

**TRANSPORTATION OF YOUTH DETAINED
AT JUVENILE HALL**

- AUTHORITY:** Administrative Directive
Sections 738 Welfare and Institutions Code
- RESCINDS:** Procedure Manual Item 2-4-105, dated 04/18/14
- FORMS:**
- | | |
|--|---------------|
| Release Summary | (Automated) |
| Court Disposition Sheet | (F057-4158) |
| Detention Report | (Automated) |
| Information for Court Officer | (F057-9099) |
| Medical Unit Order and Treatment Sheet | (F042-20) |
| Petition for Modification | (F057-5120AF) |
| Boys/Girls Property Inventory | (F057-6004) |
| Record of Valuables | (F057-6249) |
| Release Authorization | (F057-6226) |
| Temporary Release Form | (F057-6210) |
- PURPOSE:** To facilitate the transportation of youth from Orange County Juvenile Hall to out-of-county and out-of-state destinations. To provide for the transportation of Orange County Juvenile Court youth from other locations to Orange County Juvenile Hall.

I. GENERAL INFORMATION

A. Trips within Orange County

1. To or from private placements or **correctional facilities**
2. To medical, dental, psychiatric treatment
3. To comply with special orders of the Court
4. To local airports or bus stations facilitating return of youth to their county of residence
5. To pick up youth flown from other jurisdictions to local airports

B. Trips to other Counties

1. Normally limited to Los Angeles, Riverside, San Bernardino, San Diego, Kern, Ventura, Santa Barbara, and Imperial Counties.
2. Pick up youth from Orange County held temporarily at Juvenile Halls in other counties

3. If legal residence is outside the County of Orange. Youth will be transported prior to commencement of court proceedings or commitment ordered by the court.
4. If Court orders the proceedings transferred to the county of the youth's legal residence. The youth will be transported in custody to the Juvenile Hall of that county.
5. Youth has been committed to and accepted by the Department of Juvenile Justice.

C. Common situations

1. An Orange County youth (not a ward) is detained in another county and findings are made there with court proceedings transferred to Orange County:
 - a. If detained in a Southern California county, that county will transport to Orange County Juvenile Hall.
 - b. If detained in a Northern California county or out-of-state, and sent by plane, Transportation Officers will pick up at Los Angeles International Airport or John Wayne Airport.
 - c. Costs of transportation to be paid by sending county
2. An Orange County ward is detained in another county and findings are made there:
 - a. If Orange County requests return of the youth, Orange County will arrange transportation and pay the costs. (active OC warrants)
 - b. If the return of the youth is not requested by Orange County, the sending county will pay for transportation.
 - c. If detained in a Northern California county or out-of-state, and sent by plane, Transportation Officers will pick up at Los Angeles International Airport or John Wayne Airport.
3. An Orange County ward is detained in another county or state and no findings are made. (Transportation arrangements will be made by DPO only if they want the youth returned to Orange County for further action.) The youth must be in custody with pending charges in order for Transportation Officers to transport.
 - a. If the youth is detained in a Southern California county, he/she may be picked up for the field officer at the holding county.
 - b. If the youth is detained in a Northern California county or out-of-state, he/she will be picked up at the airport at the request of the field officer.
 - c. Orange County will pay transportation costs.

4. An out-of-county youth is arrested in Orange County, findings made that the youth's residence is in another county, and youth is ordered transported in custody:
 - a. If the residence is in Southern California, the youth will be transported to the Juvenile Hall in the county of residence.
 - b. If the residence county is in Northern California or out-of-state, the youth is transported to the county of residence or to an airport for a flight to county of residence. Two staff will accompany the youth.
 - c. Orange County will pay transportation costs.
 5. An out-of-county youth is detained but no petition is filed (i.e., dismissed by Custody Intake or rejected by District Attorney):
 - a. If the residence county is in Southern California, the youth is placed on a bus to be picked up by parents or a responsible party.
 - b. If the residence county is in Northern California or out-of-state, the youth is placed on a bus or plane for pick-up by parents or a responsible party.
 - c. Parent will pay transportation costs.
 6. A youth is arrested in Orange County on a warrant issued by an out-of-county jurisdiction:
 - a. The agency issuing the warrant will make transportation arrangements within five days.
 - b. If the **youth** is to fly to the destination, Transportation Officers will transport to the airport.
 - c. The jurisdiction issuing the warrant will pay cost of transportation.
 7. A youth is arrested in another county or state jurisdiction on an active warrant issued by Orange County:
 - a. If the youth is arrested in California on the warrant, Orange County will make arrangements to have the **youth** transported within five days.
 - b. If the youth is arrested out-of-state on the warrant, Orange County will make transportation arrangements and pick up at the airport within five days.
 - c. Orange County will pay costs of transportation.
- D. Sources of payment for transporting **youth**.

1. The youth's parents, legal guardian, or out-of-County/State Agency may provide a pre-paid ticket.
2. Orange County Juvenile Court may authorize drawing funds from the County Treasury and the billing and accepting reimbursement from parents for the cost of transportation.
3. All tickets purchased by Transportation Officers have court authorization to draw funds.

II. Procedure

A. Ticket purchase

1. Non-county funds
 - a. Youth's personal funds
 - (1) Bus tickets are purchased at time of departure
 - (2) Airline tickets purchased with County funds, youth reimburses with his funds
 - b. Parent, guardian, out-of-County Agency
 - (1) Request that a prepaid ticket be purchased
 - (2) Verify that an electronic ticket has been issued with confirmation number on the itinerary via telephone with the airline or bus company prior to the youth's release from Juvenile Hall.
2. County funds
 - a. Authorization to draw funds from the County Treasury is submitted to the Juvenile Court via Non-Appearance Modification Petition (F057-5120.10) or Detention Report.
 - b. Travel Arrangements
 - (1) All travel arrangements are made through [REDACTED]
[REDACTED]
[REDACTED] The Chief's secretary must also be notified so approval for the purchase can be given.
 - (2) If transportation arrangements are also to be made for the Transportation Officer or other staff member to accompany the youth in custody, obtain approval and make arrangements in advance, pursuant to County Travel policies as outlined in Manual Item 1-5-209.

(3) Obtain the following information before making the phone call to [REDACTED] Reservations cannot be made without it.

- (a) Your name (County of Orange)
- (b) Phone number and extension
- (c) Name of department
- (d) Full name of passenger
- (e) Travel request
- (f) Name of youth

Departure: Date _____ Day _____

From: _____ To: (Destination)

Approximate Time: _____
Airline (if requesting certain carrier)

(4) Itinerary will be received electronically either by FAX or email indicating the confirmation number.

(5) After the transportation, complete a Transportation Expenditure memo and forward it to Accounting along with a photocopy of the itinerary and court order.

(6) Petty cash may be obtained, to assist in covering miscellaneous expenses of gas, meals, etc. during long trips. The request is made through the Transportation Supervisor to the Juvenile Hall Business Office Supervisor with ADD authorization.

c. If the Transportation Officers require an overnight stay they may obtain petty cash for any unforeseen expenditures and also have access to a County credit card to use to book lodging at a hotel or motel.

d. Sack lunches

Juvenile Hall kitchen personnel will prepare sack lunches for youth while on short trips during regularly scheduled meal periods.

B. Responsibilities of the Transportation Officer

1. Arrange and effect safe and efficient transportation of youth.

a. Coordinate transportation plans with DPO's as needed.

b. Make and confirm arrangements.

- c. Notify parents or other persons responsible for meeting the youth of the estimated arrival time at the destination.
 - d. Complete the transportation log.
2. Obtain release of youth from Juvenile Hall for transportation.
- a. Complete Release Authorization (F057-6226.1) for each youth.
 - b. Obtain a Deputy Probation Officer, Supervising Juvenile Correctional Officer, **or an Administrator's** signature on the form.
 - c. Present the Release Authorization at Juvenile Hall Control.
 - d. Take custody of youth at Control.
 - e. Take youth to Medical Unit.
 - (1) Medical Unit retains the Medical Unit Order and Treatment Sheet (F042-20.2309)
 - (2) Nurse initials the Release Authorization form and returns it to the Transportation Officer.
 - (3) Medical packet to travel with youth and delivered to receiving agency.
 - f. Take youth to the Intake and Release Center (IRC).
 - (1) Sign the Property Inventory form.
 - (a) Juvenile Hall Booking Clerk retains original.
 - (b) Copy is given to the youth.
 - (2) Sign the "released to" section of the release summary.
3. In-custody transfer of youth to another county when such transfer is ordered by the Court.
- a. The Order of Transfer of Proceedings is prepared by the Juvenile Court Clerk's Department.
 - (1) The clerk at the Special Order desk will notify the JCWP Transportation Officer when paperwork is completed.
 - (2) Go to the Special Order desk and sign for the court papers.
 - b. Deliver the original (or certified copies) of the Court papers to the receiving county's Juvenile Court Clerk.
 - c. Obtain a signature for receipt of Court papers when the youth is transported.

- d. Return signed receipt to the file in the Transportation Office.
 - e. When the youth is released, send a completed Information for Court Officer (F057-9099.4) to the Probation Department's Court Officer's Clerk.
4. Transportation of wards to Department of Juvenile Justice Institutions.
- a. Administrative Caseload unit receives an Acceptance Letter from the State indicating on what days and to which institution the youth should be delivered.
 - b. A copy of the Acceptance Letter will be delivered to the Transportation Driver.
 - c. Contact the indicated institution one-day prior to delivery. No deliveries on Fridays.
 - d. A copy of the Acceptance Letter, an (Individual Education Plan (IEP) (if one was completed), and a copy of medical release paperwork or any medication must accompany the youth upon delivery to DJJ.
 - (1) The DJJ personnel at the receiving unit will furnish the Probation Transportation Officer with a "body receipt" on accepting the youth.

REFERENCES:

Procedures: 1-5-101 Vehicle Usage by Probation Employees
1-5-209 Travel Authorization Procedure
2-1-002 Transportation Security
2-4-101 Custody Intake Referrals
3-1-018 Custody/Medical Transportation
3-2-039 Temporary Releases and Furloughs from Juvenile Hall

Policies: D-4 Handcuffs
D-5 Arrests
D-6 Transportation of Clients and Custody Transportation
G-10 Reimbursement for Meals and Lodging

Transportation Manual

M. Corrales

APPROVED BY: