

JUVENILE FACILITY ASSESSMENT

- AUTHORITY:** Administrative Directive
Sections 880 and 881, Welfare and Institutions Code
California Code of Regulations, Title 15, Section 1352
- RESCINDS:** Procedure Manual Item 3-1-050, dated 01/22/16
- FORMS:** Court Disposition Sheet (F057-4158)
Release Authorization (F057-6226)
- PURPOSE:** To delineate the information flow as a case passes through the Juvenile Facility Assessment desk. All youth receiving local custody commitments are assessed to the facility or program that is best suited to their orders of court, risk factors and individual needs.

I. GENERAL INFORMATION

- A. The Deputy Juvenile Correctional Officers (DJCO II) assigned to the Juvenile Facility Assessment desk are required to do the following:
1. Assess youth for specific facilities (i.e., Juvenile Hall, YGC, Joplin, and Youth Leadership Academy) and the programs at each (i.e., ASERT/STEP, FEAR, Sex Offender, PRIDE, etc.)
 2. Set up releases for youth approved for the Accountability Commitment Program (ACP) and Institutional Population Management (IPM) program.
 3. Process and assess court ordered ACP releases.

II. PROCEDURE

- A. Youth's DL files are collected at the [REDACTED].
[REDACTED] These files represent the youth that were in court that day or the previous day **and received custody commitments.**
1. The **PPP/ACP** clerk collects the files and delivers them to the Assessment **DPO**, who logs them into Integrated Case Management System (ICMS).
 2. Once assessed, files are returned by assessment clerk to the [REDACTED].
- B. The Assessment **DPO** reviews the youth's DL file for information about the present law violation, prior law violations and any potential officer safety issues.
1. In ICMS, select the facility that best suits the youth's needs.
 2. If eligible, select the program that best suits the youth, for example, ASERT/STEP, Sex Offender, FEAR, PRIDE, etc.
 3. In ICMS, indicate whether youth is eligible for AB 1095.

4. In the notes and flags sections of ICMS, indicate briefly the current law violation and indicate any potential officer safety issues. For example:
 - a. weapons in the home
 - b. psychiatric issues
 - c. family issues/other family members on probation/parole
 - d. dogs
 - e. GPS anklet cuts/absconds
5. Complete the youth's name, number and the bottom third of the ACP/IPM Face Sheet and attach to the front of the L file.

C. **The Assessment** DPO reviews file and assesses for ACP and IPM.

1. In ICMS, DPO confirms camp selection and ACP/IPM eligibility.
2. In the notes section, the following should be addressed:
 - a. Current petition charges
 - b. Specific court orders
 - c. Behavioral issues/psychiatric issues
 - d. Adult inmate / "no sight, no sound"
 - e. ICE holds
 - f. Gang Information
 - g. Prior charges that preclude the youth from ACP
3. If the youth is eligible for FEAR or ASERT, the assessment DPO e-mails the Clinical Program Specialist from OCDE Safe Schools and Support Services to advise them of the assessment. They will confirm the youth is appropriate for the program.
4. If the youth is eligible for ACP, the assessment DPO completes the rest of the ACP/IPM face sheet.
5. DPO emails the JCWP office staff if youth is eligible for ACP **so arrangements can be made for indoctrination.**

D. DPO routes file to **PPP/ACP** Clerk who completes the following:

1. Copies the ACP/IPM face sheet.
2. Prints the ICMS assessment.

3. Makes copy of Court Disposition Sheet, and documentation that describes the current law violation (i.e., Court report, Detention Report, pre-plea report, etc.)
 4. Files the assessment file.
- E. **PPP/ACP** Clerk logs the file out of ICMS and routes the file out to [REDACTED].
- F. Once the JH **assessment** DPO approves a youth for ACP, the selection is completed in ICMS. **PPP/ACP** Clerk generates a list of approved youth seven days prior to their eligibility date. The Assessment DJCO II does the following:
1. Notifies the Court of the youth's eligibility for ACP. The Court has 24 hours to respond.
 2. Checks for pending charges in ICMS.
 3. Emails the field DPO that the youth is eligible for the program. The field DPO has 24 hours to respond re any safety issues.
 4. Interviews the youth.
 5. If everyone involved approves up to this point, then the parents are notified and if they are willing to comply with the program rules, an appointment is scheduled for indoctrination and release.
- The **assessment DPO in conjunction with JCWP office staff** schedules the releases for YGC, YLA, JH and Joplin.
6. Prior to release, the **assessment** DPO checks for pending charges in ICMS then emails the SJCOs assigned to each facility to notify them of the release.
 7. Once the release is scheduled the assessment file is given to the assessment clerk to prepare the release documents and assign the youth to an ACP DPO based on the DPO's supervision areas.

REFERENCES

Procedures:	3-1-010	Youth's Institutional Folders
	3-1-046	Classification of Youth at Outer Facilities
	3-6-026	Accountability Commitment Program (ACP) Overview, Indoctrination and Release
Policies:		None

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APPROVED BY: