

## ACCOUNTING OF YOUTH ASSIGNED TO JUVENILE HALL

**AUTHORITY:** California Code of Regulations, Title 15, Section 1342

**RESCINDS:** Procedure Manual Item 3-2-301, dated 08/12/13

**FORMS:** None

**PURPOSE:** To establish a standard method of verifying the population in Juvenile Hall by institutional staff.

### I. GENERAL INFORMATION

- A. Control station staff are responsible for verifying the population of all units at the beginning and end of each shift throughout the day and at midnight.
- B. Booking clerks are responsible for verifying the populations of all units at 10:00 p.m. each night.

### II. PROCEDURE

#### A. Intakes

- 1. All intakes will be entered in the **Integrated Case** Management System (**ICMS**) program by the Booking Clerk at time of intake. Upon completion of the booking process by the Booking Clerk, the **youth's** unit in **ICMS** will default to IRC.
- 2. IRC Staff will move **youth** into the appropriate unit using **ICMS**. All movements must be done before midnight to ensure the correct population counts for each unit when reports are run at midnight.

#### B. Releases

- 1. If a **youth** is being released from any unit, to be transferred to a camp, placement, home, etc., the unit staff will enter an activity of INSTRL "Institution Release" in the automated logbook in **ICMS**.
- 2. The Booking Clerk will enter all releases in the **ICMS** program at time of release.
- 3. All releases to camp, the **youth** will be carried as a "+" on the releasing unit's population until the receiving camp accepts the **youth** in **ICMS**.
- 4. All other releases the **youth** will be carried as a "+" on the unit's roster until the movement is completed by Booking.
- 5. When a **youth** is admitted to the hospital, Booking will input a movement of MAP. On the Entry Master in **ICMS** the **youth's** whereabouts will show as "Medical Appointment (Outside)."

C. Transfers Between Units

1. Sending unit will transfer the **youth** to the new unit in **ICMS**. This will remove the **youth** from the transferring unit's population and add him/her to the new unit's population. The **youth** will appear at the top of the receiving unit's roster until placed in a room/bed in **ICMS**.
2. All transfers between living units must be completed by 6:00 p.m.

D. Recording Temporary Releases Between Living Units

Activity in **ICMS** of TR will be done by the unit housing the **youth**. The **youth** will be carried as a plus on their population until he returns and an activity of returned from TR (RTNTR) is done in **ICMS** by Unit staff.

E. Population Check

To verify the population, Control staff and Booking staff will:

1. Print the Unit Counts from **ICMS**
2. Call each **unit** to verify the number of **youth** in their unit.

**REFERENCES:**

Procedures:	3-1-105	Medical Temporary Release
	3-2-011	Intake
	3-2-017	Opening/Closing Units
	3-2-018	Releases
	3-3-007	Youth Guidance Center Furlough Procedure
	3-3-014	Youth Guidance Center Release Guidelines
	3-3-209	Deputy Juvenile Correctional Officer I Duties
	3-4-018	Release Procedure Joplin Youth Center
	3-4-202	Duties of the Control Staff
	3-4-203	Deputy Juvenile Correctional Officer I Duties
3-4-302	Daily Reports	
Policy:	F-10	Medical Examinations and Treatment for Juveniles

K.Burnham

**APPROVED BY:**