

OBSERVATION REPORTS

- AUTHORITY:** Administrative Directive California Code of Regulations, Title 15
- RESCINDS:** Procedure Manual Item 3-2-309, dated 08/12/13
- FORMS:** Unit Face Sheet (F0512-2024)
Unit Face Sheet, Continued (F0512-2025)
Institutional Casework Report (Facility Document)
Special Incident Report (F057-7018)
- PURPOSE:** To standardize methods of reporting behavioral observations.

I. GENERAL INFORMATION

- A. Juvenile Hall staff are to carefully observe **youth** in detention and provide information to Deputy Probation Officers (DPOs) and related agencies concerning the **youth's** personality characteristics and behavior.
- B. To perform this function, staff are required to make observation reports on all **youth** in custody.
1. These reports become part of each **youth's** permanent record and must not be edited.
 2. They must reflect an objective report of the **youth's** behavior while in custody.
 3. This places the responsibility for producing fair and accurate reports directly on the staff.
 4. Do not make irresponsible or malicious comments reflecting emotional responses or frustrations in working with a **youth**.
 5. As these reports may be used in determining the disposition of a **youth**, it is important that they reflect the **youth's** behavior in an objective way.

II. PROCEDURE

- A. Unit Face Sheet/Intake and Release Center (IRC) Assessment Report
1. The IRC staff initiates Unit Face Sheets when each **youth** enters Juvenile Hall.
 2. Describe fully all pertinent information of a behavioral or specific medical nature.
 3. Give the source and date of information in the section provided.

4. Show any special status such as “**Extreme** Security Risk,” “Suicide Risk” or “Assaultive Behavior” in red on the Unit Face Sheet.
5. Any gang information should be entered on the Unit Face Sheet.
6. Intake staff makes brief comments on the Unit Face Sheet regarding attitude, behavior adjustment or special status upon intake.
7. Staff should make another behavior observation before release or transfer from IRC and should always sign and date any comments made in a **youth’s** folder.
8. Keep current Unit Face Sheets on the top right side of the first section of the **youth’s** folder.
9. When a **youth** is transferred to a living unit, the Deputy Juvenile Correctional Officer I/II (DJCO I/II) will ensure that a “Unit Face Sheet, Continued” is filed on the left side of the third section, beneath the TANF Casework Log Sheet.
10. The **youth’s** assigned DJCO II will make a minimum of one written observation every seven days per **youth** on his/her caseload.
 - a. These observations should include the **youth’s** progress/adjustment in the unit, relationship with staff and peers, emotional tone, work and school performance, current charges, parental relationship and status of court procedures.
 - b. Additional comments may be made in the **youth’s** folder at any time by any staff.
11. The pink “Institutional Casework Log Sheet” displays the due date requirements for the various Casework Reports.

B. Casework Reports

1. Initial Service Plans - should be completed ten days after the **youth’s** entry into Juvenile Hall. It should outline casework issues to be worked on and a plan of action to achieve the objectives of the case plan.
2. Behavior Summaries - are completed every 30 days after the due date of the Initial Service Plan and prior to receiving a commitment in court. The Behavior Summary records the progress of the **youth** in adjusting to being incarcerated and to the objectives set forth in the Initial Service Plan.
3. 14-Day Case Plan - is to be completed 14 days after the **youth** receives a commitment. This is similar to the Initial Service Plan which describes the focus of the casework to help the **youth** adjust and rehabilitate while incarcerated.
4. The Case Review - is completed by the casework counselor every 30 days after the 14-Day Case Plan due date, to track the progress of the **youth** in achieving the goals and objectives set forth in the 14-Day Case Plan.

- a. A Case Review is completed every 30 days until the **youth** is released. The review should include special examples that give an overall view of the **youth's** behavior while in detention.
 - b. The last Case Review before the **youth's** release date should focus on an after-release program. The Case Review presentation to the **youth** should include his/her probation officer, school personnel and the **youth's** parents.
5. The Exit Summary - is completed when the **youth** is released from custody and includes a "Post-Release Service Plan" to continue with issues that need to be dealt with by the **youth** after he/she is released in order to further the continuity of care for the **youth**.
6. Supervising Juvenile Correctional Officer (SJCO) will review and sign each casework report before the report is copied and sent to the **youth's** probation officer. A copy may be forwarded to the **youth's** parents. The original is filed in the third section of the **youth's** folder.
- C. Special Incident Reports (SIRs)
1. Complete all pertinent areas of page one of the SIR, including the Due Process checklist.
 2. Complete the narrative sections (pages 2, 3, etc.) by describing the observed behavior and circumstances surrounding the incident as factually as possible.
 3. Complete the Recommended Action section, sign at the bottom, and forward it to a supervisor for approval and signature.
 4. The original is filed in the **youth's** institutional folder and copies are routed to the appropriate parties.
- D. Level III Observation (1:1) notes
1. Staff performing the 1:1 observation must sign **in ICMS as well as** on the 1:1 log. (The 1:1 log must have date, **youth's** name and J/DL # at the top of each page).
 2. Notes should be documented on the 1:1 log not to exceed 15 minutes. Example of a note might be, "**youth** appears to be sleeping" or "**youth** participating in school."
 3. Staff must document when a **youth** drinks water, eats a meal or takes medication. This provides information on how the **youth** is adjusting while on level III and shows they are cooperating with the unit program. These notes can also be used to provide current and past history of the **youth** while on level III. If a **youth** on Level III declines an activity or refuses medication, a Level III log note must be entered into the 1:1 notes. Example of a note might be, "**youth** refused to take meds" or "**youth** refused meal".

4. DJCOs assigned to supervise **youth** on 1:1 shall write a Behavior Summary at the end of their shift documenting progress of the **youth** while on 1:1. The summary should also include if the **youth** ate their meals or declined. The summary should also include if the **youth** has taken medication if they are on medication. The summary should be read by all staff assuming the duty of supervising the **youth** who is on Level III. If the **youth** is reduced to level II, it should be noted which supervisor reduced the **youth** and at what time the reduction took place.
5. SJCOs will review the notes and initial once these notes have been reviewed. The DJCO I will place these 1:1 notes in the back of the **youth's** file along with SIRs and Clinical Evaluation and Guidance Unit (CEGU) documentation.

REFERENCES:

Procedures:	3-1-010	Youth's Institutional Folders
	3-2-H	Deputy Juvenile Correctional Officer I Duties
	3-4-203	Deputy Juvenile Correctional Officer II Duties
Policies:	A-1	Policy, Procedures and the Law
	A-5	Communications Within the Probation Department
	B-2	Inter - and Intra-Agency Confidentiality
	C-16	Employee Conduct-On Duty

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APPROVED BY: