

October 23, 2025

Kirk Haynes, Chief Probation Officer
Fresno County Probation Department
3333 E. American Avenue, Suite B
Fresno, CA 93725

RE: APPROVAL OF CORRECTIVE ACTION PLAN PURSUANT TO WELFARE AND INSTITUTIONS CODE SECTION 209 (d)

Dear Chief Haynes:

The final Corrective Action Plan (CAP) for the Fresno County Probation Department Juvenile Facilities, as to Title 15, Section 1361-Grievance Procedure, has been received and is approved effective **October 23, 2025**.

Initial inspection reports were provided to each facility on August 28, 2025, and an approved CAP was due no later than October 27, 2025. In your CAP, you note that the County Resolution date for the item of noncompliance at each facility is **December 19, 2025**. Please notify Field Representative Shay Molennor by email no later than December 19, 2025, when the department has completed the corrective action and is in compliance with Title 15, Section 1361-Grievance Procedure.

BSCC staff will verify resolution of corrective action, effective **December 19, 2025**, during a follow-up inspection.

Please let us know if you have any questions.

Sincerely,



Steven Wicklander
Deputy Director
Facilities Standards and Operations Division

Cc: Shay Molennor, Field Representative



Fresno County Probation Department

Kirk Haynes, Chief Probation Officer



October 23, 2025

Shay Molennor, Field Representative – Facilities Standards and Operations
Board of State and Community Corrections (BSCC)
2590 Ventura Oaks Way, Suite 200
Sacramento, CA 95833

Subject: BSCC Corrective Action Plan Title 15 §1361 Grievance Procedure

Ms. Molennor,

The Juvenile Justice Campus (JJC) respectfully submits this Corrective Action Plan (CAP) in response to the finding of noncompliance with Title 15, Section 1361 regarding youth grievance procedures.

To address this matter, JJC took immediate steps to restore access by ensuring grievance forms were made available in all housing unit day rooms, placed next to confidential grievance drop boxes, and replenished daily by Supervising Juvenile Correctional Officers (SJCOs). JJC Procedure 601 was redrafted to reflect the requirement for unrestricted access to grievance forms. Meet and Confer meetings with SEIU Unit 2 (September 15, 2025, and October 20, 2025) and Unit 36 (September 18, 2025, and October 20, 2025) resulted in agreement on the procedure revisions. The revised Lexipol procedure was released on October 22, 2025.

In preparation, drafted grievance forms were ordered on September 3, 2025, and delivered on October 1, 2025. Evidence-Based Practice (EBP) and Center for Improving Youth Justice (CIYJ) staff will reintroduce the grievance process to all youth during a scheduled alternative programming session in the first and second week of November. Critical Issues Training for staff and SJCO's and collaboratives on the revised Grievance Procedure and refresher training on Title 15, Section 1361 requirements are scheduled for the fourth week of October and will conclude in early November. Full implementation resulting in compliance by Friday, December 19, 2025.

Youth are informed of their right to access grievance forms during orientation, pod forums, and through posted notices in housing units. To maintain compliance, grievance logs will be reviewed twice weekly by an SJCO with entries recorded in the facility log. Monthly compliance audits and an annual policy review will be conducted to ensure ongoing adherence.

OFFICE OF THE CHIEF PROBATION OFFICER

3333 E. American Ave. / Building 701 / Suite B / Fresno, California 93725

Phone (559) 600-1294 / FAX (559) 455-2488

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CORRECTIVE ACTION PLAN: 1361 GRIEVANCE PROCEDURE

The Juvenile Justice Campus is committed to complying with Title 15, Section 1361 and ensuring full compliance by Friday, December 19, 2025.

Respectfully,



David D. Ruiz, Deputy Chief Probation Officer Juvenile Justice Campus Facility

Agency/Facility Name: Juvenile Justice Campus

Date Submitted: 10/23/2025

Noncompliance Finding: Title 15 §1361 – Grievance Procedure

Issue Identified: Grievance forms were not freely accessible to youths.

Area of Non-Compliance	Action Plan	Implementation Date / Status	Ongoing Monitoring
Access to Grievance Forms	• Place grievance forms on both sides of the day room in each housing unit. • Ensure all forms are stocked in the lower shelf area of the confidential grievance drop box for unrestricted youth access. • Supervising Juvenile Correctional Officers (SJCOs) will replenish grievance forms daily. • Confidential Secretary ordered newly drafted grievance forms on 09/03/2025; delivery expected by 10/01/2025.	Updated grievance forms available 10/01/2025.	• Weekly inspections of grievance form locations and drop boxes by SJCO. • Documentation of inspections in JJC SJCO Log (PRIMS).
Policy & Procedure Update	• Revise JJC Procedure 601 (Youth Grievances	Lexipol rollout occurred on 10/22/2025. Full	• Annual policy review for compliance with Title 15 §1361.

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	Procedure) to reflect unrestricted access to grievance forms. • Meet and confer with SEIU Unit 2 and Unit 36 – agreement made to revisions. • Post clear written instructions above each grievance drop box on accessing and submitting grievances.	procedure implementation by December 19, 2025. Met with Unit 2 (09/15/25 and 10/21/2025)-agreed on revision Met with Unit 36 (09/18/25 and 10/21/2025)-agreed on revision.	• Monthly compliance audits by ADC/SJCO/Confidential Admin Secretary.
Staff Training	• Provide refresher training to all staff and on Title 15, Section 1361 requirements. • Critical Issues Training scheduled for staff, SJCOs and collaboratives. • Training to emphasize youths' rights to file grievances and ensure grievance forms are readily and freely accessible in units.	Completed by 12/19/2025.	• Attendance and training records maintained by Training Coordinator. • Supervisors reinforce grievance access during shift briefings.
Youth Notification	• Inform youth during orientation and pod forums that grievance forms are freely available. • Post notices in all housing units outlining the grievance process and Residents' Bill of Rights. • EBP and CIYJ staff to reintroduce grievance process during scheduled	Completed by 11/17/2025. Reintroduction scheduled for the 1st and 2nd week of November 2025.	• SJCOs verify postings remain in place during weekly inspections. • Resident feedback during pod forums to confirm awareness.

CORRECTIVE ACTION PLAN: 1361 GRIEVANCE PROCEDURE

	alternative programming.		
Grievance Processing & Accountability	• Assign SJCO to review Grievance Log twice weekly. • WC/SJCO to document reviews in facility log. • Backup SJCO/WC covers tasks when assigned officer is unavailable.	Effective 10/01/2025 – Ongoing.	• Grievance Log reviews 2x weekly with documentation. • Monthly review by ADC/Confidential Admin Secretary. • Corrective follow-up for any unresolved or missing grievances.