

CLASSIFICATION OF YOUTH AT OUTER FACILITIES

- AUTHORITY:** Sections 210 and 885, California Welfare and Institutions Code
California Code of Regulations, Title 15, Section 1352
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-046, dated 03/22/12
- FORMS:** None
- PURPOSE:** To establish system for housing assignments of **youth** housed at the Youth Leadership Academy (YLA), Youth Guidance Center (YGC) and Joplin Youth Center (JYC).

I. GENERAL INFORMATION

- A. All **youth** accepted into custody are initially held and processed in the Juvenile Hall Intake and Release Center (IRC). **Youth** are transferred to an initial housing unit (Y or Z) after the intake processing has been completed and then often to subsequent housing units. Once **youth** complete the court process and receive a commitment, they are assessed to another facility based on the following issues/needs:
1. The personal safety of **youth** and staff.
 2. The age and physical size of the **youth**.
 3. The potentially harmful effects of co-mingling more sophisticated and/or serious offenders with less sophisticated and/or less serious offenders.
 4. The emotional stability of the **youth**.
 5. The level of risk the **youth** poses to the security of the facility, other detained **youth** and the public.
 6. The level of supervision needed to divert violent and destructive behaviors.
 7. The need to separate crime partners and **youth** with court-ordered “no contact” restrictions.
 8. In most cases, **youth** shall be housed in the least restrictive setting appropriate to their needs. Unique safety and security issues may require a more restrictive housing assignment. In such cases, specific reasons shall be entered in to the ICMS “notes” screen for that **youth**.
 9. On some occasions, **youth** are ordered by the court to complete their commitments at a specific institution regardless of other criteria. In those cases, the order of the court will take precedence over any assessment guidelines.

- B. Operational changes may occur as program descriptions change at the various facilities. **Youth** may also be moved within an institution as specific needs emerge.

II. PROCEDURE

- A. Before a **youth** is transferred to YLA, YGC or JYC, sending facility staff will:
 - 1. Review the **youth's** institutional folder with particular attention to the present offense and prior custodial status designations.
 - 2. Consider his/her age and physical size, level of sophistication and security risk status.
 - 3. Note gang affiliations, unit assignments of crime partners and "no contact" restrictions.
 - 4. Ensure there are no holds placed on the **youth** that would preclude their transfer to another facility.
- B. Assessment staff will assign **youth** to one of the following facilities per the listed criteria:
 - 1. YLA-Male **youth** who are 17.5 to 19 years old serving a juvenile court commitment or younger **youth** who require an enhanced level of security that YLA offers.
 - 2. YGC-Female or male **youth** who have a primary substance abuse issue who have been committed by the juvenile court to more that 90 days custody and who are ages 12-19.
 - 3. JYC-Male **youth** aged 13-17 who are serving commitments for issues that fall outside of the other institutions' programs.
 - 4. In some cases, there will be exceptions made by mutual agreement of the institutional directors involved, due to unique safety and security issues a **youth** may present.
- C. Receiving Facility Responsibilities

Whenever possible, potential intakes will be reviewed by staff of the receiving facility prior to the **youth's** actual transfer to ensure they meet the minimum qualifications for the facility. Issues of improper classification shall be referred to the facility administrator or their designee for further review and a decision on acceptance. Once a **youth** arrives at the receiving facility staff will:

 - 1. Have the **youth** re-sign the institutional rules of conduct.
 - 2. Change the **youth** out of Juvenile Hall clothing and in to the receiving facility's clothing.
 - 3. Ensure the **youth's** personal property and/or safe items are stored away.

4. Review the **youth's** institutional folder for release date and any pertinent court orders that will require immediate attention.
5. Provide orientation to the **youth** in a timely manner.
6. Ensure that the **youth** meets the institution's minimum standards for housing and if not, refer the matter to a supervisor/administrator immediately.
7. Review the **youth's** institutional case plan.
8. Ensure that any special orders or conditions of confinement (single room, no contact order, specialized counseling, special visits etc.) are noted and complied with.
9. **Youth** will be assigned to a dorm, unit or room based on the criteria listed in A.1-9.
10. Ensure that the **youth** makes a phone call at county expense to their parent(s) to advise them of the transfer and new visiting day.

REFERENCES:

Procedures:	1-4-123	Prevention, Detection, Reporting and Response to Incidents of Sexual Misconduct
	3-1-030	Returning Youth to Juvenile Hall, Medical Holds, Courtesy Holds, Administrative Removals, Psych Holds, Disciplinary Removals
	3-2-005	Classification of Youth at Juvenile Hall
	3-2-011	Intake
	3-3-B	Youth Guidance Center Program Description
	3-4-A	The Joplin Youth Center Program Description
	3-8-B	Program Description-Youth Leadership Academy
Policy:	A-2	Upholding Departmental Philosophies and Principles

J. Corp/B. Juneau:

APPROVED BY: