

YOUTHS' INSTITUTIONAL FOLDERS

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-010, dated 07/31/15
- FORMS:** None
- PURPOSE:** To standardize handling of youth's institutional folders through an orderly, uniform filing system providing easy access to needed information.

I. GENERAL INFORMATION

- A. Institutional folders hold records regarding a youth's court case, facility adjustment and other general information relative to a youth's detention and commitment.
- B. All of the material contained in the institutional folder is confidential.
- C. All Probation-generated material may be subpoenaed by the court.

II. PROCEDURES

- A. Handling
 - 1. Hand-carry all institutional folders when transferring a youth between one facility to another.
 - 2. Camp removal of a youth: Institutional folders will be hand-carried to Juvenile Hall Booking along with a **Special Incident Report (SIR)** at the time of removal. **The institutional folder and SIR will be delivered to booking by the staff transporting the youth.**
 - 3. Escape of a youth: The Escape Packet will be hand-carried to the Warrant Unit and the institutional folder will be hand-carried to Juvenile Hall Booking.
 - 4. The Supervising Juvenile Correctional Officer (**SJCO**) is responsible for the folder's completeness and accuracy prior to routing the folder to Juvenile Hall Booking. Route the folder to Juvenile Hall Booking within 14 days following release date.
- B. Filing
 - 1. File all paperwork in chronological order from the bottom up.
 - 2. Front left (top) top contains:
 - a. Current admission summary on top
 - b. Release summary

- c. Yellow release slip
 - d. Temporary release forms
 - e. Medical consent forms
 - f. Furlough contracts
 - g. Field trip authorizations
3. Front left bottom contains:
- a. Visiting record
 - b. Visiting slips for therapists, religious counselors, attorneys, placement interviews, authorized professional staff and special visit authorization slips.

White visiting slips for family can be shredded once logged on the visiting record.
 - c. Property sheet
 - d. Subject Detail Sheet
4. Front-right top contains:
- a. Unit face sheet for current booking on top
 - b. JIAS Reports - Subject details including photo of youth, IRC Assessment Report, Narcotics Report, Gang History, Unsterile Injection Sites and Tattoos and Marks
 - c. Initial Assessment Face Sheet and Assessment Notes
 - d. Receiving Unit Phone Log
5. Middle left contains:
- a. Minute orders
 - b. Court Disposition Sheets (goldenrod)
 - c. Adult court papers
 - d. Detention report
 - e. Copy of petition
 - f. Copies of warrants, subpoenas, protective orders, modification petitions, court reports, etc.

6. Middle right contains:
 - a. Rules of Conduct
 - b. Youth's grievance procedures
 - c. Program material/assigned essays
 - d. Intake Program Sheets
 - e. Notice of monitored mail/phone
 - f. Fingerprint card and Live Scan Transaction Notification on bottom
 - g. Religious Preference Forms
 - h. Haircut Permission forms
 - i. New Intake Check-Off list / Adjustment Questionnaire (camp facilities)

7. Back-left contains:
 - a. Pink Institutional casework log-sheet
 - b. Weekly folder comments (current on top)
 - c. Initial Service Plans
 - d. Behavior Summaries
 - e. 14-day Case Plans
 - f. Case reviews
 - g. Exit summaries
 - h. School documents - Once school documents are used to complete the current casework, it can be shredded.

8. Back right top contains:
 - a. Behavior/Disciplinary Action Logs
 - b. Special Incident Reports (including school)
 - c. Disciplinary Hearing packets
 - d. Behavior Notices
 - e. Behavioral Contracts/other contracts

9. Back right bottom contains:
 - a. Clinical Evaluation and Guidance Unit (CEGU) consults
 - b. Psychological evaluations
 - c. CEGU sign in log

REFERENCES:

Procedures:	3-1-029	Transfer of Youth Between Open Institutions
	3-1-030	Returning Youth to Juvenile Hall, Medical Holds, Courtesy Holds, Administrative Removals, Psych Holds, Disciplinary Removals
	3-1-306	Institutional Case Planning and Case Reviews
	3-3-008	YGC Transfer and Intake Procedure
Policies:	B-1	Case Confidentiality-Client's Right to Privacy
	B-3	Case File Management and Security

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APPROVED BY: