

MEDICAL TEMPORARY RELEASE

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-105, dated 09/11/15
- FORMS:** Orange County Juvenile Hall Temporary Release (F057-6210)
HCA Referral for Health Services (F272-14)
- PURPOSE:** To outline a uniform method for processing medical temporary releases.

I. PROCEDURE:

- A. All requests for a medical temporary release (T.R.) will be routed to the facility nurse. The need for a medical T.R. must be approved by the nurse/M.D.
1. An on-duty staff member will verify the T.R. with the nurse and, if approved, prepare a Temporary Release form in duplicate; notify the Supervisor and assigned Deputy Probation Officer (**DPO**). If the youth is being transported to Juvenile Hall for release to parent, outer facility staff must notify transportation of the need for transportation to Juvenile Hall.
 2. The **DPO** will determine if the family is stable and can accept responsibility for the youth before approval of a T.R. is given.
 3. The Supervisor or **DPO** will contact the parents to arrange the specific T.R. time.
 - a. A reasonable time for travel and the appointment will be established at that time.
 - b. Parents are to be instructed that a medical T.R. includes only travel to and from the place of treatment.
 - c. Meals or other errands are not permitted unless specifically arranged.
 4. The on-duty staff member or Medical Unit Staff will ensure that the parents are given an HCA Referral for Health Services (F272-14) to be completed by the medical consultant and returned to the medical unit.
- B. The youth will wear appropriate clothing while on medical furlough.
- C. Searches prior to leaving and returning from a T.R. will be completed according to facility procedure.
- D. When the parents arrive to pick up the youth, they sign the T.R. and take a copy with them.

1. When the youth returns from the T.R., the original T.R. form is routed to the Unit for filing in the youth's institutional file.
 2. The youth's name, date, and time of departure and return is entered into **ICMS**.
- E. Requests for an emergency T.R. other than medical will be submitted to the Probation Division Director for approval.
- F. If a youth fails to return from a temporary release, the Unit Supervisor or Duty Officer will initiate escape procedures in accordance with facility policy or management direction.

REFERENCES:

Procedures:	3-3-001	Reporting Juvenile Facility Escapes
	3-5-002	Releases
	3-8-013	Temporary Releases and Furlough Procedures
	3-9-006	Personal Property/Handling Unclaimed Personal Property of all Facilities
	3-15-001	Special Incident Reports/Routing SIR and DHO Paperwork
Policies:	D-7	Search and Seizure
	F-10	Medical Examination and Treatment for Juveniles

S. Huante/V. Gonzalez/F. Ochoa

APPROVED BY: