



**City and County of San Francisco
Juvenile Probation Department**


WILLIAM P. SIFFERMANN
CHIEF PROBATION OFFICER

375 WOODSIDE AVENUE
SAN FRANCISCO, CA 94127
(415) 753-7556

MEMORANDUM

July 22, 2009

TO: Juvenile Justice Center Personnel
Probation Services Division Personnel

FROM: William P. Siffermann 
Chief Probation Officer

RE: Attorney and Attorney Authorized Representatives' Access to the Juvenile Justice Center (JJC)

Please be reminded of our important responsibility to provide detained minors access to their attorneys and attorney representatives. Attorney access to detained youth does not require PO authorization or court order and should at all times be facilitated by all departmental personnel, except when the requested time of access conflicts with the detainee's simultaneous participation in other competing Title 15 required programming events such as meal times and large muscle exercise periods.

Since expedited attorney access can effectively reduce lengths of stays in detention and our average daily population, it is incumbent upon us to facilitate these important client/attorney-attorney representative meetings. Every attempt should be made by JJC attending counselor staff to accommodate attorneys' access requests as expeditiously as possible and whenever practicable. The On-Duty Senior Counselor shall ensure requisite staff availability to provide vigilant attention and timely responses to all attorney access requests advanced to line staff.

Title 15 Regulations governing attorney access also applies to authorized representatives employed or retained by a detained minor's attorney. As such, and effective immediately, attorney representatives shall be allowed access to the Juvenile Justice Center (JJC) after presenting an "authorization letter" drafted by the minor's attorney and a valid photo identification to the JJC staff member assigned to the reception kiosk. Access is limited to the youth identified in the authorization letter. Attorney representatives shall complete their log book entries in the attorney sign-in log.

Attorney representatives may include any expert witness, social worker, counselor, therapist or other agent **explicitly employed or retained** by the detained minor's licensed attorney. **Written "authorization letters" drafted on the attorney's letterhead bearing the detainee's name, the representative's name, along with the attorney's name, contact information and signature will be acceptable documentation to allow the attorney representative access into the JJC.**

Attorney authorized representatives presenting a document with the above elements and a photo ID at the reception kiosk will not need to obtain an interview pass from the probation officer or a court order to gain access into the JJC.

Each attorney authorized representative's access request shall be case specific and will remain in effect for the duration of the client's existing term in detention. Any subsequent admission to detention will require a new **authorization letter** before an attorney representative will gain access to the JJC. All original attorney authorization letters presented at the JJC reception kiosk shall be maintained on file, with copies forwarded to the Office of the Chief Probation Officer for distribution to the case carrying probation officer following every visit.

This attorney authorized access process applies only to those attorney representatives who are employed or retained by a detained youth's attorney. All other persons seeking access to the JJC, including family members, external case managers and community agency personnel will still require the written authorization approved by the Deputy Probation Officer or Juvenile Probation Department Administrator, according to existing Juvenile Probation Department policy. All visitors gaining access to the JJC shall comply with existing safety and security measures.

The above policy directive is intended for immediate adoption into practice and shall be posted in the JJC reception area above the attorney sign-in log book and inside the kiosk. **Relevant written policies will be adjusted to reflect the intent of this memorandum and will be distributed to JPD personnel.**

The JJC and Probation Division supervisory staff shall ensure that this policy directive is advanced to respective Division personnel and followed. The Director of the Juvenile Justice Center shall remain available to respond to any questions or issues related to the interpretation of this policy.

Your attention to this matter will be appreciated.

WPS:lta

Cc: Allen Nance
Allison Magee
Toni Powell
Defense Attorney Groups