
Youth Reception

501.1 PURPOSE AND SCOPE

The San Diego County Probation Department has a legal and standardized process for the reception of youths into this facility and the admittance should be conducted in a respectful, humane, trauma-sensitive, and culturally cognizant manner, responsive to the language and literacy needs of youths. This policy establishes guidelines for security needs, the classification process, identification of medical/mental health issues, and the seizure and storage of personal property (15 CCR 1350).

501.2 POLICY

This department shall use the following standardized procedures when receiving youths admitted into this facility. This is to ensure security within the facility and that youths are properly admitted and afforded their applicable rights.

501.3 PRE-ADMISSION SCREENING

All youths shall be screened prior to admission to ensure the youth is medically acceptable for admission (see the Youth Screening and Evaluations Policy) and that all attached paperwork is present to qualify the youth for admission. Required paperwork may include:

- (a) Custody reports.
- (b) Probable cause declarations.
- (c) Petitions/Warrants/Indictments/Interstate Compact verification for Juveniles or court orders.
- (d) Victim notification information.
- (e) Special needs related to religious practices, such as diet, clothing, and appearance (see the Religious Programs Policy).
- (f) Accommodation requests related to disabilities (see the Youths with Disabilities Policy).
- (g) Information regarding suicidal statements or actions.
- (h) Risk assessment of detention criteria that considers the least restrictive environment (15 CCR 1350).
- (i) Information regarding the reasons and conditions for temporary detention of a youth taken into custody under the provisions of Welfare and Institutions Code § 628.

Any discrepancies or missing paperwork should be resolved before accepting the youth for admission from the arresting or transporting officer.

Prior to accepting custody of a youth who claims to have been arrested due to a mistake of the youth's true identity or a youth who claims that identity theft led to the issuance of a petition/warrant/attachment/indictment in the youth's name, staff shall make reasonable efforts to

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investigate the youth's claim of identity fraud or mistake. Staff shall notify a supervisor when a youth makes a claim of mistaken identity or identity fraud.

501.3.1 IMMIGRATION DETAINERS

No youth should be held based solely on a federal immigration detainer under 8 CFR 287.7 (Government Code § 7284.6).

Notification to a federal authority may be made prior to release of a youth who is the subject of a notification request only when permitted by the California Values Act (Government Code § 7282.5; Government Code § 7284.6).

Prior to providing notice to a federal authority regarding the pending release of a youth, authorization shall be obtained from the Division Chief.

501.3.2 NOTICE TO YOUTHS

Youth in custody shall be given a copy of documentation received from ICE regarding a hold, notification, or transfer request along with information as to whether the Department intends to comply with the request (Government Code § 7283.1).

If the Department provides ICE with notification that a youth is being, or will be, released on a certain date, the same notification shall be provided in writing to the youth and to the youth's attorney or to one additional person whom the youth may designate (Government Code § 7283.1).

501.3.3 ICE INTERVIEWS

Before any interview between ICE personnel and an individual in custody for civil immigration violations, the Department shall provide the youth with a written consent form that explains the purpose of the interview, that the interview is voluntary, and that the youth may decline to be interviewed or may choose to be interviewed only with the youth's attorney present. The consent form must be available in the languages specified in Government Code § 7283.1.

501.3.4 IMMIGRATION INQUIRIES PROHIBITED

Officers shall not inquire into a youth's immigration status for immigration enforcement purposes (Government Code § 7284.6).

501.3.5 INTERSTATE COMPACT FOR JUVENILES

When the admission officer identifies a youth whose residence is in another state and the youth is wanted, the Watch Commander will notify the state's Department of Justice, Interstate Compact for Juveniles Office, which will coordinate the return/transfer of the youth to the youth's home state. The Interstate Compact for Juveniles Office will provide proper supervision or return of juveniles, delinquents, and status offenders who are on probation or parole and may have absconded, escaped, or run away from supervision and control, and in doing so, endangered their own safety and/or the safety of others.

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501.4 SEARCHES BEFORE ADMISSION

All youths and their property shall be searched for contraband by the admitting officer before being accepted for admission (see the Searches Policy). All contraband items will be handled according to facility policy. Items of possible evidentiary value may be turned over to the arresting or transporting officer for processing or processed according to the facility's rules for handling evidence. Approved personal property and clothing will be accepted. Items not approved will be returned to the arresting or transporting officer before the youth is accepted for admission. A description of the items returned to the transporting officer shall be documented on the youth's admission record.

Strip searches shall be conducted in accordance with the Searches Policy.

501.5 ADMISSION PROCESS

Immediately upon admission and no later than 2 hours thereafter, the probation officer shall notify the public defender's office or the indigent defense provider for the county that the youth has been taken into custody (Welfare and Institutions Code § 627(c)).

A unique admission number shall be obtained specific to the admission. Photographs and fingerprints shall be taken.

The admission process shall attempt to gather a comprehensive record of each youth, including:

- Identifying information, including name and any known aliases or monikers.
- Youth's gender identity, preferred name, and preferred gender pronoun (15 CCR 1352.5).
- Current or last known address and telephone number.
- Parent or guardian information and notification information.
- Date and time of the petition/warrant/attachment/indictment.
- Date and time of admission.
- Name, rank, agency, and signature of the arresting officer and transporting officer, if different.
- Health insurance information.
- Legal authority for confinement, including specific charges, arrest petition/warrant/attachment/indictment information, and court of jurisdiction.
- Sex (facility staff shall not conduct physical searches of any youth for the purpose of determining the youth's anatomical sex (15 CCR 1352.5)).
- Age.
- Date and place of birth.
- Race.
- Height and weight.
- Occupation and current or most recent employment.
- Education level, last grade completed, and last school attended

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- Preferred emergency contact, including name, address, telephone number, and relationship to youth.
- Driver's license number and state where issued, state identification number, or passport number.
- Social Security number.
- Additional information about special custody requirements or special needs.
- Local, state, and federal criminal history records.
- Photographs, fingerprints, and notation of any marks or physical characteristics unique to the youth, such as scars, birthmarks, deformities, or tattoos.
- Medical, dental, and mental health screening records, including suicide risk (15 CCR 1329; 15 CCR 1350; see also the Suicide Prevention and Intervention policy, and related procedures).
- Inventory of all personal property including clothing, jewelry, and money.
- A record of personal telephone calls made at the time of admission or the time the opportunity was provided to place calls if the calls were not made.

Inventoried items of rare or unusual value should be brought to the attention of a supervisor. The youth's signature should be obtained on the admission record and on any forms used to record money and property.

The admittance process shall also include (15 CCR 1350):

- Screening for physical and behavioral health and safety issues, intellectual or developmental disabilities;
- Screening for physical and developmental disabilities in accordance with 15 CCR 1329, 15 CCR 1413, and 15 CCR 1430;
- Contact with Regional Center for the Developmentally Disabled for youth who are suspected or identified as having a developmental disability, pursuant to 15 CCR 1413; and,
- Procedures consistent with 15 CCR 1352.5.

501.5.1 LEGAL BASIS FOR DETENTION

Youths admitted to the facility and the youth's parent/guardian shall be notified of the official charge for the detention or the legal basis for the confinement, in a language they understand.

501.5.2 PROHIBITIONS

The Watch Commander is responsible for ensuring only youths who can be lawfully admitted into the facility are accepted. Those generally prohibited for admission include non-offenders transported to the facility due to no fault of their own (e.g., abuse, neglect, abandonment). Some status offenders may not be accepted for admission unless their detention is pursuant to the core requirements of the federal Juvenile Justice and Delinquency Prevention Act (JJDP) (see the Status Offenders and Non-Offenders Policy).

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Youths under the age of 12 years will not be accepted into custody unless there are allegations of murder or certain sexual assaults (Welfare and Institutions Code § 602.1).

501.5.3 ESTIMATED LENGTH OF STAY

Youths admitted to the facility and the youth's parent/guardian shall be notified of the youth's estimated length of stay (15 CCR 1350).

The Chief or the authorized designee shall develop program guidelines that include written screening criteria for inclusion and exclusion from Juvenile Camps and post-dispositional programs. The procedure shall include youth advisement of the program guidelines (15 CCR 1350).

501.5.4 MEDI-CAL ELIGIBILITY AND ENROLLMENT

The Chief or the authorized designee shall establish procedures for collecting Medi-Cal eligibility information and enrollment of eligible youths (15 CCR 1324).

501.5.5 FOOD UPON ARRIVAL

The Watch Commander or the authorized designee is responsible for ensuring youths are offered food upon arrival at the facility (15 CCR 1350; 15 CCR 1460).

501.6 TRANSITION FROM RECEPTION TO GENERAL POPULATION

The Watch Commander is responsible for ensuring only youths who qualify are placed into general population or housing. Those being admitted with clearance paperwork but who are not ready for placement into general population shall be monitored for risk and needs assessment under the Youth Screening and Evaluations Policy.

Youths placed into housing will be provided orientation under the Youth Orientation Policy.

501.6.1 MONITORING FOR SIGNS OF INTOXICATION AND WITHDRAWAL

Staff shall respond promptly to medical symptoms presented by youths to lessen the risk of a life-threatening medical emergency and to promote the safety and security of all persons in the facility.

Staff should remain alert to signs of drug and alcohol overdose and withdrawal, which include but are not limited to sweating, nausea, abdominal cramps, anxiety, agitation, tremors, hallucinations, rapid breathing, and generalized aches and pains. Any staff member who suspects that a youth may be suffering from an overdose or experiencing withdrawal symptoms shall promptly notify medical clinic and the supervisor, who shall verify that the appropriate medical staff has been notified (see the Youth Screening and Evaluations Policy) (15 CCR 1431).

Any youth who is intoxicated and/or experiencing progressive or severe intoxication or withdrawal shall be immediately medically evaluated (15 CCR 1431). Intoxication beyond four hours from the time of admission shall require a medical evaluation (15 CCR 1431).

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501.6.2 YOUTH SEPARATION

Youths should be kept separate from the general population during the admission process. Newly admitted youths should be separated according to the facility's classification plan (see the Youth Classification Policy).

501.7 YOUTH PROPERTY CONTROL

All property received from youths at the time of admission shall be inventoried. A receipt should be signed by the youth and the admitting officer and referenced to the admitting number before the admission is completed. The original copy of the property receipt will be retained and placed in the youth's file and/or with the property (15 CCR 1350). A second copy will be presented to the youth at the time of admission.

Excess personal clothing shall be mailed to, picked up by, or transported to designated family members or to a person of the youth's choosing, or stored in containers designed for this purpose.

501.7.1 VERIFICATION OF YOUTH'S MONEY

All money belonging to the youth and retained by the admitting officer shall be verified in front of the youth. When possible, the youth should initial the dollar amount on the admission sheet. All money should be placed in a separate envelope and sealed.

Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. Jewelry and other small property should also be sealed in an envelope. All envelopes should clearly indicate the contents on the front. The person sealing it should initial across the sealed flap. Should any money be withdrawn or added to the cash envelope, the person making the change shall enter the new amount below the original entry and initial it. The total amount of money in the envelope should always be computed and written on the outside of the envelope.

501.7.2 PROPERTY STORAGE

All youth property should be stored in a secure storage area (15 CCR 1350). Only authorized personnel may access the storage area and only to deposit or retrieve property, or to conduct duly authorized work, including maintenance and other duties as directed by the Division Chief.

501.8 TELEPHONE CALLS

Every youth detained in this facility shall be entitled to at least two free phone calls within one hour of admittance unless physically impossible and no later than three hours after arrest (15 CCR 1350; Welfare and Institutions Code § 627). The calls may be of a duration that reasonably allows the person to make necessary arrangements for matters that the person may be unable to complete as a result of being detained. The calls are not intended to be lengthy conversations, and the custody staff may use their judgment in determining the reasonable duration of the calls. If it is determined that the youth is the custodial parent with responsibility for a minor child, the youth shall be entitled to make such additional telephone calls as reasonably necessary to arrange care for the minor child.

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Every youth shall be advised that these telephone calls include one completed call to a parent, a guardian, a person standing in loco parentis, a responsible relative, or the youth's employer, and another completed call to an attorney. It is a misdemeanor to willfully deprive a youth of their right to make such telephone calls (Welfare and Institutions Code § 627).

501.8.1 TELEPHONE CALL PROCEDURES

The Department will pay the cost of local calls (Welfare and Institutions Code § 627). Long-distance calls will be paid by the youth, using calling cards or by calling collect.

Calls between the youth and the youth's attorney shall be deemed confidential and shall not be monitored, eavesdropped upon, or recorded.

501.8.2 ONGOING TELEPHONE ACCESS

Ongoing telephone access for youths who are housed at this facility will be in accordance with the Youth Telephone Access Policy.

501.9 SHOWERING AND CLOTHING EXCHANGE

The admittance process for youths shall include the offer of a shower (15 CCR 1350). Youths should be allowed to shower before being dressed in clean facility clothing (15 CCR 1350). Showering should occur before a youth is transferred from the temporary holding area to general population housing (see the Youth Hygiene Policy).

Facility staff shall permit youth to dress and present themselves in a manner consistent with their gender identity, and shall provide youth with the institution's clothing and undergarments consistent with their gender identity (15 CCR 1352.5).

Consistent with the facility's reasonable and necessary security considerations and physical plant, facility staff shall make every effort to ensure the safety and privacy of transgender and intersex youth when the youth are using the bathroom or shower, or dressing or undressing (15 CCR 1352.5).