

**FIELD TRIPS
YOUTH REPORTING CENTERS (YRCs)**

AUTHORITY:	Administrative Directive	
RESCINDS:	Procedure Manual Item 2-6-303, dated 10/26/18	
FORMS:	Field Trip Central Youth Reporting Center	(Attachment A)
	Field Trip North Youth Reporting Center	(Attachment B)
PURPOSE:	To provide a uniform method for authorizing, planning, and supervising field trips for Youth Resource Centers (YRCs).	

I. GENERAL INFORMATION

- A. A field trip is a staff-supervised activity. Field trips are program-related, educational, restorative, and/or for community service purposes. When used, they should complement or coincide with the treatment goals of each individual youth and the overall mission of the YRC. **Field trips can also be utilized as an incentive.**
- B. The **YRC** supervisor, in conjunction with the collaborative service provider(s), is **responsible for** approving all field trips.
- C. The general criteria used to determine field trip eligibility includes:
 - 1. The youth has demonstrated sufficient progress within the program to justify the belief that **they** will comply with field trip rules and pose no discernible threat to the community.
 - 2. Youth may be considered **for participation with the approval of** the youth's treatment team (Deputy Probation Officer [DPO], Deputy Juvenile Correctional Officer II [DJCO II] and collaborative service provider[s]).
- D. The maximum ratio of supervision is one DJCO II for every 10 youth. Final staff to youth ratio will be determined based upon the phase/level of youth participating, the experience of staff assigned to supervise the field trip, and the nature/location of the field trip. Collaborative service providers such as HCA, OCDE staff, and Volunteers in Probation/Volunteer Probation Officers (VIPs/VPOs) may be used to augment supervision, provided they have been thoroughly informed of the field trip procedures.
- E. Probation staff **who drive during the field trip** must have a valid California driver's license and insurance. Youth must be transported in county vehicles.

II. PROCEDURE

- A. DJCO staff will:

1. Coordinate and verify trip information via the sponsoring agency and/or the unit supervisor. The **probation staff leading the field trip will provide the YRC supervisor with all necessary information related to the outing.** This will include all pertinent details, such as date and time of trip, destination and directions, transportation requirements, assigned staff, necessary money/funds, and/or if food is needed.
2. Ensure the youth's **parent/guardian sign the YRC Field Trip Authorization** and Medical Consent Authorization form **before the student participates in the outing.** Verbal authorization alone is not permitted. **These forms** are to be signed by the parent/guardian and witnessed by staff. If the youth **has a placement order**, and the Court has ordered that the "PO is authorized to sign the Medical Consent", then the assigned field DPO may sign the Field Trip Authorization form. Copies of both the YRC Field Trip Authorization and Medical Consent Authorization will be kept by both the DJCO and assigned DPO.
3. Any prescribed medications needed during the field trip will accompany the youth on the **outing** and remain in the possession of staff.
4. Ensure all **youth** are appropriately dressed for the activity.
5. Prior to departure, all staff assigned to accompany the youth on the field trip will have discussed and established their roles and duties, including proper supervision, radio/cell-phone protocol, and how staff will respond in the event of an emergency, including a youth leaving the group, an altercation, medical emergency, etc.
6. To the degree possible, male or female staff (DJCO and DPO) will accompany field trip groups, in order to adequately address supervision needs.
7. Upon departure, **staff are to** sign-out each youth in the unit logbook and include **an** estimated time of return.
8. Staff will have access to appropriate safety equipment, consistent with PMI 1-4-119 (Field Officer Safety Information/Required Equipment for Field Activities). Staff are expected to use proper judgment, response, and communication, in order to address their safety and equipment needs.
9. Contact Station 14, via the County 800-megahertz pak-set radio and advise them of your transportation and field trip destination, consistent with PMI 1-5-317 (Use of 800 MHz Two-Way Radio Equipment and Dispatch Operation).
10. During the activity, ensure the youth remain as a group and are continually supervised at all times. In certain circumstances, if staffing ratios allow it, the group may be **divided** into smaller groups, **if** constant supervision can be maintained.
11. As a reminder, the YRC is a detention alternative. The youth are neither in custody nor serving a custodial commitment. In the event a youth decides to leave without permission, **staff must** attempt to counsel **them** to

cooperate and stay with the group. However, if the youth decides to leave the group; **staff are to immediately** contact **their** parent **or** guardian, notify **the assigned DPO as well as** the **site** supervisor, and complete a Special Incident Report (SIR).

12. In the event of a medical emergency, contact the appropriate emergency response agency and render first aid as required. Notify the youth's parent/guardian and the unit supervisor. Make appropriate arrangements and take the youth home or to a doctor in the event of serious medical emergency. Document the incident via the SIR.
13. **Staff should not deviate from the planned and approved field trip agenda/location without first receiving approval from the site supervisor, unless an emergency situation dictates an immediate adjustment.**
14. Upon completion of the field trip and return to the facility, staff at their discretion, may conduct a "pat-down" search of the youth based upon level of direct or indirect supervision during the **outing**.

B. Collaborative Service Provider, Assigned DPO and DJCO will:

1. Determine which youth can participate in the field trip, according to the youth's program level **and overall progress**.
2. The coordinating DJCO **or** DPO will contact the sponsoring collaborative service provider and arrange/delegate for transportation and staffing needs.
3. Coordinate with the Orange County Department of Education (OCDE), if during school hours **and provide** the school with a list of youth **who are** participating in **the** field trip.
4. Make arrangements with the sponsoring agency for petty cash as needed. Ensure receipts are returned to the appropriate agency or unit supervisor.

REFERENCES:

Procedures:	1-4-101	Incidents or Injuries Involving the Public
	1-5-317	Use of 800-MHz Two-Way Radio Equipment and Dispatch Operation
	2-6-302	Non-Custodial Transportation Process Youth Reporting Centers (YRCs)
	3-1-001	Care and Use of County-Owned Facilities/Equipment
	3-1-005	Institutional Field Trips
Policies:	D-6	Transportation of Probationers and Custody Transportation
	D-7	Search and Seizure
	E-8	Volunteers

E-9 Use of Resources for Minors, Parental Consent and
Field Trips
G-8 Injuries and Medical Emergencies

Attachments

V. Ledesma

APPROVED BY:

**Field Trip Authorization
Central Youth Reporting Center
1001 S. Grand Avenue Santa Ana, CA 92705**

Name of Student: _____

Destination: _____

Nature of Trip (explain): _____

Date of Trip: _____ Departure Time: _____ Return Time: _____

I have reviewed and understand the conditions of the off-campus field trip plan described above. I give my consent for my son/daughter to participate in the above-named field trip.

Signature of Parent or Guardian: _____ Date: _____

STUDENTS RIDING THE BUS OR VAN TO AN ACTIVITY ARE EXPECTED TO RETURN BY BUS OR VAN.

AUTHORIZATION TO CONSENT TO TREATMENT OF MINOR

I/We the undersigned, parent(s)/guardian(s) of _____, a minor, do hereby authorize my child's principal or his/her representative as agent(s) for the undersigned to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is rendered under the general or special supervision of any physician and surgeon licensed under the provisions of the Medical Practice Act, whether such diagnosis or treatment is rendered at the office of said physician or at a hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required, but is given to provide authority and power on the part of our aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care which the aforementioned physician, in the exercise of his best judgment may deem advisable; and neither said agent or any organization involved assumes any financial responsibility for exercising this action.

This authorization is given pursuant to the provision of Section 25.8 of the Civil Code of California.

This authorization shall remain effective until revoked in writing and delivered to said agent(s).

Name of Doctor: _____ Phone No: _____

Youth's Address: _____ Health Problems: _____

Name of Person to call if Parent/Guardian is not home: _____ Phone No: _____

Parent/Guardian Signature: _____ Date: _____

**Field Trip Authorization
North Youth Reporting Center
1920 W. Corporate Way, Anaheim, CA 92801**

Name of Student: _____

Destination: _____

Nature of Trip (explain): _____

Date of Trip: _____ Departure Time: _____ Return Time: _____

I have reviewed and understand the conditions of the off-campus field trip plan described above. I give my consent for my son/daughter to participate in the above-named field trip.

Signature of Parent or Guardian: _____ Date: _____

STUDENTS RIDING THE BUS OR VAN TO AN ACTIVITY ARE EXPECTED TO RETURN BY BUS OR VAN.

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I/We the undersigned, parent(s)/guardian(s) of _____, a minor, do hereby authorize my child's principal or his/her representative as agent(s) for the undersigned to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is rendered under the general or special supervision of any physician and surgeon licensed under the provisions of the Medical Practice Act, whether such diagnosis or treatment is rendered at the office of said physician or at a hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required, but is given to provide authority and power on the part of our aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care which the aforementioned physician, in the exercise of his best judgment may deem advisable; and neither said agent or any organization involved assumes any financial responsibility for exercising this action.

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