

JUVENILE HALL INTAKE

- AUTHORITY:** Administrative Directive
California Penal Code Section 4030
Title 15 Minimum Standards for Juvenile Facilities Section 1350, 1350.5,
and 1352.5
- RESCINDS:** Procedure Manual Item 3-2-011, dated 01/21/06
- FORMS:**
- | | |
|---|--------------------------|
| Application for Petition | (F057-4024) |
| Probable Cause Declaration | (F057-4206) |
| Face Sheet/Narcotic Evaluation | (F057-1187) |
| Boys & Girls Property Inventory | (F057-6004) |
| Incoming/Outgoing Personal Property | (F057-6018) |
| Receiving Unit Phone Sheet | (F057-6199) |
| Institutional Data Summary Sheet/Tattoo Identification Form | (F057-6302) |
| Information for Court Booking | (0512-6292) |
| Detention Guidelines | Administrative Directive |
- PURPOSE:** To establish intake procedures for new bookings at juvenile hall (JH).

I. GENERAL INFORMATION

A. Acceptance of Youth

1. Intake staff will respond to the sally port buzzer (on stenofon) by checking the monitor at the desk station to ascertain that the person seeking entrance is legitimate probation/law enforcement personnel.
2. Probation/law enforcement personnel will then identify himself/herself, the number of youth in custody, the gender of the youth, and whether the youth is/are cooperative. If the youth is/are uncooperative, staff will immediately notify a supervisor/duty officer and Institutional Security Unit (ISU) for assistance.
3. Verify that the officer has/have secured his/her weapon in the lockers provided or in the trunk of the police unit. Open the booking door to allow the officer to escort the youth into the IRC.
4. All youth brought into the facility will be pre-assessed by the medical unit prior to the arresting agency leaving the facility, to determine if the youth has any condition that is beyond the scope for the facility.

B. Never open the booking door until the gate is closed and secured.

C. Type One Intakes

1. Youth detained on misdemeanor charges.

2. A youth who is not under the jurisdiction of the juvenile court (non-ward WIC 300/654/725).
3. Status offenders.

D. Type **Two** Intakes

1. All felonies.
2. All youth under the jurisdiction of the court (status offenders are under the jurisdiction of the court but are not considered Type Two youth).

II. PROCEDURE

A. Booking staff will, for all intakes:

1. Check for previous bookings, retrieve the institutional file (if applicable) and photocopy the Application for Petition for intake staff.
2. Print an admission summary.
3. The booking clerk calls medical to advise of any new or returning intake.
4. Take the updated **facility** file to Intake staff.

B. Medical staff will, for all intakes:

1. Ask the youth the following pre-screening assessment questions:
 - a. Are you currently under the influence of drugs or alcohol?
 - b. Have you swallowed any drugs?
 - c. Do you feel like hurting yourself?
 - d. Are you on any medication at home?
 - e. Do you have any health problems?
 - f. Have you been in a vehicle accident or any other accident where you have injured yourself recently?
2. **Medical Unit staff will also inquire if the youth has previously suffered any type of sexual assault. If so, they will gather additional information and submit a Child Abuse Report (CAR) (for both juvenile and adult youths).**
3. Medical Unit staff will conduct a screening for physical and developmental disabilities which may impact housing placement. If appropriate, they will also contact the Regional Center for the Developmentally Disabled to coordinate the integration of previously established behavioral or mental health treatment plan. This screening will also determine any school,

program, or exercise limitations needed to protect the health of the youth, or others.

4. Medical Unit staff will ask the youth their chosen gender identity to ensure the youth will have access to medical and behavioral health services provided by those qualified to deliver such services.
5. If the Medical Unit rejects the booking of a youth, the law enforcement agency is responsible for transporting the youth to the hospital for treatment prior to acceptance by Medical. If the youth is being booked into Juvenile Hall by Probation staff and the Medical Unit rejects the booking, arrangements will be made for staff to transport the youth to Anaheim Global Medical Center and stay until cleared to return (initial Probation staff provides their own transports to Anaheim Global Medical Center for the first **four** hours then Juvenile Hall staff, if available, will assume supervision of the youth). Medical staff will conduct a medical screening examination within a 1-4 hour time frame.
6. If the Medical Unit accepts admittance of a youth determined to be on substance abuse precautions (SAP), the IRC staff will document the youth's status in the unit automated/manual logbook. IRC staff will keep the youth under observation with 15-minute (more frequent observations will be conducted if directed by medical staff) automated/manual logbook notations until the youth is transferred to an intake/living unit.

C. Intake staff will, for all intakes:

1. Notify booking staff of a new booking.
2. Make sure an Application for Petition and Probable Cause Declaration are completed and presented by the transporting officer. Applications for Petition need not be completed under the following conditions:
 - a. Youth is a Courtesy Hold
 - b. Youth is an Assessment Replacement
 - c. Youth is a Medical Hold
 - d. Youth is a Removal from an outer facility
 - e. Youth is a Court Booking
3. Probable Cause Declarations need not be completed if the youth is brought in on a warrant with no new charges being filed.
 - a. Police departments booking youth into Juvenile Hall should leave three copies of their reports for Custody Intake. If this is not possible, instruct the officer to fax the copies as soon as possible. Fax number is [REDACTED].
 - b. The section and subsection of the Juvenile Court Law under which the youth is detained must be indicated on the application. Only

those youths considered 602 and per court order 601 W&I offenders can be entered into juvenile hall.

- c. Note any special information received (suicide risk, security risk, gang affiliation) in the space provided for comments on the application.
 - d. Custody Intake staff ensures the transporting officer or an official from the arresting agencies notifies the youth's family of his/her detention.
 - e. **During the intake process, staff will ask the arresting agency about any information they may have regarding the youth's past or present suicidal ideations, behaviors or attempts. Upon contact with family guardians, Custody Intake will inquire about any past or present suicidal ideations, behaviors or attempts by the youth.**
4. Perform a pat down search of the youth. **As noted in section II.E.3. below and specific to searching transgender or intersex youth, staff shall respect the preference of transgender or intersex youth regarding the gender of the staff member who conducts any search.**
 5. **Staff shall respect every youth's gender identity. For transgender and intersex youth, staff shall refer to the youth by the youth's preferred name and gender pronoun, regardless of the youth's legal name.**
 6. **Staff will place** personal items in a small, clear bag (except contraband, which is handled in accordance with Inter-Institutional Manual Directive 3-1-004). Secure all monetary amounts and all other valuables. Complete a Record of Valuables form and attach the white copy to the brown envelope. Staple the pink copy to the property inventory sheet. Place in lock box in the booking office.
 7. Enter the youth into the Intake Log.
 8. Notify Custody Intake Officer of the Day of the new intake.
 9. Complete the following Intake paperwork:
 - a. Unit Face Sheet – In black ink, fill in name, J or DL #, entry date, property location, and clothing size. In red ink, fill out current statuses (i.e. no roommate, security risk, companions, suicide status, psychological history, assaultive, monitored mail/phone, no contact, gang information).
 - b. Property Inventory Sheet – List all articles of clothing, jewelry, and other valuables. Make 4 copies; attach 1 to the Institutional File, 1 for the white booking slip, and 2 copies to be filed.
 - c. PREA Assessment Screening Tool – A vulnerability assessment instrument: Risk of victimization and / or sexually aggressive behavior/violent behavior (includes inquiries about previous sexual

victimization). This screening should take place within 72 hours of the youth's arrival at the facility. **Upon completion of the assessment, it will be uploaded and viewable via the PREA Assessment tab in ICMS.**

- (1) **This screening should be completed in a private setting in response to the sensitive nature of the topic.**
- (2) **In addition to information gathered during the completion of the PREA Assessment Screening, staff shall identify any other specific information about the youth that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other youth.**

- d. Assessment Report – This form is in Juvenile Intake Assessment System (JIAS). Fill out manually, if the computer system is down.
- e. Narcotic Evaluation Sheet – Also located in the JIAS (Juvenile Intake Assessment System). Fill out manually, if the computer system is down.
- f. Gang Information Sheet – Ask the youth gang related questions.
- g. Tattoos, Marks and Piercing – Note any tattoos, injection sites and piercings.
- h. Identix/Electronic Finger printer – All youth with new law charges will be fingerprinted and transmitted to DOJ (Department of Justice). Make sure to enter the “booking number,” starting with either J#, P#, or a DL#. It is imperative that the zeros are added when applicable. If the exact letters and numbers are not entered into the computer system, the transmittal will not be finalized with DOJ. Only those staff that has been trained by IRC staff will be authorized to use the system. Complete manually if the electronic system is down. (Enter the correct booking number proceeded by the number that correlates to the number of JH bookings for that intake. (Example – A youth with a booking number of L12345 on their 3rd booking will be inputted as 3L12345). Using the unique entry pre-number prevents duplicate bookings being transmitted.
- i. Photo Capture Mug Shots – All youth booked into Juvenile Hall will have their picture taken, if no new photo is in the facility file within the last 6 months. Exceptions would be if there are any notable changes. Tattoos can also be captured under the Marks/Tattoo tab.
- j. Adverse Childhood Experiences (ACE) Questionnaire – The ACE questionnaire includes 10 questions designed to capture information about the youth's exposure to traumatic experiences. Upon completion of the questionnaire, the document will be scanned into ICMS and viewable from the youth's ICMS profile.

10. Ensure each new intake is afforded the opportunity to make three free monitored telephone calls (excluding attorney calls) and complete the Receiving Unit Phone Sheet accordingly. Place all completed paperwork in the youth's institutional file.
11. Food shall be offered to youth at the time of initial intake.

D. Court Bookings

1. Court Holding staff will:
 - a. Escort youth to IRC with the Information for Court Booking Sheet and all accompanying property. Ensure that the youth are patted down prior to escort and searched with the wand.
 - b. Take all appropriate court documents to booking personnel.
2. Booking staff will:

Follow applicable procedures outlined in Section 11-A.
3. Intake staff will:

Follow applicable procedures outlined in Section 11-C.

E. Strip Searches and Showers

1. Type 1 Intakes
 - a. Follow applicable procedures outlined in Section 11-B.
 - b. Upon completion of the medical screening, direct the youth to place his/her clothing in a container, but do not make visual contact with the youth when he/she is in an unclothed state.
 - c. Upon completion of the shower, thoroughly check the youth's clothing and the shower area for contraband and provide Juvenile Hall clothing for him/her.
 - d. Store the youth's property in the appropriate location with the corresponding bin number.
 - e. Check to see if the receiving unit, which the youth is assigned, is ready and then escort the youth to the unit along with the youth's facility file.
 - f. Room alone.
 - g. **Type I youth** may be out **but shall** eat separately from the group.
 - h. Type I youth must shower alone. Staff must not view them in an unclothed state.

- i. Type I youth are not to be strip searched.
- j. Upon returning from a detention hearing and are ordered detained, Type I youth automatically come off Type One status and their restrictions/special status are applicable no more.

2. Type 2 Intakes

- a. Follow applicable procedures outlined in Section II-B.
- b. Upon completion of the medical screening, direct the youth to place his/her clothing in a container. Check each article of clothing for contraband. Under supervisor approval perform a strip search per procedure, then direct the youth to shower. Upon completion of the shower, provide youth with juvenile hall clothing.
- c. Store the youth's property in the appropriate location with the corresponding bin number.
- d. Check to see if the receiving unit, which the youth is assigned to, is ready, then escort the youth to the unit with the youth's facility file (the medical nursing assessment is completed prior to escorting youth to receiving units).

3. **Transgender and Intersex Youth**

- a. **For transgender or intersex youth, no physical search shall be conducted for the purposes of determining the youth's anatomical sex.**
- b. **For transgender or intersex youth, staff shall permit youth to dress and present themselves in a manner consistent with their gender identity and shall provide youth with the institution's clothing and undergarments consistent with their gender identity.**
- c. **Staff shall make every effort to ensure the safety and privacy of transgender and intersex youth when the youth is using the bathroom or shower, or dressing or undressing.**
- d. **For transgender or intersex youth, whenever feasible, the staff shall respect the youth's preference regarding the gender of the staff member who conducts any search of the youth. For additional information on searches, please refer to PMI 3-1-054 Personal Searches and Control of Contraband.**
- e. **For additional considerations when processing transgender or intersex youth, please see PMI 3-1-055 LGBTQI Youth: Intake, Housing, and PREA Considerations and PMI 3-2-005 Housing Determination for Youth at Juvenile Hall.**

F. Walk-In Warrant Procedure:

1. Purpose: To establish a current detention criteria in reference to youth who voluntarily surrender themselves on outstanding warrants issued by the Orange County Juvenile Court. This procedure is a guideline and is not intended to take away the authority of the court or the discretion of the deputy probation officer.
2. Process
 - a. Juvenile Hall reception staff or the warrant clerk will notify the warrant officer or the Custody Intake Officer of the Day (OD), when a youth is here to surrender on the warrant. Before bringing the youth/parent(s) into the office, the warrant officer or the Custody Intake officer will check ICMS and confirm that the youth has an outstanding warrant. In addition to the "WALK-INS" warrant manual procedure presently utilized, the warrant officer or the Custody Intake officer will review the file and evaluate the case based on the detention criteria in order to determine if the walk-in warrant process is appropriate. It is extremely important that the officer check the court order to see if a "No Walk-In Warrant" clause has been entered. If the court ordered "No Walk-In Warrant," the youth will be taken into custody immediately and detained for a Warrant Arraignment Hearing.
 - b. Presently, the warrant officer/Custody Intake officer is authorized to conditionally release the youth on his/her promise to appear pursuant to Miscellaneous Order 607.3. This citation process usually occurs when a youth voluntarily surrenders him/herself on a juvenile court warrant at a time when the juvenile court is not in session. In such matters, the warrant officer or the Custody Intake officer will review the case and ensure that the criteria listed below is taken into consideration prior to the signing of the Promise to Appear citation.
 - c. The warrant officer or Custody Intake officer will take into consideration section 628 WIC and the Juvenile Hall/Probation Department criteria for secure detention along with the additional assessment criteria listed below. The warrant officer or the Custody Intake officer will evaluate these cases on a case by case basis regarding the need for detention at Juvenile Hall.

G. Procedure to Take a Youth into Custody

At the time the youth surrenders him/herself to Juvenile Hall per the outstanding warrant, the warrant officer or Custody Intake officer (at his/her discretion) may take the youth into custody. To take the youth into custody, they will contact Juvenile Hall Reception for assistance. Juvenile Hall Reception will find an available deputy probation officer (DPO) to assist with the arrest. ISU may assist if no DPO is available. The Warrant/Custody Intake officers will handcuff and escort the youth to IRC. The IRC will process the youth per Juvenile Hall guidelines and the warrant officer or Custody Intake officer will submit an Application for Petition at the time of booking. The Custody Intake Unit will process the warrant under its Custody Intake Warrant manual guidelines within the 48 hour deadline.

H. Truancy Warrants

1. After business hours upon arrest by the police the youth is not to be booked into Juvenile Hall. The On-Call Judge will be contacted, and depending on the youth's court order, he or she could be placed on GPS, and the youth and their parent/guardian shall be cited and sign a Promise to Appear Form for court. If a parent or guardian cannot be located, the youth will be transported to Orangewood **Children and Family Center** by the arresting agency.
2. During business hours the court will be contacted upon Custody Intake's notification of the arrest/walk-in to determine if court is available to see the youth that same day. If court is unavailable to hear the warrant, a Promise to Appear Form will be signed by the youth and parent/guardian for the next available court date.

REFERENCES:

Procedures:	1-4-123	Prevention, Detection, Reporting and Response to Incidents of Sexual Abuse, Harassment and Misconduct in Juvenile Facilities (PREA)
	3-1-011	Personal Property
	3-1-013	Facility Searches
	3-1-030	Returning Youth to Juvenile Hall/Other Camp - Medical Holds, Courtesy Holds, Administrative Removals, Psych Holds
	3-1-054	Personal Searches and Control of Contraband
	3-1-055	LGBTQI Youth: Intake, Housing, Classification, and PREA Considerations
	3-2-001	Youth's Use of County Business Telephones
	3-2-005	Housing Determination for Youth at Juvenile Hall
Policy:	F-7	Personal Property of Minors in Juvenile Institutions.

D. Hernandez

APPROVED BY: