

RELEASES
Juvenile Hall (JH)/Youth Guidance Center (YGC)/Youth Leadership Academy (YLA)

- AUTHORITY:** Administrative Directive
 Sections 830.5 and 12401 through 12402 of the California Penal Code,
 California Code of Regulations, Title 15, Section 1351
- RESCINDS:** Procedure Manual Item 3-2-018, dated 12/11/20
 Procedure Manual Item 3-3-014, dated 01/05/21
 Procedure Manual Item 3-8-014, dated 12/04/20
 (MAJOR REVISION/RENUMBERED)
- FORMS:**
- | | |
|---|-------------|
| Release Authorization | (F057-6226) |
| Court Disposition Sheet | (F057-4158) |
| Temporary Release | (F057-6210) |
| Medical Unit Order/Treatment sheet
(Health Care Agency Form) | (F412-3) |
| Personal Property Sheet Form B | (F057-6004) |
| Special Incident Report (SIR) | (F057-7018) |
| Application for Petition | (F057-4024) |
- PURPOSE:** To establish guidelines for permanent and temporary releases from Juvenile Hall, Youth Guidance Center and Youth Leadership Academy.

I. GENERAL INFORMATION

- A. The facility administrator shall develop and implement written policies and procedures for release of youth from custody which provide for:
1. Verification of identity/release papers.
 2. Return of personal clothing and valuables
 3. Notification to the youth's parents or guardian.
 4. Notification to the facility health care provider in accordance with Sections 1408 and 1437 of these regulations, for coordination with outside agencies.
 5. Notification of school staff.
 6. Notification of facility mental health personnel.
- B. The facility administrator shall develop and implement policies and procedures for post-disposition youth to coordinate the provision of transitional and reentry services including, but not limited to, medical and behavioral health, education, probation supervision and community-based services.
- C. The facility administrator shall develop and implement written policies and procedures for the furlough of youth from custody.

II. PROCEDURE: Juvenile Hall

- A. Permanent Releases

1. Complete, sign, and submit a Release Authorization form and Court Disposition Sheet to Control or the Intake Release Center (IRC) before a youth is permanently released. Placement youth's Release Authorization Form is to be signed by a Placement Deputy Probation Officer (DPO) or Supervising Probation Officer (SPO) only.
2. Releases are processed between the hours of 8 a.m. – 8 p.m. and not during mealtime hours:
 - a. 6:00 a.m. – 8:00 a.m.
 - b. 11:05 a.m. – 12:45 p.m. (11:30 a.m. – 1:00 p.m. IRC)
 - c. 4:25 p.m.- 5:45 p.m. (4:30 p.m. – 5:30 p.m. IRC)

Exceptions can be made for emergencies and other special circumstances with SJCO and/or Administrator approval.

3. Prepare for the release in advance whenever possible.
4. Do not release any youth from Juvenile Hall on their own recognizance without a specific court order, or without DPO approval when the youth has reached 18 years of age on or before the late date.
5. If the youth's parent/guardian does not appear at the designated time and date, or have not made other arrangements for release,
 - a. The unit staff will:
 - (1) Check with the booking clerk to verify the release date.
 - (2) Contact the parent/guardian, if possible.
 - (3) Initiate a Special Incident Report (SIR).
 - (4) Notify the unit Supervisor/Duty Officer.
 - b. The Supervisor/Duty Officer will:
 - (1) Make contact with the youth's assigned DPO (or their supervisor), if possible.
 - (2) Contact the watch commander of the police department or sheriff's department in the city of the youth's last known address. Request a patrol unit attempt to contact the youth's parents at the address and advise them of the youth's release.
 - (3) If contact with the parent or guardian has not been established by 10:00 PM on the court ordered day of release, initiate an Application for Petition per WIC 778 and forward it to Custody Intake along with the Probable Cause (PC) Declaration for filing. Complete the PC Declaration as

soon as possible to ensure the paperwork is submitted to the court on the following day.

- c. If the booking clerk discovers a failure to release, they will notify the unit Supervisor/Duty Officer immediately.
6. If the youth has a Placement order and does not have an order releasing them home, to a specific facility, or have not made other arrangements for release
- a. The unit staff will:
 - (1) Verify the release date with the booking clerk
 - (2) Notify the unit supervisor/Duty Officer
 - b. The supervisor/Duty Officer will:
 - (1) Contact the assigned to DPO to verify if a placement has been found or other arrangements have been made for release.
 - (2) If there is no placement unit supervisor/duty office to staff case with Division Director (DD) or Assistant Division Director (ADD) of facility.
 - c. If youth is housed at JH, youth to remain there serving dead time until placement is found
 - d. If youth is housed at YLA or YGC, YLA/YGC Admin will discuss the case with the assigned DPO, SPO, and Juvenile Supervision Administration to determine if youth should remain at camp to serve dead time or return to JH.
 - e. Should the Court order a placement youth to remain at a camp serving dead time, YLA/YGC Admin, will discuss the case with the assigned DPO, SPO, and Juvenile Supervision Administration to determine if the order can be accommodated. If the facility cannot accommodate the order, the Court is to be notified via modification petition or other formal hearing to advise them as to why the order needs to be modified.
 - f. Determination will be made on a case by case basis and consideration will include but not be limited to:
 - (1) Progress and behavior at camp
 - (2) Timeline of possible placement
 - (3) Flight risk
 - (4) Booking charges and previous charges

- (5) Age and sophistication
 - (6) If youth is occupying bed space that could be given to a possible transfer
7. The Release Authorization and the Court Disposition Sheet list the necessary steps once they have determined the form has been appropriately initiated.
 - a. The youth will clean their room and staff will inspect it for cleanliness and damage.
 - b. If the youth has damaged their room, the unit staff will notify the unit Supervisor/Duty Officer of the damage and complete a Special Incident Report.
 - c. The unit supervisor/Duty Officer determines if new charges will be filed for the damages.
 - d. If the room passes inspection, unit staff will notify the release staff to initial the appropriate area on the release form.
 - e. The unit staff will send the youth with their unit personal property and the Medical Treatment Sheet to Control. If the youth is released from the IRC area, unit staff will walk the youth over to the IRC with their unit personal property and Medical Unit Treatment Sheet.
 - f. Release staff will sign off the checkout list from the Release Authorization form after verifying all release requirements have been met.
8. Once at Control, escort the youth to the Intake Release Center (IRC).
 - a. The IRC staff will ensure the youth's property is returned in accordance with PMI 3-9-6 Personal Property/Handling Unclaimed Personal Property in Facilities and all Juvenile Hall property is accounted for. Unit staff will return youth's property from IRC and dress youth out for their release. If the youth's property sheet has a pink slip (Record of Valuables form) attach to it, youth has valuable items. Notify the booking clerk of youth's valuable items.
 - b. The booking clerk will issue the release summary form and youth's valuable items to staff.
9. Escort the youth with their forms and personal property to the waiting room and call for the person accepting custody of the youth. Unit staff will verify the person's ID accepting custody of youth. Ensure signatures from the person accepting custody of the youth are on the release summary and property sheet forms. Ensure Youth signs the property sheet to confirm they have received their property.
10. Escort the youth and the person accepting custody to the Medical Unit. The nurse on duty will accept the Medical treatment sheet, complete a Final

Medical Check out and initial the Release Authorization form next to Medical checkout.

B. Temporary Releases:

1. Legal basis for Temporary Releases
 - a. The authority to grant temporary releases from custody to a ward of the Court originates with the Juvenile Court.
 - b. Failure to abide by the rules as provided on the Temporary Release Form and failure to return to the facility by the specified time considered absconding from probation supervision) are violations of probation that can result in a petition being filed against the youth.
 - c. Temporary releases may not extend beyond 72 hours without the permission of the Juvenile Court (i.e., a court order).
2. Complete the Temporary Release (TR) form signed by the assigned Deputy Probation Officer, Administrator or designee. Deliver the TR form to JH Control prior to the youth being released.
3. All youth who are temporarily released will wear Juvenile Hall clothing, unless special permission is granted.

Search all youth thoroughly for contraband upon their release and return.

III. PROCEDURE: Youth Guidance Center (YGC)

A. Youth Guidance Center (YGC) Clerical Staff/Duty Officer

1. Each a.m., the Duty Officer will check with the front office and the IMS YGC Population Roster to ascertain the names of youth to be released that date. This date must be verified against the Court Disposition Sheet in the youth's institutional file. (If a minute order is available, the minute order overrides any discrepancies between the Court Disposition Sheet and Minute Order.) The date the youth is sentenced is counted as the first day of commitment unless it is stated that they are to receive credit for the time served. The day of release is counted as the last day of commitment regardless of the hour of either admittance or release. The YGC clerical staff will check with unit staff and request staff to verify pickup time with parents if it has not been done the day before. Times of release should be arranged between 9:00 a.m. and 5:00 p.m. No youth is to be released prior to 9:00 a.m. on the day of their release. Exceptions are made on a case by case basis.
2. If, previous to the youth's release date, the parents or guardians indicate that they will not assume custody of the youth on their designated release date, the following steps should be taken:
 - a. Unit staff will write a Special Incident Report (SIR) documenting conversation with parent or guardian indicating they would not be assuming custody.

- b. Youth's assigned Deputy Probation Officer (DPO) must be notified and the following alternatives considered:
 - (1) Alternate placement considerations.
 - (2) Youth remaining at JH, while awaiting placement (which may require a modification petition to be initiated by DPO).
 - c. Notify Administration of any decisions or recommendations resulting from communication with DPO.
 - d. After alternatives are explored and it is decided that youth will return to Orange County Juvenile Hall the day of release, the unit Supervising Juvenile Correctional Officer (SJCO) (as time allows) or the Duty Officer will initiate the necessary paperwork and make arrangements for the youth to return to Juvenile Hall on the day of their scheduled release.
3. If, on the day of the scheduled release, the parents indicate that they will not, or have no means to, pick up their child, the Duty Officer must be notified. The Duty Officer will contact the youth's DPO, if possible, and notify them of the problem.
4. If the parents do not arrive by 5:00 p.m. on the date of final court release, the P.M. Duty Officer must arrange for staff to transport the youth and lodge them in Juvenile Hall, alleging 778 WIC. The youth will be sent with their personal property, institutional file, all medical records, treatment sheet, and any medications. If the parents arrive or are contacted prior to midnight, they are to be instructed to contact Orange County Juvenile Hall and arrange for release of their child. This information will be recorded in the Duty Officer's Shift Summary, and unit staff will write an SIR reflecting the attempts or contacts with parents. If the parents have made arrangements with staff, the youth may be picked up at YGC after 5pm. However, arrangements must be made ahead of time.

B. Deputy Juvenile Correctional Officer

- 1. Verify time and date of release with parents the day prior to release. If possible, releases are to be scheduled between 9:00 a.m. and 5:00 p.m. No releases prior to 9:00 a.m. Exceptions are made on a case by case basis.
- 2. Supervise the youth in removing all bedding for laundry process; youth is to disinfect mattress and pillow. Check all County issued items, room and unit area for damage and submit an SIR if any County property has been damaged.
- 3. Personal property will be kept at JH and will be requested by front office clerical staff, prior to release date. Releasing staff will verify that all items are accounted for against the Juvenile Hall Personal Property Inventory form/YGC Personal Property Inventory form.

4. Upon notification that parents have arrived, search the youth and have them change into their personal clothing. Parents should bring the youth clothing to change into. Check County clothing for damage and write an SIR if necessary.
5. The releasing officer will sign the designated area on the bottom of the Personal Property Inventory Form signaling that youth has received all property prior to the release from YGC. Youth's parent/guardian and minor sign in designated area to indicate youth is leaving YGC with all personal property.

Upon release, only youth and staff signatures are required for the youth to withdraw property. The white copy of the personal property sheet, after all necessary signatures are completed, remains in the youth's facility file. The pink copy, after all necessary signatures are completed, remains with the youth upon release. If there is any property which was being held in the safe while youth resided at YGC, they must stop at the front office during normal business hours so that property can be obtained by the youth.

6. Releasing staff will indicate on the back of the latest court disposition sheet on lines stating that the youth's room has been cleaned and inspected and that personal clothing and property has been delivered. Staff will initial and date these lines.
7. Releasing staff will escort the youth to the YGC nurse. The nurse will medically clear the release, give any medications that are needed, and inform the parent/guardian of any upcoming medical appointments or further instructions. If a youth is being released on the weekend, arrangements will be made prior to the weekend to have the youth medically cleared.
8. Releasing staff will contact the Duty Officer about the youth's release. Staff will bring the youth's file with the latest Court Disposition Sheet to the Duty Officer for clearance signature.
9. Contained in the youth's personal property upon entry to YGC there is a small plastic bag used for escort items, i.e., wallets, jewelry, small change, belt, etc. This plastic bag must not be opened until the youth is off YGC grounds. It is the responsibility of the releasing staff to convey this information to parent and youth upon release.
10. After the youth's release, adjust the population count in the unit logbook and/or IMS, unit roster, and the counselor caseload assignment board. Notify the front office. Pull the medical treatment sheet and write "released" on medical sheets and place in the nurse's mailbox.
11. A release summary will be printed by computer by the YGC clerical staff and later filed in the youth's facility file by unit staff.
12. All casework paperwork, including a 14-day case planning sheet, Case Reviews, and an Exit Summary must be completed and placed in the file. Exit Summaries are required for every youth who was signed into the unit logbook and/or IMS, regardless of amount of time the youth resided at

YGC. The facility file should be forwarded to the unit supervisor so all casework paperwork can be signed off. Once the file is signed off by the unit supervisor, the file is to be routed to Juvenile Hall records.

IV. PROCEDURE: Youth Leadership Academy (YLA)

A. YLA Clerical Staff/Unit Supervisor/Duty Officer

1. Each morning, a member of the YLA clerical staff will check with the front office and the ICMS YLA Population Roster to ascertain the names of youth to be released that date. This date must be verified against the Court Disposition Sheet in the youth's institutional file. If a minute order is available, the minute order overrides any discrepancies between the Court Disposition Sheet and Minute Order. The date the youth receives their commitment is counted as the first day of their commitment, unless it is stated that they are to receive credit for the time served. The day of release is counted as the last day of commitment, regardless of the hour of either admittance or release. The YLA clerical staff will check with unit staff and request staff to verify a pickup time with parents if it has not been done the day before. Times of release should be arranged between 8 a.m. and 5 p.m. No youth is to be released prior to 8:00 a.m. on the day of their release. Exceptions can be made on a case by case basis, with administrative approval.
2. If previous to the youth's release date, the parents or guardians indicate that they will not assume custody of the youth on their designated release date, the following steps should be taken:
 - a. Unit staff will write a Special Incident Report (SIR) documenting the conversation with the parent or guardian indicating they would not be assuming custody.
 - b. The youth's assigned Deputy Probation Officer (DPO) must be notified and the following alternatives considered:
 - (1) Alternate placement considerations.
 - (2) Youth remaining at YLA while awaiting placement (which may require a modification petition to be initiated by the DPO).
 - c. Notify Administration of any decisions or recommendations resulting from communication with DPO
 - d. If, after alternatives are explored, it is decided that youth will return to Orange County Juvenile Hall on the day of release, the unit Supervising Juvenile Correctional Officer (SJCO) or the Duty Officer will initiate the necessary paperwork and make arrangements for the youth to return to Juvenile Hall on the day of their scheduled release.
3. If, on the day of the scheduled release, the parents indicate that they will not, or have no means to pick up their child, the Duty Officer must be

notified. The Duty Officer will attempt to contact the youth's DPO to inform them of the circumstances.

4. If the parents do not arrive by 5 p.m. on the date of final court release, the p.m. Duty Officer must arrange for staff to transport the youth and lodge them in Juvenile Hall, alleging 778 WIC. Send their personal property, institutional file, all medical records, treatment sheet, and any medications. If the parents arrive or are contacted prior to midnight, they are to be instructed to contact Orange County Juvenile Hall and arrange for release of their child. This information will be recorded in the Duty Officer's Shift Summary, and unit staff will write an SIR reflecting the attempts or contacts with parents.

B. Deputy Juvenile Correctional Officer

1. Verify time and date of release with parents the day prior to release. If possible, releases are to be scheduled between 8 a.m. and 5 p.m. No releases are to be scheduled before 8:00 a.m., except with prior Administrative approval.
2. Supervise the youth while they clean out their room. Check all County-issued property and the assigned room for damage. Submit an SIR if any County property has been damaged.
3. Obtain personal property from unit property room and verify that all items are accounted for against the Juvenile Hall Personal Property Inventory form/YLA Personal Property Inventory form.
4. Upon notification that the parents have arrived, have the youth change into their personal clothing. Staff are to maintain control of escort items.
5. The releasing Deputy will sign the designated area on the bottom of the Personal Property Inventory Form signaling that youth has received all property prior to release from YLA. The youth's parent/guardian and the youth will sign in the designated area above the releasing staff's signature to indicate the youth is leaving YLA with all personal property which he arrived with at YLA, from Juvenile Hall. If the youth's facility file arrives at YLA with the Personal Property Sheet Form B, the youth will sign the form under "other institutions" indicating that the youth arrived at YLA from Juvenile Hall with all their property. Upon release, only the youth and staff signatures are required for the youth to withdraw property upon their release date. No parent/guardian signatures are needed for Personal Property Sheet Form B when youth is being released from YLA, after being transferred from Juvenile Hall. For both forms, the white copy of the personal property sheet, after all necessary signatures are completed, remains in the youth's facility file. The yellow copy, after all necessary signatures are completed, remains with the youth upon release. If there is any property which was being held in the safe while the youth resided at YLA, they must stop at the front office so that property can be obtained by the youth prior to leaving YLA.
6. Releasing staff will indicate on the back of the latest court disposition sheet on lines stating that the youth's room has been cleaned and inspected and

that personal clothing and property has been delivered. Staff will initial and date these lines.

7. The Juvenile Hall Medical Unit will send a nurse to YLA prior to 9 a.m. to medically clear the release, give any medications that are needed, and inform the parent/guardian of any upcoming medical appointments or further instructions. The nurse will then sign off on the back of the latest Court Disposition sheet. If a youth is being released on the weekend, arrangements will be made prior to the weekend to have the youth medically cleared.
8. Releasing staff will contact the SJCO/Duty Officer about the youth's release. Staff will bring the youth's file with the latest Court Disposition Sheet to the SJCO/Duty Officer for clearance signature.
9. Contained in the youth's personal property upon entry to YLA may be a small plastic bag used for escort items (i.e., wallets, jewelry, small change, belt, etc.). These items are usually stored in the safe in the YLA Administration Building and will require an additional signature for release. This plastic bag must not be opened until the youth is off YLA grounds. It is the responsibility of the releasing staff to convey this information to the parent and youth upon release.
10. After the youth's release, adjust the population count in the unit logbook and/or ICMS, indicating to whom the youth was released. In addition, adjust the unit roster and the staff caseload assignment board. Notify the YLA front office during regular business hours. If the nurse did not pick up the medical treatment sheet when the youth was cleared for release, forward the form to the Juvenile Hall Medical Unit.
11. A release summary will be printed by computer by the YLA clerical staff and later filed in the youth's facility file by unit staff.
12. All casework, including a 14-day case planning sheet, Institutional Case Reviews and an Exit Summary, are to be filed in the youths' facility file prior to the file being routed to the YLA administration building for transfer of the file back to Juvenile Hall. Prior to release, a case conference is conducted with the appropriate collaborative partners, and transitional planning is reviewed to assure youth are connected to services in the community related to school, medical and mental health professionals. Exit Summaries (or a Case Conference Form) are required for every youth who was signed into the unit logbook and/or ICMS, regardless of amount of time the youth resided at YLA. Facility files should be left for the unit supervisor's desk so all casework documents can be approved by the unit supervisor. Once the file is reviewed by the unit supervisor, the file is to be routed to Juvenile Hall booking/records.

REFERENCES:

Procedures:	2-4-102	Consular Notifications and ICE Detainers
	3-3-001	Reporting Juvenile Facility Escapes
	3-12-005	Medical Temporary Releases

3-15-001	Special Incident Reports/Routing SIR and DHO Paperwork
3-9-006	Personal Property/Handling Unclaimed Personal Property In Facilities
3-15-012	Bail Releases – Juvenile Hall
3-8-013	Temporary Releases and Furloughs Procedures
3-5-002	Releases
Policy:	
D-7	Search and Seizure
F-7	Personal Property of Minors in Juvenile Institutions
F-10	Medical Examinations and Treatment of Juveniles

V. Bambrook

APPROVED BY: