

TRANSFER OF YOUTH BETWEEN OPEN INSTITUTIONS

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-029, dated 01/07/15
- FORMS:** None
- PURPOSE:** To establish the criteria and process by which a youth is transferred from one open institution to another.

I. GENERAL INFORMATION

A youth committed to Youth Guidance Center, Joplin Youth Center or Youth Leadership Academy may be transferred to one of the other open **facilities** if the treatment team recommends that the needs of the youth could be served by such a transfer.

II. PROCEDURE

- A. At a case review, or between reviews, any member of the treatment team assigned to the case may initiate a recommendation for the **youth's** transfer.
- B. The recommendation for transfer will be discussed and considered in a case review that includes all members of the treatment team.
- C. Criteria for such a transfer would be:
1. The youth's age, maturity and sophistication level is more appropriate to another open **facility's** program.
 2. The vocational or academic opportunities for the youth would be enhanced by such a transfer.
 3. The youth's medical problems require close proximity to medical facilities or the environment of the present institution aggravates the medical problems.
 4. The youth's specific counseling and psychological needs would be better met by such a transfer.
 5. The need to separate crime partners exists.
 6. Other valid demonstrable grounds which substantiate that it is in the best interest of the minor to effect such a transfer.
 7. The youth has, in addition to above criteria, a minimum of 30 days left to serve on their commitment.
- D. A recommendation by the treatment team to transfer the youth will be submitted to the Division Director of the sending **facility**, who is the final authority.

- E. The Division Director, if in agreement with the recommendation, will discuss the recommendation and case dynamics with the Division Director of the receiving **facility**. Upon reaching agreement regarding the transfer, the two Division Directors will coordinate the time, date and manner of transporting the **youth**. Consultation with Pop Control and/or Juvenile Hall Assessment is crucial to make needed changes in the **youth's** destination and/or camp assessment priority. ICMS will not allow movement of youth to a camp they are not assessed to.
- F. On the date of transfer, the following notifications will be made:
 - 1. The Duty Officer of the sending **facility** will notify all members of the treatment team and ensure that the parents are notified.
 - 2. The Duty Officer of the receiving **facility** will ensure that appropriate changes are made in ICMS to reflect the minor's updated location.
- G. Deputized staff will not transport youth of the opposite sex alone without supervisory approval.

REFERENCES:

Procedures:	3-1-006	Handcuffs/Transportation Belts/Shackles
	3-1-018	Custody Transportation
	3-1-306	Institutional Case Planning and Case Reviews
Policies:	D-4	Handcuffs
	D-6	Transportation of Probationers and Custody Transportation

J. Corp

APPROVED BY: