

YTC Off-Campus Excursions

1307.1 PROCEDURE

1307.1.1 CRITERIA TO ATTEND EXCURSIONS

An Excursion Request form shall be submitted by the staff (i.e., Youth Transition Campus (YTC) Officer, School Staff, etc.) in charge of organizing the outing, to the Cottage Supervisor and Division Chief of the campus. The officer coordinating the excursion shall utilize the Excursion Eligibility Tracking form to ensure the following are met:

- (a) Youth must have completed at least half of their commitment. Officers must check and verify youth's release date to ensure that the youth chosen for the excursion will still be in custody at the time of the excursion
- (b) Youth must consistently maintain good behavior in all aspects of the program for at least four (4) weeks. Officers shall coordinate with the schoolteachers and Stabilization Treatment Assessment and Transition (STAT) Team members to obtain this information
- (c) Officers shall check with other officers and verify the gang affiliation (in gang log) and possible gang rivalry between the selected youth before the excursion
- (d) Officers shall check that any youth selected for the excursion does not have a scheduled court appearance, medical appointment, or any re-entry meeting on the day of the excursion
- (e) Before the excursion, officers shall coordinate with the clinic to check if any of the youth are taking medications. If yes, verify if the medication(s) shall be administered before or after the excursion. Also noteworthy, some medications cannot be missed unless approved by the youth's doctor
- (f) Officers must ensure appropriate transportation is secured ahead of time before the excursion
- (g) If the excursion is scheduled during school hours, the school principal shall be notified of the absence
- (h) The Division Chief and the Cottage's Supervisor will be notified of the excursion. On the excursion day, the Watch Commander and Central Control should be notified and provided with all the pertinent information regarding the excursion, including a list of staff and youth attending the excursion
- (i) Before departing, the coordinating officer shall create and submit an excursion agenda to the Cottage Supervisor
- (j) On the day of the excursion, the accompanying officer shall take along a folder with booking sheets for all youth attending the excursion. The booking sheet shall include a current photo of the youth, any identifying marks on the youth and updated pertinent information such as names of guardians, emergency contact information, their home address and phone numbers where they can be reached. The folder shall be in the possession of the accompanying officer at all times as it contains highly confidential information. If the folder is ever lost, the Division Chief shall be notified immediately

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- (k) The excursion group should make every attempt to return to the campus before or after shift change has been completed

1307.2 TO OBTAIN FUNDING FOR THE EXCURSION

- (a) A request must be submitted to the office sponsoring the excursion (such as Healing Opportunities and Personal Empowerment (H.O.P.E.), Asset, Youth Inmate Welfare funds, education, etc.) at least four (4) weeks in advance. It must include the Excursion Agenda, how many youths will be in attendance, a tentative list of youths attending, and what the funds are required for
- (b) A vehicle for the excursion shall be reserved through the campus's Vehicle Coordinator and inspected of the event for safety and security issues