

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

INDIVIDUALIZED TREATMENT WATCH (ITW)

Title 15, Sections 1355 and 1356

Authority:

Michelle Scray Brown, Chief Probation Officer

Purpose:

To provide a safe environment and a supportive supervision program for youth housed in Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs).

An Individualized Treatment Watch (ITW) shall be utilized whenever a youth displays behavior that is evidence of special needs, which exceeds normal behavior management practices (i.e. medical conditions, mental health diagnoses, and limited intellectual functioning).

Definitions:

Individualized Treatment Plan (ITP): A written plan designed to meet the specialized needs of youth, to change their behavior, teach them needed skills and create an environment in which they can achieve required behavioral competencies.

Individualized Treatment Watch (ITW): An immediate and critical level of observation based on documented special needs of youth on an ITP.

Multi-Disciplinary Team Meeting (MDT): A scheduled, formal meeting of representatives from all agencies, divisions, and sections having indirect/direct contact with youth on an ITP.

Process:

After an ITP has been completed, a youth may be placed on an ITW by the Probation Corrections Supervisor I (PCSI), Watch Commander (WC)/Treatment Facility Supervisor (TFS), or Forensic Adolescents Services Team (FAST) for any behavior that demonstrates a need for specialized treatment supervision.

Responsibilities:

- I. Probation Corrections Officer (PCO):
 - A. Notify the PCSI and FAST of the need for an evaluation.
 - B. Document all information in CE in the youth's file by going to Events>Evaluation - ITP/ITW and Include the date and time the PCSI, WC/TFS, and FAST were notified,
 - C. Document observations of the youth's emotional state and behavior in CE, no less than once per shift, with the exception of 3rd shift unless applicable or as noted in the ITP. Document in youth's file Events>Institution>Evaluation – ITP/ITW. The evaluation must include, but is not limited to, the emotional state and behavior of youth, the person taking over the responsibilities of the ITW and what information was exchanged with them.
 - D. On first and second shifts, discuss with the youth and have them sign that they have reviewed their ITP with the ITW for expectations on each shift.
 - E. ITW staff should remain in constant observation of the youth at all times, unless relieved by another staff who then assumes the ITW responsibilities until the assigned ITW returns.
 - F. ITW staff must be switched out/relieved with a new ITW staff every hour during all shifts.

- G. During all shifts, whether the youth is sleeping or not, if a clear view of the youth is not possible, the youth will be directed to move into the officer's view and/or remove the obstruction.
 - H. Ensure youth's head and neck region are visible at all times..
 - I. While sleeping observe physical and/or audible signs that the youth is not experiencing an obvious medical emergency such as the rise and fall of the youth's chest, snoring, movement, etc.
- II. Probation Corrections Supervisor I (PCSI):
- A. Consult with WC/TFS and FAST for a youth to be placed on an ITW.
 - B. If placing a youth on an ITW document in CE the following:
 - 1. The date, time, and reason the youth was placed on ITW.
 - 2. The date and time the WC/TFS and FAST were notified.
 - C. Document in the youth's file by going to Events>Inspection - ITP/ITW, no less than once per shift, with the exception of 3rd shift unless applicable, inspect that PCOs have documented, for each youth on an ITW, their observations of the youth's emotional state and behavior in CE.
 - D. Ensure that the ITW staff is switched out/relieved with a new ITW staff hourly during all shifts.
- III. Probation Corrections Supervisor II (PCSII):
- A. If an ITW is recommended in a MDT meeting, the PCSII in the MDT meeting shall set up an ITP with an ITW development meeting with representatives from all applicable areas. When possible, the attending parties should include the youth's Case Load Counselor, FAST, PCSI/II, Medical and school staff if applicable.
 - B. Document in CE the following if placing a youth on ITW:
 - 1. The date, time, and reason the youth was placed on ITW.
 - 2. The date and time the WC/TFS and FAST were notified.
 - C. Notify FAST and PCSI when a youth is placed on ITW by the WC/TS.
 - D. Ensure the ITP with an ITW are followed.
 - E. File a copy of the ITP with ITW in the WC Inspection Binder and ensure it is imported into CE.
- IV. Watch Commander (WC)/Treatment Facility Supervisor (TFS):
- A. Maintain the ITP with an ITW in the WC Inspection Binder.
 - B. Coordinate for additional staff to fulfill the ITW responsibilities.
 - C. Complete an inspection in the youth's file by going to Events>Inspection - ITP/ITW, no less than once per shift, for each youth on ITW with the exception of 3rd shift unless applicable.
- V. Mental Health/FAST:
- A. Consult with WC/TFS during MDT or in cases of immediate need prior to placing a youth on an ITP with an ITW.
 - B. Reassess youth's mental health needs as indicated in ITP with an ITW.
 - C. Document when an ITP with an ITW is implemented, revised or discontinued in youth's file, in ITW attribute under special instructions
 - D. Import the revised ITP with ITW expectations in youth's file.
 - E. In a crisis situation write, revise, or modify the ITP with an ITW until the program can be discussed in the MDT.

Guidelines:

- A. A collaborative meeting shall be held prior to placing a youth on an ITW.
- B. Youth must have an ITP to be on an ITW.
- C. Youth on ITW shall be discussed in MDT meetings.
- D. Youth can be on a SOS and ITW concurrently; check ITP for specific provisions.
- E. Youth should be encouraged to participate in unit programming unless deemed otherwise.
- F. Youth may have standard linen supply in room, and wear standard facility attire at all times unless:
 - 1. Specified differently in the ITP.
 - 2. Deemed unsafe based on the youth's behavior.
 - 3. On SOS.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

References:

- Procedures
- Watch Commander Duties and Responsibilities
- Counseling and Casework Services
- Multi-Disciplinary Team
- Individualized Treatment Program for Behavioral Management (ITP)

Issued by:

 1/24/19
Michelle Scray Brown, Chief Probation Officer Date

Original Issue Date: July 11, 2005

- Revised: July 19, 2010
- Revised: July 29, 2010
- Revised: November 23, 2015
- Revised: February 21, 2018
- Revised: January 24, 2019