

## YTC Intake

### **1310.1 PURPOSE AND SCOPE**

The San Diego County Probation Department recognizes the importance of each youth to outline the specific roles and responsibilities of officers and staff from different offices all working collaboratively with the youth to ensure a smooth Intake process. The Procedure will also identify the collaborative duties and responsibilities of officers and staff from different offices to ensure a smooth Intake process.

### **1310.2 POLICY**

It is the policy of the San Diego County Probation Department to provide a structured process from the time the youth is Court ordered a campus commitment up to the time when the youth is classified and safely housed in an appropriate cottage.

### **1310.3 REFERENCES**

For further guidance see the YTC Intake Unit Procedure