

JUVENILE HALL INTAKE

- AUTHORITY:** Administrative Directive
California Penal Code Section 4030
Title 15 Minimum Standards for Juvenile Facilities Section 1352.5
- RESCINDS:** Procedure Manual Item 3-2-011, dated 01/21/06 (MAJOR REVISION)
- FORMS:**
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|---|--------------------------|
| Application for Petition | (F057-4024) |
| Probable Cause Declaration | (F057-4206) |
| Face Sheet/Narcotic Evaluation | (F057-1187) |
| Boys & Girls Property Inventory | (F057-6004) |
| Incoming/Outgoing Personal Property | (F057-6018) |
| Receiving Unit Phone Sheet | (F057-6199) |
| Institutional Data Summary Sheet/Tattoo Identification Form | (F057-6302) |
| Information for Court Booking | (0512-6292) |
| Detention Guidelines | Administrative Directive |
- PURPOSE:** To establish intake procedures for new bookings at Juvenile Hall (JH).

I. GENERAL INFORMATION

- A. The DD or designee shall develop and implement written policies and procedures for admittance of youth that emphasize respectful and humane engagement with youth and reflect that the admission process may be traumatic to youth who may have already experienced trauma. Policies shall be trauma-informed, culturally relevant, and responsive to the language and literacy needs of youth. In addition to the requirements of Sections 1324 and 1430 of these regulations the admittance process shall include:
1. Access to two free phone calls within one hour of admittance in accordance with the provisions of Welfare and Institution Code Section 627;
 2. Offer of a shower;
 3. Documented secure shortage of personal belongings;
 4. Offer food upon arrival;
 5. Screening for physical and behavioral health and safety issues, intellectual or developmental disabilities;
 6. Screening for physical and developmental disabilities in accordance with Sections 1329, 1413, and 1430 of these regulations;
 7. Contact with Regional Center for the Developmentally Disabled for youth that are suspected of or identified as having a developmental disability, pursuant to Section 1413.

8. Procedures consistent with Section 1352.5.
 - a. DD or designee shall establish written criteria for detention that consider the least restrictive environment.
 - b. Juvenile camps and post-dispositional programs in juvenile halls shall develop policies and procedures that advise the youth of the estimated length of stay, inform them of program guidelines, and provide written screening criteria for inclusion and exclusion from the program.
 - c. Juvenile halls shall develop policies and procedures that advise any committed youth of the estimated length of his/her stay.

II. PROCEDURES

- A. Intake staff will respond to the sally port buzzer (on stenofon) by checking the monitor at the desk station to ascertain that the person seeking entrance is legitimate probation/law enforcement personnel.
- B. Probation/law enforcement personnel will then identify himself/herself, the number of youth in custody, the gender of the youth, and whether the youth is/are cooperative. If the youth is/are uncooperative, staff will immediately notify a supervisor/duty officer and Institutional Security Unit (ISU) for assistance.
- C. Verify that the officer has/have secured his/her weapon in the lockers provided or in the trunk of the police vehicle. Open the booking door to allow the officer to escort the youth into the IRC.
- D. A pat down search shall be conducted of all youth prior to the medical pre-assessment.
 1. Pat Down Search: A search of a person is completed by thoroughly and methodically patting and running the hands over the youth's clothed body to determine whether a youth possesses contraband. The pat down search may include examination of pockets, shoes, or heavy items such as jackets or multiple layers of clothing. One layer of clothing remains covering the person's undergarments during the search. Refer to PMI 3-7-002.
- E. All youth brought into the facility will be pre-assessed by the medical unit prior to the arresting agency leaving the facility, to determine if the youth has any condition that is beyond the scope for the facility.
- F. Never open the booking door until the gate is closed and secured.
- G. Type One Intakes
 1. Youth detained on misdemeanor charges.
 2. A youth who is not under the jurisdiction of the juvenile court (non-ward WIC 300/654/725).

3. Status offenders (Status offenders are under the jurisdiction of the court but are not considered Type two youth).

H. Type Two Intakes

1. All felonies.
2. All youth under the jurisdiction of the court.

III. BOOKING PROCEDURE

A. Booking staff will, for all intakes:

1. Check for previous bookings, and retrieve the institutional file (if applicable)
2. Print an admission summary.
3. Take the updated facility file to Intake staff.

B. Medical staff will, for all intakes:

1. Ask the youth the following pre-screening assessment questions:
 - a. Are you currently under the influence of drugs or alcohol?
 - b. Have you swallowed any drugs?
 - c. Do you feel like hurting yourself?
 - d. Are you on any medication at home?
 - e. Do you have any health problems?
 - f. Have you been in a vehicle accident or any other accident where you have injured yourself recently?
2. Medical Unit staff will also inquire if the youth has previously suffered any type of sexual assault. If so, they will gather additional information and submit a Child Abuse Report (CAR) (for both juvenile and adult youths).
3. Medical Unit staff will conduct a screening for physical and developmental disabilities which may impact housing placement. If appropriate, they will also contact the Regional Center for the Developmentally Disabled to coordinate the integration of previously established behavioral or mental health treatment plan. This screening will also determine any school, program, or exercise limitations needed to protect the health of the youth, or others.
4. Medical Unit staff will ask the youth their chosen gender identity to ensure the youth will have access to medical and behavioral health services provided by those qualified to deliver such services.

5. If the Medical Unit rejects or medically delays the booking of a youth during the pre-assessment, the law enforcement agency is responsible for transporting the youth to the hospital for treatment prior to acceptance by medical. The youth shall be body scanned and information derived from the scan is to be verbally provided to the arresting officer, (Refer to 3-7-002).
6. If the youth is being booked into Juvenile Hall by Probation staff and the Medical Unit rejects the booking, arrangements will be made for the arresting Probation staff to transport the youth to Anaheim Global Medical Center. The youth shall be body scanned and information derived from the body scan shall be verbally provided to the transporting officers/Probation staff, (Refer to 3-7-002). Initially, Probation staff provides their own transportation to Anaheim Global Medical Center for the first four hours then Juvenile Hall staff, if available, will assume supervision of the youth.
7. If a youth is brought in from Orange County Jail by the Orange County Sheriff's Department and the Medical Unit medically delays and/or possible contraband is observed on the body scan; Probation staff will transport to the hospital for clearance.
8. Upon acceptance of a youth, Medical staff will conduct a comprehensive medical screening examination within a 1-4 hour time frame.
9. If the Medical Unit accepts admittance of a youth determined to be on substance abuse precautions (SAP). IRC staff shall document the youth's status in the unit automated/manual logbook. IRC staff will keep the youth under observation with [REDACTED] (more frequent observations will be conducted if directed by medical staff) automated/manual logbook notations until the youth is transferred to an intake/living unit.

C. Intake staff will, for all intakes:

1. Once in the Intake and Release Center, staff shall pat-down the youth and screen for possible contraband/weapons.
2. Following pat-down, youth shall be seen by the Medical Unit for pre-assessment.
3. Upon Medical Unit clearing youth in pre-assessment phase, youth will proceed through cell sense and shall be body scanned while arresting officers remain on grounds. If results of body scan show possible contraband, contact unit supervisor or Duty Officer to make determination if youth should be rejected for intake and returned to arresting officer.
4. If Medical Unit delays/rejects intake based on their pre-assessment, IRC staff are to proceed with the cell sense and body scan process. Results of body scan shall be verbally provided to arresting officers, in the event they transport the youth to the hospital for clearance.

D. Screening for the Risk of Sexual Abuse

The DD or designee shall develop and implement written policies and procedures to reduce the risk of sexual abuse by or upon youth. The policy shall require facility

staff to assess each youth within 72 hours of admission based upon the following information:

1. Prior sexual victimization or abusiveness;
2. Gender, nonconforming appearance or manner, or identification as lesbian, gay or bisexual, transgender, queer or intersex, and whether the youth may, therefore, be vulnerable to sexual abuse;
3. Current charge or offense history;
4. Age;
5. Level of emotional and cognitive development;
6. Physical size and stature;
7. Mental ill or mental disabilities;
8. Intellectual or developmental disabilities;
9. Physical disabilities;
10. The youth's perception of vulnerability; and,
11. Any other specific information about the individual youth that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other youth.

Staff shall ascertain this information through conversations with the youth during the admittance process, medical and behavioral health screenings; during classification assessments; and by reviewing court records, case files, facility behavioral records, and other relevant documentation from the youth's file.

The DD shall implement appropriate controls on the dissemination of information within the facility relative to responses received pursuant to this assessment in order to ensure that sensitive information is not exploited to the youth's detriment by staff or other youth.

E. Acceptance of Youth

1. Once youth is accepted, notify Custody Intake and they will ensure an Application for Petition and Probable Cause Declaration are completed and presented by the transporting officer. Applications for Petition need not be completed under the following conditions:
 - a. Youth is a Courtesy Hold
 - b. Youth is an Assessment Replacement
 - c. Youth is a Medical Hold
 - d. Youth is a Removal from an outer facility

- e. Youth is a Court Booking
2. Probable Cause Declarations need not be completed if the youth is brought in on a warrant with no new charges being filed.
 - a. Police departments booking youth into Juvenile Hall should leave three copies of their reports for Custody Intake. If this is not possible, instruct the officer to fax the copies as soon as possible. Fax number is [REDACTED]
 - b. The section and subsection of the Juvenile Court Law under which the youth is detained must be indicated on the application. Only those youths considered 602 and per court order 601 W&I offenders can be entered into juvenile hall.
 - c. Note any special information received (suicide risk, security risk, gang affiliation) in the space provided for comments on the application.
 - d. Custody Intake staff ensures the transporting officer or an official from the arresting agencies notifies the youth's family of his/her detention.
 - e. During the intake process, staff will ask the arresting agency about any information they may have regarding the youth's past or present suicidal ideations, behaviors or attempts. Upon contact with family guardians, Custody Intake will inquire about any past or present suicidal ideations, behaviors or attempts by the youth. Following this, the arresting officer can leave the facility.
 3. Notify Booking staff of the new intake/booking.
 4. Provide youth with option to shower (youth may decline shower) and juvenile hall clothing.
 5. All youth shall be photographed during intake. Photograph any new or old tattoos, scars, marks that aren't documented in ICMS.
 6. If the youth was not born in the USA, advise them of their right to contact the consulate office of their country of origin and submit consulate form.
 7. Intake interview to be completed in JIAS. Provide youth with Title 15 updated information sheet.
 8. Assess youth's risk classification and update ICMS accordingly, refer to PMI 3-5-006.
 9. Live scan/Fingerprint youth
 10. Youth are to be housed in rooms following their search and safety checks are to begin as soon as the youth is placed in a room.

11. As noted in section II.E.3. below and specific to searching transgender or intersex youth, staff shall respect the preference of the transgender or intersex youth and whenever feasible, staff shall respect the youth's preference regarding the gender of the staff member who conducts any search.
12. Staff shall respect every youth's gender identity. For transgender and intersex youth, staff shall refer to the youth by the youth's preferred name and gender pronoun, regardless of the youth's legal name.
13. Inventory youth's personal property according to PMI 3-9-006.
14. Staff will place personal items in a small, clear bag (except contraband, which is handled in accordance with PMI 3-7-003). Secure all monetary amounts and all other valuables. Complete a Record of Valuables form and attach the white copy to the brown envelope. Staple the pink copy to the property inventory sheet. Place in lock box in the booking office.
15. Enter the youth into the Intake Processing Log.
16. Complete the following Intake paperwork:
 - a. Unit Face Sheet – In black ink, fill in name, J or DL #, entry date, property location, and clothing size. In red ink, fill out current statuses (i.e. no roommate, security risk, companions, suicide status, psychological history, assaultive, monitored mail/phone, no contact, gang information).
 - b. Property Inventory Sheet – List all articles of clothing, jewelry, and other valuables. Make 4 copies; attach 1 to the Institutional File, 1 for the white booking slip, and 2 copies to be filed.
 - c. PREA Assessment Screening Tool – A vulnerability assessment instrument: Risk of victimization and / or sexually aggressive behavior/violent behavior (includes inquiries about previous sexual victimization). This screening should take place within 72 hours of the youth's arrival at the facility. Upon completion of the assessment, it will be uploaded and viewable via the PREA Assessment tab in ICMS.
 - (1) This screening should be completed in a private setting in response to the sensitive nature of the topic.
 - (2) In addition to information gathered during the completion of the PREA Assessment Screening, staff shall identify any other specific information about the youth that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other youth.
 - d. Assessment Report – This form is in Juvenile Intake Assessment System (JIAS). Fill out manually, if the computer system is down.

- e. Narcotic Evaluation Sheet – Also located in the JIAS (Juvenile Intake Assessment System). Fill out manually, if the computer system is down.
 - f. Gang Information Sheet – Ask the youth gang related questions.
 - g. Tattoos, Marks and Piercing – Note any tattoos, injection sites and piercings.
 - h. Identix/Electronic Finger printer – All youth will be fingerprinted and transmitted to DOJ (Department of Justice). Exception being camp removals. Make sure to enter the “booking number,” starting with either J#, P#, or a DL#. It is imperative that the zeros are added when applicable. If the exact letters and numbers are not entered into the computer system, the transmittal will not be finalized with DOJ. Only those staff that has been trained by IRC staff will be authorized to use the system. Complete manually if the electronic system is down. (Enter the correct booking number proceeded by the number that correlates to the number of JH bookings for that intake. (Example – A youth with a booking number of L12345 on their 3rd booking will be inputted as 3L12345). Using the unique entry pre-number prevents duplicate bookings being transmitted.
 - i. Photo Capture Mug Shots – All youth booked into Juvenile Hall will have their picture taken, if no new photo is in the facility file within the last 6 months. Exceptions would be if there are any notable changes. Tattoos can also be captured under the Marks/Tattoo tab. Photos to be updated of youth in custody if there are any notable appearance changes.
 - j. Adverse Childhood Experiences (ACE) Questionnaire – The ACE questionnaire includes 10 questions designed to capture information about the youth’s exposure to traumatic experiences. Upon completion of the questionnaire, the document will be scanned into ICMS and viewable from the youth’s ICMS profile. This to be completed by the Intake Unit.
17. Ensure each new intake is afforded the opportunity to make three free monitored telephone calls (excluding attorney calls) and complete the Receiving Unit Phone Sheet accordingly. Place all completed paperwork in the youth’s institutional file.
18. Food shall be offered to the youth at the time of initial intake. Insert notation into ICMS if declined or accepted.
- F. Court Bookings
- 1. Court Holding staff will:
 - a. Escort youth to IRC with the Information for Court Booking Sheet and all accompanying property. Ensure that the youth are patted down prior to escort and searched with the wand. Insert notation in ICMS.

- b. Take all appropriate court documents to booking personnel.
2. Booking staff will:
Follow applicable procedures outlined in Section 11-A.
3. Intake staff will:
Follow applicable procedures outlined in Section 11-C.

G. Strip Searches and Showers

1. Type 1 Intakes
 - a. Follow applicable procedures outlined in Section 11-B.
 - b. Upon completion of the medical screening, direct the youth to place his/her clothing in a container, but do not make visual contact with the youth when he/she is in an unclothed state.
 - c. Upon completion of the shower, thoroughly check the youth's clothing and the shower area for contraband and provide Juvenile Hall clothing for him/her.
 - d. Store the youth's property in the appropriate location with the corresponding bin number.
 - e. Check to see if the receiving unit, which the youth is assigned, is ready and then escort the youth to the unit along with the youth's facility file.
 - f. Room alone.
 - g. Type I youth may be out at the same time as other youth but shall eat separately from the group and segregated.
 - h. Type I youth must shower alone. Staff must not view them in an unclothed state.
 - i. Type I youth are not to be strip searched, unless there are circumstances that dictate this being a necessity. The unit Supervisor or Duty Officer must be notified and provide written authorization via an unclothed body search form. Additionally, a detailed notation/entry shall be made in ICMS.
 - j. Type I youth are not to be body scanned, unless there are circumstances that dictate this being a necessity. The unit Supervisor or Duty Officer must be notified, and detailed notation/entry shall be made in ICMS.

- k. Upon returning from a detention hearing and are ordered detained, Type I youth automatically come off Type One status and their restrictions/special status are applicable no more.

2. Type 2 Intakes

- a. Follow applicable procedures outlined in Section II-B.
- b. Upon completion of the medical screening, direct the youth to place his/her clothing in a container. Check each article of clothing for contraband. Under supervisor approval perform a strip search per procedure, then direct the youth to shower. Upon completion of the shower, provide youth with juvenile hall clothing.
- c. Store the youth's property in the appropriate location with the corresponding bin number.
- d. Check to see if the receiving unit, which the youth is assigned to, is ready, then escort the youth to the unit with the youth's facility file (the medical nursing assessment is completed prior to escorting youth to receiving units).

3. Transgender and Intersex Youth – Refer to PMI 3-5-003 and Title 15 Minimum Standards for Juvenile Facilities 1352.5

- a. For transgender or intersex youth, no physical search shall be conducted for the purposes of determining the youth's anatomical sex.
- b. For transgender or intersex youth, staff shall permit youth to dress and present themselves in a manner consistent with their gender identity and shall provide youth with the institution's clothing and undergarments consistent with their gender identity.
- c. Staff shall make every effort to ensure the safety and privacy of transgender and intersex youth when the youth is using the bathroom or shower, or dressing or undressing.
- d. For transgender or intersex youth, whenever feasible, the staff shall respect the youth's preference regarding the gender of the staff member who conducts any search of the youth. For additional information on searches, please refer to PMI 3-7-002 Personal Searches and Control of Contraband.
- e. For additional considerations when processing transgender or intersex youth, please see PMI 3-5-003 LGBTQI Youth: Intake, Housing, and PREA Considerations and PMI 3-5-006 Youth Housing and Classification.

H. Intake Process Timeframe

- 1. The entire intake process shall not exceed 4 hours; however, circumstances may arise, which would necessitate surpassing this

timeframe. Staff shall make all reasonable efforts to process youth within 4 hours.

- a. If the intake process exceeds the 4-hour mark, staff shall document in detail, the reasons in ICMS and notify the unit supervisor or Duty Officer.

I. Walk-In Warrant Procedure:

1. Purpose: To establish a current detention criteria in reference to youth who voluntarily surrender themselves on outstanding warrants issued by the Orange County Juvenile Court. This procedure is a guideline and is not intended to take away the authority of the court or the discretion of the deputy probation officer.
2. Process
 - a. Juvenile Hall reception staff or the warrant clerk will notify the warrant officer or the Custody Intake Officer of the Day (OD), when a youth is here to surrender on the warrant. Before bringing the youth/parent(s) into the office, the warrant officer or the Custody Intake officer will check ICMS and confirm that the youth has an outstanding warrant. In addition to the "WALK-INS" warrant manual procedure presently utilized, the warrant officer or the Custody Intake officer will review the file and evaluate the case based on the detention criteria in order to determine if the walk-in warrant process is appropriate. It is extremely important that the officer check the court order to see if a "No Walk-In Warrant" clause has been entered. If the court ordered "No Walk-In Warrant," the youth will be taken into custody immediately and detained for a Warrant Arraignment Hearing.
 - b. Presently, the warrant officer/Custody Intake officer is authorized to conditionally release the youth on his/her promise to appear pursuant to Miscellaneous Order 607.3. This citation process usually occurs when a youth voluntarily surrenders him/herself on a juvenile court warrant at a time when the juvenile court is not in session. In such matters, the warrant officer or the Custody Intake officer will review the case and ensure that the criteria listed below is taken into consideration prior to the signing of the Promise to Appear citation.
 - c. The warrant officer or Custody Intake officer will take into consideration section 628 WIC and the Juvenile Hall/Probation Department criteria for secure detention along with the additional assessment criteria listed below. The warrant officer or the Custody Intake officer will evaluate these cases on a case by case basis regarding the need for detention at Juvenile Hall.

J. Procedure to Take a Youth into Custody

At the time the youth surrenders him/herself to Juvenile Hall per the outstanding warrant, the warrant officer or Custody Intake officer (at his/her discretion) may

take the youth into custody. To take the youth into custody, they will contact Juvenile Hall Reception for assistance. Juvenile Hall Reception will find an available deputy probation officer (DPO) to assist with the arrest. ISU may assist if no DPO is available. The Warrant/Custody Intake officers will handcuff and escort the youth to IRC. The IRC will process the youth per Juvenile Hall guidelines and the warrant officer or Custody Intake officer will submit an Application for Petition at the time of booking. The Custody Intake Unit will process the warrant under its Custody Intake Warrant manual guidelines within the 48-hour deadline.

K. Truancy Warrants

1. After business hours upon arrest by the police the youth is not to be booked into Juvenile Hall. The On-Call Judge will be contacted, and depending on the youth's court order, he or she could be placed on GPS, and the youth and their parent/guardian shall be cited and sign a Promise to Appear Form for court. If a parent or guardian cannot be located, the youth will be transported to Orangewood Children and Family Center by the arresting agency.
2. During business hours the court will be contacted upon Custody Intake's notification of the arrest/walk-in to determine if court is available to see the youth that same day. If court is unavailable to hear the warrant, a Promise to Appear Form will be signed by the youth and parent/guardian for the next available court date.

REFERENCES:

Procedures:	1-4-123	Prevention, Detection, Reporting and Response to Incidents of Sexual Abuse, Harassment and Misconduct in Juvenile Facilities (PREA)
	3-9-006	Youth's Personal Property
	3-7-001	Facility Searches/Area and Room Inspection: Damage Control
	3-5-005	Juvenile Facility Assessment
	3-7-002	Personal Searches and Control of Contraband
	3-5-003	LGBTQI Youth: Intake, Housing, Classification, and PREA Considerations
	3-9-003	Youth's Use of Telephones in Facilities
	3-5-006	Youth Housing and Classification
Policy:	F-7	Personal Property of Minors in Juvenile Institutions.

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APPROVED BY: