

**COUNTY OF SAN MATEO  
INTERDEPARTMENTAL CORRESPONDENCE**

**Date:** January 30, 2001  
**To:** Honorable Board of Supervisors  
**From:** John L. Maltbie, County Manager  
Loren Buddress, Chief Probation Officer  
**Subject:** Planning for the San Mateo County Juvenile Services Campus

**RECOMMENDATION**

- Approve the formation of the San Mateo County Juvenile Services Campus Executive Committee comprised of a member of the Board of Supervisors the Presiding Juvenile Court Judge and the County Manager
- Authorize the Executive Committee to form additional broad based collaborative working committees
- Authorize the Executive Committee letting a Request for Proposals for architectural services related to the design of the Juvenile Services Campus

**Background Information**

Between December 4 2000 and December 8 2000 Superior Court Juvenile Presiding Judge Marta Diaz, County Manager John Maltbie Chief Probation Officer Loren Buddress Assistant Chief Probation Officer Sheralynn Freitas Director of the Juvenile Hall Jim Nordman and Southern Division Director of the Human Services Agency, Mark Lane attended a conference sponsored by the U S Department of Justice s National Institute of Corrections The training focused upon the best practices concerning planning designing, and building juvenile institutions and facilities

The training we received was excellent Briefly the five main phases for our facility development process are as follows (1) Pre-architectural planning (2) Site selection and programming (3) Architectural design (4) Construction and (5) Occupancy.

The time frame to plan design and construct our new juvenile facility will likely be between three and four years

The intention is to develop a comprehensive juvenile campus that will collaboratively meet the needs of juveniles and their families who are involved with our criminal justice and/or social services systems Services given to our juveniles and their families would be provided by but not limited to our Court the Probation Department the Health Department our Human

Services Agency our County Office of Education related agencies of the above departments and numerous non-profit agencies who provide services to needy juveniles

It is also envisioned that our campus would include an assessment center evaluating the physical, mental and psychosocial needs of referred children. These services, minimally will include health services (including dental services and pre-natal programs) comprehensive mental health services including dual diagnosis treatment (treatment for juveniles having both substance abuse and mental health problems) vocational and educational services, a girls Camp Glenwood type of facility a female behavioral modification program daycare and childcare/development programs an expanded juvenile electronic monitoring program the male Glenwood East program transitional housing, faith-based education and counseling programs an expanded community care program and comprehensive court and juvenile probation services. These services represent a starting point and not a comprehensive final list of services that will be provided on the campus

During this training program we had the opportunity to meet and work with national experts on juvenile hall planning and design. Together, we estimated that our new campus would serve the needs of approximately three hundred to three hundred forty juveniles and their families. These *tentative* service needs are as follows

|   |            |
|---|------------|
| Maximum Foreseeable Juvenile Hall and Campus Population             | 300 - 340  |
| Expanded Community Care/Weekend Work Program                        | - 50    50 |
| Resulting Population  | 250 - 290  |
| Expanded Juvenile Electronic Monitoring Program                     | - 40    40 |
| Resulting Population  | 210 - 250  |
| High Security Mental Health/Substance Abuse and Dual Diagnosis Unit | - 30    30 |
| Resulting Population  | 180 - 220  |
| Male Glenwood Population  | - 30    30 |
| Resulting Population  | 150 - 190  |
| Camp Glenwood Facility Girl s Program                               | - 30    30 |
| Resulting Population  | 120 - 160  |
| Transitional Housing  | - 10    10 |
| Resulting Population  | 110 - 150  |
| High Security Locked Juvenile Hall Rooms                            | 110 - 150  |

Twenty to forty high security locked rooms would be designed to accommodate two juveniles each however they will initially house individual juveniles. Thus using this design 110 rooms would have the capability of housing 150 juveniles in a high security environment.

Although not counted in the above numbers we also discussed the need for our receiving home to be included at this facility in addition to an emergency shelter for juveniles who may be homeless

### **Next Steps**

It is recommended that the next steps in our pre-architectural planning stage be as follows

- Approve the formation of the Juvenile Services Campus Executive Committee consisting of a member of the San Mateo County Board of Supervisors, the Presiding Superior Court Juvenile Judge and the County Manager
- Select a Planning Committee initially consisting of: the Presiding Juvenile Court Judge and or other judicial designee the Chief Probation Officer and selected probation staff the Director of Health Services and or selected staff the Director of Human Services and or selected staff the San Mateo County Superintendent of Schools and or selected staff representatives of local Homeowners Associations the chair or designee representing the Juvenile Justice and Delinquency Prevention Commission and the District Attorney and or selected staff selected members of the Private Defender Program selected members of the community, the private sector and non-profit organizations. Other members may be added to this committee as the planning process continues
- Authorize a Construction Management Committee consisting of the department heads of the affected County Departments the Project Manager the Construction Manager and the Project Architect
- Authorize the creation of a Finance Committee This committee would consist of members of the County Manager's office the Board of Supervisors, (if desired by the Board) the Probation Department and other departments as directed by the Executive Committee.

### **Fiscal Impact**

The fiscal impact on the County of San Mateo has yet to be determined As a result of the training program in Colorado, it was the consensus that we should seek multiple funding sources for this project Other than the County, these sources should minimally include state and federal governmental funding sources private sector/foundation sources, and if necessary funds resulting from long term bond financing.

cc. James P. Fox District Attorney  
Dr Floyd Gonella County Superintendent of Schools  
Margaret Taylor Director Health Services  
Maureen D Borland Director Human Services Agency  
Mark Lane Director Southern Division Human Services Agency  
John S. Digiacinto Administrator Private Defender Program  
Judge Marta S. Diaz Presiding Juvenile Court Judge

Judge John W. Runde, Presiding Judge  
Chief Gary Missel, Chair, Police Chiefs Association of  
San Mateo County  
Gary Webb, Supervising Stationary Engineer, Public Works  
Neil Cullen, Director, Public Works