

YGC TRANSFER AND INTAKE PROCEDURE

- AUTHORITY:** Administrative Directive, Welfare and Institutions Code 881
Title 15 Sections 1482, 1483 and 1485
- RESCINDS:** Procedure Manual Item 3-3-008, dated 08/07/13
- FORMS:**
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|---|-------------|
| Medical Order and Treatment Sheet | (F272-26) |
| Court Disposition Sheet | (F057-4158) |
| Juvenile Hall Personal Property
Inventory Form | (F057-6004) |
| Personal Property Envelope | (F057-6227) |
| Record of Valuables | (F057-6249) |
| Rules of Conduct for Juveniles | (F057-6028) |
| Youth' Rights and Grievance Procedure | (F057-6051) |
| Detainee Grievance Form | (F057-6005) |
| Minor's Rights at Discipline Hearing | (F057-6054) |
| Special Incident Report (Institutions)
(SIR) | (F057-7018) |
- PURPOSE:** To provide an orderly procedure for admitting youth to Youth Guidance Center (YGC).

I. PROCEDURE

A. Clerical Responsibilities

1. Prior to Transfer

- a. The Population Control Clerk will review the population daily by 8:00 AM to determine the number of openings, releases, or off-site status classifications Medical holds, ARs, etc. by calling staff in each unit.
- b. Ensure that the combination of anticipated releases and transfers will not result in an excess of 80 youth in residence.
- c. E-mail the Juvenile Hall Institutional Transfer Clerk to advise of the number of male/female youth needed to fill anticipated vacancies. Indicate if any of these youth are designated for STEP, ASERT, or **General Population Unit**.

2. After Transfers Arrive

- a. Input and accept transfer of youths along with all pertinent information into ICMS. Move the youth from the intake unit to their assigned unit in the Facility Management section of ICMS.
- b. Route the institutional files to the youth's assigned units with two copies of the Admission Summary.

- c. Print one copy of Admission Summary and file in designated three ring binder in Administrative Office.
- d. Notify the Duty Officer or **Youth Guidance Center (YGC)** Administration of any problems, discrepancies, or incomplete information.

B. Transportation Staff Responsibilities Upon Returning to YGC

1. Deliver the Institutional Files and all paperwork, other than the Medical Files and Medical Treatment Sheets, to the Administrative Office.
2. Cash and valuables in the brown Property Envelopes are to be delivered to the Secretary (if not present, deliver to the D.O.) for placement in the YGC safe.
3. Deliver male youth to their assigned units and introduce them to on duty staff. Female youth are to be escorted to the YGC Medical Unit prior to delivery to the assigned unit if a nurse is on duty.
4. If a nurse is on duty, Medical Treatment Sheets, Medical charts, and medications are to be delivered to the YGC Medical Unit. If there is no nurse on duty, Medical Treatment Sheets and any medications are to be delivered to the assigned unit, and Medical Charts are to be placed in the Medical Unit box in the D.O.'s Office.

C. Unit Staff Responsibilities

1. Ensure that in ICMS the youth have been moved from the intake unit to the assigned unit. Move the youth from "Room None" to their assigned room.
2. Conduct the applicable and corresponding search per the search directive along with a clothing search of the youth, and issue YGC clothing. Place the Juvenile Hall clothing in a plastic bag, labeled Juvenile Hall, and deliver to the Laundry Room for return to Juvenile Hall.
3. **Upon arrival to YGC, youth shall be offered food and the opportunity to shower.**
4. Verify the accuracy and completeness of the Juvenile Hall Personal Property Inventory form. Add any items which are not listed. If there are items listed which cannot be accounted for, notify the Duty Officer, note this is on the form and have the minor initial and date the change, and complete an informational S.I.R.
5. Personal property is then to be placed in a property box with a label with youth's name prominently displayed. A copy of the Personal Property Inventory form will be placed in property room inventory box. A copy of this form is to be placed in the youth's institutional folder with the location of the property noted on it. Property box must be sealed with tape after inventory. Staff will log property into Property Log Book.

6. Assign the youth a room, and enter him/her on the Unit Roster, job list, status board, and any other rosters used in the unit program. Ensure that any special statuses such as RA, "assaultive", gang affiliation are properly recorded.
7. Provide the youth with the following items:
 - a. YGC clothing (clothing ID numbers are to be recorded)
 - b. Shower shoes/sandals
 - c. Comb or brush
 - d. Bedding (blankets, sheets, pillow and pillow case)
 - e. Toothbrush
8. Unit staff will ensure each female youth is issued sanitary napkins and/or tampons as needed.
9. Notify, via phone, the youth's parents or legal guardian of their arrival, and inform of them of YGC's location and telephone number, summarize the visiting rules and hours, and provide them with any other pertinent and non-confidential information which they may request, and log that you have done so. If you are unable to contact the parents, pass this task on the next shift via a log entry.

Upon admittance to YGC, youth shall have access to two free phone calls within one hour in accordance with the provisions outlined in Welfare and Institution Code Section 627.

10. Complete and initial the remaining items on the YGC Intake Check List.
 - a. **Youth are advised of PREA, given information sheet and complete quiz upon intake process.**
 - b. **Youth are advised of length of stay and given their program release date.**
 - c. **Youth are medically screened by Health Care just prior to transfer. All medical information regarding needs or physical limitations are noted electronically and reviewed by YGC medical staff.**
 - d. **Youth are assigned a Health Care Agency (HCA) therapist and are screened for mental and/or developmental disabilities. Youth are screened for suicide risk at intake and prior to facility transfer to determine suitability. Ongoing treatment and evaluation is managed by the CEGU clinician at each facility.**

- e. **Youth complete an educational assessment which is reviewed by Department of Education staff. Any noted developmental disabilities are referred to the DOE Special Education Instructor for further evaluation and referral to the Regional Center as needed.**

11. Re-indoctrinate all youth by reading them the following documents:

- a. Rules of Conduct for Juveniles.
- b. Minor's Rights and Grievance Procedure.
- c. Rights at Disciplinary Hearing.
- d. **Watch the PREA video**
- e. **Drug testing within 24 hours of arrival (UA or Swab).**
- f. **In ICMS or the institutional case file, staff will review the Adolescent Childhood Experiences (ACE) questionnaire. This is completed by the youth and kept in the institutional file.**

12. Make certain that all youth fully understand the contents of the documents. If the form originated at Juvenile Hall, YGC staff will stamp original form on backside. The staff and youth will then sign and acknowledge that he/she fully understands the contents of the document. Give the youth a copy of the newly signed forms.

13. Initial all items on the YGC Intake Checklist under the heading "Unit Staff Duties." Your initial indicates that these duties have been completed.

D. Unit Deputy Juvenile Correctional Officer (**Night Staff**) Responsibilities

- 1. Ensure that all paperwork and procedures relevant to the intake process have been properly completed, signed, and dated.
- 2. Follow up on parental contact if it has not yet been accomplished, and log your actions.
- 3. File all the appropriate paperwork in the institutional file. These may include but are not limited to the paperwork noted above as well as an Off-grounds Record, relevant Log Notations, counselor forms, and any program-specific forms.
- 4. Route a copy of the YGC Intake Check List to the Unit Supervisor for review, noting any discrepancies, missing paperwork, or any inaccurate or incomplete information or procedures.

REFERENCES:

Procedures:	3-1-010	Youth's Institutional Folders
	3-1-011	Personal Property

3-1-012	Residents' Grievance Procedure
3-1-018	Custody/Medical Transportation
3-1-022	Minors' Rights
3-1-023	Rules of Conduct
3-1-029	Transfer of Youth Between Open Institutions
3-1-049	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
3-3-B	Youth Guidance Center Program Description
3-3-205	Duty Officer at Youth Guidance Center
3-3-209	Deputy Juvenile Correctional Officer I Duties
3-3-305	Night Letters at Youth Guidance Center

Policy: D-6 Transportation of Clients and Custody
Transportation

D. Goodwin

APPROVED BY: