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: Burlington Police Department
Address: 1111 Trousdale Dr., Burlingame, CA
Contact Person: Jay Kiely
Phone Number: (650) 777-4100
Date of Inspection: August 24, 2015
Date of Last Inspection: September 26, 2014
Commission Inspection Team: Al Serrato, Lara Montoya
Presiding Juvenile Court Judge: Hon. Cliff Cretan

Observations, Concerns, and Recommendations

Detention Log of Minors Reviewed?  Yes ☐ No

Are detention logs periodically forwarded to the California Division of Juvenile Justice? Yes ☐ No
How frequently? Monthly

Are logs current, complete and legible? Yes ☐ No  Comments: The logs are well-organized.

Do logs reflect entry and exit times? Yes ☐ No  Comments: 

Are reasons for secured detention noted? Yes ☐ No  Comments: They would be but none this period

Is the offense noted? Yes ☐ No  Comments: 

Fire Inspection Report Reviewed? Yes ☐ No  Date: 11/2014

Any recommendations/concerns from last inspection? Have these been implemented?: 
There were no recommendations.
Health Department Report Reviewed?  ☑ Yes ☐ No  Date: 12/10/2014

Any recommendations/concerns from last inspection? Have these been implemented?:

No

General Information

Number of minors held in detention during inspective review period: 8/1/2014 – 7/31/2015

Secured 0 Non-Secured 20

Are minors given an orientation prior to being detained? (Section 1540):  ☑ Yes ☐ No

Comments: Training regarding use of lock-up is provided in house every two years.

How are minors in custody supervised?

In a Locked Cell (Section 1547)? When a minor is in custody, he is under constant audio/video observation.

In Secure Custody outside of a cell (Section 1548)? This is never done.

In Non-Secure Custody (Section 1550)? This is most common. The minor will remain with the officer during the entire time the minor is at the station.

How often are minors in custody observed? (Section 1548):

In a Locked Cell? Physically every 15 minutes plus constant audio/video observation

In Secure Custody outside of a cell? Constant one on one with the officer

In Non-Secure Custody? Constant one on one with the officer

How are minors in custody observed (video, audio device, personal observation, Section 1547)?: video and audio plus personal observation every 15 minutes

Is the observation logged?:  ☑ Yes ☐ No  Comments: if secured
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Is there constant auditory access to staff at all times?: ☑ Yes ☐ No  Comments: 

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

Are males and females kept in the same room/area?  ☑ Yes ☐ No  Comments: If in non-secured custody, this is possible but rare.

Are drinks (water) and snacks available, if requested?: ☑ Yes ☐ No  Comments: Vending machines are available and officers will provide upon request.

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

Are there provisions available for clothing, blankets, etc.?: ☑ Yes ☐ No  Comments: 

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. Names will be redacted prior to publication.): 

None

Secured Detention

Was the secured detention area observed?  ☑ Yes ☐ No

Is the secured detention area a locked room?  ☑ Yes ☐ No

Is a cuffing rail used for secured detention? ☐ Yes ☑ No  No cuffing rails

Comments: 

Form updated: 7/20/2015
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 Generally, yes, but not exactly

Informed of the six-hour limit of being held in secured detention: ☐ Yes ☒ No

For what purpose/reasons would a minor be placed in secured detention?: If the offense is serious or violent and the officer believes that the minor poses a risk of violence toward the officer or of escape.

How often is secured detention reviewed and by whom? Monthly by the supervising lieutenant.

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? Approximately 50 feet, but separated by doors.

Describe the procedure for intoxicated or substance abusing minors: They are taken to Peninsula Hospital for medical clearance and once cleared, standard procedures are employed.

How frequently are intoxicated/impaired minors observed? They are constantly accompanied.

Is this observation documented in the logs?: ☐ Yes ☒ No Not necessarily since the minor is constantly with the officer.

If cuffing rail is used: **not applicable as there are no cuffing rails**

Was cuffing rail observed and procedure explained?: ☐ Yes ☐ No

How are youth secured? 

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

How is the minor supervised? How frequently?: 

What time limit is used when using cuffing rails? (30 min. 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?: ________
Secure detention is very rare and arrests of minors are not frequent. The station is well maintained and the log books were complete and well organized. The supervising lieutenant was very helpful in providing us access to the records and answering our questions.

Signature of Commissioner(s) preparing this report:

/s/ Lara Montoya

Date: 12/8/15

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