If mechanical restraints are necessary, it shall be removed once the minor has regained his/her self control.

GRIEVANCE PROCEDURE

Grievance Forms are available to minors who have unresolved complaints regarding their rights at juvenile hall. Staff assistance is available to all minors filing a grievance if necessary.

All grievances will be reviewed by the supervisor on duty and forwarded to the superintendent.

EMERGENCY EVACUATION

In the event of an emergency, you will be expected to cooperate in a responsible manner. Staff will provide instruction to insure the safety of all minors. During an evacuation, safety is a priority. DO NOT TALK! Listen for Instruction! General hall movement rules will apply.

If an evacuation or drill occurs you will be escorted from your room or dayroom to the door leading to the recreation area. Line up and exit the facility. Proceed to the edge of the lawn and sit down. Wait for further instruction by staff.

Inappropriate conduct during an evacuation or drill will result in disciplinary action.

WELCOME TO SAN BENITO COUNTY JUVENILE HALL

708 Flynn Road
Hollister, CA 95023

WELCOME TO SAN BENITO COUNTY JUVENILE HALL

Enclosed you will find answers to most of your questions concerning how you are to act while at this facility. Respect is the most important issue noted by all those who are housed here, as well as those who work here.

If you expect to earn this valuable item you must also be willing to return it.

The staff at San Benito County Juvenile Hall is experienced in the field of juveniles. Please do not be afraid to speak with them if you begin to experience problems while detained at Juvenile Hall.

Minors and staff shall be treated with respect.

R: responsible actions will be praised
E: energy is used for activities, not problems
S: staff are here to be counselors, not pick on you
P: play the role of a team player, get along
E: everyone will have bad days, recognize yours
C: control yourself during difficult times
T: time will pass a lot faster when you are involved in regular programs, don't put yourself on a room confinement

We want your stay to be over just a quickly as you do! Cooperation is the key.

MR. E KRISTAL	MR. N HARRIS	MS. Y JORDAN
MR. S VASQUEZ	MR. C DORN	MS. D MONTES
MS. M WHEELER	MS. B AMEZCUA	MR. P. PRAK
MS. N ORTEGA	MR. J REA	

supervisor. The following considerations will affect any and all room assignments:

Sex of minor	Prior Information
Age of minor	Sexual orientation
Offense	Attitude

Mental and Emotional State

DISCIPLINE

Disciplinary measures shall be used when necessary as a consequence of a minor's negative behavior. Disciplinary measures may range from verbal warning, failure to earn tokens, loss of privileges, loss of early release, room confinement, and/or additional charges.

THE FOLLOWING WILL RESULT IN AUTOMATIC ROOM TIME OR DISCIPLINARY ACTION:

1. Possession of contraband.
2. Physical contact.
3. Disrespect to staff. Sent out of classroom during school.
4. Refusal to attend school.
5. Rude to others.
6. Communication about crime, reason for incarceration, attempted escape or escape.
7. Destruction of hall property (tagging, damage to clothing/hygiene kit, etc.)
8. Tattooing.

USE OF FORCE

Staff may use force, including physical and/or mechanical restraints to control a minor if necessary. When using force, only that force as necessary to control the minor shall be utilized.

II. PROCEDURE

At the time of intake staff will issue each minor a personal care hygiene kit. The kit will include the following personal care items:

A. Toothbrush
B. Toothbrush cap
C. Toothpaste
D. Bar of soap
E. Comb

Replacement and/or exchange of personal hygiene products should be done during shower time, or on an as needed basis upon request.

Sanitary napkins, hair ties, and/or disposable razor will be distributed and/or used upon request.

HEALTH CARE

Health care services are provided to all minors housed at juvenile hall. All minors shall receive an initial medical screen upon intake. Thereafter, a minor may request to be placed on the Medical Call List regarding any health problems.

A minor may also be placed on the Medical Call List if deemed necessary by medical or juvenile hall staff.

HOUSING ASSIGNMENTS

The San Benito County Juvenile Hall is a 15 room 28 bed facility consisting of 13 double and 2 single (handicap accessible) rooms.

Minors housed in juvenile hall may or may not be roomed with other minors. All room assignments will be designated by the

SAN BENITO COUNTY JUVENILE HALL RULES

COOPERATE:	Follow ALL Staff Instructions.
GET ALONG:	Treat people decently, as you want to be treated. No racial remarks, name calling, foul language, hand signs, or manipulating of staff will be tolerated.
PHYSICAL CONTACT: ALL times.	Keep your hands to yourself at No Horseplay!
PROGRAMS:	You must actively participate in the programs provided. Refusal to participate will result in Time Out / Room Time or activity restriction.
COMMUNICATING:	Communicating with others – You may not talk with minors in other rooms while in your room.

DRESS CODE

1. T-Shirts shall be tucked in and sleeves shall not be rolled up.
2. Pants will be worn properly. No sagging or rolled cuffs above the ankles. Pants must be cuffed to avoid touching the ground.
3. Clothing and linen will not be used inappropriately at anytime.
4. Do not alter, damage, or destroy juvenile hall clothing.
5. Shoes and socks must be worn at all times except when in your room.
6. Shoes will be worn properly and shall not be used as slippers.
7. T-Shirts may be worn alone, however they must be worn under all sweatshirts.
8. Trading of clothing will not be permitted.

ROOM RULES

1. Beds must be made daily and toilets flushed. To include second blanket being neatly folded at foot of bed.
2. Room will be properly cleaned.
3. No contraband allowed (anything not permitted in room).
4. No pencils allowed in room.
5. Writing, chipping, or peeling anything on the walls, windows or bed slab and sink will result in extended detention time and/or vandalism charges by Juvenile Hall.
6. Do not cover up windows, lights, or intercoms with any type of items.
7. Remain quiet and calm in your room. Do not yell, talk, or whistle out of your room. No excessive noise in rooms.
8. No communication between rooms.
9. Do not stand in or knock on your window.
10. USE YOUR ROOM BUZZER ONLY IN EMERGENCIES.
11. Only two (2) books and/or magazines (or combination) and one (1) Bible will be allowed in your room.

HALL MOVEMENT

1. No talking in line. Not even to staff.
2. Hands are to remain behind your back.
3. Keep eyes forward and remain quiet when moving through the facility.
4. Do not attempt to look into other rooms.

DINING ROOM RULES

1. No talking or eating until instructed to do so by staff.
2. No talking between tables.
3. No trading, sharing, or passing of food.
4. Do not leave your seat until directed to do so.
5. Use appropriate table manners to avoid offending others.

No food items brought by visitors will be allowed in juvenile hall.

All persons are subject to searches when the security and safety of juveniles are jeopardized.

Unlimited visits will be with the following persons only:

1. Attorney
2. Clergy
3. Probation Officer

PERSONAL HYGIENE

I. POLICY

Minors shall be permitted to shower/bathe upon assignment to the housing unit and on a daily basis thereafter and given an opportunity to brush their teeth after each meal.

II. PROCEDURE

A. Staff will provide a shower/bath for all minors upon intake.

B. Staff will provide a shower/bath for all minors on a daily basis according to the shower/bath schedule.

C. After each meal minors will be escorted to their rooms and given the opportunity to brush their teeth.

PERSONAL CARE ITEMS

I. POLICY

Upon intake each minor will be issued a personal care hygiene kit. Each female minor will be issued sanitary napkins as needed. Minors shall not be required to share any personal care items or any shaving devices of any kind.

2. Notification will be given to all parties concerned.

3. Staff will complete an incident report.

SAN BENITO COUNTY JUVENILE HALL VISITING PROCEDURES

Regular visiting hours will be as follows:

Tuesdays	-	7:00 pm to 8:00 pm
Saturdays	-	11:00 am to 12:00 pm

All visitors will be required to show government issued photo identification.

All visitors will need to sign in on the visitor's log.

Authorized visitors will include parents, grandparents, or guardian. Other relatives or friends are not permitted. No person under the age of 18 is permitted unless prior authorization is given.

Special visits will be arranged by the probation officer only.
No children under the age of six (6) will be permitted to visit within juvenile hall. Probation officer is to accompany any small children when visiting.

All items brought with visitors; purses, wallets, keys, knives, etc; shall be left in the vehicles and are not permitted in the hall.

Parents may wish to bring books or magazines to their children. All books and magazines become the property of juvenile hall. All material will be screened for appropriateness.

NO HARDBACK BOOKS OR MAGAZINES CONTAINING STAPLES, ETC!

MOVIE OR TELEVISION TIME

1. No talking during program.
2. Do not leave seat without permission from staff.
3. Staff will decided appropriate programming for viewing by minors.

DAYROOM RULES

1. When occupying dayroom, remain quiet and sit down immediately.
2. No excessive noise in the dayroom.
3. Do not leave the carpet area without staff permission.
4. Keep your feet off the chairs and walls.
5. Do not sit on the tables.
6. Clean up after yourself.
7. Remain seated in a chair, no roaming or standing around the dayroom will be permitted.
8. Movement from one area to another must be authorized by staff. Hands must be behind your back when moving from one point to another.
9. If you have any questions or concerns speak to the staff on the floor. DO NOT approach the control room without authorization.

RECREATION AREA RULES

1. Line up outside next to the building.
2. Remain quiet until staff gives instructions to talk.
3. No roaming around the fence. No communication with jail inmates or anyone outside the recreation area
4. Stay within the designated area assigned by staff.
5. Demonstrate good sportsman like conduct.

CLASSROOM RULES

1. Remain quiet and in your seat, unless you have permission to get up.
2. Raise your hand and wait for permission before talking.

3. Use appropriate language.

4. All writing and drawing is class work related and is permitted only on paper provided in the classroom.
5. You are responsible for keeping your workspace and materials clean and undamaged.
6. Follow through on directions.
7. All school materials shall remain in the classroom.

TOKEN SYSTEM

The San Benito County Juvenile Hall utilizes a token reward system. Minors are awarded ten (10) tokens (15 during mealtime) per hour for positive behavior. A minor demonstrating negative behavior during any hour will fail to earn tokens for that hour.

Staff will monitor behavior and determine the awarding of tokens. Failure to earn tokens for three hours throughout the day will result in room time.

In addition, a minor who does not participate in the daily program by personal choice or due to previous poor behavior will fail to earn tokens for that time period.

Tokens may be spent daily on various items such as evening recreation, phone calls, puzzles, balls, and radio. "Buy outs" will take place after showers and prior to evening recreation.

Unused tokens may be carried over. However, all tokens begin at zero on Monday at 12:00 am.

Daily token totals are also used to determine early release. For every three days of earning 130 tokens or more, a minor will receive one day off of their commitment. (A total of 170 tokens may be earned in one day).

READING MATERIAL

Various reading materials are provided to all minors housed in juvenile hall. Minors may exchange reading material during evening recreation.

2. Any package received through the mail will be inspected for contraband in the presence of the minor. All perishable items will be discarded and other items will be placed into the minor's personal property for safe keeping.

3. NO ART WORK of any kind will be placed on the envelope being received by the minor. All correspondence will possess the sender's legal name in the left hand corner of the envelope.

4. No minor shall receive correspondence from any other juvenile hall, jail, or housing facility unless prior authorization has been obtained from the superintendent or probation officer.

5. All mail shall be sent through the postal system. Minors will not be allowed hand delivered mail given by visitors, including letters from family, birthday cards, and photographs.

6. Minors will be given all correspondence received from public officials as per the C.Y.A. These documents will not be subject to inspection unless suspicious circumstances arise and the authorization has been given by the superintendent.

7. No minor will be allowed to exchange addresses with in-custody minors.

8. Out-of-custody minors will have their mail returned to sender.

C. DENIAL OF MINORS MAIL

1. No minor will be restricted from receiving their mail. If circumstances occur where there is a denial of mail the superintendent will authorize the denial and complete a due process from.

2. Juvenile Hall / Probation will provide minors with two (2) postage mailings per week. Additional postage will be provided by the minor or his/her parent/guardian.

3. NO ART WORK of any type will be acceptable on the letters or envelopes for mailing.

4. Minor's legal name must appear on the upper left hand corner of the envelope.

5. Minor will not be allowed to correspond with any other juvenile institution, jail, or housing facility unless given prior consent from the superintendent.

6. Minor will not hand any correspondence to their visitors. All mail must go through the postal system. This includes letters or notes to minor's siblings or relatives.

7. Minors will not be allowed to send out any offers found in magazines or brochures.

8. Minor's correspondence will be inspected prior to its mailing. This procedure is only to detect for possible contraband, substance, or immediate threat to juvenile hall safety and security as per California Youth Authority.

B. INCOMING MAIL

1. Any minor detained in juvenile hall may receive mail. (Exceptions will be authorized by the superintendent).

Parents may provide paperback books and/or magazines for their children. All material will be screened for appropriateness. All books and magazines will become the property of juvenile hall.

PROGRAMS AND ACTIVITIES

San Benito County Juvenile Hall will provide various programs and activities to all minors housed in the facility. Such programs may include:

Monday	2:00 PM – 4:00 PM	Caseload / Recreation
	7:00 PM – 8:00 PM	Caseload / Recreation
	8:00 PM – 9:00 PM	A.A. / N.A. Group
Tuesday	7:00 PM – 8:00 PM	Visiting
Wednesday	2:00 PM – 4:00 PM	Caseload / Recreation
	7:00 PM – 9:00 PM	Caseload / Recreation
Thursday	2:00 PM – 3:00 PM	Caseload/ Recreation
	3:00 PM – 4:00 PM	Caseload / Recreation
Friday	2:00 PM – 4:00 PM	Caseload/ Recreation
	7:00 PM – 9:00 PM	Movie Night
Saturday	8:00 AM – 12:00 PM	Health Realization
	11:00 AM – 12:00 PM	Visiting
	2:00 PM – 4:00 PM	Caseload / Recreation
	7:00 PM – 9:00 PM	Caseload / Recreation
Sunday	9:30 AM – 10:30 AM	New Harvest Church
	2:00 PM – 4:00 PM	Caseload / Recreation
	5:00PM– 6:00PM	HTC/Youth Ministry

7:00 PM – 9:00 PM Caseload / Recreation

Recreational Activities Include: Religious Services, Mental Health Services, Substance Abuse, HIV Presentation, Etc…

PHONE CALLS

A. Intake phone call:

1. Each minor will be given the opportunity to call:
   a) Parent, guardian, or responsible relative
   b) Employer
   c) Attorney

2. Juvenile Hall Staff will be responsible to see that these calls are completed within one (1) hour of the minor's booking.

3. If the minor is physically or mentally unable to make the calls, or if they demonstrate aggressive action and are incapable for safety reasons, Staff may have the minor make the call at the earliest time after the minor is capable to do so.

B. Once the intake calls are completed, they must be documented in the minors folder.

Uncompleted calls must also be documented.

C. Additional Calls:

All minors will have an opportunity to use the collect call phones on the unit daily at a designated time through the use of the token system.

ACCESS TO LEGAL SERVICES

I. POLICY

Minors have a right of access to the courts and legal services. Such access shall include:

A. Access upon request by the minor to licensed attorneys;

B. Provision for confidential consultation with attorneys; and

C. Unlimited postage free legal mail.

II. PROCEDURE

A. Minors are provided an opportunity to access attorneys, probation officers, judges, and superintendent on all school days through a request form system.

B. Minors are provided with a private interview room to consult with their attorneys.

C. Minors are provided an opportunity to write letters on a daily basis. (Minors are provided unlimited postage free legal mail).

MAIL POLICY

Minors using their own postage shall be permitted to send an unlimited amount of mail. Minors shall be permitted to receive an unlimited amount of mail. The facility shall provide enough postage to enable each minor to mail at least two (2) letters per week. In addition, postage shall be provided for legal mail.

I. PROCEDURE

A. OUTGOING MAIL

1. Any minor detained in juvenile hall may send out letters. (Exceptions will require superintendent approval).