



Youth Detention Facility OPERATIONS ORDER

ADMITTANCE PROCEDURES-TITLE XV 1350

Purpose and Scope

The admission process is where positive approaches to confinement begins as well as the performance of intake functions. At the time of admission, it is imperative communications are clear between law enforcement; intake staff; booking staff; the parent or guardian, and the youth so timely and informed decisions can be made. Staff interaction with the youth shall be respectful, compassionate and culturally relevant, while acknowledging the admission process may be traumatic to a youth who may have already experienced trauma. Staff shall respond to the language and literacy needs of the youth, and provide the appropriate bi-lingual staff when able.

Affected Personnel

Probation employees assigned to the Youth Detention Facility

Authority

Title 15 - 1350

Effective Date

June 22, 2015

I. Admissions Process

A. The admissions process shall include:

1. Medical Clearance/Intake Health and Screening,
 - a. Health screenings shall be conducted upon entry into the facility pursuant to Sections 1329, 1413 and 1430.
 - b. If the youth is deemed unfit incarceration, the arresting officer must transport the youth to a medical facility for clearance.
 - c. Youth who are suspected of intoxication should be taken to a medical facility prior to booking into the Youth Detention Facility. Chemical intoxication poses a life threatening situation for youth, requiring

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immediate medical intervention. Therefore, hospital staff will handle requests for blood alcohol levels for the purpose of collecting evidence of intoxication, prior to booking the youth into the Youth Detention Facility.

2. Booking searches- All Youth

- a. A pat-down search shall be performed upon all youth, regardless of offense. Whenever possible, the pat search should be conducted by staff of the same sex as the youth unless a transgender or intersex youth makes a request for a preferred gender staff to conduct the search. Whenever feasible, YDF will respect the youth's preference regarding the gender of the staff who conducts any search of the youth

NOTE: if a youth is found fit for incarceration, but has visible injuries (fresh cuts, abrasions, etc.) Booking staff SHALL document all injuries on an IIR and include photographs of the injuries with time and date stamp, prior to commencing with the Booking process.

- b. Institutional Policy and Procedure entitled "Title XV Section 1360 Searches of Residents and Title XV Section 1352.5 Transgender and Intersex Youth"
- c. Once pat-down search is completed, the youth will be escorted into the booking area and walked through the metal detector.
- d. Admission Search: Strip Search/No strip search: Refer to Institutional Policy and Procedure entitled, "Title XV Section 1360 Searches of Residents".

3. Youth shall have access to two free phone calls within one hour of admittance

4. Youth shall be offered a shower;

5. Youth shall be offered food upon arrival;

6. Property

- a. Booking Officer will review the property form with the youth.
- b. The youth will sign the property form once their personal property is documented and verified.
- c. The youth's personal property will then be secured

7. Processing of Youth

8. Mugshots

9. Wristband

10. Classification

- a. Each resident shall be evaluated by a Classification Officer prior to being housed at the Youth Detention Facility.
- b. The Classification Officer prepares paperwork, interviews the youth and completes necessary screenings as required.

(Refer to YDF Policy and Procedure entitled "Title XV Section 1352, Classification")

II. Post-Dispositional Youth

A. All post-dispositional youth shall be advised of their estimated length of stay.

Amends/Replaces Previous Order

Revised 2/2009

Additional Policies

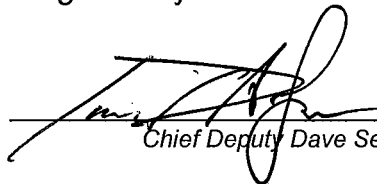
Classification Policy Title XV 1352

Transgender and Intersex Youth Policy Title XV 1352.5

Suicide Prevention Policy Title XV 1329

Administrative Furlough Policy

Authorized By


Chief Deputy Dave Semon

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