

RELEASES

- AUTHORITY:** Administrative Directive Sections 628 and 635, Welfare and Institutions Code California Code of Regulations, Title 15, Section 1351
- RESCINDS:** Procedure Manual Item 3-2-018, dated 06/13/18
- FORMS:**
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|--|---------------------------|
| Release Authorization | (F057-6226) |
| Court Disposition Sheet | (F057-4158) |
| Temporary Release | (F057-6210) |
| Medical Unit Order and Treatment Sheet | (F412-3) |
| | (Health Care Agency Form) |
| Personal Property Inventory | (F057-6004) |
| Special Incident Report (SIR) | (F057-7018) |
| Application for Petition | (F057-4024) |
- PURPOSE:** To establish guidelines for permanent and temporary releases from Juvenile Hall.

I. PROCEDURE:

A. Permanent Releases

1. Complete, sign, and submit a Release Authorization form and Court Disposition Sheet to Control or the Intake Release Center (IRC) before a youth is permanently released. Placement youth's Release Authorization Form is to be signed by a Placement Deputy Probation Officer (DPO) or Supervising Probation Officer (SPO) only.
2. Releases are processed between the hours of 8 a.m. – 8 p.m. and not during mealtime hours:
 - a. 6:00 a.m. – 8:00 a.m.
 - b. 11:05 a.m. – 12:45 p.m. (11:30 a.m. – 1:00 p.m. IRC)
 - c. 4:25 p.m. – 5:45 p.m. (4:30 p.m. – 5:30 p.m. IRC)

Exceptions can be made for emergencies and other special circumstances with SJCO and/or Administrator approval.

3. Prepare for the release in advance whenever possible.
4. Do not release any youth from Juvenile Hall on their own recognizance without a specific court order, or without DPO approval when the youth has reached 18 years of age on or before the late date.
5. **Do not release a youth** on a Division of Juvenile Justice (DJJ) "hold" to their parent/guardian; these youth should only be released to a DJJ Parole

Agent or Juvenile Hall Transportation Staff or custody transportation to DJJ.

6. If the youth's parent/guardian does not appear at the designated time and date, or have not made other arrangements for release,
 - a. The unit staff will:
 - (a) Check with the booking clerk to verify the release date.
 - (b) Contact the parent/guardian, if possible.
 - (c) Initiate a Special Incident Report (SIR).
 - (d) Notify the unit Supervisor/Duty Officer.
 - b. The Supervisor/Duty Officer will:
 - (1) Make contact with the **youth's** assigned DPO (or their supervisor), if possible.
 - (2) Contact the watch commander of the police department **or sheriff's department** in the city of the youth's last known address. Request that a patrol unit attempt to contact the youth's parents at the address and advise them of the youth's release.
 - (3) If contact with the parent or guardian has not been established by 10:00 PM on the court ordered day of release, initiate an Application for Petition per WIC 778 and forward it to Custody Intake along with the **Probable Cause (PC) Declaration** for filing. **Complete the PC Declaration** as soon as possible to ensure that the paperwork is submitted to the court on the following day.
 - c. If the booking clerk discovers a failure to release, they will notify the unit Supervisor/Duty Officer immediately.
7. The Release Authorization and the Court Disposition Sheet list the necessary steps to be taken by staff once they have determined that the form has been appropriately initiated.
 - a. The youth will clean their room and staff will inspect it for cleanliness and damage.
 - b. If the youth has damaged their room, the unit staff will notify the unit Supervisor/Duty Officer of the damage and complete a Special Incident Report.
 - c. The unit Supervisor/Duty Officer **determines if new charges will be filed for damages.**

- d. If the room passes inspection, **unit staff will notify the release staff to initial the appropriate area on the release form.**
 - e. The unit staff will send the release paperwork and the Medical Treatment Sheet to Control with the **youth**. If the **youth** is released from the IRC area, unit staff will walk the **youth** over to the IRC with the Medical Unit Treatment Sheet.
 - f. **Unit staff will notify school personnel the youth is being released.**
 - g. **Unit staff will notify appropriate mental health personnel the youth is being released.**
 - h. **Release staff will sign off the checkout list after verifying all release requirements have been met.**
8. Once at Control, escort the youth to the Intake Release Center (IRC).
- a. The IRC staff will ensure that the youth's property is returned in accordance with PMI# 3-2-016 (Property Control-Juvenile Hall) and all Juvenile Hall property is accounted for.
 - b. The booking clerk will ensure release paperwork is in order and completed.
9. Escort the youth with their forms and personal property to the waiting room and call for the person accepting custody of the youth. Get signatures on the release paperwork.
10. Escort the youth and the person accepting custody to the Medical Unit. The nurse on duty will accept the treatment sheet, complete a Final Medical Check and initial the Release Authorization where appropriate.
- B. Temporary Releases:
1. Legal basis for Temporary Releases
 - a. The authority to grant temporary releases from custody to a ward of the Court originates with the Juvenile Court.
 - b. Failure to abide by the rules as provided on the Temporary Release Form and failure to return to the **facility** by the specified time (which is considered absconding from probation supervision) are violations of probation that can result in a petition being filed against the youth.
 - c. **Temporary releases** may **not** be extended beyond 72 hours without the permission of the Juvenile Court (i.e., a court order).
 2. **Complete the Temporary Release (TR) form signed by the assigned Deputy Probation Officer, Administrator or designee. Deliver the TR form to JH Control prior to the youth being released.**

3. All youth who are temporarily released will wear Juvenile Hall clothing, **unless special permission is granted.**
4. Search all youth thoroughly for contraband upon their release and return.
5. The unit staff will escort the youth to the Medical Unit and waiting room before and after the temporary release. **The Medical Unit must check and clear all medications upon return to JH.**
6. The person assuming responsibility for the youth must sign the Temporary Release form.
 - a. Hold the original form at Control.
 - b. Send a copy of the form with the youth.
 - c. The unit staff will ensure that the person taking temporary custody of the youth is aware of the return time and all special instructions prior to the temporary release. These instructions will include the procedures to follow if the youth will not be returned at the designated time.
7. Upon the youth's return, file the original release form in the youth's unit folder.
8. If the youth fails to return from a temporary release or otherwise absconds, the unit Supervisor/Duty Officer will initiate escape procedures.

REFERENCES:

Procedures:	2-4-102	Consular Notification and ICE Detainers
	3-1-102	Reporting Juvenile Facility Escapes
	3-1-105	Medical Temporary Release
	3-1-303	Special Incident Reports
	3-2-016	Property Control – Juvenile Hall
	3-2-036	Bail Releases
	3-2-039	Temporary Releases and Furloughs from Juvenile Hall
	3-3-014	Youth Guidance Center Release Guidelines
	3-4-017	Joplin Youth Center Furlough/Temporary Release
	3-4-018	Release Procedure Joplin Youth Center
3-8-014	Release Guidelines-Youth Leadership Academy	
Policies:	D-7	Search and Seizure
	F-10	Medical Examinations and Treatment for Juveniles

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APPROVED BY: