

Juvenile Justice and Delinquency Prevention Commission San Mateo County, California

Adult Facility Inspection Report

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

Facility Name: Menlo Park Police Station

Address: 701 Laurel St., Menlo Park, CA 94025

Contact Person: Sergeant Sharon Kaufman and Detective Jeff Cooley

Phone Number: 650.330.6343

Date of Inspection: July 30, 2014

Date of Last Inspection: September 17, 2012

Commission Inspection Team: Margot Rawlins and Michael Stark

Presiding Juvenile Court Judge: Judge Clifford Cretan

Observations, Concerns, and Recommendations

Detention Log of Minors: Yes No

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

Comments:

The logs had some clerical errors that could effect data collection.

Fire Inspection Report: Yes No Date: January 13, 2014

Any recommendations/concerns from last inspection? Have these been implemented?: No concerns

Health Department Report: Yes No Date: December 10, 2013

Any recommendations/concerns from last inspection? Have these been implemented?: No concerns

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General Information

Number of minors held in detention during inspective review period:

Secured 3*

Non-Secured 22

* The state records indicate four youth were held in Secured detention during 2013, but Detective Cooley said "an arresting officer initially entered a juvenile detention on the secure log (July 2013), when it was actually a non-secure detention. I have since spoken with him and clarified the clerical error."

Are minors given an orientation prior to being detained?: Yes No Comments: This orientation is given at the time of detention, not prior to.

How often are minors in custody supervised?: If in secure detention, they are checked in on personally every 30 minutes. If in non-secure detention, the supervision is constant.

Is there constant auditory access to staff at all times?: Yes No Comments: If the youth is in secure detention, the system is similar to an intercom system, not a baby monitoring system. Youth would have to let officer know he/she had a question or needed help. A youth in unsecured detention is under constant surveillance. If officers think a youth might harm him/herself, the youth would be in unsecured detention and under constant watch.

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

Are males and females kept in the same room/area? Yes No Comments: _____

Are drinks (water) and snacks available, if requested?: Yes No Comments: Water is available at all time.

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

Are there provisions available for clothing, blankets, etc.?: Yes No Comments: At the last JJDC inspection, it was noted that there were only Tyvek suits. Now they have a set of sweatsuits and blankets available.

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.): none

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Secured Detention

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: Officers check off the information they provide to youth and not all of the forms related to secured detention showed this check off about six-hour limit. Detective Cooley believes that is just a clerical error and that officers do tell youth about this regulation per their procedures. No youth were in custody for more than six hours.

What is the purpose/reasons a minor would be placed in secured detention?: Safety risk to self or others or accused of a serious criminal offense.

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? They are separated by a wall.

If cuffing rail is used:

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

How constant is the supervision of the minor(s)?: _____

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

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

Comments

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

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Please provide a summary of the inspection including any recommended changes and positive highlights to be included in the letter to the Board of Supervisors and the Facility:

Sergeant Kaufman and Detective Cooley were very cooperative and compliant to our requests for a time to meet and materials to be submitted to us in advance. The station was in excellent repair and very clean. They only have about three juvenile detainees per month and their logs indicate a conscientious effort to transfer those youth as quickly and appropriately as possible. The only thing we recommend is more attention to training officers in the importance of correctly completing paperwork. There were instances of the officers using the incorrect forms (e.g., secure detention vs, insecure detention forms) that meant that Detective Cooley had to make corrections. There were also a few places where the officers neglected to check off every box. While these are certainly minor issues, they are important and attention should be directed toward rigorous training and emphasis on the important of accuracy.

Signature of Commissioner(s) preparing this report:

_____ /s/Margot Rawlins _____ Date: 8/25/14
_____ Date: _____