
YTC Intake

1310.1 PROCEDURE

1310.1.1 COURT ORDERED TRANSITION CAMPUS COMMITMENT

Once the Court has ordered a youth to complete a commitment at the Youth Transition Campus (YTC), the following procedures shall be followed:

- (a) The Court Officer shall contact Central Control to notify them of the new YTC court commitment. Central Control shall then notify the Intake/Orientation Officer of the new commitment
- (b) The Intake/Orientation Officer will ensure all youth entering YTC from Court proceed through the body scanner before starting booking process. (See Body Scanner Policy)
- (c) The Intake/Orientation Officer shall process the youth through booking in accordance with the Booking, Intake, and Release Policy
- (d) To determine an appropriate cottage, the Intake/Orientation Officer shall review all classification information such as age, length of commitment, prior violence, gang information, etc. and confirm with Central Control of the cottage. (See Youth Classification Policy)
- (e) The Intake/Orientation Officer will complete the Prison Rape Elimination Act (PREA) Orientation and ensure the youth is provided with a handbook. (See Youth Orientation Policy)
- (f) The Intake/Orientation Officer shall contact the shift leader of the respective cottage to inform them that they will be receiving a newly committed youth
- (g) Once the booking is complete, the Intake/Orientation Officer shall notify Central Control the youth is ready for movement to the assigned cottage
- (h) If appropriate, the Watch Commander should meet with the youth to mediate any possible gang/peer conflict in the same cottage. The Stabilization Treatment Assessment and Transition (STAT) Team should be notified by the Watch Commander and participate in the mediation process, if deemed appropriate by the Watch Commander
- (i) Upon entry into the cottage, the shift leader, or designee, shall update the movement/count log and place the youth's face sheet and any pertinent medical information in the Face Sheet Binder
- (j) After youth is escorted to the assigned cottage, the booking staff shall notify the youth's parent/guardian(s)
- (k) Before the end of the shift, the cottage shift leader shall exert best efforts to provide the youth with an initial phone call to their parent/guardian(s)