

Orientation

- AUTHORITY:** California Code of Regulations, Title 15, Section 1390 Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-022, dated 08/01/13 (Major Revision)
- FORMS:** Orange County Institutions Minors' Rights and Grievance Procedure (F0502-6051)
- PURPOSE:** To familiarize staff and youth with those rights of detained youth. A copy is to be permanently posted in each unit/dorm.

I. GENERAL INFORMATION

Within 24 hours of entering Juvenile Hall, all youth will receive an orientation. During this orientation, youth will be informed of their rights while in the facility, and will be provided information related to available services, how to access those services, the facility rules for expected behavior, and other information needed for a successful transition from the community to a detention setting.

A. Basic Rights Explained To Youth

1. A place to sleep. This includes a clean and usable bed or cot, pillow, blankets, sheets, etc.
2. A housing assignment based on individual needs, and not based solely on anatomy or birth gender. Youth may request housing based on their chosen gender identity. Housing requests of this nature will be authorized by Administration based on the safety of individual youth and other security concerns.
3. Full meals and a balanced diet. This includes three meals per day that meet prescribed nutritional standards.
4. Full complement of clean clothes, including a set of new, personal underwear.
5. Monthly Hair Care Services.
6. The opportunity to have regular visits from parents, stepparents and legal guardians at least two hours per week. Persons under 18, friends or extended family members are permitted to visit (this includes grandparents, uncles, aunts, boy/girlfriends, counselors, and teachers) based on space available and if determined their relationship is supportive. Advance approval by the SJCO DPO/SPO, Case Planning/Assistant Director or Director is required. Visits are encouraged for youth who are parents.

7. Items necessary for personal hygiene. This includes soap, toothpaste, toothbrush, comb, etc.
8. Programs, recreation and exercise a minimum of three hours a day during the week and five hours a day each Saturday, Sunday or other non-school days, of which one hour shall be an outdoor activity, weather permitting.
9. Visits with attorneys.
10. Immigration Services
11. Telephone contacts with attorneys may be made via County business telephones or Collect only telephones. Messages may be left for attorneys in their absence.
12. Receive and send unlimited letters each week. All legal mail to be posted at County expense. Seven outgoing letters (non-legal mail) posted at County expense.
13. The opportunity for a daily hot shower and access to toilet and water as needed.
14. The opportunity to attend religious services and/or religious counseling of his/her choice.
15. Clean and sanitary living conditions.
16. Medical care/psychiatric, psychological assistance.
17. Access to an education including reading materials.
18. Age appropriate information explaining the facility's zero tolerance policy prohibiting sexual abuse and sexual harassment. This information will include how a youth can report incidents, or suspected incidents, of sexual abuse or sexual harassment, as outlined in PMI 1-4-123.
19. Advisement of the rules of the facility, the consequences for violation and access to procedure which provides for a fair hearing and resolution of complaints pertaining to his or her care in juvenile facilities (e.g. Grievance Procedure, 3-1-012, and/or Disciplinary Due Process, 3-1-043) including the confidential grievance procedure and access to grievance forms.
20. Explanation of the facility's system of positive behavior interventions and supports, incentives that youth will receive for complying with facility rules.
21. Youth will be given the opportunity to access the Collect only phones on a daily basis.

B. Additional Orientation Information Provided to Youth

1. Facility policy of the use of force, including physical and mechanical restraints, and the use of chemical agents.

2. An explanation of the different types of room confinement and their purpose.
3. All disciplinary action is determined and administered by staff and never delegated to youth. No corporal punishment or cruel, degrading punishment, either physical or psychological is permitted.
4. Youth will participate in a school program approved by the State. Youth who have already received their high school diploma or GED equivalent may participate in college courses as available.
5. Youth have access to counseling and casework services, including services by those qualified to address transgender and/or intersex youth concerns.
6. Description of all emergency procedures, including earthquake, fire, and evacuation plans.
7. Youth may possess newspapers, books and magazines permitted in the amount and manner as determined by the Facility Director.
8. Youth may possess photos, personal papers and similar material in a single 9x12 envelope in their rooms or lockers as determined by the Facility Director.
9. Youth may access legal books by presenting a written request to staff identifying the title of the book.
10. Youth will participate in a minimum of one hour of programming daily.
11. Youth will be notified of services and programs which are available in languages other than English.
12. Information will be provided to parents or guardians which describes how they can receive information regarding the youth's stay in the facility, which includes answers to frequently asked questions, and provides contact information for facility administrators, medical and school personnel, and mental health providers.

II. PROCEDURE

Facility staff conducting the orientation are responsible for:

- A. Identification of key staff and their roles within the facility, including medical, mental health, religious, and educational services.
- B. Advising all youth of their rights and of program elements listed above upon their entry into a juvenile institution.
- C. Posting a list of Youth's Rights, Rules of Conduct and Grievance Procedure in each living area, accessible to all resident **youths**.
- D. Ensuring that no youth is deprived of his/her basic rights as a means of discipline.

- E. Ensuring youth understand the process for requesting different housing, education, additional programming, or work assignments within the facility.
- F. Advising youth of the process by which they may access Title 15 Minimum Standards for Juvenile Facilities.

REFERENCES:

Procedures:	3-1-003	Deterrence of Unacceptable Behavior
	3-1-009	Meeting the Religious and Spiritual Needs of Youth on Probation
	3-1-012	Resident's Grievance Procedure
	3-1-014	Recreation Exercise Program
	3-1-023	Rules of Conduct
	3-1-024	Youth's Mail
	3-1-025	Attorney Contact with Incarcerated Youth
	3-1-036	Youth's Use of Telephones – Collect Only Telephone Calls
	3-1-043	Disciplinary Due Process
	3-1-401	Medical Procedures
	3-2-001	Youth's Use of County Business Telephones
	3-2-002	Behavior Control
	3-2-011	Intake
	3-2-025	Visiting – Juvenile Hall
	3-3-001	Shaving & Hair Care for Youth at YGC
	3-3-008	YGC Transfer and Intake Procedure
	3-3-015	YGC Dress Code Guidelines
	3-3-017	Counseling vs. Therapy Appropriate Techniques for Probation Counselors at YGC
	3-3-021	Visiting – Youth Guidance Center
	3-8-021	Visiting – Youth Leadership Academy
Policies:	D-2	Use of Physical Restraint Corporal Punishment
	F-4	Visits with Minors in, Juvenile Institutions; Placements
	F-5	School Programs in Probation Department Juvenile Institutions
	F-6	Religious Programs and Services at Probation Department Juvenile Institutions
	F-10	Medical Examinations and Treatment for Juveniles

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APPROVED BY: