

MEDICAL TEMPORARY RELEASE

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item **3-12-005**, dated **08/18/23**

FORMS: Orange County Juvenile Hall Temporary Release (F057-6210.1)
HCA Referral for Health Services (F272-14)

PURPOSE: To outline a uniform method for processing medical temporary releases.

I. PROCEDURE:

- A. All requests for a medical temporary release (T.R.) will be routed to the facility nurse. The need for a medical T.R. must be approved by the nurse/M.D.
1. An on-duty **sworn** staff member will verify the T.R. with the nurse and, if approved, prepare a Temporary Release form in duplicate; notify the **Duty Officer (DO)/Supervising Probation Correctional Officer (SPCO)** and assigned Deputy Probation Officer (DPO). If the youth is being transported to Juvenile Hall for release to parent/**guardian**, **camp** facility staff must notify transportation of the need for transportation to Juvenile Hall.
 2. The DPO will determine if the family is stable and can accept responsibility for the youth before approval of a T.R. is given.
 3. The **DO/SPCO** or DPO will contact the parent/**guardian** to arrange the specific T.R. time.
 - a. A reasonable time for travel and the appointment will be established at that time.
 - b. Parent/**guardian** are to be instructed that a medical T.R. includes only travel to and from the place of treatment.
 - c. Meals or other errands are not permitted unless specifically arranged.
 4. **An** on-duty **sworn** staff member or Medical Unit Staff will ensure that the parent/**guardian** are given an HCA Referral for Health Services (F272-14) to be completed by the medical consultant and returned to the medical unit.
- B. The youth will wear appropriate clothing while on a medical furlough. **If the youth does not wear facility provided clothing, clothing must be brought to the facility prior to the medical furlough for approval by a DO/SPCO.**
- C. Searches prior to leaving and returning from a T.R. will be completed according to facility procedure. **Upon return from a T.R., youth must be body scanned and submit to a [REDACTED] drug test.**

- D. **If deemed necessary, Deputy Probation Correctional Officers (DPCOs) facilitating the T.R., shall ensure that the youth is taken to the second floor of Juvenile Hall to have a GPS unit placed on them prior to leaving on the T.R.**
- E. **Prior to the T.R., parent/guardian and youth shall be escorted to medical unit to obtain all necessary documentation, medications, and/or related materials.**
- F. When the parent/**guardian** arrive to pick up the youth, they **shall** sign the T.R. and take a copy with them.
 - 1. When the youth returns from the T.R., the original T.R. form **shall be** routed to the **youth's living** unit for filing in the youth's **facility** file.
 - 2. The youth's name, date, time of departure, and return **shall be** entered into **the Integrated Case Management System (ICMS)**.
 - 3. **If applicable, all medical-related documentation received during the TR shall be routed to JH Medical Unit personnel for review, processing and inclusion in the youth's health record.**
- G. Requests for an emergency T.R. other than medical will be submitted to the Probation Division Director for approval.
- H. If a youth fails to return from a temporary release, the Unit Supervisor or Duty Officer will initiate escape procedures in accordance with facility policy or management direction.

REFERENCES:

Procedures:	3-3-001	Reporting Juvenile Facility Escapes
	3-5-002	Releases
	3-8-013	Temporary Releases and Furlough Procedures
	3-9-006	Youth's Personal Property
	3-15-001	Special Incident Reports/Routing SIR and DHO Paperwork
Policies:	D-7	Search and Seizure
	F-10	Medical Examination and Treatment for Juveniles

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APPROVED BY: