

## MEDICAL TEMPORARY RELEASE

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-105, dated 07/16/13
- FORMS:** Orange County Juvenile Hall Temporary Release (F057-6210)  
HCA Referral for Health Services (F272-14)
- PURPOSE:** To outline a uniform method for processing medical temporary releases (T.R.).

### PROCEDURE:

- I. All requests for a medical T.R. will be routed to the **facility** nurse. The need for a medical T.R. must be approved by the nurse/M.D.
  - A. An on-duty staff member will verify the T.R. with the nurse and, if approved, prepare a Temporary Release form in duplicate; notify the Supervisor and assigned Deputy Probation Officer. If the **youth** is being transported to Juvenile Hall for release to parent, outer facility staff must notify transportation of the need for transportation to Juvenile Hall.
  - B. The Deputy Probation Officer will determine if the family is stable and can accept responsibility for the **youth** before approval of a T.R. is given.
  - C. The Supervisor or Deputy Probation Officer will contact the parents to arrange the specific T.R. time.
    1. A reasonable time for travel and the appointment will be established at that time.
    2. Parents are to be instructed that a medical T.R. includes only travel to and from the place of treatment.
    3. Meals or other errands are not permitted unless specifically arranged.
  - D. The on-duty **staff member** or Medical Unit Staff will ensure that the parents are given an HCA Referral for Health Services (F272-14) to be completed by the medical consultant and returned to the medical unit.
- II. The **youth** will wear appropriate clothing while on medical furlough.
- III. Searches prior to leaving and returning from a T.R. will be completed according to **facility** procedure.
- IV. When the parents arrive to pick up the **youth**, they sign the T.R. and take a copy with them.
  - A. When the **youth** returns from the T.R., the original T.R. form is routed to the Unit for filing in the **youth's** institutional file.

- B. The **youth's** name, date, and time of departure and return is entered in the unit log.
- V. Requests for **an** emergency T.R. other than medical will be submitted to the Probation Division Director for approval.
- VI. If a **youth** fails to return from a temporary release, the Unit Supervisor or Duty Officer will initiate escape procedures in accordance with **facility** policy or management direction.

**REFERENCES:**

Procedures:	3-1-102	Reporting Juvenile Facility Escapes
	3-1-303	Special Incident Reports
	3-2-016	Property Control - Juvenile Hall
	3-2-018	Releases
	3-3-014	Youth Guidance Center Release Guidelines
	3-4-017	Joplin Youth Center Furlough/Temporary Release
	3-8-007	Furlough Procedures Youth Leadership Academy
Policies:	D-7	Search and Seizure
	F-10	Medical Examination and Treatment for Juveniles

S. Chandler

**APPROVED BY:**