

**REMOVING YOUTH TO JUVENILE HALL / OTHER CAMP  
MEDICAL HOLDS, COURTESY HOLDS, ADMINISTRATIVE REMOVALS,  
PSYCH HOLDS**

- AUTHORITY:** Administrative Directive  
California Code of Regulations, Title 15, Section 1350
- RESCINDS:** Procedure Manual Item 3-1-030, dated 06/19/15
- FORMS:**
- |   |               |
|---|---------------|
| Special Incident Report   | (F057-7018)   |
| Disciplinary Hearing Officer Report                                     | (F057-6055)   |
| Notice of Disciplinary Hearing Before the Discipline<br>Hearing Officer | (F057-6053)   |
| Rights at Discipline Hearing  | (F057-5023)   |
| Application for Petition  | (F057-4024AF) |
| Probation Violation Incident Report                                     | (F057-5084AF) |
| Probable Cause Declaration  | (F057-4206AF) |
- PURPOSE:** To establish a uniform criteria and procedure to temporarily house youth from the outlying facilities.

I. GENERAL INFORMATION

- A. A Courtesy Hold is the temporary housing of a youth at Juvenile Hall. Situations that warrant a courtesy hold may include:
1. The youth is unable to return to the **facility** of commitment after a furlough because of transportation problems and reports to Juvenile Hall instead.
  2. The youth is delivered to Juvenile Hall for court.
  3. The youth is delivered to Juvenile Hall for medical reasons.
  4. The youth is delivered to Juvenile Hall pending release from custody (commitment completed).
- B. A Medical Hold may be placed by medical personnel when the youth needs ongoing medical treatment or observation that can only be provided at Juvenile Hall.
- The youth develops an injury, illness or other medical/physical limitation, which adversely affects his reasonable participation in day-to-day activities of the facility, or requires medical care that is not available at the outlying facility.
- C. A Psych Hold may be placed by Clinical Evaluation and Guidance Unit (CEGU) personnel when the youth needs ongoing mental health treatment or observation that can only be provided at Juvenile Hall.

- D. When a youth is committed to the care and custody of the probation officer for the commitment, the Assessment **Deputy Probation Officer (DPO)** evaluates the youth's needs based on available information and determines the appropriate facility of confinement. If it becomes apparent after arrival at the designated facility that the youth is not appropriate for that facility based on medical, security, safety, emotional or behavioral reasons, he/**she** may be removed to Juvenile Hall with an administrator's approval as an Administrative Removal. It is the responsibility of the director of the removing camp to **work with Population Control** to find another suitable location for the youth. **The youth shall be moved to their second or third assessed facility with Juvenile Hall remaining a last option.** If they are unable to find a suitable location, Juvenile Hall management is to be notified.
1. Prior to removing a youth via an Administrative Removal (AR), every effort by **facility** staff should be made and all resources, such as CEGU consultation, should be exhausted in an attempt to retain the youth. The AR option will be used only as a last resort.
  2. **An AR is not to be designated for a set period of time.**
  3. The following criteria are necessary to initiate the AR process; however, this process will not be initiated unless there is documentation showing that alternative handling has been tried and failed and/or considered and rejected.
    - a. Security

The youth has made repeated threats of escape and/or has attempted escape from the facility.
    - b. Safety

The youth's safety and/or safety of others would be threatened if the youth remained at the facility. These elements may include:

      - (1) Rival gang members have threatened the youth.
      - (2) Because of his immaturity he becomes a scapegoat and a victim of more mature youths' manipulation.
      - (3) The youth has made threats of violence to another committed youth or staff.
      - (4) The youth is a previous victim of another youth housed at the same facility.
      - (5) The youth encourages others to engage in assaultive behavior.
      - (6) The youth is actively acting out violently and is not responding to de-escalation efforts.

c. Emotional/Behavioral

The youth attempts self-injury, threatens suicide or presents a danger to **him/herself** and is in need of a secure setting, increased supervision and CEGU services that are available at Juvenile Hall only.

d. ACP Violations

Youth released on ACP who fail to comply with technical rules of the program will be returned to Juvenile Hall and a **Discipline Hearing Officer (DHO) meeting** scheduled to determine if the remainder of the commitment shall be served inside a facility or at home. The **Juvenile Court Work Program (JCWP)** Supervising Juvenile Correctional Officer (SJCO) serves the DHO as soon as possible.

II. PROCEDURE

A. Courtesy Holds

1. Deputy Juvenile Correctional Officers (DJCOs) assigned to the outlying facility will:
  - a. Contact Juvenile Hall administration or, during non-business hours, the Juvenile Hall Duty Officer to advise of the need to temporarily house the youth.
  - b. Transport the youth as directed by supervisory personnel and in accordance with PMI 3-1-018 (Custody Transportation).
  - c. Book the **in-custody** youth into Juvenile Hall through the regular booking process and present a completed Special Incident Report (SIR) identifying the reason for the courtesy hold (medical, court etc).
  - d. Verbally advise Juvenile Hall DJCOs regarding any pertinent information.
2. Juvenile Hall Booking staff will accept the youth into the Juvenile Hall population and reflect the status as a Courtesy Hold (CH) followed by the reason for which the youth has been transferred (e.g., CH, CH-MH, CH-PH).
3. Juvenile Hall Population Control Clerk will monitor the youth's stay at Juvenile Hall. If a **youth** on CH status cannot return to the camp **he/she** came from within 72 hours, the youth will be removed from the **camp's** population. Population Control Clerk will do the movement in **ICMS** removing the youth from the camp's population, putting him/her on Juvenile Hall's population and will notify the camp the youth is being removed from their population.

B. Medical/**Psych** Hold

1. DJCOs assigned to the outlying facility will:
  - a. Obtain the necessary documentation from CEGU/medical staff (e.g., SIRs, etc.)
  - b. Contact Juvenile Hall Administration or, during non-business hours, the Juvenile Hall Duty Officer to advise of the need to temporarily house the youth.
  - c. Assure that transporting staff takes to Juvenile Hall the institutional file, the medical file, **personal property**, and medications.
  - d. Book the youth into Juvenile Hall through the regular booking process and present a completed SIR, which identifies the nature of the hold.
2. Juvenile Hall Booking staff will accept the youth into the Juvenile Hall population and reflect the status as a removal with a reason of Medical Hold (MH) or **Psych** Hold (PH).
3. Juvenile Hall Population Control Clerk will monitor the youth's stay at Juvenile Hall and arrange for the youth's transportation back to camp when the youth is cleared by the Medical Unit/CEGU to return.

C. Administrative Removals (AR)

1. When a youth is being removed for an Administrative Removal (AR), the responsible Supervising Juvenile Correctional Officer will:
  - a. Make a recommendation to facility management for removal as an Administrative Removal.
  - b. Notify Juvenile Hall **or receiving camp** administration or, during non-business hours, the Juvenile Hall Duty Officer/**receiving camp DO or ADO** of the removal.
  - c. Prepare or have prepared SIR(s) with the heading Administrative Removal (AR) detailing the reason(s) for the removal.
  - d. Send a notifying email (detailed) describing the incident or reason for removal to Prob-Pop Control/Camp Removal distribution list. Indicate in the email the consequences and if new charges are being filed,  
  
If new charges are being filed by the camp, the administrator of the camp will review the hold every 10 days until the charges are filed.
  - e. Make arrangements for the youth's transportation to Juvenile Hall **or other camp**.

- f. Ensure the assigned Deputy Probation Officer (DPO) and the youth's parents or legal guardian are notified of the removal.
2. The staff transporting the youth will:
    - a. Transport the youth as directed by supervisory personnel and in accordance with PMI 3-1-018.
    - b. Book the youth into Juvenile Hall or other camp through the regular **booking or transfer** process.
    - c. Deliver the youth's institutional folder, medical file, medications, and if necessary, any personal property to Juvenile Hall counseling staff.
    - d. Advise Juvenile Hall/receiving camp staff of any potential problems or any other pertinent information.
  3. Juvenile Hall Booking Staff will:
    - a. Accept the youth into the Juvenile population and reflect the youth's status as an AR. Youth's removal status should be indicated on the accompanying SIR from the camp.
    - b. After the youth's status has been determined, the AR designation will revert to the new status (i.e., DRC-YGC, AR-ACP, etc.).
    - c. Place the SIRs in the designated Juvenile Hall Assistant Division Director's mailbox (after ensuring a copy has been placed in the **youth's** folder).
  4. The Assistant Division Director will:

Review the SIRs and determine the need to consult with the outlying facility management.
  5. Population Control will monitor the youth's stay at Juvenile Hall and make arrangements for the youth to return to the appropriate facility after pending charges are clear and the youth has been cleared for transfer by the Medical Unit and CEGU.

#### REFERENCES:

Procedures:	3-1-003	Deterrence of Unacceptable Behavior
	3-1-006	Handcuffs/Transportation Belts/Shackles
	3-1-018	Custody/Medical Transportation
	3-1-404	Referral of Youth to Mental Health
Policies:	D-4	Handcuffs
	D-6	Transportation of Probationers and Custody Transportation

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Personal Property of Minors in Juvenile  
Institutions

M. Corrales

**APPROVED BY:**