

**TRANSFER AND INTAKE PROCEDURES
YOUTH LEADERSHIP ACADEMY**

- AUTHORITY:** California Code of Regulations, Title 15, Sections 1350, 1353, 1480, 1483 and 1485
Administrative Directive
Welfare and Institutions Code 881
- RESCINDS:** Procedure Manual Item 3-8-008, dated 11/27/19
- FORMS:**
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| Medical Order and Treatment Sheet | HCA Form (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) |
| Minors' Rights and Grievance Procedure | (F057-6051) |
| Detainee Grievance Form | (F057-6005) |
| Minor's Rights at Discipline Hearing | (F057-6054) |
| Special Incident Report (Institutions) | (F057-7018) |
| Orange County Juvenile Hall Release Authorization | (F057-6226) |
- PURPOSE:** To provide an orderly procedure for admitting youth to the Youth Leadership Academy (YLA).

I. PROCEDURE

A. In Preparation for Transfers

1. Supervising Juvenile Correctional Officer (SJCO)

- a. Review the population daily by 8:00 a.m. to determine the number of openings, releases, off-site status classifications, medical holds, Administrative Removals (ARs), etc. via the population roster in ICMS.
- b. The total population for YLA is rated at 120 youth. However, the current programs in YLA-1 and YLA-2 are rated as follows –

YLA – 1 PRIDE	Max population 32 male youth age 13 – 20
YLA-2 – Leadership	Max population 32 male youth age 17 – 20
- c. After determining the number of pick-ups that can be made for each unit, review the youth on YLA's Assessment screen in ICMS to ensure there are no pending items. If the youth appear to be appropriate, send an email to JH-POP-CONTROL with the names of the requested youth and cc YLA-Management.

- d. Once the transfers are approved by Juvenile Hall Pop Control, complete and sign a yellow Release Authorization and provide to unit staff.

B. Clerical Responsibilities After Transfers Arrive

1. Input all pertinent information into the Integrated Case Management System (ICMS).
2. Print one copy of the Admission Summary and file in the designated three-ring binder in the Administrative Office.
3. Notify the Duty Officer (DO) or YLA Administration of any problems, discrepancies, or incomplete information.

C. YLA Unit Staff Responsibilities Upon Returning to YLA With New Intakes

1. Deliver the institutional files and all paperwork, including the Medical Treatment Sheets, to the unit.
2. Cash and valuables in the brown property envelopes are to be placed in the YLA safe.
3. Deliver youth to their assigned units and introduce them to on-duty staff.
4. Enter the youth in the unit ICMS Log in red and adjust the unit population.
5. Conduct a thorough search of the youth and their property. Issue YLA clothing. Place the Juvenile Hall clothing in a plastic bag and deliver to the Laundry Room for return to Juvenile Hall.
6. Assign the youth a room and enter him 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 in ICMS.
7. Provide the youth with the following items:
 - a. YLA clothing
 - b. Shower shoes
 - c. Comb or brush, if requested or needed
 - d. Bedding (blankets, sheets, pillow and pillowcase)
 - e. Toothbrush, if requested or needed
 - f. Toothpaste, if requested or needed
8. **Upon arrival at YLA, youth shall be offered food and the opportunity to shower.**

9. Complete and initial the remaining items on the YLA Intake Check List
10. 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
11. Make certain that all youth fully understand the contents of the documents. If the form originated at Juvenile Hall, YLA staff will stamp original form on the backside. The staff and youth will then sign and acknowledge that he fully understands the contents of the document. Give the youth a copy of the newly signed forms.
12. In addition, staff will review our department's policies and procedures regarding the youth's rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents as per PMI 1-4-123 [Preventing, Detection, Reporting and Response to Incidents of Sexual **Abuse, Harassment and Misconduct in Juvenile Facilities (PREA)**].
13. Allow the youth to notify their parents or legal guardian of their arrival, and inform of them of YLA'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.
14. **Upon admittance to YLA, 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.**
15. **Youth are advised of length of stay and given their program release date, if applicable.**
16. **Youth are medically screened by Health Care just prior to transfer. All medical information regarding needs or physical limitations are noted electronically and discussed with medical staff.**
17. **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.**
18. **Youth complete an educational assessment that 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.**

19. **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.**

D. Night Deputy Juvenile Correctional Officer (DJCO) Responsibilities

1. Ensure that all paperwork and procedures relevant to the intake process have been properly completed, signed and dated.
2. Notify the parents or legal guardian of the youth's arrival by sending a "Night Letter." The letter should inform them of YLA's location and telephone number, summarize the visiting rules and hours, and provide them with any other pertinent and non-confidential information. Log that you have done so.
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. Enroll the youth in school.

REFERENCES:

Procedures:	1-4-123	Prevention, Detection, Reporting and Response to Incidents of Sexual Abuse, Harassment and Misconduct in Juvenile Facilities (PREA)
	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	Youths' Rights
	3-1-023	Rules of Conduct
	3-1-029	Transfer of Youth Between Open Facilities
	3-1-049	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
	3-8-B	Program Description-Youth Leadership Academy
	3-8-305	Night Letters-Youth Leadership Academy
Policy:	D-6	Transportation of Clients and Custody Transportation

C. Lopez

APPROVED BY: