

YOUTH'S FACILITY FOLDERS

AUTHORITY:	Administrative Directive
RESCINDS:	Procedure Manual Item 3-11-001 , dated 08/18/23
FORMS:	None
PURPOSE:	To standardize handling of youth's facility folders through an orderly, uniform filing system providing easy access to needed information.

I. GENERAL INFORMATION

- A. Facility folders hold records regarding a youth's court case, facility adjustment, and other general information relative to a youth's detention, commitment, and behavior.
- B. All materials contained in the facility folder are confidential.
- C. All Probation-generated material may be subpoenaed by the Court.

II. PROCEDURES

A. Handling

- 1. Hand-carry all facility folders when transferring a youth between facilities.
- 2. **Camp removals: The facility** folders will be hand-carried to Juvenile Hall Booking along with a Special Incident Report (SIR) at the time of removal. The **facility** folder and SIR will be delivered to booking by the staff transporting the youth.
- 3. Escape of a youth: The Escape Packet will be hand-carried to the Warrant Unit and the facility folder will be hand-carried to Juvenile Hall Booking.
- 4. The Supervising **Probation** Correctional Officer (**SPCO**) is responsible for the folder's completeness and accuracy prior to routing the folder to Juvenile Hall Booking. Route the folder to Juvenile Hall Booking within 14 days following the release date.

B. Filing

- 1. File all paperwork in chronological order from the oldest to newest entry (bottom up).
- 2. Front left (top) contains:
 - a. Current admission summary on top.

- b. Release summary.
 - c. Yellow release slip.
 - d. Temporary release forms.
 - e. Medical consent forms.
 - f. Furlough contracts.
 - g. Field trip authorizations.
3. Front left bottom contains:
- a. Visiting record.
 - b. Visiting slips for therapists, religious counselors, attorneys, placement interviews, authorized professional staff and special visit authorization slips.

Shred white visiting slips for **visitors** once logged on the visiting record.
 - c. Property sheet.
 - d. Subject Detail Sheet.
4. Front-right top contains:
- a. Unit face sheet for current booking on top
 - b. JIAS Reports – Subject details including photo of youth, IRC Assessment Report, Narcotics Report, Gang History, Unsterile Injection Sites and Tattoos and Marks
 - c. Initial Assessment Face Sheet and Assessment Notes
 - d. Record of Initial Phone Calls
5. Middle left contains:
- a. Minute Orders.
 - b. Court Disposition Sheets (goldenrod).
 - c. Adult court papers.
 - d. Detention report.
 - e. Copy of petition.
 - f. Copies of warrants, subpoenas, protective orders, modification petitions, court reports, etc.

6. Middle right contains:
 - a. Rules of Conduct.
 - b. Youth's grievance procedures.
 - c. Program material/assigned essays.
 - d. Intake Program Sheets.
 - e. Notice of monitored mail/phone.
 - f. Fingerprint card and Live Scan Transaction Notification on bottom.
 - g. Religious Preference Forms.
 - h. Haircut Permission forms.
 - i. New Intake Check-Off list/Adjustment Questionnaire (camp facilities).
 - j. Record of Outgoing/Incoming Mail.**
 - k. PREA Acknowledgement.**
7. Back-left contains:
 - a. Pink Facility Casework log-sheet.
 - b. Weekly folder comments (current on top, **if ECR notes are unavailable**).
 - c. Initial **Case** Plans.
 - d. Case reviews.
 - e. Exit summaries.
 - f. School documents – Shred school documents after casework is completed.
8. Back right top contains:
 - a. Behavior/Disciplinary Action Logs
 - b. Special Incident Reports (including school)
 - c. Notices of Discipline**
 - d. Behavior Notices
 - e. Behavioral Contracts/other contracts

9. Back right bottom contains:
 - a. Clinical Evaluation and Guidance Unit (CEGU) consults.
 - b. Psychological evaluations.
 - c. CEGU sign in log.

REFERENCES:

Procedures:	3-5-006	Youth Housing and Classification
	3-15-002	Facility Case Planning and Case Reviews
Policies:	B-1	Case Confidentiality-Client's Right to Privacy
	B-3	Case File Management and Security

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APPROVED BY: