Yolo County Probation Department
COVID-19 Response
Spring 2020

A message from Chief Probation Officer Dan Fruchtenicht:

While the depth and breadth of the impact of the coronavirus pandemic (COVID-19) to our community, state, nation and world was unfathomable just months ago, the Yolo County Probation Department has risen to the related challenges and has proven to be equal to the task.

During this unprecedented time, our top priorities are to ensure the public’s safety as well as the safety of our staff and those in our care. Of utmost importance is the well-being of our staff who continue to serve Yolo County communities in the midst of this crisis.

In response to COVID-19, the Probation Department has put in place a number of measures in our Juvenile Detention Facility, Supervision and Court units, as well department administration to mitigate the spread of COVID-19 in our facilities and the community while continuing to provide our services. These strategies have been developed, vetted and implemented in partnership with other public safety partners, the Court, other County departments, and with our providers and stakeholders.

The following is a living document which has will evolve as the pandemic evolves and as new information and best practices come to light. It highlights the strategies that are being employed to continue our mission while reducing the risk of COVID-19 to our staff, clients and community. This document also memorializes the actions we are now taking should such measures regrettably need to be implemented again in the future.

Be safe and be well,

Dan Fruchtenicht
Yolo County Chief Probation Officer
Communication & Guidance to Staff

Daily, the Chief Probation Officer and Manager of Operations & Strategy, who also hold positions in the County’s Emergency Operations Center (EOC), participate in an EOC Briefing. Notes from the EOC briefing are then shared with all Probation Managers.

Following the EOC briefing each morning, all Probation Managers and Supervisors meet onsite or virtually to discuss the day’s activities, grapple with emerging issues, review countywide information and plan for the future. This meeting is directly followed by a morning briefing for all staff onsite that day, and another on-site check-in and dismissal at the end of each day.

Signage about reducing the spread of COVID-19 has been posted throughout all Probation facilities, including the Juvenile Detention Facility’s living units, restrooms and staff rooms.

The Chief Probation Officer regularly sends e-mail updates to staff which include COVID-19-related information to educate staff about the virus and precautions being taken, as well as other Department announcements.

Essential Operations Staffing Plan

In an effort to adhere to the State and County health orders, essential operations have been identified and minimum on-site staffing levels in all Probation units implemented. The Probation Department has ensured that all critical security and safety posts are covered as required by the Board of State & Community Corrections, and in accordance with the Department’s Continuity of Operations Plan. Contingency plans have been developed to ensure adequate staffing, especially for the Juvenile Detention Facility which includes the use of Work Program and Extra Help staff, as well as volunteers from other Probation units.

Cleaning Efforts in all Probation Facilities

The department has increased cleaning and sanitation efforts in all facilities. Given reduced employee traffic in Probation facilities, other than the Juvenile Detention Facility, non-essential janitorial services, i.e. vacuuming, have been reduced to focus on more essential janitorial services such as disinfecting high-use areas, i.e. door handles, bathrooms, public lobbies and interview rooms, etc. Department staff have also shared the responsibility for disinfecting high touch areas. Additionally, internal doors, deemed not to require a security pass, are propped open to limit exposure to commonly touched areas.

Transportation & Field Protocols

When COVID-19-related restrictions originally began, Probation field work was limited to only high risk cases. Now the department is better equipped and has a more refined protocol which allows for more Probation Field Officers to be out in the community to check up on clients currently being supervised.
The protocol takes into account social distancing with clients by speaking with them outside in the open air and not in residences whenever possible.

Both Transportation and Field staff vehicles have been equipped with hand sanitizer and surgical masks for clients that may be exhibiting symptoms. Field staff have been advised to utilize vehicles with a barrier, and with the exception of transporting a client, to ride solo in vehicles. All staff have been provided fabric masks, sewn by a fellow employee, to voluntarily wear in the office should they desire. Field and transportation staff are expected to wear their face coverings at all times while in the field. All staff are required to wear masks during any interactions with the public.

**Training**

All in-house and in-person training has been suspended. The department, however, will soon be designing socially distanced Range and Taser training to remain in compliance.

Staff have been encouraged to participate in online training and are expected to meet annual STC-required training goals.

Reduced operations have afforded staff time to review the recently revised Probation Department Policies & Procedures manual.

**Grant-Funded Programs**

Grant-funded programs have been impacted by COVID-19 protocols, placing some programs on hold or changing how the programs are run.

**Assistance to Other County Operations**

Some Probation staff have been deployed as Disaster Service Workers to assist with other County COVID-19 operations during this situation. Besides the positions held in the Emergency Operations Center, other Probation staff have assisted, or will assist with activities such as Project Room Key which is sheltering the homeless, food bank operations and the Infection Control Team.

In an effort to help our partners, Probation has assisted the County Administrator’s Office and the Woodland HOST Team with noticing and clearing the property of homeless left on County properties.

As partner agencies (i.e. Health & Human Services Agency, Empower Yolo, Turning Point) are otherwise engaged in COVID-19-related activities, Probation has taken on their responsibility for transporting clients from the jail to treatment.
Juvenile Detention Facility Strategies and Mitigation Measures

All of the measures taken, and new protocols described below, are in compliance with Board of State & Community Corrections (BSCC) standards or have received waivers to the standards from the BSCC.

Emergency Staffing Plan

Should there not be adequate staffing for the Juvenile Detention Facility (JDF) due to illness, an emergency staffing plan has been developed which utilizes Work Program and Extra Health staff, as well as volunteers from other Probation units as needed.

Reduced Population

The Probation Department has worked with law enforcement, the Public Defender, District Attorney and Court to safely reduce the JDF population as much as possible. Field staff are also working closely with their Supervisors to make good detainment-related decisions and identify alternatives to detainment when possible.

We continue to place youth in STRTP-approved placements when possible. If a youth is returned to Probation due to no longer being appropriate for placement, or via a warrant pick up, we are following JDF quarantine protocols.

As a result of the above, the Average Daily Population (ADP) in the JDF has generally remained low as follows:

<table>
<thead>
<tr>
<th>Week</th>
<th>ADP / Hi / Low</th>
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</thead>
<tbody>
<tr>
<td>March 15-21</td>
<td>6.86 / 7 / 6</td>
</tr>
<tr>
<td>March 22-28</td>
<td>7.29 / 11 / 4</td>
</tr>
<tr>
<td>March 29-April 4</td>
<td>5.14 / 7 / 4</td>
</tr>
<tr>
<td>April 5-11</td>
<td>6.29 / 7 / 5</td>
</tr>
<tr>
<td>April 12-18</td>
<td>5.14 / 6 / 5</td>
</tr>
<tr>
<td>April 19-25</td>
<td>4.43 / 5 / 4</td>
</tr>
<tr>
<td>April 26-May 2</td>
<td>4 / 4 / 4</td>
</tr>
</tbody>
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Expanded Precautions at Juvenile Detention Facility

The Department has developed practices and procedures, in concert with the facility’s healthcare provider (WellPath) and the County Health Officer, to limit the transmission of COVID-19 to staff, youth and visitors to the JDF. The plan also follows guidance from the California Department of Public Health (CDPH) and the Centers for Disease Control (CDC). The primary focus and objectives of the plan are:

Our (WellPath) primary focus at this time is to:
• Prevent the spread of the disease
• Promptly identify, isolate and care for youth both suspected and confirmed with COVID-19
Initiate COVID-19 emergency procedures in the event of an escalating outbreak
Monitor and manage potential staff exposures
Communicate and collaborate effectively within the facility, with agency, and with the local public health authorities

General Objectives:
• To properly screen, test and quarantine youth that display symptoms of or test positive for COVID-19 to prevent its spread throughout the staff and youth population
• Provide staff with proper PPE as available
• Plan for housing an increasing number of youth that need to be quarantined and may be of various classifications
• Complete and utilize staffing contingency plan as necessary
• Maintain on-going monitoring
• Report and track potential and confirmed cases

Screening, Quarantine & Isolation

As part of intake procedures, the Department initially screened all youth admitted to the JDF for risk of COVID-19 infection at the time of admission, with the protocol to immediately notify WellPath of any symptoms associated with COVID-19 when observed, or if the youth was believed to have had contact with COVID-19.

The new protocol is to quarantine all new intakes for 14 days. During the quarantine period, youth are provided with programming equal to the general population. Probation has identified appropriate space for quarantining and has developed a protocol for isolating youth with medical issues.

Staff, providers and visitors are also screened prior to entry into the facility, including temperature checks. Those experiencing symptoms are restricted from entering the facility and advised to self-isolate at home.

Cleaning & Disinfection

Cleaning efforts, especially in high-traffic, high-volume areas have increased to 2-3 times per day.

Staff and youth have been educated and encouraged to wash their hands frequently following public health guidelines and hand sanitizer is available throughout the facility.

Personal Protective Equipment

Personal Protective Equipment (PPE), including surgical and N95 masks, gowns, booties and Tyvek suits have been obtained and are meant to be used when dealing with a suspected case of COVID-19 in the JDF. Staff have been advised on how to don and doff PPE and biohazard bags for disposal have been provided.
Shower facilities and a change of clothes are available to JDF staff should the need arise. Fabric masks, sewn by Probation Department staff, have distributed to JDF staff to wear in compliance with the County’s face covering directive.

Health Care Services

Healthcare in the JDF is provided by WellPath. To follow are excerpts from WellPath’s procedures during this situation, which were developed in coordination with the Probation Department and the County Health Officer:

<table>
<thead>
<tr>
<th>Healthcare Provider (WellPath) Staff Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All medical staff will monitor their temperature daily before entering the facility.</td>
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<tr>
<td>• All medical staff will be required to complete the COVID-19 Screening Questionnaire and Employee Certification of Lack of Exposure at beginning of every shift.</td>
</tr>
<tr>
<td>• Any staff with a fever will not be permitted to work.</td>
</tr>
<tr>
<td>• All medical staff will be required to wear a surgical mask or cloth mask while in the facility. During direct patient contact with PUI or confirmed patients, medical staff is required to wear an N95.</td>
</tr>
</tbody>
</table>

Scenario 1: No Known Cases in the Juvenile Detention Facility

| • Daily temperature checks of all youth will be conducted by medical staff. Nursing will inquire if youth are experiencing cough, shortness of breath, or feeling ill. Suspected youth will be immediately isolated. |
| • Education regarding COVID-19 and prevention of exposure is provided to all youth and staff. |
| • Educational fliers are posted in housing units and throughout the facility including visitors/waiting areas. |
| • Educational information will be played on the TV screens within the pods. |
| • Youth will be provided educational updates regarding COVID-19 on a weekly basis by the medical staff. |
| • All new intakes will be screened for COVID-19 before exiting the officer’s vehicle. |

Scenario 2: Youth Requiring Isolation

| • All patients under investigation (PUI) will be immediately housed in B-Pod. |
| • All patients in isolation will be specified as PUI or confirmed. |
| • All PUI will be reported to the Yolo County Public Health Department. Consultation with Public Health will be maintained on a regular basis and treatment/testing may be guided by their recommendations. LabCorp will be the secondary option for testing. |
| • All youth in isolation will be housed alone unless PUI exceeds pod capacity. |
| • If needed, two PUIs may be housed together in one cell or two confirmed patients may be housed together in one cell. Discontinuation of isolation will vary depending on both youths’ statuses. Isolation times will be the same for PUIs that are housed together. |
| • PUIs and confirmed cases CANNOT be housed in the same cell. |
• Any employee that needs to come in contact with the youth on isolation will take infectious disease precautions.
• PUI and confirmed cases will be assessed by medical 1-2 times per shift or as ordered by the medical provider.
• Proper personal protective equipment (PPE) will be placed outside of the isolation pod for donning and a biohazard bin will be placed inside the isolation pod for doffing contaminated PPE. All doffing of PPE must be done before exiting the isolation unit. Staff must immediately wash his/her hands after exiting isolation unit (or use hand sanitizer).
• Custody staff will need to wear gloves during routine checks and checks will be completed per policy set by Probation Department.
• Custody staff will need to wear both gloves and mask during any check that requires opening the food flap or the cell door.
• All youth on isolation should remain in their cell for the duration of their isolation period with the exception of coming out for showers.
• Custody will sanitize shower after each youth use.
• Custody will use plastic tank sprayer and spray shower area with appropriate disinfectant. Shower will remain closed for three hours after area has been sprayed before next use.
• After patient isolation has been discontinued, the cell will be disinfected with the same process as noted above for the shower.

Discharge Protocol for Patients Under Investigation (PUI) and Confirmed Cases
• If being discharged/released, all PUI and confirmed COVID-19 cases will be provided with a mask and the “Discharge Instructions for Suspected or Confirmed COVID-19 Patients” before leaving the facility.
• Medical staff will obtain the youth’s contact information (phone number and address) before leaving the facility.
• WellPath will notify Public Health of appropriate youths being discharged.
• If the youth’s symptoms are severe, medical staff may recommend to the youth go to the emergency room (ER).
• If the youth wishes to go to the ER, medical staff will contact the ER and notify them that a suspected COVID-19 patient has been released and is being transported to the ER.

Mental Health Considerations
• Any/all PUI will be referred to Mental Health within 24 hours to help address and alleviate unnecessary anxiety and provide emotional support.
• Any/all PUI will be instructed to notify custody staff or medical staff should he/she request to be seen by Mental Health during his/her time of isolation.

Confirmed Cases Requiring Higher Level of Care
• Medical Staff will notify appropriate custody staff if a youth requires a higher level of care and needs to be sent to the Emergency Department.
• Custody staff will contact AMR and notify them that we have a confirmed COVID-19 case that needs to be transferred to the ER.
• Medical staff will contact Woodland Memorial Hospital (or appropriate hospital) to notify them that a COVID-19 case will be transported to their ER.
• The youth being transferred MUST be wearing a mask before exiting the cell and at all times during transport.
• Any staff that interacts with patient during this transport (removing from cell, etc.) must be wearing full PPE with N95 mask.
Mental Health Services

The Health & Human Services Agency and WellPath continue to provide essential or urgent services that include assessments for possible danger to self or others, youth in crisis and new intake youth.

Clinical staff continue to meet with youth in person to complete an initial mental health assessment. Phone-based or videoconferencing services are offered to address all other mental health needs.

All youth complete a self-reporting assessment and the results are forwarded to the JDF’s mental health providers.

Social Distancing

Probation, in concert with partners, has implemented several practices to encourage social distancing as recommended by public health officials. The following have been implemented in the JDF:

• All non-essential contact visitation has been suspended. The only contact visitation permitted is with the youth’s legal counsel, clinician conducting an assessment and psychiatrist.

• Non-contact visits by family members are staggered for each youth and have been limited to 2 visitors. To assist in maintaining contact with family and loved ones, youth have received extended phone privileges.

• Yolo County Office of Education (YCOE) is providing distance learning and will provide youth with educational packets if needed.

• All outside programing has been suspended. To fill the void, detention staff have volunteered to provide socially distanced, pro-social programs for the youth (further detail below). Youth continue to receive virtual programming by providers.

• Juvenile Court proceedings are being conducted via videoconference within the facility. Arraignments are also being conducted via videoconference within the facility.

Youth Recreational and Enrichment Activities

Youth are participating in virtual learning and programming with providers and JDF staff are facilitating in-house programs. Below is a list of current and future programs:

Current Programming:
• Virtual Distance Learning (YCOE)
• Boys Council (Staff)
• Paniagua Workshop - Silk Screening (staff)
• Lee Art Shop - Canvas Painting (staff)
• Fitness Class (staff)
• Anti-Recidivism Coalition (ARC) – Group and 1-on-1s (virtual)
• The Beat Within - Literacy Class (virtual)
• CommuniCare - Group Counseling and 1-on-1s (virtual)
• Yolo Arts - music videos/editing, various artwork, drawings, etc. (virtual)
• Socialization Activities - random activities for youth to work together on (staff)
• Religious Services/Church (live stream/virtual)

Programs to Rotate In:
• NCTI Crossroads - (staff) Will rotate in once boys counsel is completed
• Girls Circle (currently no girls in custody)

Programs in Development:
• Food handler certificates/class, eventually cooking class
• Gardening program
• Life skills class (staff)
• Music Program (studio equipment provided by Public Defender)

Juvenile Court Hearings

Probation, the Court, Public Defender and District Attorney have developed the following court process for detained and non-detained youth:

• All detention hearings are being heard via video-conferencing. Attorneys and youth are provided socially distanced space at the JDF to appear for court.

• All in-custody matters are being handled in the same manner.

• Parents are provided a place at the JDF to attend court hearings via video-conferencing. Note: space provided to parents are not in areas of the facility required to be secured.

• For continuity purposes, out-of-custody matters are handled at the JDF (also in areas not required to be secured). If out-of-custody, the attorneys and youth are provided space for video-conferencing allowing for social distancing.

• Witnesses who are testifying are provided space and equipment for video-conferencing at the Probation Department.

Communication with Youth

Signage related to COVID-19 is posted in the JDF living units and educational videos are streamed on the Pod television. Weekly educational updates for youth are facilitated by WellPath medical staff.

Communication with Parents/Guardians

Every visitor the youth have on file has been contacted concerning changes in visitation and the requirement to wear a face covering.
Supervision & Court Operations Strategies and Mitigation Measures

With the exception of the Alternative Sentencing Program, Probation Department offices continue to remain open, however with slightly reduced hours. Where safe and appropriate, Probation staff have asked clients to call-in, as opposed to coming to the Probation offices. Signage has been placed on the exterior doors encouraging clients to call in versus coming into the lobby if they are ill. Enhanced cleaning of the lobby, reception area and interview rooms has been implemented.

Operational changes have been initiated in the Adult and Juvenile Field, Pre-Trial and Court units, to adhere to the Shelter-in-Place order while still ensuring the safety of the community. Operational changes have also considered the need to support staff and the individuals under our care and supervision at this time. These measures include facilitating communication via telephone, videoconferencing and e-mail whenever possible and appropriate.

All probationers’ terms and conditions remain in place. Placing public safety at the forefront, Probation Department managers and supervisors continually assess measures being implemented and consistent with the situation, adjust, modify or suspend required conditions as appropriate.

Field Units

The Field Units continue to provide critically needed supervision and services to probationers, the community, the courts and local law enforcement agencies. Additionally, field unit officers are helping other units, which is allowing for cross-training. Field unit staff are also assisting the Woodland Police Department HOST Team in locating the unsheltered before issuing a warrant.

The programs and services that are being supported during this situation, while adhering to social distancing guidance and/or utilizing face coverings and other PPE as the situation warrants, include:

- Supervising moderate and high risk adult clients of varying status (formal misdemeanor and felony probation, mandatory supervision and PRCS [Post Release Community Supervision]) through face-to-face office and field contacts, telephone, e-mail and mail;
- Monitoring sex offender registrants considered to be high risk, as well as other high risk adult clients utilizing GPS tracking devices;
- Providing criminal court-related services, including violation and other investigative reports on defendants, and other matters as requested by the Court;
- Providing reports and residential searches to the Court regarding Proposition 63 mandates related to felons and certain misdemeanants in possession of prohibited firearms;
- Transporting adult clients to and from residential treatment and other locations as needed;
- Assessing adult clients and making referrals to services, including housing and homeless services, substance abuse treatment, mental and physical health and other supportive social services; and
• Continuing the collaborative efforts of Probation Officers who remain embedded with other local law enforcement agencies.

**Pre-Trial Unit**

The Pre-trial Unit remains fully engaged in its mission to facilitate “supervised own-recognition” release and/or reduced bail opportunities for defendants. Early jail and prison releases have more than doubled this unit’s caseload, which includes the work of a probation officer who has been the sole staff member assigned to work in the jail.

Existing GPS and SCRAM unit inventories were exhausted requiring an order of additional units.

Probation is providing all treatment transports from the jail directed by the Court.

All reports are filed via e-mail to the Court, Public Defender and District Attorney.

**Adult Court Unit**

Probation is following Court directives as it relates to court etiquette. Court hearings are mostly conducted via video-conference with stations set up in the department for Probation staff to “attend court” as needed.

Probation is considered a “neutral party” for the County and thus hosts subpoenaed witnesses for trials, which are limited and pre-approved by the department, such as law enforcement officers and witnesses for the Public Defender and the District Attorney.

While Court activities are limited, the Adult Court Unit has been able to assist the Court with short set in-custody hearings and courtesy out-of-county hearings to enable the criminal court process to move forward at a more favorable rate and further avoid any delay of the judicial system. This type of report requires a stipulated plea as the Probation Department cannot interview the defendant (due to COVID-19) and must rely on the representation from attorneys. The Adult Court Unit is making every effort to confirm information and follow through with requested reports.

While the specialty courts (Adult Intervention Court and Mental Health Court) have not been in session, and will not be until at least June 1, Probation has continued to meet with the Court, Public Defender, Health & Human Services Agency and District Attorney weekly, via video-conference, to maintain contact and provide/receive updates on the status of clients. In addition, on the dates the specialty courts would normally convene, clients have an opportunity to check in, via video-conference, with all of the justice partners to ensure they do not fall by the wayside. These courts have clients that are highly supervised and in need of contact and supervision. Those clients actively participating the services (a majority), have been happy to remain in contact and to know they have not been forgotten.
Alternative Sentencing Program

The Alternative Sentencing Program has suspended Work Program opportunities for clients to limit exposure to COVID-19. To continue to meet the needs of customers, Work Program staff, along with volunteers from other units, have been deployed to provide services.

Juvenile Supervision Unit

The Juvenile Supervision Unit is maintaining weekly, socially distanced contact with youth and their parents.

Staff in the Juvenile Supervision Unit have obtained and delivered the youths’ Chromebooks from school. The unit also continues to make referrals to community-based services as needed.

Socially-Distanced Probation Operations

In the office, staff endeavor to get clients in and out of the lobby as quickly as possible with communication primarily conducted through the glass barrier between the secured and non-secured parts of the reception area.

Physical contact with clients that come into the office has been limited to drug tests, if absolutely necessary, or during an arrest. Paperwork is not collected from clients, but instead photos are taken through the glass.

The Historic Courthouse and West Sacramento offices have operated with a skeleton crew to support social distancing. To understand who is in the office each day, a daily roster is developed the day before and there is a socially distanced staff check-in at the beginning and end of each day.