

SONOMA COUNTY PROBATION DEPARTMENT JUVENILE HALL POLICY & PROCEDURES MANUAL			
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POLICY STATEMENT

It is the policy of Sonoma County Juvenile Hall to classify youth in a manner that ensures the safety of the youth, other youth, staff, and the public, while providing a safe environment by housing them in the most appropriate and least restrictive program setting and housing based on their classification.

PROCEDURES

1. INITIAL CLASSIFICATION OF YOUTH

- A. Each time a youth is admitted into the facility, Intake & Release staff will make the initial classification assessment based upon information received during the booking process. The goal of the classification process is to provide the least restrictive housing assignment that is still appropriate for the youth based on their needs. There will be periodic reviews of classification.
- B. Factors to consider when making a classification determination may include, but are not limited to:
 - i. Current charge(s), and in-custody history.
 - ii. Age.
 - iii. Prior sexual victimization or abusive history.
Gender nonconforming appearance or manner; or identification as lesbian, gay, bisexual, transgender, queer, or intersex, and whether the youth may, therefore, be vulnerable to sexual abuse
 - iv.
 - v. The population and physical design of the facility.
 - vi. Physical and/or mental disabilities.
 - vii. Physical illness or disabilities including size and stature.
 - viii. Intellectual or developmental disabilities including level of emotional and cognitive development.
 - ix. The safety of the youth, staff, and the public, as well as the youth's perception of vulnerability.
 - x. Any other specific information about the youth that may indicate heightened need for supervision, additional safety precautions, or separation from certain other youth.
 - xi. The youth's level of sophistication, emotional stability, program needs, legal status, medical/mental health considerations, gender, and gender identity.

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- C. In the case of a transgender youth being booked, intake staff shall assist the youth in completing the Transgender Preference Form, which shall be kept in the youth's file.
- i. "Transgender" is an umbrella term that describes people whose gender expression is nonconforming and/or whose gender identity is different from their assigned sex at birth. This term can include but is not limited to transsexuals, gender queers, cross-dressers, and other persons whose gender expression varies from general norms. As used herein, the term "intersex persons" describes persons who's sexual or reproductive anatomy or chromosomal pattern does not fit typical definitions of male or female. Gender identity can also vary at random or in response to different circumstances, which is referred to as "gender fluidity."
 - ii. The purpose of the Transgender Preference Form is to ascertain and document the youth's preferred name while in custody, and to document the preferred gender of staff that will conduct searches and/or urinalyses if and when necessary.
 - iii. Intake staff shall note the transgender or intersex youth's name preference in the "AKA" section in KJS. It shall also be logged into the housing unit touchscreen and used as the name tag on the youth's assigned room. Staff shall refer to the youth by the youth's preferred name and gender pronoun, regardless of the youth's legal name. Gang, slang, or other names that compromise facility operations as determined by Administration or designee are prohibited and shall be documented when that decision is made.
 - iv. Information obtained during the intake process will never be shared with other residents. All sensitive information obtained by staff shall not be exploited to the youth's detriment.
- D. The purpose of classification is to determine to which housing unit a youth will be assigned, given the need for single, double, or dormitory assignment. Staff shall not separate youth from the general population or assign youth to a single occupancy room based solely on the youth's actual or perceived race, ethnic group identification, ancestry, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status. This does not prohibit staff from placing youth in a single occupancy room at the youth's specific request or in accordance with separation as discipline.
- E. Housing decisions for youth shall be based on the youth's individualized needs, and shall prioritize their emotional and physical safety.
- F. While on a housing unit, staff will continue modifying the classification assessment based on information collected, observations, and behavior. This may change the room assignment or housing unit to best fit the needs of the resident as well as the facility.
- G. In assigning a lesbian, gay, bisexual, transgender, gender nonconforming, or intersex

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youth to a unit, the Facility Supervisor shall use the information gathered during the booking process on a case-by-case basis for housing and programming assignments. Barring any safety and security issues identified by staff during initial classification, transgender or intersex youth will be housed based on their gender identity, unless their preference is to be housed based on their biological sex, pending review by the Multi-Disciplinary Team (MDT).

- i. Lesbian, gay, bisexual, transgender, or intersex youth shall not be placed in a particular housing, bed, or other assignment solely on the basis of such identification or status, nor shall their identification or status be used as an indicator of likelihood of being sexually abusive.
- ii. For safety and security purposes, the Facility Supervisor shall notify the following staff via email that the youth will be housed on the unit pending an MDT meeting: Juvenile Hall Division Directors, all Supervisors, the Intake or assigned Deputy Probation Officer (DPO), the unit JCCs, the Sonoma County Office of Education (SCOE) Principal, and the Juvenile Hall Health Manager. Intake night staff shall document the youth's preferred name on the population sheet and forward it to the respective parties.
- iii. The MDT shall convene as soon as possible, but no later than 72 hours once admitted, and shall include a Supervisor, the unit JCC III, the DPO, Behavioral Health, and the resident's family (if appropriate) The MDT shall evaluate the initial assessment of classifying the resident as transgender or intersex, and the initial housing unit classification to ensure that the housing unit, treatment, and programming will support the resident's well-being, while promoting the safety of all residents. Transgender and intersex youth shall have access to medical and behavioral health providers qualified to provide care and treatment to transgender and intersex youth.
- iv. Following the MDT meeting, the Supervisor will confirm or modify the initial housing unit decision, taking into consideration the youth's preference, personality, background, age, developmental status, sophistication, social skills, charges, behavioral history, and other factors that might influence his or her adjustment and contribute to an overall safe and successful experience for this resident as well as other residents in the unit.
- v. The MDT process may be initiated any time a resident communicates to probation staff and/or justice system partners that they are transgender or intersex. At that time, the resident's classification shall be changed.
- vi. Privacy accommodations should not prevent transgender or intersex residents from full integration into Juvenile Hall's daily programming. Residents will only be separated from others as a last resort when less restrictive measures are inadequate to keep them and other residents safe, and then only until alternative means of keeping all residents safe can be arranged.

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- vii. Transgender and intersex residents shall be given the opportunity to shower separately from other residents on the housing unit, in Intake, or on a vacant unit. Staff shall make every effort to ensure the privacy of transgender and intersex youth when the youth are using the bathroom or shower, or dressing/undressing.
- viii. Staff shall permit youth to dress and present themselves in a manner consistent with their gender identity, and shall provide youth with clothing and undergarment's consistent with their gender identity.

2. CLASSIFICATION CHANGES & REVIEWS

- A. JCC staff will submit concerns and recommendations related to reclassification to a Supervisor or the Classification Supervisor.
- B. Residents may be placed in Protective Custody (Policy 3.3.12) or separated through the disciplinary process (Policy 3.5.2) for their own protection or the protection of others.
- C. Staff shall communicate any recommended changes to a resident's classification to the on-duty Supervisor who will make a decision and notify the Classification Supervisor by phone or email.
- D. Transgender and intersex placement decisions shall be reevaluated at least twice a year.

3. EXPLANATION OF HOUSING UNIT ASSIGNMENTS

- A. Housing Unit 5: May house residents with the following related charges or issues:
 - i. General Population – older or more behaviorally problematic/sophisticated resident as required (not appropriate for Housing Units 1, 2, 3, or 7).
 - ii. Protective Custody
 - iii. To separate co-defendants assigned to Maximum Security
 - iv. Warrants
 - v. DCP rollbacks, with additional charges
 - vi. Under the influence/Detoxing

- B. Definition of KJS Classification Characters

NOTE: If multiple classifications exist, staff shall use an X (multiple classification code) and note N in Authorization and Management Notes.

NOTE: Fourth Character Classification is to be accessed by Intake & Release staff, Supervisors, or Administrative personnel only.

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4. CLASSIFICATION INFORMATION SHEET

- A. As changes occur and within a reasonable time frame, the Classification Supervisor will compile and update the Classification Information Sheet. This is an Excel document available on the S:drive (It will be visible to all staff facility-wide, and contains the following known information on all residents:
- i. Resident Name
 - ii. Housing Unit
 - iii. Room Status (Single or Double)
 - iv. Court-ordered Non-Associations
 - v. Gang Associations
 - vi. Keep Away
 - vii. Recreation Restrictions
 - viii. Field Restrictions / / Out-of-County
 - ix. Special Handling
 - x. Any Supporting Comments
- B. In no way is this form to replace regular updating and ongoing maintenance of the four KJS classification characters outlined above. Both classification records need to be regularly updated.
- C. Staff are to review the Classification Information Sheet regularly and provide updates and feedback to the Classification Supervisor regarding any changes as they develop or are identified.
- D. In the absence of the Classification Supervisor, updates of the Classification Information Sheet will be made by a Supervisor or their designee.
- E. All JCC I/II staff, Extra Help, and Overtime staff will have read-only access to this document. All Administrators, Supervisors, and JCC III staff will have read/write access; however, the Classification Supervisor will be the primary designee for updates to the document in most cases.
- F. Whenever changes or updates are identified, they should be emailed directly to the Classification Supervisor for input into the system. If a designee makes an update directly to the form, they will also email this information to the Classification Supervisor, notifying them of the changes made.
- G. When changes are made to the Classification Information Sheet, a new version will be saved in the Classification folder and filed by date. Old, previous versions of the Classification Information Sheet will be retained in the folder for reference.

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H. Staff will refer to policy 3.5.6 "Field Restriction (FR)" to determine if a resident can have access to the outdoor field.

5. COED HOUSING

- A. If such an instance arises that male and female residents must be housed in the same unit, the tiers will be separated by genders, and programming will be delivered separately to both genders. Staff shall follow established guidelines located in the forms section.
- B. Such an instance would only be necessitated by unusual circumstances and requires prior Administrative approval.

REPLACEMENT HISTORY

Revised: 9/10/08; 11/24/13; 2/17/18; 7/18/19; 6/30/20

APPROVED BY:

DAVID M. KOCH, Chief Probation Officer

REFERENCES

- Title 15 Section: 1352 "Classification"
- Title 15 Section: 1350.5 "Screening for the Risk of Sexual Abuse"
- Title 15 Section: 1352.5 Transgender and Intersex Youth
- 28 C.F.R. Part 115, section 115.342