

**TRINITY COUNTY GRAND JURY
2004-2005**

**JUDICIAL COMMITTEE
FINAL REPORT**

TRINITY COUNTY JUVENILE DETENTION FACILITY

**This Report was Approved
May 20, 2005**

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PURPOSE:

Penal code section 919(b) mandates that the Grand Jury will annually inquire into the conditions and management of all public prisons within the county, including juvenile detention facilities.

BACKGROUND:

The Juvenile Detention Facility was completed in June 2001. It is operated under the direction of Mr. Terry Lee, Chief Probation Officer, and members of his staff.

The facility has the capacity to house up to 24 juvenile detainees. The facility houses local juveniles and juveniles from other counties, thereby deriving revenue for Trinity County.

There were three (3) complaints against the Probation Department that were investigated by the 2004-2005 Grand Jury. The Judicial Committee conducted interviews with complainants, employees and supervisors, as well as Chief of the Probation Department. A tour of the facility was also conducted.

FINDING #1:

The committee toured every room within the facility, with the exception of the rooms being used by professional staff while counseling juveniles. We found the facility to be exceptionally clean and organized. (The cleaning is done by the juveniles). The kitchen was clean and efficient. The showers were clean and the curtains in good shape. The procedure taken to insure the privacy of the inmates while taking a shower was explained and was found to be satisfactory. The class room was clean and the atmosphere was pleasant, with the students' work and projects well done with a qualified teaching staff.

RECOMMENDATION #1:

No recommendation. The facility appears to be well managed and maintained.

FINDING #2:

The inmate telephone system was investigated. A new provider for telephone service has been implemented. The telephone calls are now at a more reasonable rate. Juveniles must request telephone time and make their calls during their assigned times.

RECOMMENDATION #2:

No recommendation. This system, with the new telephone provider and policy regulating telephone calls seems to be adequate and working well.

FINDING #3:

During interviews with employees it was found that a perception of misuse of time sheets existed and promotions were not handled in a fair manner. Promotions within this department depend on various criteria, including but not limited to, educational background, job evaluations, and recommendations of supervisors. Assurances were received that promotions have been handled in a manner consistent with the written policy and procedures of the department. It was noted that more females are promoted in the department as a natural manner, due in part because more females are employed in the department.

Supervisors are required to work forty hours a week. Their schedules are not always the same every day or every week. They are on call and are called out at various hours. The supervisors occasionally adjust the time worked away from the office that exceed forty hours per week, by sometimes working shorter hours in the office.

Possible misuse of county vehicles and county cell phones in this department was also a concern that was brought to our attention.

The Chief Probation Officer has the use of a county vehicle and cell phone for county business. Other county vehicles and cell phones are assigned to county employees, by him, as needed. Cell phone usage is at a minimum. They are used by the juvenile department and are available for use when using a county vehicle.

RECOMMENDATIONS #3:

The department needs to schedule staff meetings where all employees are permitted to air their grievances, without prejudice or fear of retaliation.

Time sheets should be replaced by time clocks to alleviate the perception of, or actual inaccuracy of time sheets.

FINDING #4:

One complaint, regarding medication that was prescribed and given to a juvenile, was investigated by this committee. This investigation revealed the claimant misunderstood that the medications were prescribed for the juvenile by another county and upheld by an order from a judge in Trinity County.

RECOMMENDATION #4:

In dealings with juveniles, the parent/guardian should have all information regarding the juvenile's health and well being and access to their child's records.

CONCLUSION:

Considering the loss of staff due to budget cuts, the Juvenile Detention Facility is well run by an efficient staff. We found the staff to be professional, concerned and compassionate people doing an excellent job of caring for the juveniles in their care. The staff is commended for the job they are doing.

<u>ENTITY</u>	<u>FINDING</u>	<u>RECOMMENDATION</u>	<u>RESPOND IN</u>
Trinity County Chief Probation Officer	3,4	3,4	60 days
Trinity County Board of Supervisors	3,4	3,4	90 days