

TRANSFER OF YOUTH BETWEEN JUVENILE HALL AND ORANGEWOOD

AUTHORITY:	Sections 600 and 300 California Welfare and Institutions Code, Administrative Directive
RESCINDS:	Procedure Manual Item 3-2-022, dated 09/11/15
FORMS:	Application for Petition (F057-4024)
PURPOSE:	To establish standard methods of transferring youth between Juvenile Hall and Orangewood Children's Home for dependent children.

I. GENERAL INFORMATION

- A. Juvenile Hall will accept transfers from Orangewood to Juvenile Hall if a youth has allegedly committed an offense under section 602 of the Welfare and Institutions Code, and the youth meets the detention criteria for admission into Juvenile Hall.
- B. Transfers from Orangewood to Juvenile Hall must be accompanied by an Application for Petition alleging the youth falls within the provisions of section 602 WIC.
- C. In addition, transfers from Juvenile Hall to Orangewood will occur when ordered by the Court or when other circumstances dictate a release to Orangewood.

II. PROCEDURES

- A. For youth being transferred from Orangewood to Juvenile Hall, IRC staff will complete the transfer in compliance with Intake PMI **3-5-001 Intake–Juvenile Hall**.
- B. For transfers from Juvenile Hall to Orangewood, The Court Release person at Control will:
 - 1. Find a supervisor to verify the existence of a court order directing that the youth be transferred to Orangewood.
 - 2. In special circumstances, a youth may need to be released to Orangewood after a terminal disposition is approved, or when charges have been dropped, and no parent or guardian can be located. In these circumstances, Control staff will notify a **Supervising Juvenile Correctional Officer or Duty Officer** to facilitate the release.
 - 3. For youth going to Orangewood for the first time an Application for Petition citing Section 300 WIC will be completed.
 - 4. Control staff will contact Orangewood's Intake Office at **714-935-7584** as soon as possible to advise and coordinate with Orangewood staff regarding the transfer. If Orangewood receives adequate advance notice, they may

be able to provide assistance to our Department in locating a parent for release, if not a court ordered release to Orangewood.

5. Youth will go through normal release procedure by either Control staff or **Institutional Security Unit (ISU)**.
6. Youth medical charts and all medications will accompany the youth to Orangewood.
7. Two **ISU** Probation Staff will walk the youth over to Orangewood at the pre-arranged time. Youth are not to be handcuffed. In lieu of walking, a custody vehicle may be used.
8. ISU Probation staff will wait for 15 minutes (Professional Courtesy) at Orangewood, at this time Orangewood staff will take over supervising the youth.

REFERENCES:

Procedures:	3-5-001	Intake – Juvenile Hall
	3-5-002	Releases
	3-5-006	Transfers of Youth between Open Institutions/Returning Youth to Facilities
Policies:	A-1	Policy, Procedure and the Law
	D-6	Transportation of Probationers and Custody Transportation

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APPROVED BY: