

**RELEASE GUIDELINES
YOUTH LEADERSHIP ACADEMY**

- AUTHORITY:** California Code of Regulations, Title 15, Section 1351
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-8-014, dated 01/15/20
- FORMS:** Boys/Girls Personal Property Inventory (F057-6004)
Special Incident Report (Institutions) (F057-7018)
- PURPOSE:** To provide an orderly procedure for releasing youth from the Youth Leadership Academy (YLA).

I. PROCEDURE

A. YLA Clerical Staff/Unit Supervisor/Duty Officer

1. Each morning, a member of the YLA clerical staff will check with the front office and the ICMS YLA 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 **receives their commitment** is counted as the first day of **his** commitment, unless it is stated that he 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 YLA clerical staff will check with unit staff and request staff to verify a pickup time with parents if it has not been done the day before. Times of release should be arranged between 8 a.m. and 5 p.m. No youth is to be released prior to 8:00 a.m. on the day of his release. Exceptions can be made on a case by case basis, with administrative approval.
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 designated release date, the following steps should be taken:
 - a. Unit staff will write a Special Incident Report (SIR) documenting the conversation with the parent or guardian indicating they would not be assuming custody.
 - b. The youth's assigned Deputy Probation Officer (DPO) must be notified and the following alternatives considered:
 - (1) Alternate placement considerations

- (2) Youth remaining at YLA while awaiting placement (which may require a modification petition to be initiated by the DPO)
 - c. Notify Administration of any decisions or recommendations resulting from communication with DPO
 - d. If, after alternatives are explored, it is decided that youth will return to Orange County Juvenile Hall on the day of release, the unit Supervising Juvenile Correctional Officer (SJCO) 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 **attempt to** contact the youth's DPO **to inform them of the circumstances.**
 4. If the parents do not arrive by 5 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 in Juvenile Hall, alleging 778 WIC. Send 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.
- 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 8 a.m. and 5 p.m. No releases are to be scheduled before 8:00 a.m., except with prior Administrative approval.
 2. Supervise the youth while they clean out their room. Check all County-issued property and the assigned room for damage. Submit an SIR if any County property has been damaged.
 3. Obtain personal property from unit property room and verify that all items are accounted for against the Juvenile Hall Personal Property Inventory form/YLA Personal Property Inventory form.
 4. Upon notification that the parents have arrived, have the youth change into their personal clothing. Staff are to maintain control of escort items.
 5. The releasing Deputy will sign the designated area on the bottom of the Personal Property Inventory Form signaling that youth has received all property prior to release from YLA. The youth's parent/guardian and the youth will sign in the designated area above the releasing staff's signature to indicate the youth is leaving YLA with all personal property which he arrived with at YLA, from Juvenile Hall. If the youth's institutional file arrives

at YLA with the Personal Property Sheet Form B, the youth will sign the form under "other institutions" indicating that the youth arrived at YLA from Juvenile Hall with all of their property. Upon release, only the youth and staff signatures are required for the youth to withdraw property upon his release date. No parent/guardian signatures are needed for Personal Property Sheet Form B when youth is being released from YLA, after being transferred from Juvenile Hall. For both forms, the white copy of the personal property sheet, after all necessary signatures are completed, remains in the youth's institutional file. The yellow copy, after all necessary signatures are completed, remains with the youth upon release. If there is any property which was being held in the safe while the youth resided at YLA, they must stop at the front office so that property can be obtained by the youth prior to leaving YLA.

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. The Juvenile Hall Medical Unit will send a nurse to YLA prior to 9 a.m. to medically clear the release, give any medications that are needed, and inform the parent/guardian of any upcoming medical appointments or further instructions. The nurse will then sign off on the back of the latest Court Disposition sheet. 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 SJCO/Duty Officer about the youth's release. Staff will bring the youth's file with the latest Court Disposition Sheet to the SJCO/Duty Officer for clearance signature.
9. Contained in the youth's personal property upon entry to YLA may be a small plastic bag used for escort items (i.e., wallets, jewelry, small change, belt, etc.). These items are usually stored in the safe in the YLA Administration Building and will require an additional signature for release. This plastic bag must not be opened until the youth is off YLA grounds. It is the responsibility of the releasing staff to convey this information to the parent and youth upon release.
10. After the youth's release, adjust the population count in the unit logbook and/or ICMS, indicating to whom the youth was released. In addition, adjust the unit roster and the staff caseload assignment board. Notify the YLA front office during regular business hours. If the nurse did not pick up the medical treatment sheet when the youth was cleared for release, forward the form to the Juvenile Hall Medical Unit.
11. A release summary will be printed by computer by the YLA clerical staff and later filed in the youth's institutional file by unit staff.
12. All casework, including a 14-day case planning sheet, Institutional Case Reviews and an Exit Summary, are to be filed in the youths' institutional file prior to the file being routed to the YLA administration building for transfer of the file back to Juvenile Hall. **Prior to release, a case conference is**

conducted with the appropriate collaborative partners, and transitional planning is reviewed to assure youth are connected to services in the community related to school, medical and mental health professionals. Exit Summaries (or a Case Conference Form) are required for every youth who was signed into the unit logbook and/or ICMS, regardless of amount of time the youth resided at YLA. Institutional files should be left for the unit supervisor's desk so all casework **documents** can be **approved** by the unit supervisor. Once the file is **reviewed** by the unit supervisor, the file is to be routed to Juvenile Hall booking/records.

REFERENCES:

Procedures:	3-1-105	Medical Temporary Release
	3-2-018	Releases
Policy:	F-7	Personal Property of Minors in Juvenile Institutions

C. Lopez

APPROVED BY: