



City and County of San Francisco
Juvenile Probation Department

December 8, 2021

Honorable Supervisor Matt Haney
Budget and Finance Committee Chair
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102

Brent Jalipa, Clerk
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102

re: Release of Budget and Finance Committee Reserve

In accordance with the provisions of the Adopted Annual Appropriation Ordinance No. 108-21 for Fiscal Year ending June 30, 2022, and Fiscal Year ending June 30, 2023, I am hereby requesting the release of the Budget and Finance Committee Reserve in the amount of \$469,745 appropriated for Juvenile Probation Department's overtime in Fiscal Year 2021-22.

Juvenile Probation respectfully requests the release of these funds to continue overtime activities, particularly in Juvenile Hall and the Building and Grounds unit:

Juvenile Hall

1. Board of State and Community Corrections (BSCC) Minimum Standards for Juvenile Facilities Title 15 Section 1321 requires that each Juvenile Hall have an adequate number of personnel sufficient to carry out the overall facility operation and its programming, to provide for safety and security of youth and staff, and meet established standards and regulations while ensuring that no required services shall be denied because of insufficient numbers of staff on duty absent exigent circumstances.
2. All Juvenile Hall staff are required to complete 40-hours of ongoing career development training pursuant to Standard and Training for Corrections (STC). When Juvenile Hall staff are scheduled for training, their assigned shifts are backfilled with overtime to meet Title 15 Section 1321 as noted above.
3. Juvenile Hall has incurred overtime expenses due to youths being arrested and booked into Juvenile Hall as COVID positive resulting in the facility opening a Medical Isolation Unit to maintain the health and safety of all youths and staff within the facility.
4. Juvenile Hall has booked at least two (2) youths who were admitted at San Francisco General Hospital at the time of their arrest resulting in Juvenile Hall staff being assigned to SFGH to provide care and

custody of the youths until the hospital discharged them and the youths were transported to Juvenile Hall.

5. Juvenile Hall incurred overtime expenses for operating two (2) Transition Age Youth (TAY) Units after mediation services were unsuccessful and the young men could not safely be housed together in the same unit.

Staff in Building & Grounds, a unit of the Administrative Division, also perform maintenance work on an overtime basis, particularly when there have been reported COVID-19 cases in Juvenile Hall and in administrative and Superior Court facilities. All staff time performed in service of Superior Court is reimbursed by the state.

We appreciate your consideration of this request and look forward to discussing this matter with the Budget and Finance Committee. Please let me know if you need any additional information.

Sincerely,



Katherine Weinstein Miller
Chief Probation Officer

C: Steve Arcelona, Deputy Director of Administrative Services