

# County of Santa Cruz



## JUVENILE JUSTICE AND DELINQUENCY PREVENTION COMMISSION MINUTES

Thursday, June 20, 2025  
2:00 p.m. – 4:00 p.m.  
Special Meeting

Aptos Safety Center  
171 Aptos Village Way  
Aptos, CA

*The purpose of the Juvenile Justice and Delinquency Prevention Commission is to advocate for and protect the safety and well-being of dependency and juvenile justice-involved youth and to prevent youth from becoming involved in the juvenile justice system. As a Commission, we will educate and inform our community and system leaders on the importance of positive youth development and advocate for coordinated and well-resourced systems that promote family and youth success and prevent system involvement.*

*In furtherance of that purpose the Commission has adopted three goal areas to guide its work over the next 2 years (2024 – 2026):*

*1) Juvenile Hall Inspection; 2) Positive Youth Development through the 41 Developmental Assets; and 3) Convening Stakeholders.*

I. CALL TO ORDER/ROLL CALL: Meeting called to order at 2:08 p.m.

**Present:** Bernard Gomez, Beverly Brook, Cynthia Druley, David Brody, Elias Gonzales, Jeri Limon, Julia Feldman, Maria Rodriguez-Castillo, Reyna Ruiz

**Excused:** Deutron Kebebew, Sierra Thompson

**Staff:** Christine Bennett

II. PUBLIC COMMUNICATIONS: None.

III. INFORMATION ITEMS:

1. Study Session for Conducting the 2025 Detention Center Inspection: Commissioner Druley referenced a Power Point presentation slideshow and draft Inspection Timeline (see attached) and answered questions from other Commissioners. The decisions for which members will be participating and on what section(s) will be determined at the Regular July meeting. Commissioners who have not performed the inspection before are to register on the Annie E. Casey Foundation website to take the training and have access to the modules and information.

IV. ADJOURNMENT: Meeting adjourned at 3:45 p.m.

*The County of Santa Cruz does not discriminate on the basis of disability, as no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. If you are a person with a disability, including a communication disability, and require special assistance in order to participate in the meeting or need language service assistance, please contact the Santa Cruz County Probation Department at (831) 454-3853 (TDD: call 711) at least 72 hours in advance of the meeting in order to make arrangements. Persons with disabilities may request a copy of the agenda in an alternate format.*

*Por favor haga arreglos anticipadamente por teléfono al número (831) 454-3800.*

# County of Santa Cruz

---



## JUVENILE JUSTICE AND DELINQUENCY PREVENTION COMMISSION AGENDA

---

June 20, 2025  
2:00 p.m. – 4:00 p.m.  
Special Meeting

Public Safety Center  
171 Aptos Village Parkway  
Aptos, CA

---

For questions regarding the meeting process, please contact Christine Bennett, staff for the JJDPC, at 831-454-3853 or [Christine.Bennett@santacruzcountyca.gov](mailto:Christine.Bennett@santacruzcountyca.gov)

- I. CALL TO ORDER/ROLL CALL
- II. PUBLIC COMMUNICATIONS: Any member of the public will be allowed a maximum of 3 minutes each to address the Commission on any item listed on today's Agenda and/or any other topic within the scope of the responsibility of the Commission. If the issue or matter is not listed on today's agenda, Commissioners will not take actions or respond immediately to any public comment, but may follow up later, either individually or at a subsequent meeting.
- III. STUDY SESSION FOR CONDUCTING THE 2025 DETENTION CENTER INSPECTION
- IV. ADJOURNMENT

*The County of Santa Cruz does not discriminate on the basis of disability, as no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. If you are a person with a disability, including a communication disability, and require special assistance in order to participate in the meeting or need language service assistance, please contact the Santa Cruz County Probation Department at (831) 454-3853 (TDD: call 711) at least 72 hours in advance of the meeting in order to make arrangements. Persons with disabilities may request a copy of the agenda in an alternate format.*

*Por favor haga arreglos anticipadamente por teléfono al número (831) 454-3800.*

## JJDPC Inspection Training Overview

- Purpose and role of the team
- History of past inspections
- Confidentiality
- Structure of the Inspection
- What questions do you have about inspections?
- Parking lot

1

1

## Detention Center Inspections

- JJs are required to conduct annual Detention Center inspections by Welfare and Institutions Code 229 and make recommendations under WIC 230
- Inspections ensure that the needs, safety and well-being of youth are appropriately supported
- Single most impactful role that the JJDCP has
- Structure of the Inspection

2

2

## Detention Center Inspections

- JJs are required to conduct annual Detention Center inspections by Welfare and Institutions Code 229 and make recommendations under WIC 230
- The BSSC (Bureau of State & Community Corrections) requires the report by December 31
- In order to meet that deadline, the Commission must approve its final report by the October 9, 2025 meeting
- Probation then submits to the Board of Supervisors by December

3

3

## Detention Center Inspections

- Team members should remember that they are in a secure environment and to be diligent and respectful of institutional rules.
- The goal of the assessment is to improve conditions and work together.
- This is not an adversarial process.

4

4

# Team Responsibilities

- Plan and recommend areas of assessment
- Attend trainings – live and web-based
- Choose area of assessment
- Review documentation pertinent to the area being assessed
- Set up interviews with staff 2 weeks ahead of visit (August 27 & 28)
- Conduct the on-site assessment for the area(s) of standard(s) assigned
- Record the findings on the web-based application and review data analysis
- Write commendations or recommendations
- Write a draft summary narrative with commendations or recommendations for the overall report and give to Probation

5

5



6

6

# JDAI Classification Areas

- 1 . Classification and Intake
- 2 . Health and Mental Health Care
- 3 . Access
- 4 . Programming
- 5 . Training and Supervision of Employees
- 6 . Environment
- 7 . Restraints, Room Confinement, Due Process and Grievances
- 8 . Safety

## Additional focus areas for 2025:

- Youth and Family Interviews
- Followup on last year's recommendations
- SYTF and Ranch Camp

Yellow = 2025 Focus area

7

7

# JDAI Programming Area

- Education
- Exercise, Recreation and Other Programming
- Religion
- Positive Behavior Interventions and Supports
- Youth with Special Needs
- **Additional:**
- SYTF : IRPs, vocation/education programming, transition plans, least restrictive options
- Special program

8

8



## JDAI: Training and Supervision of Employees Area

- Qualifications for Institutional Staff Positions
- Staffing
- Training for institutional staff (including shift for SYTF)
- Supervision of Staff
- Reports of Abuse, Neglect, Retaliation & Neglect or Violation of Responsibilities; Incident Reports; and Complaints
- Quality Assurance and Youth Engagement

9

9

## Preparation for Assessment

- Now through July: Optionally, review the JDAI training modules
- Attend application training on August 14<sup>th</sup> from 10-11 am.
- At least 2 weeks prior to assessment: Complete documentation review & send followup questions or request additional information. Documents available 7/15.\_x0001\_
- At least 2 weeks before: make specific staff interview requests (if needed)
- Determine the list of questions you will ask staff and youth
- Prepare youth interview request letter and/or visit hall to talk with youth about interviews (1-2 Commissioners)
- Review the online app to assure login capability & acquaint yourself with it

10

10

## Review all documents

- Juvenile Hall Procedures Manual
- OYCR SYTF Guidelines
- Parent Orientation Manual
- Youth orientation manual

11

11

## Conduct the on-site assessment

- Let Cynthia and Hall Staff know your schedule for being on site (Morning or afternoon or evening on 8/27 or 8/28)
- Bring laptop to record responses
- Meet with staff and youth – assure confidentiality
- Ask youth if they would invite their parents/supports to be interviewed
- Optional: Have lunch with the youth (approx. \$5)

12

12



## Record findings in the app

- Best practice: Record findings as you go or before leaving
- Record comments or questions in the notes section to help you followup and/or write your summary
- Make note of commendations and recommendations

13

13

## Assemble and Write the Report

- Review the data summaries and AI reports from the App
- Summarize your commendations and recommendations into shared Google Doc draft report
- Attend meeting to review the report to finalize a draft for Probation
- Review Probation responses for possible inclusion in final report
- Finalize draft of report to discuss at the October JJDP Commission meeting

14

14

# Detailed Schedule

- Review Handout

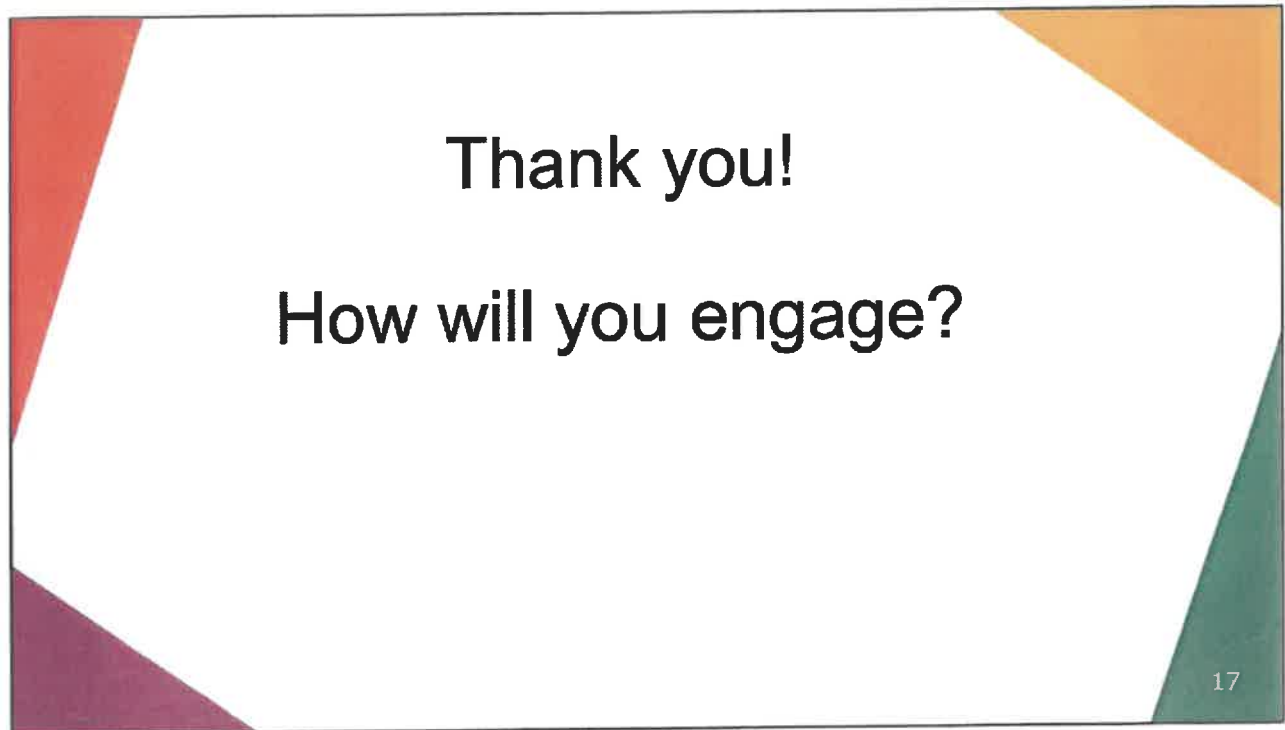
15

15

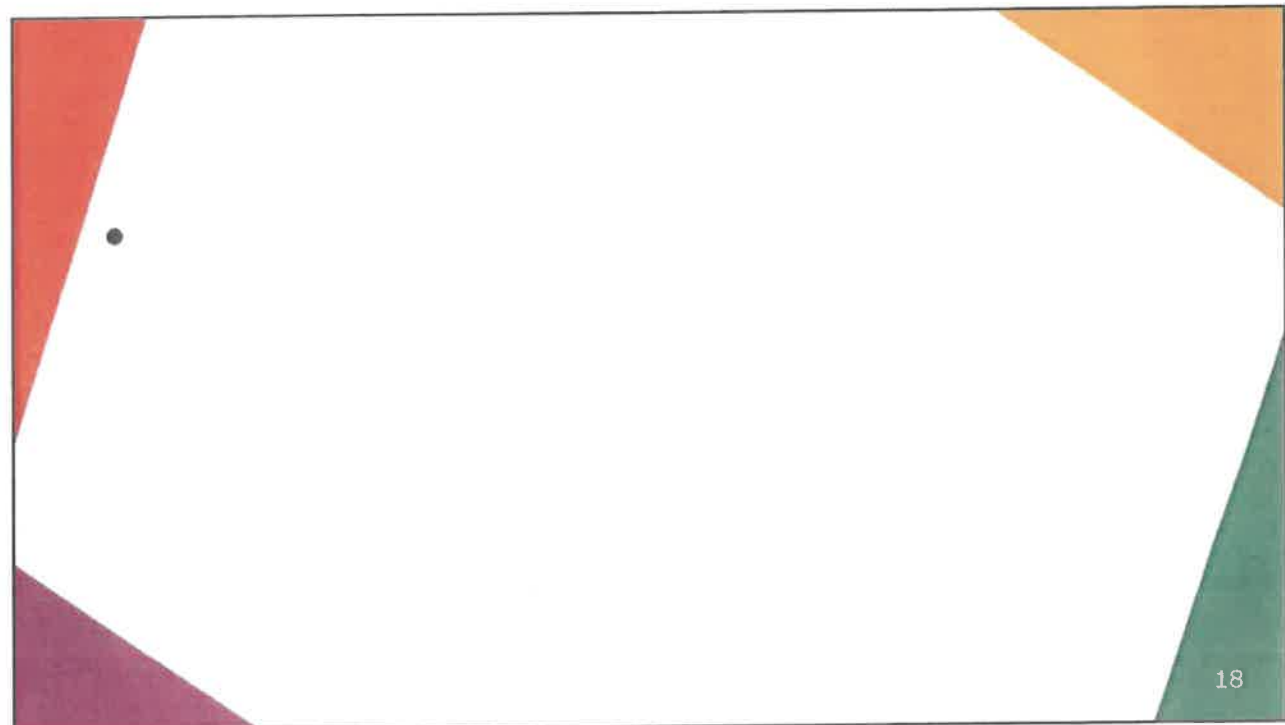
Questions?

16

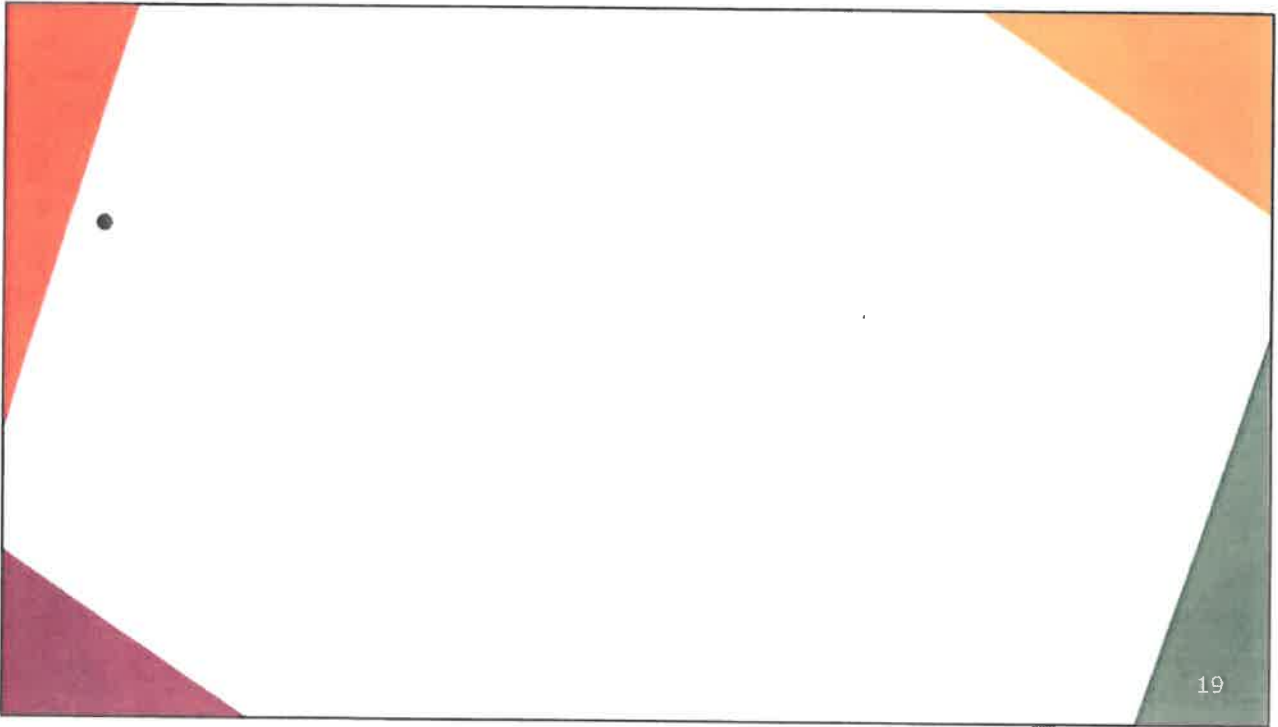
16



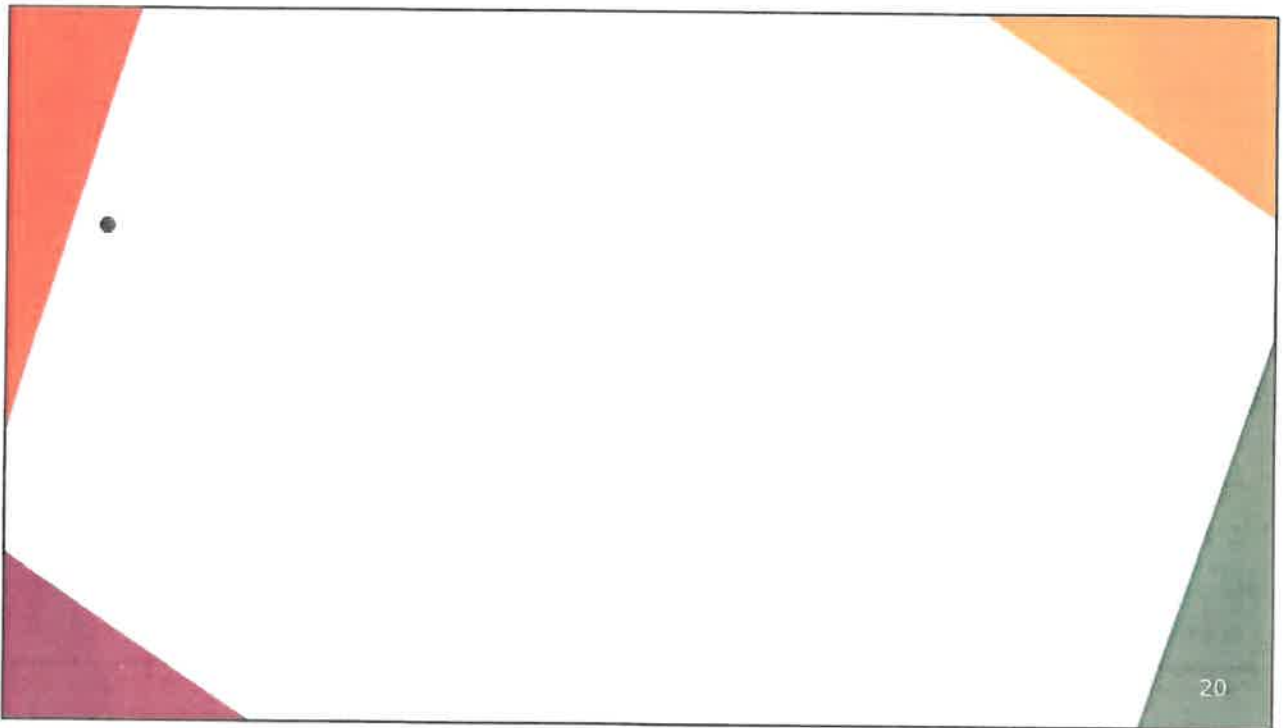
17



18



19



20

**Santa Cruz County Detention Facility JJDPC Inspections for 2025**  
**General Timeline rev. 5/25/25**  
(JH/SYTF/RC Inspection August 27 & 28, 2025)

**Inspections' Approximate Timeline**

- April: set inspection dates and parameters with Probation
- April/May: Confirm inspection team members and exact dates for inspection (during the week of 8/25/25)
- Special Meeting for Training (2 hr Study Session on June 20 from 2-4pm Inspection
- May Meetings: Team reviews inspection tools and adopts methodology and sets up training for JH, SYTF and Ranch Camp. (Family interviews this year?)
- Late June: 1) Send probation list of team and detailed timeline & scope of inspection and 2) Train inspection team(Meetings) 3) Design youth and/or family surveys and assign interviewers
- July 15: Probation sends JH/SYTF and Ranch Camp manuals and any other docs to each team member
- August 1: Members' review of their specific section's documents is complete and areas of further research/docs have been identified
- Zoom Check in for Team: Documents and who will meet with who and when they will be on site
- August 4: Members send additional questions to Probation for areas where there are additional questions and staff requests to meet. Probation provides names of those staff who are appropriate to meet with.
- August 11: Probation sends responses to questions
- August 11: Team members advise staff of who they want to speak to with to Probation and days/times they will be there
- August 13: Team Meeting for final preparations for on-site inspection
- August 14: 10-11am Zoom Training on JDAI tool by Douglas Keillor/JJA
- Week of August 19: members meet with youth to explain process and prep for on-site visit and interviews
- August 27 & 28: Team Members on site for 2 days this week(morning/afternoon or evening)
- September 8: Team members have completed data input and narrative write up of commendations and recommendation for their areas in the draft report
- September 10: ZOOM call to review draft report
- September 19: Draft Narrative and Checklists complete and sent to Probation
- September 26- Probation Feedback to Committee fis received
- Septemer 29: Zoom call to review response & determine what changes might be made base upon Probation's feedback
- October 3: Final draft completed and submitted for JJDPC October meeting packet
- October 9: Final Report in Commission Packet for Action/Approval so it can be sent to Probation for their submission to BOS (November meeting is too late to make December BOS meeting)
- Probation adds their cover letter and sends final report to BOS (about 6 weeks in advance) to ensure that it is on the BOS Agenda no later than December 2024
- December – Report is in the BOS packet and sent to the BSCC

Additional Materials Available: (Cynthia or Probation can provide:)

1. Title 15 Minimum Detention Facility Requirements from BSCC (Bureau of State Corrections)
2. SB823 specific requirements for SYTFs
3. Last Year's report (it's also on our web page) too
4. Reports from other counties' inspections (eg. Santa Clara and Alameda)

# Table of Contents

## **Glossary**

### **I. Classification and Intake**

- A. Specific Detention Limitations
- B. Intake
- C. Detention Process
- D. Classification Decisions
- E. Confidentiality

### **II. Health and Mental Health Care**

- A. Screenings and Referrals
- B. Full-Health Assessments
- C. Medical Services
- D. Mental Health Services
- E. Suicide Prevention and Response
- F. Informed Consent
- G. Confidentiality
- H. Health and Mental Health Administration
- I. Discharge Planning

### **III. Access**

- A. Family Engagement
- B. Visitation
- C. Mail
- D. Telephone
- E. Access to Counsel, the Courts and Public Officials

### **IV. Programming**

- A. Education
- B. Exercise, Recreation and Other Programming
- C. Religion
- D. Positive Behavior Interventions and Supports
- E. Youth With Special Needs

### **V. Training and Supervision of Employees**

- A. Qualifications for Institutional Staff Positions
- B. Staffing
- C. Training for Institutional Staff
- D. Supervision of Staff
- E. Reports of Abuse, Neglect, Retaliation and Neglect or Violation of Responsibilities; Incident Reports; and Complaints
- F. Quality Assurance and Youth Engagement

### **VI. Environment**

- A. Positive Institutional Atmosphere
- B. Sanitation
- C. Food
- D. Temperature, Ventilation and Noise
- E. Emergency Preparedness and Fire Safety
- F. Lighting
- G. Clothing and Personal Items
- H. Searches
- I. Cross-Gender Viewing and Privacy
- J. Overcrowding and Adequate Living Space

### **VII. Restraints, Room Confinement, Due Process and Grievances**

- A. Use of Physical Force, Restraints and Chemical Agents
- B. Room Confinement
- C. Voluntary Time Outs
- D. Due Process and Discipline
- E. Grievance and Reporting Procedures

### **VIII. Safety**

- A. Youth Safety
- B. Staff Safety
- C. Weapons and Contraband
- D. Investigations