

**Administering Medication:** As it relates to pharmaceutical management. The act by which a single dose of medication is given to a patient by licensed health care staff. The single dose of medication may be taken either from stock (undispensed) or dispensed supplies.

**Alternate means of compliance:** A process for meeting or exceeding the intent of the standards in an innovative way as approved by the Board pursuant to an application.

**Appeal hearing:** An administrative procedure providing an appellant with an opportunity to present the facts of the appeal for the formal decision concerning matters raised pursuant to the purposes set forth in these regulations. Such hearing may be conducted using oral and/or written testimony as specified by the Executive Director of the Board or the Board.

**Appellant:** A county or city which files a request for an appeal hearing.

**Authorized Representative:** An individual authorized by the appellant to act as its representative in any or all aspects of the hearing.

**Authorized Visitation:** Approved visitors which is logged in the Juvenile Probation Information program (JPIP). A one-time request for an approved visit may also be submitted by probation staff and approved by a facility supervisor.

**Behavioral Health:** Mental/emotional well-being and/or actions that affect wellness Behavioral health problems include: substance use disorders, alcohol and drug addiction, and serious psychological distress, suicide, and mental disorders.

**Behavioral/Mental Health Director:** The individual who is designated by contract, written agreement or job description to have administrative responsibility for the behavior/mental health program of the facility or system. The health administrator shall work in cooperation with the behavioral/mental health director to develop and implement mental health policies and procedures.

**BSCC:** The Board of State and Community Corrections, which acts by and through its executive director, deputy directors, and field representatives.

**Bloodborne Pathogen:** Is a disease causing microorganism that is present in human blood. Example are: Hepatitis B Virus (HBV), Hepatitis C (HCV), and Human Immunodeficiency Virus (HIV).

**Body Cavity:** For purposes of this policy, a body cavity refers to a youth's nasal, rectal cavity, or vagina.

**CAFM Management:** A written report of maintenance issued within the facility and/or facility grounds. This report is to describe the maintenance issue and its location using *CAFM Management Request*.

**Charge:** A documented violation of state or federal law.

**Clergy:** Persons ordained for religious duties.

**Chemical Restraint:** The reasonable application of approved chemical agent upon a youth to restrain or subdue imminent or actual violent behavior where such behavior presents a clear danger to any person.

**Cisgender:** A person whose gender identity corresponds to the gender they were assigned at birth.

**Coercion:** A threat, however communicated, intended to inflict bodily injury on the person threatened, inflict bodily injury on another, accuse a person of any offense, harm the reputation of any person, take/withhold action, or to cause another to take/withhold action.

**Command Presence:** The use of physical presence and official authority to attempt to gain compliance.

**Commercially Sexually Exploited Child:** Any child who is sexually trafficked, as described in Section 236.1 of the Penal Code, or who receives food or shelter in exchange for, or who is paid to perform, sexual acts described in Section 236.1 or 11165.1 of the Penal Code, and whose parent or guardian failed to, or was unable to, protect the child.

**Committed:** Detainment in a juvenile facility pursuant to a court order for a specific period of time, independent of, or in connection with, other dispositional alternatives.

**Communicative Intervention:** An option available to staff to deescalate a situation using commutation, counseling, and/or negotiation.

**Communicable Disease:** An infection passed on to an individual from an infected host.

**Comp Time:** *Compensatory time off given in lieu of paid overtime to full time employees. Use of this time requires prior authorization from the Facility Superintendent.*

**Confidential Grievance Box:** A secure and confidential box located on the Living Unit that youth may use to submit a confidential grievance.

**Consensual:** *Existing or made by mutual consent.*

**Contraband:** The possession of any object or substance which would constitute a crime under state or federal law, pose a danger within a juvenile facility, interfere with the orderly day-to-day operations of the facility, or violate facility rules. Examples include, but are not limited to: weapons, alcoholic beverages, controlled substances, pencils, pens, glass, pieces of metal, rocks, excess clothing, or cellular telephones.

**Control Hold:** Youth in a control hold with pressure being applied, or any physical restraint used to gain compliance or overcome resistance.

**Control Position:** Youth in a control hold, but no pressure is being applied.

**Control Room/Central Control:** A secure area within the facility that contains staff responsible for safety, security, emergency response, communication, surveillance, electronics, and movement.

**Court holding facility:** A local detention facility constructed within a court building for the confinement of youth or youth adults for purpose of a court appearance, for period not to exceed 12 hours.

**Court Order:** A written order of the Court specifying certain actions.

**Critical Incident Report:** A written account of an unusual event (suicide attempt, escape, medical emergency, etc.) within the facility. This report is to be prepared in an approved format and sent to the YDF Management, Assistant Chief Probation Officers and the Chief Probation Officer.

**Culturally Responsive:** Considers the diverse population of a facility with regard to race, language, ethnicity, sexual orientation, gender expression, immigration status and values.

**Deadly Force:** Any use of force which is likely to result in death or serious bodily injury.

**De-escalation:** In regards to use of force, is the use an application of efforts and techniques including conflict resolution, to discourage, decrease or prevent threatening, disruptive or violent behavior.

**Delivering Medication:** The act of providing one or more doses of a prescribed and dispensed medication to a youth, as it relates to pharmaceutical management.

**Destruction of Property:** The act of ruining, breaking tearing down, disabling or rendering property unusable.

**Detox:** A youth who is recovering from the use of drugs or alcohol.

**Developmental Disability:** Those persons who have a disability which originates before an individual attains the age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes persons with Intelligence Disability, cerebral palsy, epilepsy, autism; as well as disabling conditionals found closely related to intellectual disabilities or to require treatment similar to that required for individuals with intellectual disabilities, but shall not include other disabilities that are solely physical in nature.

**Direct Visual Observation:** Staff must personally see youth's movement and/or skin. Audio/video monitoring and mirrors may supplement but not substitute for direct visual observation.

**Direct Visual Supervision:** Staff are constantly in the presence of the youth. Audio/video monitoring and mirrors may supplement but not substitute for direct visual supervision.

**Dispensing:** As related to pharmaceutical management, and pursuant to Business and Professions Code Section 4024, means the placing of one or more doses of a prescribed medication into containers that are correctly labeled to indicate the name of the youth, the contents of the container, and all other vital information.

**Disposal:** As related to pharmaceutical management, the destruction of medication or its return to the manufacturer or supplier on its expiration date or when retention is no longer necessary or suitable (e.g. upon youth discharge from the facility) or the provision of medication to the patient upon discharge.

**DNA or Deoxyribonucleic Acid:** A chromosomal double-stranded molecule that exists in each living cell. DNA determines an individual's hereditary characteristics and can be used to distinguish and identify an individual from another person. This becomes critical when blood, hair, skin, or any other part of the body is used to prove one's involvement or lack of involvement, in a crime scene.

**DRAI:** A Detention Risk Assessment Instrument intended to assist intake staff in making a recommendation for detention of the youth, or for release to a parent/legal guardian.

**Due Process Hearing:** Provided youth the opportunity to be heard, present evidence, and make a statement.

**Emergency:** A significant disruption of normal facility procedure, policy or operation caused by civil disorder, single incident of mass arrest of youth or natural disasters such as flood, fire or earthquake, and which requires immediate action to avert death or injury and to maintain security; or any condition or situation where life, health, or safety may be threatened or where grievance time frame considerations necessitate an immediate response or remedial action.

**Emotional Abuse:** *The child is suffering serious emotional damage, or is at substantial risk of suffering serious emotional damage, evidenced by severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, as a result of the conduct of the child's parent or guardian.*

**Escape:** *To abscond from inside the building, enclosed grounds or outside grounds; to flee from parental custody while on temporary release; or to use force or violence to gain freedom from confinement.*

**Excessive Force:** *The use of a greater amount of force than an objective, trained, and competent Juvenile Correctional Officer would use to maintain safety or internal order and security, including but not limited to, the force necessary and reasonable to subdue an attacker, overcome resistance, effect custody/arrest, prevent escape, or gain compliance with an aggressive or combative youth. The use of force as a means of punishment is excessive force, and not permitted under any circumstances. Any staff determined to have employed unnecessary or excessive force will be subject to a disciplinary process, up to and including: termination of employment and referral for potential criminal prosecution.*

**Executive Director:** The Executive Director of the Board of State and Community Corrections.

**Exercise:** An activity that requires physical exertion of the large muscle groups.

**Exclusions:** The terms and conditions shall not apply to:

- a. Custodial or medical personnel gathering physical evidence, or engaged in other legitimate medical treatment, in the course of investigating prison rape; and
- b. The use of a health care provider's hands or fingers or the use of medical devices in the course of appropriate medical treatment unrelated to prison rape.

**Exigent:** An urgent and unanticipated event which requires immediate action.

**Exigent Circumstances:** Any set of temporary and unforeseen circumstances which require immediate action in order to combat a threat to the security or institutional order of a facility.

[28 C.F.R. §§115.313 and 315]

**Facility Manager:** The Chief Probation Officer charged by law with administration and oversight of the facility.

**Family Sick Leave:** Accrued sick leave which may be utilized in lieu of attendance for the care of the employee's immediate family, as defined by current County personnel rules.

**Filing Date:** The date a request for an appeal hearing is received by the Executive Director of the Board of State and Community Corrections.

**Firearm:** Any device capable of discharging a projectile. This includes guns and electronic tasers.

**Food:** Any nourishing substance that is eaten, drunk, or otherwise taken in to the body to sustain life, provide energy, and/or promote growth.

**504 Plan:** A written educational plan developed by a group of educators, administrators, parents and other relevant participants which addresses the needs of a student with a physical or mental impairment which may substantially limit major life activities, including, but not limited to, caring for one's speaking, breathing, working, and/or performing manual tasks and learning as defined under Section 504 of the Rehabilitation Act of 1973. [29 U.S.C. §794(a), 34 C.F.R. §104.4(a)]

**Force:** *The use of hands, other parts of the body, objects, instruments, chemical devices, or other physical methods employed by an objective, trained, and competent Juvenile Correctional Officer to subdue an attacker, overcome resistance, effect custody/arrest, prevent escape, or gain compliance with an aggressive or combative youth. Use of force is only employed when all non-use of force options have been exhausted or the emergent nature of a volatile or potentially volatile situation requires immediate physical intervention (Graham v. Connor (1989), 490 U.S. 386).*

**Full Program (FP):** *Youth who have no identifiable immediate safety concerns, also known as "general population."*

**Furlough:** The conditional or temporary release of a youth from the facility as approved by the Judge of the Juvenile Court.

**Garrity:** Garrity v. New Jersey (1967), 385 U.S. 493 was a Supreme Court case which determined that correctional authorities must administer a "Garrity" warning which clearly informs the staff that his/ her answers to administrative investigative questions will not be used against them in potential criminal prosecution. The agency must decide whether a criminal prosecution or an administrative investigation is most important.

**Gay:** A person whose emotional, romantic, and sexual attractions are primarily for individuals of the same sex, typically in reference to men.

**Gender Expression:** The manner in which a person gender is expressed through clothing, appearance, behavior, speech, etc.

**Gender Fluidity:** A gender identify which can vary over time. A gender fluid person may at any time identify as male, female, neutrois, and other non -binary identity, or some combination of identities. Their gender can also vary at random or vary in response to different circumstances. Gender Fluid people may also identify as multi-gender, non-binary, and/or transgender.

**Gender Identity:** A person's sense of being male, female, some combination of male or female, or either male or female.

**Gender Non-Conforming:** A youth whose appearance or manner does not conform to traditional societal gender expectations.

**Grievance:** A complaint or concern made by a youth or parent/guardian to an employee requesting an answer and/or resolution to any issue regarding the youth's detention in the institution. Depending upon the circumstances of the complaint or concern, the grievance may be treated at a Citizen's Complaint.

**Grievance Form:** A written form provided by the Youth Detention Facility for youth and/or other concerned parties to document their grievances or concerns and have those grievances/concerns heard in a timely fashion by the Grievance Coordinator.

**Group Punishment:** A group of uninvolved youth being disciplined due to the actions of one or more youth. Group punishment methods are not employed by the Youth Detention Facility.

**Hard Restraints:** *Devices such as handcuffs, leg restraints, and waist chains manufactured from metal or other hard inflexible materials designed to be attached to the human body to limit mobility and/or restrict movement.*

**Hazardous Material:** *A substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure; can be characterized as being toxic, corrosive, flammable, reactive; and acts as an irritant or strong sensitizer and thereby poses a threat to health and safety when improperly managed.*

**Health Administrator:** The individual or agency that is designated with responsibility for health care policy and procedure pursuant to a written agreement, contract or job description. The health administrator may be a physician, an individual or a health agency.

**Health Care:** Behavioral/medical, mental health and dental services.

**Health Care Clearance:** A non-confidential statement which indicates to youth supervision staff that there are no health contraindications to a youth being admitted to the facility; which also specifies any limitations to full program participation.

**Hearing Panel:** A panel comprised of three members of the Board of State and Community Corrections who shall be selected by the Chair at the time an appeal is filed. A fourth member may be designated as alternate. Members designated to the hearing panel shall not be employed by, or citizens of the county or city submitting an appeal.

**High Security Risk (HSR):** *Youth identified as a security risk to other youth or staff, or who have been identified as an escape risk.*

**Holding Cell:** A locked room within the booking area used for holding youth who are pending delivery to a housing unit or temporary removal from the unit.

**Human Trafficking:** The trade of humans, most commonly for the purpose of forced labor. Sexual slavery, or commercial sexual exploitation for the benefit of the trafficker or others.

**Individual Education Program (IEP):** A written plan for students with exceptional educational needs that is developed, reviewed and revised in an IEP meeting in accordance with Education Code Section 56345 and applicable federal laws and regulation.

**Informed Consent:** *A consent form for a specified medical procedure, examination, or prescription medication.*

**In loco parentis:** When an individual or entity acts in a parental capacity; to assume the duties and responsibilities of a parent.

**Intersex:** A person whose sexual or reproductive anatomy or reproductive anatomy or chromosomal pattern does not fit typical definitions of male or female

**Juvenile Facility:** A juvenile hall, ranch or camp, forestry camp, regional youth education facility, boot camp or special purpose juvenile hall.

**Juvenile Hall:** A county facility designed for the reception and care of youth detained in accordance with state and federal regulations and the juvenile court of law.

**Key Cabinets:** There are four key cabinets within YDF. Each cabinet has an Access Terminal attached to its side panel. The terminal is where you enter commands and view useful information. The terminal is equipped with a LCD display, key pad and proxy card reader.

**Key Fobs:** The black key fob which allows the key to be locked into the key cabinet. There is a microchip inside the key fob which allows the key cabinet to identify the keys in the system.

**Key Sets:** Pre-assigned keys attached to each set, restricting user's access to keys that are allowed to them.

**Labeling:** As related to pharmaceutical management, and pursuant to Business and Profession Code Sections 4076 and 4076.5, means the act of preparing and affixing an appropriate label to a medication container.

**Legend Drugs:** Any drug defined as a "dangerous drug" under Division 2, Chapter 9, Article 2, Section 4022 of the California Business and Professions Code. These drugs bear the legend, "Caution: Federal Law Prohibits Dispensing without a Prescription." Regarding this label, the Food and Drug Administration (FDA) has determine due to potential toxicity or other potentially harmful effects of the drug, the drug is not safe for use except under the supervision of a health care practitioner licensed by law to prescribe legend drugs.

**Lesbian, Gay, Bisexual, Transgender, Questioning, and Intersex (LGBTQI):** Is a diversity of sexuality and gender identify-based cultures. It may be used to refer to anyone who is non-heterosexual or non-cisgender; instead of exclusively to people who are lesbian, gay, bisexual, or transgender. To recognize this inclusion, the letter Q is for those who identify as queer or questioning their sexual identity. The letter I stands for "Intersex" which is defined above.

**Linens:** Mattress cover, sheets, and blankets.

**Linguistically appropriate:** The delivery of language in manner that effectively communicates with person of limited English proficiency, those who have low literacy or are not literate, and individuals with disabilities.

**Living Unit:** Self-contained unit containing locked sleeping rooms, single and double occupancy sleeping rooms, day room space, water closets, wash basins, drinking fountains and showers commensurate to the number of youth housed. A Living Unit shall not be divided in a way that hinders direct access, supervision, immediate intervention or other needed action.

**Local Health Officer:** That licensed physician who is appointed by the Board of Supervisors pursuant to California Health and Safety Code Section 101000 to carry out duly authorized orders and statutes related to public health within his/her jurisdiction.

**Lockdown:** The detention of all youth in their sleeping rooms for the purpose of a facility or area search, or in response to exigent circumstances which require the initiation of lockdown procedures to ensure the safety of youth and facility staff.

**Lockdown Count:** Refers to an institutional count completed four times per day which all youth are accounted for.

**Mandated Child Abuse Reporter:** Individuals who are mandated by law to report known or suspected child abuse/maltreatment. Pursuant to Penal Code Section 11166, a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes child abuse or neglect. The mandated reporter shall make an initial report by telephone to the agency of jurisdiction immediately or as soon as is practicably possible, and shall prepare and mail, fax, or electronically transmit a written follow up report within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any non-privileged documentary evidence the mandated reporter possesses related to the incident.

**Master Cabinet Key:** The main access key that is kept in the SPO office to allow physical access to the cabinet in case of system related issues.

**MASYI-2:** The Massachusetts Youth Screening Instrument-2 is a risk assessment tool intended to discern which youth may be at higher risk of attempting suicide. This tool is intended to assist intake staff in referring the youth to Mental Health services, proper detention classification, or placement on a precautionary status/ safety watch.

**Meal:** The food served and eaten, especially at one of the customary or regular occasions for taking food during the day, such as breakfast, lunch or dinner.

**Mechanical Restraint:** A device that restricts the normal movement and function of the body or portion of the body.

**Medical Classification (MC):** A youth who may have a specific documented medical need (i.e. diabetic, asthmatic, pregnant, special diet, etc.). These youth may require special accommodations.

**Medical Consent:** A Mother Lode Regional Juvenile Detention Facility form signed by the parent or guardian during the intake process which authorizes the detained youth to receive health care services.

**Medical Diet:** A diet prescribed or recommended by a physician correlated with the treatment of a specific medical condition.

**Medical/Mental Health Clearance:** A written clearance required prior to booking any youth with medical or mental health needs or concerns such as injuries, specialized medical conditions, recent use of illicit/intoxicating substances, and/or suicidal ideation. Such clearance may be received from on-site medical staff, emergency room staff, or mental health staff.

**Medical Separation:** Housing area utilized for youth diagnosed with a communicable disease who are directed to reside in medical isolation by a licensed health care professional.

**Mental Health Director:** See Behavioral/Mental Health Director.

**Minor:** A person under 18 years of age and includes individuals whose cases are under the jurisdiction of the adult criminal court.

**Minor Contraband:** Items which do not jeopardize the safety and security of the facility.



**Modified Program (MP):** *Programming which limits recreational activity access, in response to safety and security concerns.*

**“Need to Know” Basis:** When the information is relevant and necessary in the ordinary performance of a staff’s official duties.

**Neglect:** As defined by Welfare and Institutions Code Section 300, the child has suffered, or there is a substantial risk that the child will suffer, serious physical harm or illness, as a result of the failure or inability of his or her parent or guardian to adequately supervise or protect the child, or the willful or negligent failure of the child’s parent or guardian to adequately supervise or protect the child from the conduct of the custodian with whom the child has been left, or by the willful or negligent failure of the parent or guardian to provide the child with adequate food, clothing, shelter, or medical treatment, or by the inability of the parent or guardian to provide regular care for the child due to the parent’s or guardian’s mental illness, developmental disability, or substance abuse.

**Non-Compliant Situation:** A situation in which a reasonable staff would conclude from the available information that immediate use of force is not necessary and the failure to act or delay action is not likely to result in harm to youth, staff or others, or in an escape, a riotous situation, significant self-inflicted injuries, or substantial destruction of property.

**Non-Consensual:** Not giving permission for or consent to an action being taken by another person.

**Non-Contact Visiting:** Both confidential and non-confidential individual visiting areas that provide no physical contact between youth and visitor. All communication is done by the intercom system.

**Non-Discrimination Provision:** *All youth booked into the Youth Detention Facility shall have fair and equal access to all available services, placement, care, treatment, and benefits. No youth shall be subject to discrimination or harassment on the basis of actual or perceived race, citizenship, ethnic group identification, ancestry, color, national origin, religion, disability, or HIV status; including restrictive housing or classification decisions being based solely upon any of the above mentioned categories.*

**Non-School Day:** A day when school is not in operation. It also applies when an individual youth is both not enrolled in school and is not required to be in attendance.

**Notice of Decision:** A written statement by the Executive Director of the Board which contains the formal decision of the Executive Director and the reason for that decision.

**OC Spray:** Oleoresin capsicum spray or foam containing 10% pepper in a carrier medium as approved for use by the California Department of Justice. This agent causes an irritation of the nerve endings near the skin’s surface causing burning on contact.

**On-Site Health Care Staff:** Licensed, certified or registered health care personnel who provide regularly scheduled health care services at the facility pursuant to a contract, written agreement or job description. It does not extend to emergency medical personnel or other health care personnel who may be on-site to respond to an emergency or an unusual situation.

**Orientation:** Initial instruction into the daily processes and programs of the Youth Detention Facility.

**Outdoor Recreation:** Outdoor recreation and exercise on the housing courtyard or field.

**Over Familiarity:** Conduct between staff and youth which has, or is likely to result in intimacy. Over familiarity may include, but is not limited to, acts of horseplay, betting, giving food, sharing in inappropriate personal conversation, exchanging correspondence, sexual misconduct, or in any other manner developing a relationship which is anything other than a professional relationship. Over familiarity can be a prelude to incidents of staff sexual misconduct.

**Over the Counter Medications (OTC):** Medications which do not require either a prescription or a medical order for delivery (non-legend).

**Pat-down Search:** The search of a person while the individual is clothed. The search requires the movement of the searcher's hands over the entire body, pressing the clothing in an attempt to detect any concealed weapons or contraband. A pat-down search may also involve the use of hand held metal detector (wand).

**Physical Body Cavity Search:** The physical intrusion into a body cavity for purpose of discovering any object concealed in the body cavity (never to be performed by Probation Staff).

**Physical Force:** Any amount of force needed to gain compliance or overcome resistance in an emergency or non-compliant situation.

**Physical Restraint:** The physical use of force that restricts the normal movement and function of the body or portion of the body.

**Pilot Project:** An initial short-term method to test or apply an innovation or concept related to the operation, management or design of a juvenile facility, jail or lockup pursuant to an application to, and approval by, the Board.

**Policy:** *Policy consists of principles and values which guide the performance of a department's activities. Policy is formulated by analyzing objectives and determining the principles which will best guide the department in achieving its objectives. Policy is based on evidence-based practices, Department and facility needs, Board of State and Community Corrections (BSCC) regulations, and the mandates of applicable law. Policy is articulated in a written format to inform all departmental employees of the principles required in the performance of their duties. Additionally, policy establishes operational standards to assist department employees in the necessary exercise of discretion in discharging their duties and responsibilities. Employees of the Mother Lode Regional Juvenile Detention Facility are confronted with a variety of situations which require action and professional discretion. As policy is objective rather than situation-oriented, it is broad enough in scope to encompass most situations applicable to the performance of ones duties.*

**Post-dispositional youth:** A youth detained in the facility after a dispositional order by the Court.

**PREA:** Prison Rape Elimination Act of 2003 (a federal law).

**PREA Coordinator:** A position with sufficient time and authority that reports to the MLRJDF Superintendent. The PREA Coordinator's responsibilities include developing, implementing, and overseeing the agency's plan to comply with PREA standards; as well as completing administrative investigations involving allegations of sexual abuse, misconduct, and harassment not elevated to a criminal investigation. A Senior JCO acts in this capacity.

[28 C.F.R. §115.311 (b)]

**PREA Compliance Manager:** A position with sufficient time and authority to coordinate the facility's efforts to comply with the PREA standards. The MLRJDF Superintendent acts in this capacity. [28 C.F.R. §115.311 (c)]

**Pre-Booking Health Screening:** A defined, systematic inquiry and observation of every youth booked into the juvenile hall conducted at the time of booking to ascertain the medical and mental health status of the youth. Such screening may be performed either by health care professionals or trained child supervision staff.

**Primary Responsibility:** The ability of a youth supervision employee to independently supervise one or more youth.

**Procedure:** The steps or guidelines established to execute the policy.

**Procurement:** As related to pharmaceutical management, the system for ordering and obtaining medications for facility stock.

**Program Roster:** A form used to track program attendance.

**Prosthesis:** The artificial devices to replace missing body parts or to compensate for defective bodily function. Prostheses are distinguished from slings, crutches, or other similar assistive devices.

**Protective Custody (PC):** is when a youth is removed from Full Program (FP) for his/her own safety and welfare.

**Psychotropic Medications:** Drugs that are used to treat psychiatric symptoms. Drugs used to reduce the toxic side effects of psychotropic medications are not included.

**Purpose:** The desired or intended outcome of an action described in a policy.

**Rape and/or Abusive Penetration:** The penetration, however slight, of the oral, vaginal, or anal opening for the purpose of sexual arousal, gratification, or abuse under one or more of the following circumstances:

- a. Where the victim is incapable of consent due to an unsoundness of mind, physical incapacity (whether temporary or permanent), or is legally incapable of providing consent (i.e. individuals under the age of 18);
- b. Where the victim resists but resistance is overcome by force or violence;
- c. Where the victim is prevented from resistance by threats of immediate bodily harm, accompanied by an apparent power of execution, or is unable to resist because of any intoxicating, narcotic, or anesthetic substance;
- d. Where the victim submits under the belief that failure to submit will cause physical harm to some person in the future; or damage to property; or the potential of engaging in subsequent conduct constituting a crime; or the belief failure to submit would cause any person to be accused of a crime or causing criminal charges to be filed against the victim; or exposing a secret or publicizing an asserted fact, whether true or false, tending to subject any person to hatred, contempt, or ridicule; and/or
- e. Where the victim is at the time unconscious of the nature of the act.

**Rated capacity:** The number of beds approved by the Board that can be utilized by a Juvenile Facility based on the design requirements of Title 24, Part 1, Article 2, Section 13-201(c)6, of the California Code of Regulations.

**Reasonable and necessary force:** The amount and type of force that an objective, similarly trained, experienced and competent youth supervision staff, faced with similar facts and circumstances, would consider necessary and reasonable to ensure the safety and security of youth, staff, other, and the facility.

**Reasonable Suspicion:** As used in policy is based on specific and clearly articulated facts to believe that a particular person is concealing a weapon or contraband, and that a strip search is likely to result in the discovery of the weapon or contraband.

*Specific and articulable facts which would lead a reasonable officer to believe a person is concealing dangerous contraband on their person (as determined by the completion of a Reasonable Suspicion Form), and a more intrusive search may be warranted. Such reasonable suspicion may be based upon the nature of the charge(s) on which the youth is being held (i.e. violent offenses, parole violations, weapons offenses, possession of controlled substances), the youth's previous history of delinquency (i.e. history of violent or weapons related offenses), and/or the particular appearance and demeanor of the youth, including conduct prior to, during, or following arrest, which would lead a reasonable officer to suspect the youth is potentially concealing weapons/contraband. Other conditions may include information from inside or outside the institution which indicate incoming or outgoing mail poses a breach of security (i.e. gang writing/drawings on the envelope, letters from validated gang members, letters from other detention institutions, references to drugs or violence, prior violations by the sender, furtive/evasive action by the letter writer, and coded letters).*

**Recreation:** The youth's free time to choose activities that occupy the attention and offer the opportunity for relaxation. Such activities may include ping-pong, television, reading, board games, video games, and letter writing. *This time may be structured or unstructured.*

**Regional Facility:** A facility serving two or more counties bound together by a Memorandum of Understanding (MOU) or a joint powers agreement identifying the terms, conditions, rights, responsibilities and financial obligations of all parties.

**Remodeling:** To alter the facility structure by adding, deleting or moving any of the building's components thereby affecting any of the spaces specified in California Code of Regulations Title 24, Section 460A.

**Repackaging:** As related to pharmaceutical management, the transferring of medication(s) from the original manufacturers' container to another properly labeled container.

**Request for Appeal Hearing:** A written expression of dissatisfaction regarding a procedure or action taken by the Board of State and Community Correction which requests a hearing on the matter. The request for Appeal Hearing must be filed with the Executive Director of the Board.

**Responsible Physician:** A physician who is licensed by the State and is designated by contract, written agreement or job description to have responsibility for policy development in medical, dental and mental health matters involving clinical judgments. The responsible physician may also be the health administrator.

**Room Confinement:** The placement of a youth in a locked room with minimal or no contact with persons other than correctional facility staff and attorneys. Room confinement does not include confinement of youth in a locked single person room for brief periods as may be necessary for required institutional operations.

**Room Extraction:** The forceful removal of youth from a room.

**Safety Check:** The direct visual observation of a youth to ascertain his/her physical safety and psychological well-being.

**Self-Inflicted Injury:** A behavior or act by which a youth causes or attempts to cause self-injury.

**Separation:** Limiting a youth's participation in regular programming for a specific purpose.

**Sexual Abuse:** Sexual activity or voyeurism by one or more persons upon another person who does not consent, is unable to refuse, or is coerced into the act by manipulation, violence, or by overt or implied threats.

Sexual abuse also includes incest, sexual molestation, rape, sodomy, exhibitionism, and other acts of sexual exploitation carried out towards a child or adult, against the person's will. Such abuse may be nonphysical (e.g.: obscene phone calls or indecent exposure), or physical (e.g.: fondling or intercourse).

**Sexual Contact:** *Includes intentional sexual touching or physical contact in a sexual manner either directly or through clothing of the genitalia, anus, groin, breasts, inner thighs, buttocks, with or without consent of the persons; or any touching or inappropriate viewing with intent to arouse, humiliate, harass, degrade, or gratify the sexual desire of any person.*

**Sexual Exploitation:** Is the taking advantage of sexually and attractiveness of a person to make a personal gain or profit. It is the abuse of a position of vulnerability, differential power, or trust for sexual purposes.

**Sexual Harassment:** Is unsolicited, unwanted sexual behavior that interferes with job performance, makes the workplace uncomfortable or threatened a worker's economic livelihood.

- **Verbal conduct:** Such as abusive or derogatory sexual comments, sexually discriminating jokes, slurs, repeated unreciprocated invitations or demands for sexual favors in exchange for job security or advancement.
- **Visual Conduct:** Such as derogatory pictures, posters, drawings, cartoons or gestures,
- **Physical Conduct:** Unwelcome staring, touching, kissing, forced sexual acts, and physical interference with workspace such as bodily blocking normal movement.

**Sexual Orientation:** A person's emotional, romantic, and sexual attraction for members of the same, opposite or both genders.

**Sexually Aggressive Offender:** *A youth committing sexual abuse against another youth, or coercing sex from another youth in exchange for protection or other favors.*

**Shall:** Is mandatory; "may" is permissive.

**Show of Force:** Command presence of two or three staff with a youth using communicative intervention as a deterrent to the use of force.

**Sibling Abuse:** *As defined by Welfare and Institutions Code Section 300, the child's sibling has been abused or neglected, and there is a substantial risk that the child will be abused or neglected.*

**Sick Call:** Method by which youth request medical attention.

**Sick Leave:** As set forth in the County's personnel policies, regulations, and Memorandums of Understanding with bargaining units.

**Single Housing:** Youth placed in a room without a roommate.

**Social Awareness Programs:** Individual or group programs led by staff, trained facilitators, or volunteers intended to promote social awareness and reduce recidivism.

**Snack:** A small portion of food, drink, or light meal, especially one eaten or drunk between regular meals.

**Special Visits:** *Visits by persons other than parents or guardians those standing in loco parentis, and children of the youth as outlines in Section 1374 of the Title 15 regulations.*

**Spit Mask:** "TranZport Hood" Spit Mask is a one-size fits all, disposable, protective hood designed to reduce the risk of exposure to infectious disease from residents that are transmitting fluids from the facial area.

**Staff Switching:** The technique of attempting to gain a youths compliance through counseling while using different staff.

**Status Offender:** A minor alleged or adjudged to be a person described in Section 601 of the Welfare and Institutions Code.

**Storage:** As related to pharmaceutical management, the controlled physical environment used for the safekeeping and accounting of medications.

**Subpoena:** A lawfully issued summons to appear in court or to provide evidence.

**Supervisory Staff:** *A staff person whose primary duties may include, but are not limited to, schedule and evaluating subordinate staff, providing on-the-job training, making recommendations for promotion, hiring and discharge in the youth of subordinate staff, recommending disciplinary actions, and overseeing subordinate staff work. Supervisory staff may be included in the youth to supervision staff ratio, when performing duties of direct youth supervision.*

**Total Count:** The total number of youth that are assigned to a unit or location. It shall include all youth that are physically in a unit or location as well as those youth who are not currently present.

**Transgender Youth:** A youth whose gender identity is different from the youth's assigned sex at birth.

**Trauma:** Is an experience that causes intense physical and psychological stress reactions. It can refer to a single event, multiple events, or a set of circumstances that is experienced by an individual as physically and emotionally harmful or threatening and that has lasting adverse effects on the individual's physical, social, emotional, cognitive, or spiritual well-being.

**Trauma-informed approaches:** Policies, practices and procedures that ensure that all parties involved recognize and respond appropriately to the impact of traumatic stress and ensure the physical and psychological safety of all youth, family members, and staff.

**Trauma-informed care:** An organizational structure and system framework what involves understanding, recognizing and responding to traumatic stress reactions and the effects of all types of trauma. Trauma-informed care also emphasizes raising awareness and providing resources about trauma and the impact of trauma on youth, family members, and staff.

**Trauma reminder:** Something that reminds a person of a traumatic event or loss and can lead to fear, panic, agitation, numbness, physiological arousal, or other traumatic stress reactions.

**Traumatic stress:** Occurs when youth are exposed to traumatic events and this exposure overwhelms their ability to cope.

**Treatment Plan:** *A series of written orders, which specify a particular course of therapy.*

**Treatment Team:** *A team of staff who work collaboratively in a facility to develop and maintain comprehensive individualized case plans, special program plans and a behavior management system that is culturally competent and gender-specific. The team is based on a core membership of the youth's Probation Officer and a Qualified Mental Health Professional (QMHP).*

**Unit Count:** The number of youth that are physically present in a unit or location. It shall not include those youth that are not physically present.

**Unit Search:** The search of a living area including former dorms, cell, day space, bathroom, or any other common areas of the living unit.

**Use of Force:** An immediate means of overcoming resistance and controlling the threat of imminent harm to self or others.

**Vacation:** As set forth in the County's personnel policies, regulations, and Memorandums of Understanding with bargaining units.

**Vandalism:** Any destruction or defacement of county property committed by a youth which requires Facility Management to repair (i.e. broken or scratched windows, broken doors, graffiti, etc.).

**Verbal Commands:** An option available to staff to give youth.

**Victim:** A person who is harmed, injured, or killed as a result of a crime, accident, sexual assault, or other event or action.

**Victim Advocate:** *For the purposes of this policy, an individual, whose primary purpose is the rendering of advice or assistance to victims of sexual assault and who has received a certificate verifying completion of a training program in the counseling of sexual assault victims issued by an approved counseling center. The Victim Advocate will be summoned to assist the victim or alleged victim of an in-custody sexual assault.*

**Victim Support Person:** Any person of the alleged victim's choosing to be present with and provide support to the victim following an alleged assault. This could include another youth, personal friend, or family member.

**Visual In section:** To look carefully at or over, to view closely.

**Visual Body Cavity Search:** To visually inspect, or view of cavities of another person, including genitals and anus, without any physical contact.

**Visual Body Search (Strip Search):** A search which requires the youth to remove or arrange some or all of his or her clothing so as to permit a visual inspection of undergarments, breasts, buttocks, or genitalia, but does not include physically touching the person being searched.

**Vehicle Sallyport:** The secure enclosure for the transfer of youth in custody from transport vehicles to the Intake/Booking.

**Vermin:** Pests and nuisance animals that carry and spread diseases, especially those of small size that appear commonly and are difficult to control. Examples of vermin include: lice, fleas, bedbugs, cockroaches, flies, ants, scabies, mice, and rats.

**Voluntary Compliance:** Behavior exhibited by a youth, which demonstrates adherence to rules, guidelines and standards regarding youth behavior with the facility.

**Warrant:** Any lawful order issued by a magistrate or judge requiring a youth to be taken into custody by a Law Enforcement officer.

**Watch Commander:** Is a designated Supervising Probation Officer who assumes a leadership and command position over the operations of the entire juvenile institution during an assigned shift.

**WRAP:** Is designed as temporary restraining device, it provides a safe and quick method of controlling and immobilizing a violent or potentially violent, combative subject.

**Youth:** Any person who is in the custody of the juvenile facility. This includes person may be a minor under the age of 18 or a person over 18 years of age. This includes persons whose cases are under jurisdiction of the juvenile court and person whose cases are under the jurisdiction of the adult court.

**Youth Supervision Staff:** A juvenile facility employee, whose primary duty is supervise youth. Administrative, supervisory, food services, janitorial or other auxiliary staff is not considered youth supervision staff.

**Zero Tolerance:** The Youth Detention Facility will not tolerate any form of sexual abuse and/or sexual misconduct and enforces this policy by ensuring all of the divisions within the department fully comply with the PREA standards [28 C.F.R. §115.311]