

YOUTH'S FACILITY FOLDERS

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-010, dated 06/13/18
- FORMS:** None
- PURPOSE:** To standardize handling of youths' facility folders through an orderly, uniform filing system providing easy access to needed information.

I. GENERAL INFORMATION

- A. **Facility** folders hold records regarding a youth's court case, facility adjustment, and other general information relative to a youth's detention, commitment, **and behavior**.
- B. All materials contained in the **facility** folder **are** confidential.
- C. All Probation-generated material may be subpoenaed by the Court.

II. PROCEDURES

- A. Handling
 - 1. Hand-carry all **facility** folders when transferring a youth between **facilities**.
 - 2. Camp removals **Facility** folders will be hand-carried to Juvenile Hall Booking along with a Special Incident Report (SIR) at the time of removal. The **facility** folder and SIR will be delivered to booking by the staff transporting the youth.
 - 3. Escape of a youth: The Escape Packet will be hand-carried to the Warrant Unit and the **facility** folder will be hand-carried to Juvenile Hall Booking.
 - 4. The Supervising Juvenile Correctional Officer (SJCO) is responsible for the folder's completeness and accuracy prior to routing the folder to Juvenile Hall Booking. Route the folder to Juvenile Hall Booking within 14 days following **the** release date.
- B. Filing
 - 1. File all paperwork in chronological order from the **oldest to newest entry** (bottom up).
 - 2. Front left (top) contains:
 - a. Current admission summary on top.

- b. Release summary.
 - c. Yellow release slip.
 - d. Temporary release forms.
 - e. Medical consent forms.
 - f. Furlough contracts.
 - g. Field trip authorizations.
3. Front left bottom contains:
- a. Visiting record.
 - b. Visiting slips for therapists, religious counselors, attorneys, placement interviews, authorized professional staff and special visit authorization slips.

Shred white visiting slips for family once logged on the visiting record.
 - c. Property sheet.
 - d. Subject Detail Sheet.
4. Front-right top contains:
- a. Unit face sheet for current booking on top
 - b. JIAS Reports – Subject details including photo of youth, IRC Assessment Report, Narcotics Report, Gang History, Unsterile Injection Sites and Tattoos and Marks
 - c. Initial Assessment Face Sheet and Assessment Notes
 - d. **Record of Initial Phone Calls**
5. Middle left contains:
- a. Minute Orders.
 - b. Court Disposition Sheets (goldenrod).
 - c. Adult court papers.
 - d. Detention report.
 - e. Copy of petition.
 - f. Copies of warrants, subpoenas, protective orders, modification petitions, court reports, etc.

6. Middle right contains:
 - a. Rules of Conduct.
 - b. Youth's grievance procedures.
 - c. Program material/assigned essays.
 - d. Intake Program Sheets.
 - e. Notice of monitored mail/phone.
 - f. Fingerprint card and Live Scan Transaction Notification on bottom.
 - g. Religious Preference Forms.
 - h. Haircut Permission forms.
 - i. New Intake Check-Off list/Adjustment Questionnaire (camp facilities).

7. Back-left contains:
 - a. Pink **Facility** Casework log-sheet.
 - b. Weekly folder comments (current on top).
 - c. Initial Service Plans.
 - d. Case reviews.
 - e. Exit summaries.
 - f. School documents – **Shred school documents after casework is completed.**

8. Back right top contains:
 - a. Behavior/Disciplinary Action Logs
 - b. Special Incident Reports (including school)
 - c. Disciplinary Hearing packets
 - d. Behavior Notices
 - e. Behavioral Contracts/other contracts

9. Back right bottom contains:
 - a. Clinical Evaluation and Guidance Unit (CEGU) consults.

- b. Psychological evaluations.
- c. CEGU sign in log.

REFERENCES:

Procedures:	3-5-006	Transfer of Youth Between Open Institutions/Returning Youth to Facilities
	3-15-002	Institutional Case Planning and Case Reviews
Policies:	B-1	Case Confidentiality-Client's Right to Privacy
	B-3	Case File Management and Security

J. Delgado/V. Gonzalez/M. Arreguin/V. Brown

APPROVED BY: