

## OBSERVATION REPORTS

**AUTHORITY:** Administrative Directive

**RESCINDS:** Procedure Manual Item **3-15-003**, dated **08/18/23**

**FORMS:** Unit Face Sheet (F057-6010.3)  
 Unit Face Sheet, Continued (F057-6009.1)  
 Transitional/Reentry Plan (ICMS)  
 Special Incident Report (ICMS)

**PURPOSE:** To standardize methods of reporting behavioral observations.

### I. GENERAL INFORMATION

- A. Facility staff are to carefully observe youth in detention **facilities** and provide information to Deputy Probation Officers (DPOs) and related agencies concerning the youth's personality characteristics and behavior.
- B. To perform this function, staff are required to make observation reports on all youth in custody.
  - 1. These reports become part of each youth's permanent record and must not be edited.
  - 2. They must reflect an objective report of the youth's behavior while in custody.
  - 3. This places the responsibility for producing fair and accurate reports directly on the staff.
  - 4. Do not make irresponsible or malicious comments reflecting emotional responses or frustrations in working with a youth.
  - 5. As these reports may be used in determining the disposition of a youth, it is important that they reflect the youth's behavior in an objective way.

### II. PROCEDURE

- A. Unit Face Sheet/Intake and Release Center (IRC) Assessment Report
  - 1. The IRC staff initiates Unit Face Sheets when each youth enters Juvenile Hall.
  - 2. Describe fully all pertinent behavioral **and/or** specific medical **information**.
  - 3. Give the source and date of information in the section provided.

4. Show any special status such as "High Risk," "Suicide Risk" or "Assaultive Behavior" in red on the Unit Face Sheet.
5. Any gang information should be entered on the Unit Face Sheet.
6. Intake staff makes brief comments on the Unit Face Sheet regarding attitude, behavior adjustment or special status upon intake.

**B. Bi-Weekly Observations by Deputy Probation Correctional Officer (DPCO)**

1. **The youth's assigned DPCO shall make a minimum of one written observation in the Integrated Case Management System (ICMS) through the Electronic Contact Reporting (ECR) notes. These written observations shall be made bi-weekly, per youth on the assigned DPCO's caseload.**
  - a. **A written observation shall include but is not limited to the youth's progress/adjustment in the unit, relationship with staff and peers, emotional tone, work performance, school performance, parent relationship/interaction, status of court procedures, and progress towards case plan objectives and goals.**
  - b. **Written observations shall be made whenever a youth is transferred between Juvenile Hall units or Juvenile Facilities. These written observations are to be recorded on the Unit Face Sheet Continuation Form and documented in ICMS. Upon a youth's release or transfer to another unit or facility, the assigned DPCO, or if unavailable, a DPCO assigned to the unit where the youth is housed, will document a summary of any significant behaviors or events that occurred since the last written entry or since the youth's admission to the facility.**
  - c. **Additional written observations may be made at any time by any staff.**
  - d. **Written observations shall be professional in tone, focus on facts and objective observations and be written with the understanding that they may be subject to subpoena and used in court.**
  - e. **Supervising Probation Correctional Officers (SPCO) shall review written observations weekly and document the review in their monthly unit report.**

**C. Suicide and Medical Observation Status (1:1) notes**

1. **Staff performing a 1:1 observation must sign into ICMS and on the Youth's Daily Welfare Log form. (The 1:1 log must have date, youth's name and J/DL # at the top of each page).**

2. Notes should be documented on the Youth's Daily Welfare Log form not to exceed 15 minutes. Example of a note might be, "youth appears to be sleeping" or "youth participating in school."
3. Staff must document when a youth drinks water, eats a meal or takes medication. This provides information on how the youth is adjusting while on **Observation Status (OS)** and shows **if** they are cooperating with the unit program. These notes can also be used to provide current and past history of the youth. If a youth on **OS** declines an activity or refuses medication, a log note must be entered into the 1:1 notes. Example of a note might be, "youth refused to take meds" or "youth refused meal".
4. DPCOs assigned to supervise youth on **a 1:1** shall write a Behavior Summary at the end of their shift documenting **any** progress of the youth while on **the 1:1**, if the youth ate their meals or declined, **and** if the youth has taken medication if they are **prescribed** medication. The summary should be read by all staff assuming the duty of supervising the youth who is on **the 1:1**. If the youth is reduced to **a lower level of supervision**, it should be noted which supervisor, **medical, or mental health staff** reduced the youth and at what time the reduction took place.
5. SPCOs will review the notes and initial once these notes have been reviewed. The **graveyard DPCO** will place Youth's Daily Welfare Log form notes in the back of the youth's file along with Clinical Evaluation and Guidance Unit (CEGU) documentation.

#### REFERENCES:

|             |          |                                                        |
|-------------|----------|--------------------------------------------------------|
| Procedures: | 3-1-005  | Deputy Juvenile Correctional Officer Duties            |
|             | 3-1-007  | Auxiliary Staff Responsibilities-Youth Guidance Center |
|             | 3-10-003 | Deterrence of Unacceptable Behavior                    |
| Policies:   | A-1      | Policy, Procedures and the Law                         |
|             | A-5      | Communications Within the Probation Department         |
|             | B-2      | Inter – and Intra-Agency Confidentiality               |
|             | C-16     | Employee Conduct-On Duty                               |

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**APPROVED BY:**