

## 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 08/18/23
- 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 ICMS. 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] in 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] youth's whereabouts will show as "Medical Appointment (Outside)."
6. **When a youth is temporarily released to the custody of the Orange County Sheriff's Department (OCSD) for adult court, the Intake and Release Center (IRC) will notify booking when the youth has been released to the custody of OCSD and upon their return to our custody. Booking will input the movement as Temporary Release Movement Court (TRLMOVC) and upon their return to JH, booking will input the movement as Return Movement from Court (RTNMOVC).**
7. **When a youth is temporarily released to a parent/guardian, collaborative partner (Social Services Agency, Project Kinship, Underground Grit) on a furlough, the assigned Supervising Probation Correctional Officer (SPCO) of the youth's living unit or Duty Officer (DO) if the assigned SPCO is not available, will notify booking when the youth has been released and upon their return to our custody. Booking will input the movement as Temporary Release Movement (TRLMOV) and upon their return to JH, booking will input the movement as Return Movement (RTNMOV).**

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 [REDACTED] 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 Probation Correctional Officer Duties
	3-1-006	Duties of the Center One Supervision Coverage Position– Youth Guidance Center
	3-2-007	Opening/Closing Units
	3-5-001	Juvenile Hall Intake
	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:**