and any area beyond, such as Building One or Building Two).
- VI. “Unsecure Perimeter” is the area where youth are not housed or do not have access, such as the administrative area.
- VII. “Cross-gender search” refers to the opposite biological sex. Example: A staff member who pats down a person of the opposite anatomical sex is conducting a cross-gender search.
- VIII. “Intersex” is a person who was born with a combination of male and female anatomical characteristics, such as chromosomes or genitals, that can make doctors unable to assign their sex as distinctly male or female. An outdated term for this is "hermaphrodite," which is now considered offensive.
- IX. “Transgender” is a person whose gender identity does not correspond with their sex assigned at birth.

Procedure

I. Pat-down searches

A. A staff member will conduct a pat-down search of each youth at the following times:

1. as soon as possible after the youth is accepted for admission to the facility;
2. prior to and after the youth’s return from court appearances;
3. after the youth has been outside of the facility with a staff member;
4. after the youth has visited with an outside agency;
5. prior to and after the youth has been to visiting; and
6. at any time when the safety and security of the facility indicates a need.

B. A pat-down search will consist of the following:

1. The staff member will advise the youth of their intent to conduct a pat-down search. The staff member will then ask the youth if they have any questions or concerns regarding the pat-down search. If the youth requests to be patted down in a private area and the request is feasible, the staff member will honor the youth’s request. If the youth is Transgender/Intersex, the staff member shall follow the Transgender/Intersex pat-down provisions listed below.
2. The staff member will have the youth remove their shoes, socks, hats and any

outer garments, such as a jacket or sweatshirt. The staff member will feel and look at any hat or outer garment. The staff member will remove any shoe liners and hit the shoes together with the soles facing upward. The staff member will also turn the youth's socks inside out and shake them.

3. The staff member will run their hands over the full length of the youth's shoulders, arms, legs, and torso, paying particular attention to the youth's pocket areas, the waistband, the groin, the neckband or collar, armpits, sleeve bands, hems and cuffs. If the staff member feels anything unusual, they will check the area more thoroughly. If searching more thoroughly compromises the privacy of the youth, the youth will be escorted to an alternative area.
4. If the youth's hair is long enough to conceal any items, the staff member will also pat-down the hair.
5. The staff member will have the youth lift each foot to expose the soles of the feet. They will pay particular attention to the area between the youth's toes.
6. If any contraband is located during the pat-down search, the staff member locating the contraband will take the appropriate disciplinary and/or legal action. Significant findings will be documented in an incident report.

Provisions for Transgender/Intersex Pat-Down Searches

- I. Staff members shall respect any Transgender/Intersex youth's preference of the gender of the staff member who searches them.
- II. Any youth who indicates they are Transgender or Intersex will be required to complete a Transgender/Intersex Preference Form (See Attachment A).
- III. The shift supervisor will review the Transgender/Intersex Preference Form with the youth. Any pat-down search of a Transgender/Intersex youth shall require a secondary staff member of the same anatomical sex as the youth who is being searched. All parties involved in the initial search of Transgender/Intersex youth will be required to submit an incident report.

Procedures for Metal Detector Searches

- I. After a youth has been patted down, staff members shall use a metal detector to conduct a more detailed search. If the metal detector indicates the youth is concealing contraband, a strip search will be conducted. The strip search shall be in compliance with Section 4030 of the California Penal Code and Strip Searches of Youth in Custody Policy F-108.
- II. Volunteers, contracted staff, and other persons entering the facility may also be subject to a metal detector search randomly or based on suspicion.

Procedures for Room Searches

- I. A staff member will conduct a search of a youth's room under the following circumstances:
 - A. Whenever there is a reason to believe a youth may have contraband in their room.
 - B. When a youth is released from the facility.
 - C. At any time when the safety and security of the facility indicates a need.
 - D. When they are assigned to do so.
 1. The night shift supervisor will identify and designate the youth's name and room number to be searched to ensure all youth's rooms are searched regularly. The number of room searches will equate to 20% of each unit's population for the day. The day shift supervisor will designate a staff member to perform room searches at the beginning of their shift.
- II. If a room is occupied, the staff member will have the youth exit the room that is to be searched, and conduct a pat-down search of the youth.
- III. A room search will consist of a thorough, systematic check of the youth's bedding, clothing, books, magazines, envelopes, and any other loose items in the youth's room. When searching bedding and clothing, staff members will pay particular attention to hems and holes in mattresses. Staff members will also check windows, windows frames, light fixtures, intercom buttons, air conditioning vents, floor drains, and any other areas in which contraband might be concealed. Understanding that searches of any kind can be traumatic, staff members will be respectful of all youth's belongings.
- IV. The designated staff member assigned to conduct room searches will email the shift supervisor after they have completed their required searches documenting each youth's name and room number searched. All unusual findings will be documented in the youth's Detention Activities Tree. If any contraband is located during the search, the staff member finding the contraband will take the appropriate steps to secure the item and complete an Incident Report. If any significant contraband such as drugs or weapons are discovered, the shift supervisor, Program Manager and the Superintendent will be notified immediately.
- V. The shift supervisor is responsible for completing the room search logs that are kept in the Intake Area. The shift supervisor is ultimately responsible to ensure that all room searches are assigned and searched according to the provisions listed above. Audits of room searches will be conducted at least monthly by a designated supervisor and the supervisor will send a report to the Program Manager as directed.

Procedures for Secure and Unsecure Perimeter Searches

- I. Prior to taking the youth out to the recreation area, a designated staff member will conduct a perimeter check of the recreation area to be used. A perimeter check consists of walking along the fence line of the recreation area to ensure there is no damage to the fence and that there is no contraband or weapons for the youth to access. After completing the perimeter check, the staff member will advise central control that the perimeter check has been completed and central control will document the check.
- II. A search of the entire facility, or any portion of the facility, will require an operational plan to be completed by a designated Supervising Juvenile Institutions Officer. Facility searches will be conducted randomly and regularly or at the following times:
 - A. when there is a reason to believe that drugs, alcohol, weapons, or any other significant contraband may be in the facility;
 - B. when any facility keys, handcuffs, OC (Oleoresin Capsicum) spray, scissors, or other security or potentially dangerous equipment cannot be located or accounted for; or,
 - C. at any other time when the safety and security of the facility indicates a need.
- III. All youth will be secured in a designated location during a facility search.
- IV. After each facility search, all unusual findings will be documented in the youth's Detention Activities Tree. Significant findings will be documented in an incident report.
- V. If any significant contraband is located, such as drugs or weapons, the supervisor in charge of the operation will notify the Program Manager and Superintendent as soon as possible.

Chain of Custody

- I. Any item taken from a youth that may lead to criminal charges will be handled in a manner that protects the chain of custody. In instances of contraband being located during an initial booking pat-down, the item will be turned over to the arresting agency by the staff member who found the item.
- II. In the event the arresting officer is not present or the contraband is located after the youth has been admitted, the item(s) will be placed in a sealed bag with the name of the youth, staff member who found the item, and date and time logged on the bag. The bag will be placed in the safe located in the Intake Area until released to the arresting agency or to an Evidence Technician from the Merced County Sheriff's Department. To preserve the chain of custody, control of the item must be accounted for from the time it was found until the time it appears in court.

Search of Youth’s Secured Property

- I. Once an admission is complete and the youth’s personal property is stored, nothing can be removed without the signed consent of the youth, parent, guardian, or persons standing in loco parentis or the presentation of a search warrant.

Procedures for Searches of Outside Agency Visitors

- I. It is against facility rules, and sometimes it is a criminal offense for which one can be prosecuted, for anyone to attempt to bring in any item not allowed by the facility. Volunteers, contracted staff and other persons entering the facility are required to follow all rules, regulations, and laws while on facility grounds.
- II. To ensure that prohibited items are not brought into the facility, volunteers, contracted staff and other persons entering the secure perimeter may be subjected to a search of their person and possessions on a random basis or based upon “reasonable suspicion” of possession of a prohibited item. Volunteers, contracted staff and persons attempting to enter the facility who refuse to submit to a search of their person or possessions will be denied entry to the secure perimeter of the facility. Volunteers, contracted staff and other persons can elect for a pat-down search in lieu of a metal detector search. No volunteer, contractor or person, other than a youth who has been admitted into the facility, shall be subject to a strip search. Searches of these individuals will be initiated by the shift supervisor or Program Manager.
- III. Shift supervisors will initiate a search by having the volunteers, contracted staff, and other persons entering the facility pass their person or belongings or both through the metal detector.
- IV. If the metal detector indicates there is contraband present, the shift supervisor will conduct a visual inspection of their belongings.
- V. If the metal detector indicates there is contraband present on their person, the shift supervisor will run a wand across the area indicating where the item has been identified. If the metal detector continues to alert to contraband, a pat-down search will be conducted.

I have read and understand this policy.

Name: _____
Electronic signature – Type name here

MERCED COUNTY
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

POLICY MANUAL

Subject: Use of Physical Restraints within the Facility

Policy Number: F-107

Originated: April 27, 2004

Page: 1 of 13

Revised: October 30, 2019

Authority: Title 15, Section 1358,
1358.5, 1417; Penal Code
Section 6030(f); W & I

Approved: 
Chief Probation Officer

General Policy

- I. The facility administrator, in cooperation with the responsible physician and mental health director, shall develop and implement written policies and procedures for the use of restraint devices. Hard restraints consist of metal handcuffs or leg shackles. Soft restraints consist of plastic, cloth, and/or the WRAP. Only the below listed agency-approved restraints may be used on any youth in custody.
- II. Physical restraints may be used only for those youth who present an immediate danger to themselves or others, who exhibit behavior which results in the destruction of property, or reveals the intent to cause self-inflicted physical harm. Physical restraints are utilized only when it appears less restrictive alternatives would be ineffective in controlling the disorderly behavior. In no case shall restraints be used as punishment or discipline, or as a substitute for treatment or be applied in a manner as to inflict physical pain, undue physical discomfort, or to reduce blood circulation or breathing. The use of physical restraint device that attach a youth to a wall, floor or other fixture, including a restraint chair, or through affixing of hands and feet together behind the back (hogtying) is prohibited.
- III. The use of restraints on pregnant youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions code Section 222. For further information, refer to the Pregnant Youth policy.
- IV. Staff members who are trained in Cardiopulmonary Resuscitation will carry their assigned equipment at all times and all staff members will be orientated to the location of the Automated External Defibrillator (AED) devices.
- V. Only staff who have been identified as completing the required training will utilize the

above mentioned restraints. The training shall include: PC 830.5 et. seq and WRAP.

- VI. Staff members must document the circumstances leading to the application of restraints in accordance to the procedures listed below.

Procedure

- I. The following circumstances may require a sworn staff member to utilize physical restraints:
 - A. to control a youth's physically aggressive behavior who is presenting an immediate danger to staff or other youth;
 - B. to protect a youth from self-inflicted injuries or suicide;
 - C. to prevent the destruction of property.

Use of Physical Restraint Devices

- I. A sworn staff member who applies handcuffs and/or leg shackles on a youth shall do the following:
 - A. When applying handcuffs or leg shackles, staff shall use caution and appropriate techniques, pursuant to agency approved training, in order to minimize the risk of injury to the youth or the staff member.
 - B. Staff shall double-lock handcuffs and leg shackles to ensure security and to prevent unnecessary tightening.
 - C. When utilizing the WRAP, staff shall refer to the below WRAP/Policy/Procedure(s).
 - D. When safe to do so, the staff member shall move the restrained youth to a location for their protection. If a staff member feels the youth needs to continue to be physically restrained, the youth shall be escorted up to intake. Any time restraints are used and the youth has the ability to walk themselves, staff shall exercise caution and ensure they hold onto the youth's arm to prevent possible injury to the youth.
 - E. Whenever possible, staff will avoid using physical restraints on a youth who has any known medical condition that would contradict the use of physical restraint devices. To reduce the likelihood of causing harm or injury to the youth the following health problems are indicators that physical restraints should be avoided when reasonably possible.
 1. Documented medical history of asthma or other respiratory problems;

2. Documented medical history of heart disease or related problems;
3. Documented medical history of seizures;
4. Current use of psychotropic stimulant medication;
5. Current use of stimulant controlled substances such as cocaine, amphetamines, methamphetamine, PCP, etc.;
6. Medical obesity;
7. Any other known medical condition that might be aggravated by being immobilized in physical restraints.

Use of Physical Restraint Devices for Prolonged Periods

- I. A “Prolonged Period” is any amount of time exceeding one hour.
 - A. The use of physical restraints for prolonged periods may only be approved by the Program Manager. The Program Manager may delegate authority to place a youth in physical restraints to a physician.
 - B. Any youth who is in physical restraints for a prolonged period of time must remain in I-1 and Use of the Safety Room policy provisions shall be followed.
 - C. The shift supervisor shall contact the Program Manager hourly to provide an update on the youth’s status. If continued use of physical restraints is required, the reasons shall be documented on the one on one observation sheet and in the incident report.

Documentation

- I. Any time a staff member utilizes physical restraints a “Physical Restraint Device Assessment for Transportation within the facility” (See Attachment A) form shall be completed and an incident report generated addressing the following criteria:
 - A. The actual circumstances that lead to the application of the restraint(s).
 - B. What less restrictive options were considered prior to the placement of the restraint(s).
 - C. Consideration of the youth’s documented medical or mental health conditions.
 - D. What trauma informed approach was utilized prior to and after application of the restraint(s).

- II. Circumstances that require prolonged use of physical restraints shall require all of the above. In addition, the shift supervisor will complete the following:
 - A. One on One Observation Sheet. (See Attachment B)
 - B. Documentation of what time medical/mental health was contacted and what time they responded in the incident report.
 - C. Documentation of the outcome of consultation with medical/mental health regarding the use of prolonged restraints shall also be included in the incident report.

General Policies for the WRAP

- I. Description
 - A. The WRAP, manufactured by Safe Restraints, Inc., was designed as a temporary restraining device. Used properly, it can increase officer safety and reduce risk of liability due to injuries and in-custody deaths. The WRAP immobilizes the body and restricts a youth's ability to do harm to themselves and/or others. The WRAP minimizes the time required to secure a youth safely, restrains the youth in an upright position and has the youth prepared for transport or movement. Once the youth is properly restrained in the WRAP, they can be placed on their side or in a sitting position. This will increase oxygen recovery rate.
 - B. The WRAP will only be used under extreme conditions in which a youth is in imminent danger of harming themselves and/or others and it appears less restrictive alternatives would be ineffective in controlling the youth's behavior.
 - C. The WRAP will only be utilized when authorized by the shift supervisor, Program Manager, Superintendent or Chief Probation Officer.
 - D. Youth must be restrained pursuant to the above Use of Physical Restraint Policy. A youth will remain in the WRAP until they are no longer an active safety or security risk to themselves or others.
 - E. If a youth requires transport while in the WRAP, staff shall utilize the WRAP Carry Cart to safely transport the youth from one location to another.
 - F. The WRAP will not be used for the purpose of punishment, coercion, convenience, or retaliation by staff, nor will a youth be threatened with the use of the WRAP to gain compliance.

- G. The WRAP will be stored in the Intake Area.
- H. Only staff who have been identified as completing the required training will utilize the above mentioned restraints. The trainings shall include: PC 830.5 et seq. and WRAP.
- I. The use of restraints on pregnant youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222. For further information, refer to the Pregnant Youth Policy, H-116.

Procedure

- I. The WRAP can be applied by 2 to 4 officers via the following four step process:
 - A. Control and handcuff the youth. Use techniques that do not restrict the youth's breathing.
 - B. Secure the youth's ankles with the ankle strap. Slide the leg portion of the WRAP under the youth's legs.
 - C. Quickly secure the leg bands.
 - D. Apply the harness, securing a snug fit, then connect the harness to the leg restraint.
- II. The youth is now fully restrained and can be moved or transported safely.
- III. When a youth is placed in the WRAP, the shift supervisor will notify the on-duty medical staff and Behavioral Health and Recovery Services staff immediately.
- IV. If medical staff is not on duty, the shift supervisor will contact the medical provider at the John Latorraca Correctional Facility and request immediate response. Medical will assess the youth every thirty minutes thereafter and provide a medical opinion on the safety of placement and retention.
- V. If Behavioral Health and Recovery Services staff is not on duty, the shift supervisor will contact the Behavioral Health and Recovery Services Adolescent Service Team and request a worker to respond to the facility as soon as possible. A mental health consultation shall be secured as soon as possible, but in no case longer than four hours from the time of placement to assess the need for mental health treatment.
- VI. A youth in the WRAP device will be under direct and continuous supervision of staff. The staff member will document the time the WRAP was applied and record their observations on the One on One Observation form every five minutes and/or when any significant event

occurs.

- A. A staff member may also, place a youth in the safety cell while in the WRAP device to prevent further harm to the youth or others.

Transportation while in the WRAP

- I. Movement of the youth can be accomplished by utilizing the WRAP Carry Cart.

Precautions

- I. The shoulder harness should never be tightened to the point that it interferes with the youth's ability to breathe.
- II. The leg bands and shoulder harness must be checked frequently for tightness and retightened or loosened as necessary until the WRAP is removed.
- III. If the restrained youth complains of, or shows signs of, breathing distress, (shortness of breath, sudden calmness, a change in facial color, etc.) medical attention should be provided immediately.
- IV. **The youth shall never be left unattended.** The youth will be placed on a one-on-one, 5-minute observation until the WRAP is removed. Once the WRAP is removed, a staff member will document the time of removal on the One on One Observation form.
- V. The youth should be placed in an upright sitting position or on their side, as soon as possible to allow for respiratory recovery.
- VI. The WRAP is a temporary restraining device and is not escape proof.

Use of the WRAP for Prolonged Periods

- I. "Prolonged Period" is any amount of time exceeding one hour.
- II. The use of the WRAP for prolonged periods may only be approved by the Program Manager or Superintendent.
- III. Any youth who is in the WRAP for a prolonged period of time must remain in I-1 and Use of the Safety Room policy provision shall be followed. The shift supervisor shall contact the Program Manager or Superintendent hourly to provide an update on the youth's status. If continued use of the WRAP is required, the reasons shall be documented on the One on One Observation form and in the incident report.
 - A. Whenever possible, staff will avoid using the WRAP on a youth who has any

known medical conditions that would contradict the use of the restraint device.

B. The following health problems are indicators that physical restraints should be avoided when reasonably possible:

1. documented medical history of asthma or other respiratory problems;
2. documented medical history of heart disease or related problems;
3. documented medical history of seizures;
4. current use of psychotropic stimulant medications;
5. current use of stimulant controlled substances such as cocaine, amphetamines, methamphetamine, PCP, etc.;
6. medical obesity;
7. any other known medical condition that might be aggravated by being immobilized in physical restraints.

C. While the youth is in the WRAP, staff members shall consider the youth's needs for hydration and sanitation. Staff will also consult with medical staff for the youth's ability to exercise their extremities.

D. Facility staff and the medical provider will have the availability of cardiopulmonary resuscitation equipment in case a health issue arises during the time the youth is in the WRAP.

Documentation

I. Any time a staff member utilizes the WRAP, a "Restraint Device Assessment for Transportation within the facility" (See Attachment A) form shall be completed and an incident report generated addressing the following criteria:

- A. The actual circumstances that lead to the application of the restraint(s).
- B. What less restrictive options were considered prior to the placement of the restraint(s).
- C. One on One Observation Form. (See Attachment B)
- D. Consideration of the youth's documented medical or mental health conditions.

- E. What trauma informed approach was utilized prior to the application of the restraint(s).
- II. Circumstances that require prolonged use of the WRAP shall require all of the above.
- III. In addition, the shift supervisor will complete the following:
 - A. Documentation of what time medical/mental health was contacted and what time they responded in the incident report.
 - B. Documentation of what time medical/mental health was contacted regarding the use of prolonged restraints shall also be included in the incident report.

Training and Maintenance

- I. Training
 - A. A two-hour course will be required annually.
- II. Care and Maintenance
 - A. The WRAP should be inspected by the shift supervisor after each use for signs of wear and/or damage. If any damage is discovered, the WRAP will be given to appropriate personnel for repair or replacement. If cleaning is necessary after use, use a mild soapy solution or disinfectant approved for use on vinyl and nylon materials. If blood is absorbed into any part of the WRAP, that part should be replaced. Thoroughly rinse all disinfectant from the WRAP prior to drying. After cleaning the WRAP, allow it to thoroughly air dry before being returned to its carrying bag.
- III. Storage and Preparation for Re-Use
 - A. It is important that the WRAP is immediately ready for use and prepared for storage in a way that prevents the loop fastening material on the bands from becoming dirty or entangled. This allows the WRAP to be quickly laid out next to the youth and applied without the confusion of having to untangle the bands.
 - B. To properly prepare the WRAP for storage in the carrying bag:
 - 1. Lay the WRAP on a flat surface with the leg band side up and detach the shoulder harness. Extend each of the leg bands out flat.
 - 2. Individually fold each of the leg bands back onto itself so the fold of the band protrudes an inch or two from the edge of the WRAP body.

3. Be sure the retaining “D” ring on the body of the WRAP and harness is open and ready to use.
4. Keeping the bands inside, roll the WRAP tightly towards the buckle, secure with the ankle strap and place in the carrying bag.
5. Fully extend the harness buckles and tether. Attach buckles to its counterpart, roll the harness up and place it in the carrying bag compartment.

MERCED COUNTY PROBATION DEPARTMENT
Restraint Device Assessment for Movement and Transportation
within the Facility

Youth Name: _____

DOB: _____

Pursuant to § 1358.5 of Title 15, mechanical restraints may be used on the above-named youth during movement and transportation within the facility based on the following reason(s):

- The youth presented an immediate danger to themselves or others.
- The youth exhibited behavior which could have resulted in the destruction of property.
- The youth engaged in a fight/assault and continued to be physically aggressive thereafter.
- The youth revealed the intent to cause self-inflicted physical harm.
- Other (see below).

The least restrictive form of restraint used consistent with the legitimate security needs of the youth is:

- Handcuffs Leg shackles

The following additional documentation is required prior to the conclusion of your shift: Incident Report providing the actual circumstances that lead to the application of the restraint(s), what less restrictive options were considered prior to the placement of the restraint(s), consideration of a youth's known medical or mental health conditions and what trauma informed approach was utilized prior to and after application of the restraint(s).

Restraint Applied by (**PRINT**): _____

Date/Time: _____

Restraint Removed (**TIME**): _____

Youth moved From: _____

Youth moved To: _____

SJIO/ASJIO (**PRINT**): _____

Date/Time: _____

Attachment A

ONE ON ONE OBSERVATION

NAME: _____ DATE OF BIRTH: _____

REASON FOR USE OF THE SAFETY CELL: _____

RESTRAINTS APPLIED: YES [] NO [] TIME ON: _____ TIME OFF: _____

STAFF INVOLVED: _____

SUPERVISOR ON SHIFT: _____ DATE: _____ TIME: _____

NOTE YOUTH'S BEHAVIOR EVERY 5 MINUTES

TIME	NOTES	STAFF SIGNATURE

I have read and understand this policy.

Name: _____
Electronic signature – Type name here

MERCED COUNTY
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

POLICY MANUAL

Subject: Strip Searches of Youth in Custody

Policy Number: F-108

Originated: April 18, 2006

Page: 1 of 7

Revised: November 2, 2018

Authority: Title 15, Section(s) 1360, and
1352.5 and Penal Code Section 4030

Approved: 

Chief Probation Officer

General Policy

- I. Recognizing the intrusiveness of a strip search on individual privacy, and recognizing that all varying degrees of strip searches may be required, it is the policy of the Department that all strip searches be conducted only with proper authorization and justification and with due recognition and deference for the dignity of those being searched, and in accordance with procedural guidelines for conducting such searches as set forth in this policy. Strip searches shall be conducted in a manner that preserves the privacy and dignity of the youth who is being searched and shall not be conducted for harassment or as a form of discipline.
- II. Youth described in Section(s) 300, 601 or 602 of the Welfare and Institutions Code who are admitted into the facility for misdemeanor or infraction offenses except those involving weapons, controlled substances, or violence will not be subjected to a strip search or visual body cavity search unless the staff member has determined there is reasonable suspicion, based on specific and articulable facts to believe that the youth is concealing a weapon or contraband which could threaten the safety and security of the facility, public, visitors, youth or staff.
- III. Any youth who is arrested on a misdemeanor or infraction offense or is detained based solely on their status as a 300, 601 or 602 of the California Welfare and Institutions Code shall not be subjected to a physical body cavity search except under the authority of a search warrant issued by a magistrate specifically authorizing the physical body cavity search.
- IV. Youth who are admitted into the facility for felonies involving weapons, controlled substances, or violence shall be subjected to a strip search to ensure they are not concealing a weapon or contraband that could threaten the safety and security of the facility, public, visitors, youth or staff.
- V. A strip search and/or a visual body cavity search, shall not be conducted without the prior written authorization of the shift supervisor. The authorization shall include the specific and articulable facts and circumstances upon which the reasonable suspicion determination was made by the shift supervisor.

- A. Under no circumstances will a staff member conduct a body cavity or physical body cavity search on any youth. Body cavity and physical body cavity searches shall only be conducted by medical personnel.
- B. Cross-gender strip searches are prohibited except in exigent circumstances or when conducted by a medical professional. Such searches must be justified and documented in writing.
- C. Facility staff shall respect Transgender and Intersex youth's preference regarding the gender of the staff member who conducts any search of them.
- D. Facility staff shall not conduct physical searches of any youth for the purpose of determining the youth's anatomical sex.

Definitions

- A. Searches
 - 1. "Strip Search" refers to any search which requires a person to remove or arrange some or all of their clothing so as to permit a visual inspection of the underclothing, breasts, buttocks, and genitalia of such person. A strip search includes a thorough search of the clothing removed from the individual being search.
 - 2. "Visual Body Cavity Search" means visual inspection of a body cavity.
 - 3. "Body Cavity Search" means to search only the stomach or rectal cavity of a youth and vagina of a female youth.
 - 4. "Physical Body Cavity search" refers to the physical intrusion into a body cavity for the purpose of discovering any object concealed in the body cavity.
- B. Reasonable Suspicion
 - 1. Used in this policy refers to suspicion based on specific and articulable facts that a person is concealing a weapon or other contraband, and that a strip search will result in the discovery of said weapon or contraband.
 - 2. The determining factors to strip search a youth based on "Reasonable Suspicion" will be addressed on a case by case basis. Removal from the home is a traumatic experience and youth will respond differently. Therefore, staff members will consider the aforementioned when determining whether a youth fits the criteria listed below as having "Reasonable Suspicion":
 - a. Unusual conduct
 - b. Excessive nervousness
 - c. Prior history of bringing contraband into the facility

- d. Discovery of incriminating matter during pat-down search
- e. Evasive or contradictory answers/statements
- f. Other (Specific Documentation Required)

C. Other

- 1. “Cross-gender search” refers to the opposite biological sex. Example: A staff member who pats down a person of the opposite anatomical sex is conducting a cross-gender search.
- 2. “Intersex” is a person who was born with a combination of male and female anatomical characteristics, such as chromosomes or genitals, that can make doctors unable to assign their sex as distinctly male or female. An outdated term for this is "hermaphrodite," which is now considered offensive.
- 3. “Transgender” is a person whose gender identity does not correspond with their sex assigned at birth.

Procedures

Strip Search

- I. The location of the strip search will take place in a shower area on the units or intake, taking into consideration the privacy and dignity of the youth. All strip searches shall include a secondary staff member of the same anatomical sex as the youth who is being searched standing by outside of direct view of the youth but having a visual of the staff member during the strip search. They will not participate in the search, and will not enter the area unless the staff member who is conducting the search indicates that they cannot control the youth without assistance.
- II. The staff member will advise the youth of their intent to conduct a strip search. They will then ask the youth if they have any questions or concerns regarding the strip search and they will thoroughly explain the process of a strip search. If the youth is Transgender or Intersex, the staff member shall follow the provisions for Transgender /Intersex youth strip searches listed below.
- III. The staff member will direct the youth to stand and face them.
- IV. The staff member will have the youth remove each article of clothing, one piece at a time, and hand it to them.
- V. The staff member will carefully examine each article of clothing for contraband, weapons, etc.,
- VI. The staff member will conduct a visual search which will begin at the head and work down to the feet, and shall be conducted sequentially, as follows:

- A. **Hair & Scalp:** All hair must hang loose. The youth must take out all removable hair accessories. Direct the youth to run their fingers through their hair. Inspect hair, scalp and hairline at the back of the neck.
 - 1. If a youth requires a hairpiece due to medical conditions, it must be cleared through the medical provider and the shift supervisor.
- B. **Ears:** Inspect behind the ears, under lobes, and into the ear canal.
- C. **Nose:** Direct the youth to tilt their head back and inspect their nasal passages.
- D. **Mouth:** Inspect mouth lip area. Direct the youth to open mouth wide, tongue up, down, right and left. Have the youth roll upper lip up and lower lip down.
- E. **Upper Torso- Anterior:** As the youth continues to stand and face you, direct them to extend their arms to the side with fingers spread apart. Have them rotate hands front to back.
 - 1. Direct obese youth to raise rolls of excess skin for visual inspection.
 - 2. Direct the youth to extend arms toward you with fingers spread. Inspect between fingers and under their fingernails. Inspect arms and hands for injection sites.
- F. **Lower Torso- Anterior:** Direct the youth to stand with legs apart (approximately 24”) and inspect the front lower torso. Inspect front of legs and feet. Instruct the youth to spread each toe and inspect between each toe.
- G. **Upper Torso-Posterior:** Instruct the youth to turn so their back is facing you. Inspect entire back area beginning at the base of the neck. Direct obese youth to raise layers of excess skin for visual inspection.
- H. **Lower Torso- Posterior:** With the youth still facing away from you, visually inspect the back of each leg and instruct them to lift each foot so that the sole of the foot is exposed. Inspect soles of feet and toes.

Visual Body Cavity Searches

- I. If at any time during the strip search process a staff member has reasonable suspicion to believe that the youth they are searching may still be concealing contraband and that said contraband could be discovered through a more thorough search, a visual body cavity search will be conducted. The secondary staff member will call the supervisor on the radio requesting permission to proceed. A visual body cavity search will require the shift supervisor’s approval and will consist of the following:

- A. Males will be instructed to lift their penis and subsequently, their scrotum. If a male is uncircumcised, instruct him to pull foreskin back.
- B. Females will be instructed to lift their breasts.
- C. Visually inspect the youth's buttocks area, looking for any foreign object such as a string or thread leading into the anus or vaginal cavity. If a female youth is wearing a tampon, it will be removed and the youth will be given a sanitary napkin or tampon when the search is completed.
- D. Instruct the youth to hold their arms straight out in front of them, assume a squatting position and cough deeply three times. This should expel most items of contraband concealed in the rectal or vaginal area.
- E. Once the visual body cavity search is completed the staff member shall return clothing to the youth and direct them to dress. If the youth is suspected of continuing to conceal contraband, the staff member will secure the youth in a dry room in the Intake Area and advise the shift supervisor of their findings. The shift supervisor will then arrange for the youth to be transported to the hospital.

Body Cavity Searches

- I. Body Cavity Searches will only be conducted by a medical professional.
- II. The shift supervisor will contact the Program Manager to advise the need for a body cavity search of a youth and will articulate the reasonable suspicion justifying the need.
- III. If the contract medical provider is on duty, the shift supervisor will advise them of the situation and the need for a body cavity search. If the contract medical provider is not on duty, the shift supervisor will advise them immediately upon their arrival on shift.
- IV. The shift supervisor or if available, the contract medical provider, will contact the Emergency Room by phone to advise them that a youth is being transported and the nature of the required transport.
- V. A Juvenile Institutions Officer will be assigned to accompany the youth to the hospital for the body cavity search.

Physical Body Cavity Searches

- I. If the Body Cavity Search reveals the youth is concealing contraband, a Physical Body Cavity Search will be conducted.
- II. As previously stated, any youth who is arrested on a misdemeanor or infraction offense, or any youth who is detained based solely on their status as a 300, 601, or 602 of the California

Welfare and Institutions code shall not be subjected to a physical body cavity search except under the authority of a search warrant issued by a magistrate specifically authorizing the physical body cavity search. In instances requiring a search warrant for a Physical Body Cavity Search, the Program Manger will contact the Superintendent.

- A. If at all possible, prior to the administering of any medical treatment or procedure, the youth's parent, guardian, or person standing in loco parentis will be notified.
 - 1. If the youth's parent, guardian, or persons standing in loco parentis do not have a phone and cannot be contacted during normal working hours, the shift supervisor will contact the youth's probation officer and request that they make contact with them. During non-business hours, the shift supervisor will contact the appropriate law enforcement agency and request for them to attempt to make contact with the youth's parent, guardian, or persons standing in loco parentis at their home, requesting them to call the facility immediately. It may be necessary for the shift supervisor to call a Program Manager for assistance.
- B. The Juvenile Institutions Officer will remain with the youth until the youth is cleared to return to the facility.

Provisions for Transgender/Intersex Strip Searches

- I. Staff members shall respect any Transgender/Intersex youth's preference of the gender of the staff member who searches them.
- II. Any youth who indicates they are Transgender or Intersex will be required to complete a Transgender/Intersex Preference Form (See Attachment A).
- III. The shift supervisor will review the Transgender/Intersex Preference Form with the youth. Any strip search of a Transgender/Intersex youth shall require the approval of a Program Manager.
- IV. The secondary staff member who is present during the strip search will be of the same anatomical sex as the youth who is being searched.
- V. All parties involved in any strip search of Transgender/Intersex youth, including the Program Manager will be required to submit an incident report.

Discovery of Contraband

- I. In the event any contraband is discovered during the course of any type of strip search, it shall be processed in accordance with the chain of custody procedures for handling evidence. Any contraband discovered shall also be noted on the Strip Search Authorization Form (See Attachment B), and an incident report shall be completed.

Documentation

- I. All Strip Searches will require a completed Strip Search Authorization Form. The Strip Search Authorization Form must include the following:
 - A. the date, time and location of the strip search;
 - B. the youth’s name, gender, date of birth, and JJCC file number;
 - C. the reason why the strip search was conducted, articulated reasonable suspicion, and applicable charges;
 - D. the name of the officer requesting the search, and supervisor, or designee approval;
 - E. list of weapons/contraband found, the name of the officer conducting the strip search;
 - F. if a visual body cavity strip search is requested and approved, the supervisor, or designee will sign their name in the authorization section.
 - G. Any youth who requires transport to the hospital for a Body Cavity Search or a Physical Body Cavity search will require an incident report.

I have read and understand this policy.

Name: _____
Electronic signature – Type name here



Transgender/Intersex Preference Form
(For Assessed Youth)

Date: _____ File# _____ Admit Date: _____
Youth's Name _____ Date of Birth: _____
Birth Sex: _____ Gender Identification: _____
Name Preference: _____ Pronoun Preference: He/She

Housing Preference

I prefer to be housed with Females: _____ I prefer to be housed with Males: _____

If no preference is selected, youth is to be housed with youth of the same anatomical sex.

Search Preference

Transgender/Intersex youth may request for either a male or female staff member to conduct a pat-down search, strip search and/or visual body cavity search.

I prefer to be searched by a staff member who is: Male _____ Female: _____

If no preference is selected the youth will be searched by a staff member of the same anatomical sex.

Youth's signature: _____ Date: _____
Staff Member Name: _____ Date: _____
Supervisor Reviewed: _____ Date: _____

Attachment: A

I have read and understand this policy. Name: _____
Electronic signature – Type name here

MERCED COUNTY PROBATION DEPARTMENT

Name of Youth: Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> *Transgender <input type="checkbox"/> * Intersex <input type="checkbox"/>	D.O.B.:	JJCC File#:
Date:	Time:	Location of Search:
JUSTIFICATION FOR STRIP SEARCH		
Current Charges involve weapons, controlled substances or violence? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If strip search is due to the youth's current charges, officer may skip reasonable suspicion section</i>		Applicable Charges(s):
Reasonable Suspicion Mark all boxes that apply below <u>AND</u> provide justification supporting reasonable suspicion (Articulable Facts):		
<input type="checkbox"/> Unusual conduct	<input type="checkbox"/>	(Articulable Facts)
<input type="checkbox"/> Excessive nervousness	<input type="checkbox"/>	
<input type="checkbox"/> Prior history of bringing contraband into the facility	<input type="checkbox"/>	
<input type="checkbox"/> Discovery of incriminating matter during pat-down search	<input type="checkbox"/>	
<input type="checkbox"/> Evasive or contradictory answers/statements	<input type="checkbox"/>	
<input type="checkbox"/> Other (Articulable Facts):		
Officer Requesting Strip Search (Print Name and title): Signature:		
Shift Supervisor Approving Strip Search (Print name and title): Strip Search <input type="checkbox"/> Transgender/Intersex Strip Search <input type="checkbox"/> *Note: Any youth who is Transgender/Intersex shall complete the Transgender/Intersex Preference Form Signature:		
Officer Conducting Search (Print name and title): Signature:		
Secondary Officer (Print name and title): Signature:		
Visual Body Cavity Search Articulable Facts to Justify Visual Body Cavity Search:		
Shift Supervisor Approving Visual Body Cavity Search (Print name and title): Signature:		
Youth transported to hospital for Body Cavity Search/Physical Body Cavity Search? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Documentation Strip searches of Transgender/Intersex youth will require an incident report from all officers who are involved. Strip searches resulting in a youth being transported to the hospital for a body cavity search/physical body cavity search and/or strip searches resulting in the discovery of contraband will also require an incident report by all officers who are involved in the incident.		

Attachment B

I have read and understand this policy.

Name: _____
Electronic signature – Type name here