

## INSTITUTIONAL FIELD TRIPS

- AUTHORITY:** California Code of Regulations, Title 15, Sections 1321, 1322, 1351  
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-005, dated 01/23/14 (Recertified)
- FORMS:**
- |                                     |             |
|-------------------------------------|-------------|
| Field Trip and Medical Consent      | (F057-6050) |
| Field Trip Request                  | (F057-6851) |
| Field Trip/Special Activity Request | (YGC Form)  |
| Temporary Release                   | (F057-6210) |
- PURPOSE:** To provide a uniform method for authorizing, planning, and supervising field trips for all Institutions.

### I. GENERAL INFORMATION

- A. A field trip is a staff-supervised, temporary release of a group of youth from an Institutional Facility. Field trips can be program-related or educational. When used, they should compliment or coincide with the treatment goals of each individual youth and the specific institution's overall mission statement.
- B. The Division Director (DD) or Assistant Division Director (ADD) of the institution must approve all field trips.
- C. Only youth that are serving a commitment and who meet the institution's field trip criteria are eligible for field trips. The youth's assigned Treatment Team (Deputy Juvenile Correctional Officer [DJCO], Supervising Juvenile Correctional Officer [SJCO] and Deputy Probation Officer [DPO]) will bring forward any exceptions. The final decision lies with the DD or ADD. The general criteria used to determine field trip eligibility include:
1. The youth has demonstrated sufficient progress within the institutional program to justify the belief that he/she will comply with field trip rules and pose no discernible threat to the community.
  2. Generally speaking, only the youth who are of the appropriate citizenship status or phase/level will be considered for field trip activity. Other youth may be considered only after staffing the justification for such field trip activity has occurred between the youth's institutional Treatment Team (SJCO/DJCOII and assigned DPO) and Administration.
- D. The maximum ratio of supervision is ■ DJCO II for every ■ minors. Final staff to youth ratio will be determined based upon citizenship status or phase/level of youth participating, experience of staff assigned to participate in the field trip, and the nature/location of the field trip. Volunteers in Probation (VIPs) and Department of Education (OCDE) staff may accompany Probation staff on field trips but may not be used to replace regular staff supervision. VIPs and OCDE staff should

receive thorough instructions regarding procedures, responsibilities, and supervision needs prior to the field trip.

- E. The staff accompanying the youth must have a valid California driver's license. In order to operate a vehicle designed to carry more than 9 passengers, the driver must have a valid Class B License. The youth must be transported in County vehicles unless the staff driving has received departmental authorization to transport youth in their own vehicle.
- F. Field trips that are scheduled during the school day must have the approval of and be coordinated with school administration. For a school related field trip an OCDE staff must accompany Probation staff in order for the minors participating in the field trip/activity to receive adequate school credits.

## II. PROCEDURE

### A. DJCO IIs will:

1. Verify that a Field Trip Request Form has been completed and approved. This form will include all the pertinent details such as date and time of trip, destination, transportation requirements, money needed, and/or clothing issues. If food is required, arrangements must be made with the Chief Cook at least two weeks prior to the activity.
2. Ensure that the youth participating have a valid Field Trip and Medical Consent Authorization form signed by the parent or guardian. Verbal authorization alone is not permitted. This form is to be signed by the parent and witnessed by staff. If the youth is a "Placement Youth", and the court has ordered that the "DPO is authorized to sign the Medical Consent", then the assigned field DPO may sign the Field Trip Authorization form as well. The youth who are not "Placement Youth", and whose parents/guardians are unavailable to sign the Field Trip Authorization form must receive the Juvenile Court's permission via a Court order to attend such field trips. Youth 18 years of age and over must also have a Field Trip Authorization form on file. The Medical Consent form will be maintained by the Duty Officer (DO) and will not be taken on the field trip.
3. Photocopy the Field Trip Authorization Form. One set of these copies will be maintained by the DO, while another set of copies will accompany the group on the trip.
4. Ensure that a medical nurse/doctor has cleared the youth to participate in the activity. Any medications that are needed during the field trip will accompany the youth on the trip and remain in the possession of staff.
5. Each facility will complete the appropriate paperwork for their specific Institution to ensure each youth can be accounted and located should the need arise.
6. Ensure that all youth are dressed appropriately for the activity.
7. Prior to the departure, all staff assigned to accompany youth on the field trip will have discussed and established their roles and duties involving

proper supervision, radio/cell-phone protocol, and how the staff will respond in the event of an emergency, including an escape, medical emergency, etc.

8. To the degree possible, male or female staff (SJCO, DJCO, VPO, VIP or OCDE) will accompany field trip groups in a manner that adequately addresses supervision of youth during bathroom during these field trips. SJCOs may coordinate, plan, review and participate in field trips, but will not be factored into the supervision ratio.
9. Ensure that each youth is searched before the field trip leaves the institution.
10. Upon departure, sign each youth out in the Integrated Case Management System (ICMS) automated logbook and include the estimated time of return. Ensure that the DO has a copy of the list of minors/staff attending the trip.
11. Obtain a cell phone from the DO and ensure that the contact number is left with the DO at the time of departure.
12. Notify [REDACTED] via the County 800-megahertz Pak-set radio on [REDACTED] channel that the group is departing grounds, vehicle mileage, trip destination and number of youth and staff attending. The radio will remain on [REDACTED] during the trip. Upon arrival, [REDACTED] must be notified. When departing the location of the activity, [REDACTED] is to be advised with the vehicle mileage, number of youth and staff and the destination point. Once the group has returned to the Institutional grounds, [REDACTED] is to be notified of that information.
13. During the activity, ensure that the youth remain as a group and are continually supervised at all times. In certain circumstances, if staffing ratios allow it, the group may be broken up into smaller groups as long as constant supervision can be maintained.
14. In the event of an escape, notify the local Police Department and the Institutional Duty Officer. Terminate the activity, return to the Institution and complete a Special Incident Report (SIR). Include information in the SIR indicating the Police Personnel contacted.
15. In the event of a medical emergency, notify the appropriate police agency and render first aid as required. Contact the Duty Officer and explain the situation. Tell the Duty Officer where the youth (s) will be transported for medical care and request the Duty Officer contact the JH Medical Unit to put the Medical Unit in contact with the receiving medical care facility.
16. Upon return to the institution obtain permission to complete the corresponding search of youth and Drug Test (if necessary) each minor.

B. Supervising Juvenile Correctional Officer will:

1. Determine which youth can participate in the field trip according to the youth's citizenship status Phase/Level, weekly grades, and input from the youth's Treatment Team.
2. Arrange/delegate transportation and staffing for the field trip. Ensure that at least one male or female staff is scheduled to assist with restroom supervision.
3. Coordinate educational field trips with the school if during school hours. Provide the school with a list of youth participating in field trips during the school day.
4. Make arrangements for petty cash if necessary. Ensure that receipts are returned to the Office Supervisor after the activity.
5. Ensure that the Chief Cook has been notified at least two weeks in advance of the trip when possible, so that picnic/sack lunches can be prepared.
6. If contacted by the assigned field trip staff regarding a medical emergency involving a youth, immediately contact the JH Medical Unit and request they contact the medical care facility the youth will be/has been transported to. Provide JH Medical Unit by fax with copy of Medical Consent Authorization signed by parent.

**REFERENCES:**

Procedures:	1-2-102	Volunteers in Probation Program
	3-1-001	Care and Use of County-Owned Facilities/ Equipment
	3-1-102	Reporting Institution Escapes
	3-1-303	Special Incident Reports
Policies:	D-6	Transportation of Probationers and Custody Transportation
	E-8	Volunteers
	E-9	Use of Resources for Minors; Parental Consent and Field Trips

K. Martin

**APPROVED BY:**