

ACCOUNTING OF YOUTH ASSIGNED TO – JUVENILE HALL

AUTHORITY: Administrative Directive
California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Section 1342

RESCINDS: Procedure Manual Item 3-2-301, dated 07/31/15

FORMS: None

PURPOSE: To establish a standard method of verifying the population at Juvenile Hall by facility staff.

I. GENERAL INFORMATION

- A. Each Juvenile Facility shall submit required population and profile survey reports to the Board within 10 working days after the end of each reporting period, in a format to be provided by the Board.
- B. Control staff are responsible for verifying the population of all units at the beginning and end of each shift throughout the day and at midnight.
- C. Booking clerks are responsible for verifying the populations of all units at 10:00 p.m. each night.

II. PROCEDURE

A. Intakes

- 1. All intakes will be entered in the [REDACTED] program by the Booking Clerk at time of intake. Upon completion of the booking process by the Booking Clerk, the youth's unit in [REDACTED] will default to IRC.
- 2. IRC Staff will move youth into the appropriate unit using [REDACTED]. All movements must be done before midnight to ensure the correct population for each unit when reports are run at midnight.

B. Releases

- 1. If a youth is being released from any unit, or transferred to a camp, placement, home, etc., the unit staff will enter an activity of [REDACTED] the automated logbook in [REDACTED].
- 2. The Booking Clerk will enter all releases in the [REDACTED] program at time of release.
- 3. **When transferred** to camp, the youth will be carried as a "+" on the releasing unit's population until the receiving camp accepts the youth in [REDACTED].

4. All **released** youth will be carried as a "+" on the unit's roster until the movement is completed by Booking.
5. When a youth is admitted to a hospital, Booking will input **the** movement as **Medical Appointment (MAP)**. On the Entry Master in [REDACTED] the youth's whereabouts will show as "Medical Appointment (Outside)."

C. Transfers Between Units

1. The sending unit will transfer the youth to the new unit in [REDACTED]. This will remove the youth from the transferring unit's population and add **them** to the new unit's population. The youth will appear at the top of the receiving unit's roster until placed in a room/bed in [REDACTED].
2. All transfers between living units must be completed by **9:00 p.m.**

D. Recording Temporary Releases Between Living Units

Temporary Release (TR) activity will be entered in [REDACTED] by the unit housing the youth. The youth will be carried as a plus "+" on their population until **they** return and an activity of returned from TR (RTNTR) is **logged** in ICMS by unit staff.

E. Population Check

To verify the population, Control and Booking staff will:

1. Print the unit counts from [REDACTED].
2. Call each unit to verify the number of youth in their unit.

REFERENCES:

Procedures:	3-1-005	Deputy Juvenile Correctional Officer Duties
	3-1-006	Center One Supervision Coverage Position – Youth Guidance Center
	3-2-007	Opening/Closing Units
	3-5-001	Intake – Juvenile Hall
	3-5-002	Releases
	3-8-013	Temporary Releases and Furlough Procedures
	3-12-005	Medical Temporary Release
Policy:	F-10	Medical Examinations and Treatment for Juveniles

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APPROVED BY: