

YTC Release of Youth

1308.1 PROCEDURE

1308.1.1 YTC COMMITMENT RELEASES

- (a) Urban Camp Commitments: Two weeks before the release of an Urban Camp youth, the Re-entry Officer shall schedule a Re-Entry meeting. The Re-Entry meeting shall include the youth, youth's parent/guardian(s), Casework Probation Officer (PO), Stabilization Treatment Assessment and Transition (STAT) team, Alcohol and Other Drug (AOD) Counselor, School Counselor, School Transition Technician, and other wraparound team members that are essential to be in the meeting. During the meeting, the youth's aftercare plan will be prepared, reviewed, and discussed and the youth will be notified of their release date. The parent/guardian(s) will be informed by the Re-entry Officer to make pick-up arrangements for the youth on the day of the release. A release notification shall also be sent to the cottage's Supervising Probation Officer (SPO) and Senior Probation Officer (SrPO). [Note: The youth is also informed of his release date on the day of his intake with the Re-Entry Officer]
- (b) HOPE Commitments: At the youth's Disposition Hearing, a Review Hearing is set for 6 months. A month before the Review Hearing, the Re-entry Officers shall schedule a Re-Entry meeting. The Re-Entry meeting shall include the youth, youth's parent/guardian(s), Casework PO, STAT team, AOD Counselors, School Counselor, School Transition Technician, and other wraparound team members that are essential to be in the meeting. During the meeting, the youth's commitment shall be reviewed and a recommendation will be made regarding the youth's release date
- (c) The day prior to the release, the Intake Officer shall email the Intake/Release sheet to the Youth Transition Campus (YTC) Division Chief of Administrative Services, Supervisors, and Senior Probation Officers. In addition, the email shall be sent to Booking, the Clinic, STAT Team, and the School Administration staff
- (d) The night prior to the release, the cottage's shift leader shall offer youth a courtesy phone call(s) to their parent/guardian(s) to confirm the release. Parent/guardian(s) are to be informed to report to the YTC lobby any time after 8:00 am. [NOTE: Should youth be released from Court via court order, the Intake Officer will need to verify release information with Booking]
- (e) When the parent/guardian(s) arrives at the time of release, Booking will notify Central Control, who will then notify the cottage's shift leader of the release. If the parent/guardian(s) does not arrive to pick up the youth, booking staff shall notify the Watch Commander. (See Release of Youth Procedure)
- (f) Upon the arrival of the parent/guardian(s), the cottage's shift leader shall then instruct youth to collect any bedding and clear their room of any personal property. The Shift Leader shall complete an Exit Summary contact in the Probation Case Management System (PCMS)

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- (g) The cottage's shift leader shall notify Central Control when the youth is ready for release. Once Central Control clears movement for safe passage, youth will be directed to proceed to Central Control
- (h) Central Control shall verify youth's identity by confirming their wristband information with their personal information on their Face Sheet
- (i) The youth will proceed to the clinic and verify if they have any medications they need to take upon release before proceeding to the intake area. Once cleared by the clinic, the youth will proceed to the intake area to complete the release process
- (j) The youth shall be escorted to the lobby where the youth will be released
- (k) Upon release, the cottage's officer will update the movement log and Central Control will update the campus count