
Admittance Procedures

937.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures for the admittance of youth into Riverside County juvenile detention facilities. This policy applies to all juvenile facility staff.

937.1.1 DEFINITIONS

Definitions related to this policy include:

Intake health screening - A defined, systematic inquiry and observation of every youth booked into a juvenile facility, conducted at the time of booking by either on-site health care staff or trained youth supervision staff.

Medical clearance - Clearance obtained from on-site health care staff prior to booking any youth with known health problems (including a youth who is known or suspected of having ingested an intoxicating substance).

"OK to book" - A written statement prepared by a physician verifying a youth's health status is satisfactory for detention. (Note: This document shall be obtained when on-site health care staff do not authorize a medical clearance for detention).

Interstate Compact for Juveniles - The compacting states to this Interstate Compact recognize that each state is responsible for the proper supervision or return of juveniles, delinquents, and status offenders who are on probation or parole and who have absconded, escaped, or run away from supervision and control and in so doing have endangered their own safety and the safety of others. The compacting states also recognize that each state is responsible for the safe return of juveniles who have run away from home and in doing so have left their state of residence. The compacting states also recognize that Congress, by enacting the Crime Control Act (4 U.S.C. Sec. 112), has authorized and encouraged compacts for cooperative efforts and mutual assistance in the prevention of crime. Refer to Section 1400 of the Welfare and Institutions Code (WIC).

937.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15, Article 5, §§ 1324, 1350, 1360, 1430, 1431 & 1453;
- Crime Control Act 4 United States Code § 112;
- Juvenile Facility Services Policies: Policy and Procedures Manual; Safety Checks; Suicide Prevention Program; Personal Property; Custody Commitment Time; Classification; Orientation; Searches; Management of Tuberculosis; Medical Clearance/ Intake Health Screening; Standard Facility Clothing Issue; and Issue of Personal Care Items.
- Interstate Compact For Juveniles;

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- Welfare and Institutions Code §§ 207, 209, 210, 300, 324, 601, 602, 625-631, 707 (b), 777, 778, 885 & 1400; and
- Assembly Bill 22644.

937.3 POLICY

Admittance of a youth into juvenile detention facilities shall follow established regulations as set by the Board of State and Community Corrections (BSCC).

937.4 ADMITTANCE ELIGIBILITY

The detention control officer (DCO) shall ensure only youth who fall under one or more of the following provisions shall be admitted into a juvenile detention facility:

- (a) Sections 602, 777 or 778 WIC;
- (b) Out-of-county warrants, only after the responsible county requests a courtesy hold. Refer to Section 324 WIC;
- (c) Out-of-state warrants, only after the responsible state requests a courtesy hold, per the Interstate Compact for Juveniles; and,
- (d) Out-of-state (non-delinquent) runaways, only after the DCO verifies the youth's status is active, per the Interstate Compact for Juveniles and Section 207 (b) (1) and (2) WIC.

Law enforcement officers who contact a juvenile detention facility regarding youth who come within the provisions of Sections 300 or 601 WIC and are a California resident shall be referred to the appropriate agency or community resource.

937.5 REQUIRED PAPERWORK

The law enforcement officer/probation officer shall provide the following paperwork at the time of booking:

- (a) When a youth is being booked on new charges:
 1. A copy of the (initial) police report;
 2. A probable cause statement;
 3. The application for juvenile court petition (J132 long); and,
 4. The juvenile detention disposition report.
- (b) When a youth is being booked on a warrant:
 1. A copy of the active warrant or a court order authorizing a warrant;
 2. A warrant abstract (the DCO can obtain this from the warrant bank);
 3. The application for juvenile court petition (J132 short); and,
 4. The juvenile detention disposition report.
- (c) When a youth is being booked as an out-of-state (non-delinquent) runaway:
 1. Contact information for the youth's parents/legal guardians;

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2. A missing person's report or a California Law Enforcement Telecommunications System (CLETS) printout;
 3. The application for juvenile court petition (J132 short); and,
 4. The juvenile detention disposition report.
- (d) When a youth is being booked on a violation of probation (VOP) Section 602/777 WIC:
1. A Memorandum Override form signed by their supervising probation officer (SPO);
 2. The application for juvenile court petition (J132 short); and,
 3. The juvenile detention disposition report.
- (e) When a youth is being booked on a change of circumstance Section 778 WIC:
1. The application for juvenile court petition (J132 short); and,
 2. The juvenile detention disposition report.
- (f) When a youth is removed from a county treatment program, the DCO shall ensure the following paperwork is retrieved from the sending facility:
1. The application for juvenile court petition (J132 long for new charges) (J132 short for failure to adjust/change of circumstance/removal);
 2. The initial incident report for new charges to be filed; and,
 3. The juvenile detention disposition report.

When a youth is being booked on a School Threat Assessment and Response (STAR) related offense, the DCO shall refer to the STAR protocol to ensure necessary documentation/information is received from law enforcement.

937.6 DCO RESPONSIBILITIES

The DCO, upon receiving a youth, shall ascertain the youth's name and date of birth and verify this information in the Client Management System (CMS). If the youth is from another county or state, the DCO shall verify the youth's information with the local police or probation department that has jurisdiction.

The DCO shall check for the following:

- (a) Active warrant(s); if a warrant exists, serve this warrant immediately. The youth shall only be released by a court order;
- (b) Probation status;
- (c) Previous admittances;
- (d) Escapes from placement;
- (e) Ward of the court status;
- (f) Parental rights verified in court imaging (Sections 602 and 300 WIC); and,

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- (g) Any other pertinent information.

937.6.1 INTAKE HEALTH SCREENING

As part of the Suicide Prevention Protocol, the DCO shall ensure the officer acknowledges the question on the Application for Petition regarding past and/or present suicidal ideation/thoughts. The DCO shall conduct a telephone interview with the youth's parent(s)/legal guardian(s) and complete the Parent/Legal Guardian Telephone Interview form (attachment).

Prior to booking, the DCO shall notify the on-site health care staff, if on duty, to complete an intake health screening. If on-site health care staff are off duty, the DCO shall complete the intake health screening. The DCO shall not accept custody of the youth from law enforcement prior to completion of the intake health screening. Refer to Juvenile Facility Services Policy: Medical Clearance/ Intake Health Screening.

All youth shall be visually examined for evidence of injury, illness, physical abuse and/or substance abuse as part of the intake health screening. Only an on-site health care staff can provide a medical clearance, otherwise an "ok to book" shall be obtained from an outside physician prior to booking any youth who is:

- (a) Known or suspected to have ingested or appears to be under the influence of a drug or intoxicating substance that could result in a medical emergency (to the extent they are a threat to their own safety or the safety of others);
- (b) Ill or injured;
- (c) Unconscious/ semi-conscious;
- (d) Pregnant; and/or
- (e) Showing evidence of a physical altercation.

If the DCO has determined that an "ok to book" is required and a medical clearance cannot be obtained from on-site health care staff:

- (a) The DCO shall clearly note on the TB Screening form the reason for the "ok to book" requested;
- (b) The DCO shall give law enforcement the pink copy of the TB Screening form; and,
- (c) Law enforcement shall take the youth to a medical facility to obtain an "ok to book" from an outside physician.

If the law enforcement officer refuses to obtain an "ok to book," the DCO shall:

- (a) Refuse to accept custody of the youth until the issue is resolved;
- (b) Notify the DO immediately; and,
- (c) Prepare an incident report stating the facts.

The DO shall include the following information in the duty log: youth's name, client identification number (CID), and reason(s) the "ok to book" is required.

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937.6.2 SEARCHES

Once the youth has been medically cleared for booking and in the presence of law enforcement or the probation officer, the DCO shall:

- [REDACTED]
- (b) The youth's restraints shall be removed and returned to the law enforcement officer/probation officer; and,
- (c) The DCO shall search the youth's personal belongings:
 1. All personal items such as jewelry, wallets, cell phones, belts, etc., shall be retrieved from the youth and secured.
 2. The DCO shall be responsible for taking inventory and documenting all monies and valuables in a youth's possession including but not limited to backpacks, suitcases, purses, etc.

■ [REDACTED]

■ [REDACTED]

937.6.3 PRECAUTIONS

The DCO may place the youth in a temporary holding room for a short period of time while the DCO continues other detention control activities. If the youth is placed in a temporary holding room, staff shall maintain supervision in accordance with Juvenile Facility Services Policy: Safety Checks until the youth is removed from the holding room.

Any youth charged with a crime listed as a 707 (b) WIC offense, or in accordance with each facility's protocol, shall be shackled during the admittance process. In addition, all youth under the influence and those exhibiting hostile behavior shall be shackled during the admittance process.

937.7 TELEPHONE CALLS

All youth shall have access to a telephone, in accordance with the provisions of Section 627 WIC. DCO shall verify parental/legal guardianship rights in court imaging (Sections 602 and 300 WIC):

- (a) The DCO shall advise the youth of their right to complete two free telephone calls; one call completed to the youth's parent(s)/legal guardian(s), a responsible relative, or his/her employer and another call completed to an attorney.
- (b) Except under extenuating circumstances, telephone calls shall be completed within one hour after admittance.
- (c) Authorized telephone calls that are not completed during the admittance process, shall be followed up by unit staff. The DCO shall notify the unit staff that calls were incomplete by documenting in the youth's detention contacts.

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As required by AB 2644, the DCO shall notify the public defender within 2 hours of all new admissions.

937.8 DETAIN/RELEASE DECISION

The DCO shall complete the admittance process and determine whether the youth shall be detained or released. Only a SPO can authorize a release. The DCO shall make a decision based upon the following:

- (a) The detention intake assessment in the CMS:
 - 1. Youth shall score at least ten points or a SPO override shall be required for detention.
 - 2. Youth who score ten points or higher shall not be eligible for release,
 - 3. SPO overrides, for detention, shall include the SPO's name, employee identification (ID) number and justification on the detention intake assessment in the CMS.
- (b) The nature of the charges being filed; and
- (c) The youth's probation status/history.

For home supervision release;

- (a) If it appears a youth does not require detention, but could benefit from supervision, the DCO has the option of releasing the youth under the terms of a home supervision contract.
- (b) The DCO shall obtain approval from a SPO, to place a youth on home supervision. Refer to Section 628.1 WIC.
- (c) Youth eligible for release on home supervision shall score at least five points or higher on the detention intake assessment.

A youth may be released as a result of the admittance process pending any further action by the probation department. When considering detention or release, the DCO shall obtain approval from a SPO.

937.9 ADMITTANCE REQUIREMENTS

The following shall be completed on all detained youth during the admittance process:

- (a) The DCO shall read the Miranda Warning to the youth;
- (b) The youth's information shall be entered/updated in the CMS;
- (c) The juvenile admittance packet in the CMS, which includes, but is not limited to:
 - 1. Juvenile Detention Orientation Handbook;
 - 2. Oleoresin Capsicum (OC) Warning Form;
 - 3. Right to Religious Services and/or Religious Counseling;
 - 4. Grievance Procedure;

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5. Prison Rape Elimination Act (PREA) Advisement;
 6. Medical Record;
 7. Youth Classification Plan;
 8. Behavior Log;
 9. Hearing Report;
 10. Juvenile Detention Intake Assessment;
 11. PREA Screening; and
 12. Juvenile Admittance Slips (Unit, File, Property, Cardex, Cash/Jewelry/Contraband, Mental Health, Health Services/Nursing, School and Release Slip).
- (d) Additional documentation, such as:
1. Intake Procedure for Tuberculosis (TB) Screening form;
 2. Parent/Legal Guardian Telephone Interview form (attachment);
 3. Strip Search/Visual Body Cavity Search Authorization form;
 4. Custody Commitment Time Notification (if applicable); and
 5. STAR related paperwork (refer to STAR protocol).
- (e) Fingerprints;
- (f) Booking photos;
- (g) Massachusetts Youth Screening Instrument (MAYSI);
- (h) Youth shall be given the opportunity to shower;
- (i) Youth shall be offered food upon arrival;
- (j) The DCO staff shall notify the Regional Center for the Developmentally Disabled for youth who are suspected of or identified as having a developmental disability;
- (k) Youth shall be issued clothing and bedding in accordance with Juvenile Facility Services Policy: Standard Facility Clothing Issue;
- (l) Youth shall be issued personal care items in accordance with Juvenile Facility Services Policy: Issue of Personal Care Items;
- (m) Identification wristbands shall be placed on all detained youth:
1. Two wristbands containing the youth's name, date of birth and client identification (CID) number shall be placed on detained youth. One may be removed after the youth's initial court hearing.
 2. An additional wristband shall be placed on all youth with medical problems which could require special care. These include, but are not limited to, seizures, heart problems, high blood pressure, asthma, allergies and pregnancy.
- (n) Parents/legal guardians shall be asked to provide their child's immunization record and to sign a Medical Consent form on their first visit;

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- (o) The DCO shall complete the classification process in accordance with Juvenile Facility Services Policy: Classification;
- (p) Detained youth shall be given an orientation in accordance with Juvenile Facility Services Policy: Orientation; and,
- (q) Youth committed to custody commitment time in a juvenile facility, ordered to the Youth Treatment and Education Center or the Pathways to Success program shall be given an estimated length of stay in accordance with Juvenile Facility Services Policy: Custody Commitment Time.
- (r) Treatment only: Once admitted to the Youth Treatment and Education Center (YTEC) or Pathways to Success (PTS) program the youth shall be given their ordered estimated length of stay along with the YTEC or PTS Induction/Orientation Packet, along with the programs guidelines.

937.10 ADMITTANCE/RELEASE REQUIREMENTS

The following shall be completed on all releasable youth during the admittance/release process:

- (a) The DCO shall read the Miranda Warning to the youth;
- (b) The youth's information shall be entered/updated in the CMS;
- (c) The juvenile admittance/release packet in the CMS, which includes but is not limited to:
 - 1. Detention Control Hearing Report;
 - 2. Detention Intake Assessment; and,
 - 3. Admittance/Release Slip.
- (d) Additional documentation, such as:
 - 1. Intake Procedure for Tuberculosis (TB) Screening form;
 - 2. Parent/Legal Guardian Telephone Interview form (attachment); and
 - 3. Strip Search/Visual Body Cavity Search Authorization form.
- (e) Fingerprints; and
- (f) Booking photos.

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Attachments:

- 1. [Parent/Legal Guardian Telephone Interview](#)