



**Youth Detention Facility
OPERATIONS ORDER**

Release Procedures - Title XV 1351

Purpose and Scope Youth Detention Facility booking staff will ensure proper release procedures are followed when releasing a youth from custody.

Affected Personnel

All Sworn Staff - YDF

Authority

Title XV, Section 1351, BSCC

Effective Date

November 20, 2019

I. Guidelines


- A. Staff must have one written document for a youth's release from custody
 - a. Minute Order form Juvenile Court;
 - b. Release Authorization from a Judge;
 - c. JARS Disposition or Presenter email from a Court Presenter;
 - d. Intake Release Authorization Form;
 - e. Administrative Furlough directive from a YDF Assistant Division Chief.
- B. The youth's parent or guardian is notified and staff shall verify the parent or guardian's identity.
- C. If the youth is released to a representative of a placement facility or to a Probation Department Placement staff, the placement facility or placement staff will notify the parent or guardian of the youth's release.
- D. Verify the youth's identification.

- E. The youth may change out of YDF issued clothing and into their clothing they wore during the Intake process.
 - a. The youth is to sign the property form acknowledging they received their property.
- F. The youth's parent or guardian and Booking staff sign the youth's locator card.
- G. The facilities health care provider (Clinic) is notified when the youth is released for coordination with outside agencies.
- H. Booking staff will notify Behavioral Health personnel of the youth's release.
- I. The school (El Centro Jr/Sr High) is to be provided a list of all youth released from YDF as provided daily on the Day Sheet.
- J. Booking staff shall review the Release Instructions with the youth and the youth's parent or guardian.

Attachments - Release Instructions

Amends/Replaces Previous Order - Release Procedures, July 2001

Authorized By


Dave Semon, Division Chief

Date

11/19/19



COUNTY OF SACRAMENTO Probation Department

9601 KIEFER BOULEVARD, SACRAMENTO, CALIFORNIA 95827
TELEPHONE (916) 876-9304
FAX (916) 875-5196



LEE SEALE
CHIEF PROBATION OFFICER

RELEASE INSTRUCTIONS YOUTH DETENTION FACILITY EXIT PLAN

Youth's Name: _____ DOB: _____

Parent/Guardian: _____ Phone Number: _____

Relationship to Youth: _____

Address: _____

School Attending: _____

Destination: (circle one) Home Placement DCFAS Other _____

Booking staff: Please check all that apply

<input type="checkbox"/> Home Supervision Program	<input type="checkbox"/> Behavioral Health Release Instruction Form
<input type="checkbox"/> Electronic Monitoring	<input type="checkbox"/> Medical Discharge Summary
<input type="checkbox"/> Promise to Appear 629 WIC	<input type="checkbox"/> Contact Probation Officer as Directed by Court

Youth Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Booking Staff Signature: _____ Date: _____