

**TRANSFER OF YOUTH BETWEEN JUVENILE HALL AND ORANGEWOOD**

- AUTHORITY:** Sections 600 and 300 California Welfare and Institutions Code,  
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-2-022, dated 08/01/13
- FORMS:** Application for Petition (F057-4024)
- PURPOSE:** To establish standard methods of transferring **youth** between Juvenile Hall and Orangewood Children's Home for dependent children.

**I. GENERAL INFORMATION**

- A. Juvenile Hall will accept transfers from Orangewood to Juvenile Hall if a **youth** has allegedly committed an offense under section 602 of the Welfare and Institutions Code, and the **youth** meets the detention criteria for admission into Juvenile Hall.
- B. Transfers from Orangewood to Juvenile Hall must be accompanied by an Application for Petition alleging the minor falls within the provisions of section 602 WIC.
- C. In addition, transfers from Juvenile Hall to Orangewood will occur when ordered by the Court or when other circumstances dictate a release to Orangewood.

**II. PROCEDURES**

- A. For **youth** being transferred from Orangewood to Juvenile Hall, IRC staff will complete the transfer in compliance with Intake PMI 3-2-011.
- B. For transfers from Juvenile Hall to Orangewood, The Court Release person at Control will:
  - 1. Find a supervisor to verify the existence of a court order directing that the minor be transferred to Orangewood.
  - 2. In special circumstances, a **youth** may need to be released to Orangewood after a terminal **disposition** is approved, or when charges have been dropped, and no parent or guardian can be located. In these circumstances, Control staff will notify a SJCO or DO to facilitate the release.
  - 3. For **youth** going to Orangewood for the first time an Application for Petition citing Section 300 WIC will be completed.
  - 4. Control staff will contact Orangewood's Intake Office at 935-7584 as soon as possible to advise and coordinate with Orangewood staff regarding the transfer. If Orangewood receives adequate advance notice, they may be

able to provide assistance to our Department in locating a parent for release, if not a court ordered release to Orangewood.

5. **Youth** will go through normal release procedure by either Control staff or ISU.
6. **Youth** medical charts and all medications will accompany the **youth** to Orangewood.
7. [REDACTED] Institutional Security/Probation Staff will walk the **youth** over to Orangewood at the pre-arranged time. **Youth** are [REDACTED] to be [REDACTED] In lieu of walking, a custody vehicle may be used.
8. ISU/Probation staff will wait for [REDACTED] (Professional Courtesy) at Orangewood, at this time Orangewood staff will take over supervising the minor.

**REFERENCES:**

Procedures:	3-1-029	Transfers of Youth between Open Institutions
	3-1-030	Returning Youth to Juvenile Hall, Medical Holds, Courtesy Holds, Administrative Removals, Psych Holds, Disciplinary Removals
	3-2-011	Intake
Policies:	A-1	Policy, Procedure and the Law
	D-6	Transportation of Probationers and Custody Transportation

J. Stokely

**APPROVED BY:**