

VENTURA COUNTY PROBATION AGENCY

Juvenile Facilities Handbook



MISSION STATEMENT

To promote effective interventions, individual accountability, and community well-being.

VISION STATEMENT

Transforming and empowering lives to build a strong community.

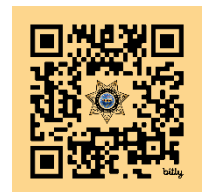
Case Information:

Person #: _____

Case #: _____

Assigned DPO: _____

Phone #: _____



Purpose of Handbook

This handbook has been prepared to help you better understand the Juvenile Facilities, the provided services and answer commonly asked questions. It does not cover or include every aspect of the facility. You are encouraged to discuss all questions or concerns with the JF Watch Commander or assigned DPO II.

Juvenile Facilities

The Ventura County Juvenile Facilities (JF) complex sits on a 45-acre parcel in an unincorporated area of the county near the community of El Rio. The facility has a total capacity of 420 residents. The detention component capacity is 240 (those pending criminal proceedings) and the commitment component capacity is 180. The JF also houses Secure Youth Treatment Facility (SYTF) residents serving extended commitments for serious or violent offenses, up to the age of 25 (formerly California Department of Corrections and Rehabilitation Division of Juvenile Justice (CDCR-DJJ).

There are times when a resident can be released on Electronic Monitoring/Community Confinement (EM/CC) by the Court or at the discretion of probation. While on EM/CC, the youth remains at home under strict conditions and close supervision from probation.

In addition to the housing components, the JF includes indoor and outdoor recreation areas for detention, commitment and SYTF programs, a resident library, a visiting center, Boys and Girls Club, medical and dental suite, an intake/community confinement/booking area, classrooms, program and facility administration offices, kitchen and laundry services. A juvenile courthouse with six courtrooms is located adjacent to the JF.

Residents under our care are provided constructive individual and group activities within the facilities. Educational programming includes Providence School, an accredited school program administered by the Ventura County Office of Education (VCOE) and Oxnard College classes. Ventura County Behavioral Health (VCBH) provides behavioral and crisis intervention services as well as group, individual, and family therapy within the facilities. The Wellpath Medical Group provides medical, psychiatric and dental services under contract. In addition, there is an on-site state medical staff 24 hours a day, 7 days a week.

There is a variety of programming that includes, vocational programming, drivers' education, music exploration, religious services, book club, Boys and Girls Club, Equine Therapy, agriculture, Paxton Patterson (construction program), Restorative Justice, Career Exploration, Rising Scholars, mentoring programs, Pilates, Alpha Leadership (leadership and career skill development), Healthy Lifestyles (lifestyle regulation and relationship boundaries) and art exploration.

Juvenile Court Process



Facility Information

Facility Visiting:

Parents, legal guardians, grandparents and the resident's children may visit residents in custody on facility visiting days which are Wednesdays and Sundays. Visitors are asked to **arrive 15 minutes prior to the scheduled visiting time. Late visitors will not be permitted to visit.** Visitors must have identification with a photograph, and there must be no indication of drug or alcohol use. Visitors must dress appropriately, and no personal property is allowed. Lockers are available for use for 25 cents. If any problems occur during visiting, visitors must follow staff instructions immediately. Failure to follow instructions may result in termination of a visit. Please ask a staff for the current visiting schedule.

Special Visits:

Every Friday behavioral levels are posted. Once a resident has achieved Excellence level, they may request a special visit. Requests need to be made on Friday for the following Saturday. Special visits are only held on Saturday and are for extended family members or supportive adults (no friends), that are approved by the Watch Commander. If the resident maintains Excellence behavioral level throughout the week, the visit will be allowed. Special visit sessions are limited and are not guaranteed.

Designated Supportive Adult (DSA):

A DSA is someone with whom the resident has a great relationship and who provides encouragement, support and advice when needed. A DSA may be added to the list of approved visitors. Residents who have remained on Excellence level a minimum of three weeks may submit an application to the Watch Commander for approval.

Essentials:

The Juvenile Facilities provide all residents with essential hygiene items, clean clothing, bedding, and towels. The residents shower daily and have clean towels, sheets and changes of clothing regularly. They are provided three meals a day and snacks throughout the day.

Phone Calls:

The residents receive free phone calls at the time of booking and once they have been assigned a housing unit. Calls are limited to 15 minutes per call and can only be made during designated times.

School:

When the residents are in custody at the JF, they attend Providence School, a court school run by the VCOE, unless they have met the requirements for graduation. School is held Monday, Tuesday, Thursday and Friday from 8:30 a.m. to 2:30 p.m. and Wednesday from 8:30 a.m. to noon to allow for facility visiting. For school related information, please call 805-981-5809.

Residents who are currently enrolled in high school or have already graduated will have the opportunity to participate in college-level courses. These classes will be available either asynchronously online or in-person at the JF, providing flexible options tailored to their needs. Local Rising Scholars counselors will collaborate closely with each resident to design a personalized academic schedule that supports their goals and sets them up for future success.

Medical/Dental/Psychiatric:

Onsite medical staff are available 24 hours a day, 7 days week. The residents also have access to dental care while at the JF. If you have specific medical/dental/psychiatric questions pertaining to a resident, please contact reception at 805-981-5521.

Behavioral Health:

VCBH clinicians are available 6 days a week Monday through Saturday from 8 a.m. to 5 p.m. The Crisis Team is available 24/7 should a resident experience a mental health emergency. VCBH provides care management, risk assessments, crisis intervention, treatment planning, and release planning with care coordination to residents at the facility. They also administer individual, group, and family therapy sessions including:

- Dialectical Behavioral Therapy
- Substance Use Treatment Services
- Co-parenting
- Co-occurring substance abuse and mental health treatment
- Seeking Safety
- Anger Management

JF Programs & Activities

In addition to individual and group therapy services through VCBH, residents participate in a variety of programming to help develop prosocial skills and positive behaviors.

- Boys and Girls Club – organization provides life skills, recreation and holds special events monthly
- Paxton Patterson – construction trade program
- Reins of H.O.P.E (Equine Therapy) - Evidence-based equine-assisted psychotherapy program
- Screen printing – residents learn the art of screen printing
- Alcohol and Drug Program– residents participate in Substance Use Treatment Services provided by VCBH
- Religious Services – religious counselors meet with residents for one on one and group counseling
- Driving Simulator – residents learn basic driving skills through a driving simulator
- Ventura County Arts Council – residents receive instruction on visual arts, painting, mural art, poetry, and podcasts.
- Futsal – residents learn and play Futsal (indoor soccer)
- Basketball – residents learn the skills of the game while gaining team building skills
- Music – residents are given the opportunity for self-expression and growth gaining understanding of basic song structure and music theory
- Mentoring programs
- VCOE provides Career Technical Education Courses, including career exploration, transportation/automotive engine repair, agriculture/natural resources

Programming and activities are constantly evolving.

Frequency Asked Questions

What is the mail policy at the JF?

Residents are provided with envelopes and paper to send mail to family and friends. All incoming and outgoing mail is screened by a Watch Commander. Any unauthorized mail will be returned to the sender or withheld.

If a resident has a request while at the JF, what do they need to do?

Resident Request forms are available for residents to submit requests, questions, or concerns to Probation, Behavioral Health or Medical staff. The Resident Request boxes are checked daily and processed in a timely manner. Additionally, residents can express any concerns to unit staff which will be fielded appropriately.

How does the JF handle emergency situations?

The JF has protocol in place to handle emergency situations. In the event the residents need to be transported to another facility, probation will contact the parent or legal guardian. Please make sure probation always has current contact information for the parent or legal guardian. Parents or legal guardians may also be called to pick up the resident depending on the emergency and what charges they are being held on.

What property can residents have while they are at the JF?

Residents are provided with all necessary clothing and hygiene items. Once the resident has been committed to serve time at the JF, and has earned Excellence behavioral level, they can have one pair of their own shoes which can only be exchanged once every six months.

Can I bring the resident books or magazines to read?

All books or magazines that are received become the property of the JF. Once a resident is released, all items will remain at the JF and will not be released with the resident. All books need to be soft covered and free of staples. Books and magazines need to be appropriate and may be returned if deemed inappropriate. Residents have access to a collection of approved reading materials.

What time are residents ready to be picked up on the day of their release?

On the morning of their release, booking staff will contact a parent or legal guardian to pick the resident up. Releases are usually done between 7:30 a.m. and 9:00 a.m. If special arrangements for the time of the release are needed, please contact the Watch Commander at 805-981-5521.

What do I do if a resident is released on EM/CC and I have questions.

Resident releases on EM/CC will not be processed until 9:00 a.m. Read the contract that was given to you on the date of the release. This outlines all the rules of the program. Youth will be contacted at home or school regularly by probation staff to ensure compliance. If you still have questions, please contact EM/CC staff at 805-981-5501.

How do I find out when a resident goes to court?

After the initial arrest, the resident's case will be assigned to one of our Juvenile Intake probation officers. They will contact a parent or legal guardian to get a statement and provide the information regarding the court date. Any further questions may be directed to the resident's appointed attorney or the Public Defender's Office at 805-981-5990.

Is bail available on juvenile matters?

No, bail is not accepted on juvenile matters.

Can I leave for money for a resident?

No, residents cannot receive money while in the facility.

Residents have property stored at the JF. How does a parent or legal guardian go about picking property up?

If a resident is still pending court, no property can be released without a Court order. If a resident has been committed to serve time at the JF and would like the property to be released to a parent or legal guardian, this can be arranged by submitting a Resident Request to the Watch Commander.

A resident has a food allergy or medical condition that the JF may not be aware of. Who should be contacted to provide this information?

Please contact the JF and ask to speak to either medical staff or the Watch Commander at 805-981-5521.

Prior to a resident's arrest, a doctor/dentist appointment was made for them. How do you ensure they attend the appointment?

Our medical staff will arrange with probation to have the resident transported to the appointment. For safety and security reasons, the date of the appointment may be changed.

Will a resident receive religious services while at the JF?

Religious services are offered regularly. If the resident has a request to have a specific religious provider, please contact the Watch Commander. The provider will need to be screened by our Operations Unit prior to being cleared to visit the resident. Once the clearance is received, they can request to have visits with the resident.

