

**PROBATION DEPARTMENT
COUNTY OF SAN MATEO**



Juvenile Justice and Delinquency Prevention Commission
222 Paul Scannell Drive
San Mateo, CA 94402

Elizabeth K. Lee
Presiding Juvenile
Court Judge, Superior
Court

Jan Ellard
Deputy County
Counsel

Commissioners

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Co-Vice Chair

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(Emeritus)

July 26, 2017

Chief Susan E. Manheimer
San Mateo Police Department
200 Franklin Parkway
San Mateo CA 94403
smanheimer@cityofsanmateo.org

Dear Chief Manheimer,

As mandated by the State, the San Mateo County Juvenile Justice and Delinquency Prevention Commission inspected the San Mateo Police Department on June 29, 2017. This was based on the BSCC report that you held one or more juveniles in secure detention during 2016.

The Commission thanks Community Services Officer Betsy Seivert for a thorough and exemplary inspection. Overall, the Commission found the Department met or exceeded the outlined expectations.

The complete inspection report is attached for your records and a copy will be forwarded to the BSCC. We appreciate the Department's time and cooperation and the easy access that you provided to our inspectors.

On behalf of the Juvenile Justice and Delinquency Prevention Commission,

Sonoo Thadaney

Sonoo Thadaney
Co-Vice Chair

Juvenile Justice and Delinquency Prevention Commission

San Mateo County, California

Please respond to sections that apply to the facility you are inspecting.
Type or print clearly.

Facility Name: City of San Mateo Police Dept.

Address: 200 Franklin Pkwy, San Mateo, CA 94403 Phone: (650) 522-7700

Contact Person: Betsy Seivert

Phone Number: 650 522 7700

Date of Inspection: June 29, 2017 (inspection covered period 1/1/16 to 6/29/17)

Date of Last Inspection: Aug 19, 2015

Commission Inspection Team: Sonoo Thadaney & Toni Barrack

Presiding Juvenile Court Judge: Judge Lee

Observations, Concerns, and Recommendations

Summary: Thank you Sgt. Betsy Seivert for a thorough and exemplary inspection. We had a lot of questions and you were thorough and gracious with your responses.

Detention Log of Minors Reviewed? Yes No

Are detention logs periodically forwarded to the California Division of Juvenile Justice? Yes No

How frequently? Monthly

Are logs current, complete and legible? Yes No Comments: Asked if we could get an annual summary by age, race, gender to get a better finger on the pulse of what's occurring at a local level to better unpack the changes we see in the County wide Juvenile system, YSC, Camps, etc.

Do logs reflect entry and exit times- Yes No Comments: Juvenile Arrest Logs indicate length of stay. Backup records show specific entry and exit times. _____

Are reasons for secured detention noted? Yes No (Always used when the juvenile was a danger to themselves or others). In one case, the Juvi mis-reported their age and were being treated as an adult. In further questioning/checking, once know the Juvi was under 18, they were moved. _____

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Youth Facility Inspection Report**

Is the offense noted? Yes No Comments: Will look into adding it on the report, if required.

Fire Inspection Report Reviewed? Yes No Date: June 19, 2017

Any recommendations/concerns from last inspection? No _____

Health Department Report Reviewed? Will scan and send it to us. E-copy sent to us and attached

Yes No Date: Dec 15, 2016

Any recommendations/concerns from last inspection? Have these been implemented?:

General Information

Number of minors held in detention during inspection review period:

Secured - 1 Non-Secured 20 (1 for more than 6 hrs) (Jan 2016-June 2017)

Are minors given an orientation prior to being detained? (Section 1540): Yes No

Describe: Officer walks them through the process and expectations,

Comments: One of the youths was held over 6 hours because there was a backlog of the number of persons that needed to be processed for a large, prostitution case. _____

How are minors in custody supervised?

In a Locked Cell (Section 1547)? Not applicable (except for the one accidental situation, until the true age was stumbled upon.)

In Secure Custody outside of a cell (Section 1548)? Not applicable

In Non-Secure Custody (Section 1550)? Glassed cubicle.

How often are minors in custody observed? (Section 1548):

In a Locked Cell? NA

In Secure Custody outside of a cell? NA

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In Non-Secure Custody? Always

How are minors in custody observed (video, audio device, personal observation, Section 1547)?:

By humans, continual visual observation into glassed-in room; audio device always employed

Is the observation logged?: Yes No Comments: Because they are always in a fish bowl. _____

Is there constant auditory access to staff at all times?: Yes No Comments:

Is there any contact with adult inmates?: Yes No Comments:

Are males and females kept in the same room/area? Yes No Comments: But under observation in an unlocked fish bowl.

Are drinks (water) and snacks available, if requested?: Yes No Comments: Youth are provided appropriate snacks if they have allergies/religious preferences. Whole Foods is across the street and it's easy to access the needed. If requested by youth, they are given a safe space to pray, etc.

Is there access to toilets and washing facilities: Yes No Comments:

Are there provisions available for clothing, blankets, etc.?: Yes No Comments:

List the names, dates, intake and release times, and circumstances for all minors held for longer than six hours. (Attach any additional documents if necessary. **Names will be redacted prior to publication.**): ___

1. AC 94271 Report 16-0403010 Date: April 3, 2016, Total holding time 7 hours and 6 minutes (unsecured). Reason: Backlog in booking because it was a large prostitution ring and it took time. The situation was approved by a Supervisor.

Secured Detention

Was the secured detention area observed? Yes No

Is the secured detention area a locked room? Yes No

Is a cuffing rail used for secured detention? Yes No

Comments: _____

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Are minors in secured detention informed of the following?:

The purpose/reason for being placed in secured detention: Yes No

The length of time the secure detention is expected to last: Yes No

Informed of the six-hour limit of being held in secured detention: Yes No

Comments:

For what purpose/reasons would a minor would be placed in secured detention?: Danger to self or others

How often is secured detention reviewed and by whom? By Supervisor, the Lieutenant, Captain and Patrol officers. As needed.

Have any minors been held in secured detention for more than six hours?: Yes No

What is the proximity of the secured detention area to adult inmates? It's one local jail with separate cells. Suburban police department and it's rare to have youth in a secured area. If the situation arises, they will separate the areas.

Describe the procedure for intoxicated or substance abusing minors: Evaluated. If intoxicated/substance abuse suspected -they are taken to San Mateo County Hospital.

How frequently are intoxicated/impaired minors observed? Under constant supervision

Is this observation documented in the logs? Yes No Always supervised. _____

If cuffing rail is used:

Was cuffing rail observed and procedure explained? Yes No

How are youth secured? Placed in secure jail and a locked room. Only used for mitigated circumstances, _

Who approves the use of a cuffing rail? (e.g. Watch Commander): NA _____

How is the minor supervised? How frequently?: NA _____

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What time limit is used when using cuffing rails? (30 min. limit): NA_____

Does the detention log note the use of cuffing rails?: Yes No NA

Comments

General comments or concerns that should be noted that haven't already been addressed?:

Summary

Overall - met and/or exceeded the outlined expectations.

Signature of Commissioner(s) preparing this report:

/s/ Sonoo Thadaney Date: July 11, 2017

/s/Antoinette Barrack Date: July 11, 2017