

## YOUTH GUIDANCE CENTER RELEASE GUIDELINES

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| <b>AUTHORITY:</b> | Administrative Directive   |
| <b>RESCINDS:</b>  | Procedure Manual Item 3-3-014, dated 11/27/19  |
| <b>FORMS:</b>     | Boys/Girls Personal Property Inventory (F057-6004)<br>Special Incident Report (Institutions) (F057-7018)<br>Personal Property Sheet Form B (F057-6004) |
| <b>PURPOSE:</b>   | To provide an orderly procedure for releasing youth from the Youth Guidance Center.  |

### I. PROCEDURE

#### A. Youth Guidance Center (YGC) Clerical Staff/Duty Officer

1. Each a.m., the Duty Officer will check with the front office and the IMS YGC Population Roster to ascertain the names of youth to be released that date. This date must be verified against the Court Disposition Sheet in the youth's institutional file. (If a minute order is available, the minute order overrides any discrepancies between the Court Disposition Sheet and Minute Order.) The date the youth is sentenced is counted as the first day of commitment unless it is stated that he/she is to receive credit for the time served. The day of release is counted as the last day of commitment regardless of the hour of either admittance or release. The YGC clerical staff will check with unit staff and request staff to verify pickup time with parents if it has not been done the day before. Times of release should be arranged between 9:00 a.m. and 5:00 p.m. No youth is to be released prior to 9:00 a.m. on the day of his/her release. Exceptions are made on a case by case basis.
2. If, previous to the youth's release date, the parents or guardians indicate that they will not assume custody of the youth on his/her designated release date, the following steps should be taken:
  - a. Unit staff will write a Special Incident Report (SIR) documenting conversation with parent or guardian indicating they would not be assuming custody.
  - b. Youth's assigned Deputy Probation Officer (DPO) must be notified and the following alternatives considered:
    - (1) Alternate placement considerations.
    - (2) Youth remaining at JH, while awaiting placement (which may require a modification petition to be initiated by DPO).
  - c. Notify Administration of any decisions or recommendations resulting from communication with DPO.

d. After alternatives are explored and it is decided that minor will return to Orange County Juvenile Hall the day of release, the unit Supervising Juvenile Correctional Officer (SJCO) (as time allows) or the Duty Officer will initiate the necessary paperwork and make arrangements for the youth to return to Juvenile Hall on the day of his scheduled release.

3. If, on the day of the scheduled release, the parents indicate that they will not, or have no means to, pick up their child, the Duty Officer must be notified. The Duty Officer will contact the youth's DPO, if possible, and notify him/her of the problem.
4. If the parents do not arrive by 5:00 p.m. on the date of final court release, the P.M. Duty Officer must arrange for staff to transport the youth and lodge him/her in Juvenile Hall, alleging 778 WIC. The youth will be sent with his personal property, institutional file, all medical records, treatment sheet, and any medications. If the parents arrive or are contacted prior to midnight, they are to be instructed to contact Orange County Juvenile Hall and arrange for release of their child. This information will be recorded in the Duty Officer's Shift Summary, and unit staff will write an SIR reflecting the attempts or contacts with parents. If the parents have made arrangements with staff, the youth may be picked up at YGC after 5pm. However, arrangements must be made ahead of time.

B. Deputy Juvenile Correctional Officer

1. Verify time and date of release with parents the day prior to release. If possible, releases are to be scheduled between 9:00 a.m. and 5:00 p.m. No releases prior to 9:00 a.m. Exceptions are made on a case by case basis.
2. Supervise the youth in removing all bedding for laundry process; youth is to disinfect mattress and pillow. Check all County issue and room or unit area for damage and submit a SIR if any County property has been damaged.
3. Personal property will be kept at JH and will be requested by front office clerical staff, prior to release date. Releasing staff will verify that all items are accounted for against the Juvenile Hall Personal Property Inventory form/YGC Personal Property Inventory form.
4. Upon notification that parents have arrived, search the youth and have him change into his personal clothing. Parents should bring the youth clothing to change into. Check County clothing for damage and write an SIR if necessary.
5. The releasing officer will sign the designated area on the bottom of the Personal Property Inventory Form signaling that youth has received all property prior to the release from YGC. Youth's parent/guardian and minor sign in designated area to indicate youth is leaving YGC with all personal property.

Upon release, only minor and staff signatures are required for the minor to withdraw property. The white copy of the personal property sheet, after all

necessary signatures are completed, remains in the minor's institutional file. The pink copy, after all necessary signatures are completed, remains with the minor upon release. If there is any property which was being held in the safe while youth resided at YGC, he/she must stop at the front office during normal business hours so that property can be obtained by the youth.

6. Releasing staff will indicate on the back of the latest court disposition sheet on lines stating that the youth's room has been cleaned and inspected and that personal clothing and property has been delivered. Staff will initial and date these lines.
7. Releasing staff will escort the youth to the YGC nurse. The nurse will medically clear the release, give any medications that are needed, and inform the parent/guardian of any upcoming medical appointments or further instructions. If a youth is being released on the weekend, arrangements will be made prior to the weekend to have the youth medically cleared.
8. Releasing staff will contact the Duty Officer about the youth's release. Staff will bring the youth's file with the latest Court Disposition Sheet to the Duty Officer for clearance signature.
9. Contained in the youth's personal property upon entry to YGC there is a small plastic bag used for escort items, i.e., wallets, jewelry, small change, belt, etc. This plastic bag must not be opened until the youth is off YGC grounds. It is the responsibility of the releasing staff to convey this information to parent and youth upon release.
10. After the youth's release, adjust the population count in the unit logbook and/or IMS, unit roster, and the counselor caseload assignment board. Notify the front office. Pull the medical treatment sheet and write "released" on medical sheets and place in the nurse's mailbox.
11. A release summary will be printed by computer by the YGC clerical staff and later filed in the youth's institutional file by unit staff.
12. All casework **documents**, including a 14-day case planning sheet, Case Reviews, and Exit Summary must be completed and placed in the **institutional file**. **Prior to release, a case conference is conducted and transitional planning is reviewed, to assure youth are connected to services in the community related to school, medical, and mental health professionals. School and Mental Health staff are notified and participate with the youth and probation staff throughout this planning process.**

The Institutional file should be forwarded to the unit supervisor so all casework **documents** can be signed off. Once the file is **reviewed** by the unit supervisor, the file is to be routed to Juvenile Hall records.

**REFERENCES:**

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| Procedures: | 3-1-105 | Medical Temporary Release                            |
| Policy:     | F-7     | Personal Property of Minors in Juvenile Institutions |

B. Juneau

**APPROVED BY:**