





## San Francisco Juvenile Probation Department

### Juvenile Hall Policy and Procedures Manual

#### Chapter 3 - Admissions, Screening, Classification, and Release

Policy Number:	3.04
Policy Name:	Release, Transfers and Leaves
Authority:	Title 15, 1351, 1400, 1437, WIC: 626, 627, 628
Replaces:	20.01 Release, Transfers and Leaves (05/21/2000)
Effective Date:	January 1, 2019
Revision Date:	October 25, 2018
Related Policies and Procedures:	3.02 - Personal Property 5.03 - Youth Rights and Responsibilities 5.05 - Youth Grievances 8.05 - Counseling and Supporting Youth 8.12 - Bilingual and Multicultural Services 10.08 - Use of Restraint Devices for Movement and Transportation within the Facility 10.10 - Searches 10.11 - Contraband
Related Forms:	Custody Acceptance Form Admissions Form Permanent Release Form Temporary Release Form Youth Handbook
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

## I. POLICY

The Director of Juvenile Hall or designee must develop and implement written policies and procedures for the release of youth from custody which provide for:

- i. Verification of identity/release papers
- ii. Return of personal clothing and valuables
- iii. Notification to the youth's parents or guardian
- iv. Notification to SPY and other JJC medical staff in accordance with Title 15 Sections 1408 and 1437 for coordination with outside agencies
- v. Notification of Woodside Learning Center staff
- vi. Notification of SPY and other mental health personnel.

The Director of Juvenile Hall or designee shall develop and implement policies and procedures for post disposition youth to coordinate the provision of transitional and reentry services including, but not limited to, medical and behavioral health, education, probation supervision, and community-based services. The Director of Juvenile Hall or designee shall develop and implement policies and procedures for the furlough of youth from custody.

## II. PURPOSE

Adhering to proper release procedures is imperative for promoting the safety and security of the youth and staff in and out of the facility. Carefully keeping track of all necessary documentation and ensuring that anyone picking up the youth has proper identification is necessary to ensuring that youth are released into safe circumstances and shall be allowed only as determined by the youth's Probation Officer and the Court.

The time immediately preceding a Permanent Release is the final opportunity for Juvenile Hall Counselors to assist youth in developing a resilient and positive

attitude about his or her time in detention and to promote success upon release.

Confidentiality is a crucial priority throughout the release process and sharing specific information about the release with anyone involved in carrying out the release process may endanger the youth, family, SFJPD staff, or others.

### III. PROCEDURE

The Admissions Counselor shall work with Probation Officers, Unit Counselors, SPY, and other involved agencies (such as law enforcement agencies, group homes, and parents) to coordinate safe and proper temporary and permanent releases and transfers of youth. Unit Counselors shall assist the Admissions Counselor in preparing the youth for release. Juvenile Hall Staff shall ensure that youth are only released when the proper release form procedures have been followed.

For a Permanent Release, Counselors shall ensure that all facility obligations to the youth have been met. Counselors shall also assist the youth in developing a positive sense of closure around his or her time at Juvenile Hall as well as help the youth to prepare for successful next steps following detention.

#### A. Probation Services Staff Responsibilities

- i. The youth's Probation Officer is responsible for key steps in the release of youth [Title 15, 1351]. For more details on the responsibilities of Probation Officers in planning and carrying out releases, see the following Probation Services Policies:
  - a. Probation Services Policy 8.06 – Release
  - b. Probation Services Policy 10.09 – Release to Out-Of-Home Placement

## B. Confidentiality

To protect the safety of all parties, at all points of the release procedure, Counselors and other involved staff shall never share details about the release including date, time, and involved parties other than on a need-to-know basis.

## C. Initiating Release

- i. The Probation Officer will initiate the release process by providing the Admissions Counselor with a Permanent or Temporary Release Form. The Admissions Counselor shall only accept these forms from JPD staff members.
- ii. The Probation Officer shall be responsible to contact the minor's parents or guardians of the pending release.
- iii. The Admissions Counselor shall review the Release Form and ensure that it is filled out completely before filing it.
- iv. The Admissions Counselor shall never, under any circumstances, authorize, initiate, or facilitate the transfer of a youth under the jurisdiction of the Juvenile Court to an Adult Detention or Correctional Facility. If such a request is made, the Admissions Counselor shall report it to the Juvenile Hall Officer of the Day.
- v. The Admissions Counselor shall contact the youth's living unit and inform the Counselors of the youth's release information.

## D. Preparing Youth for Release from a Living Unit

- i. The Unit Counselor shall check the youth's room to make sure all books are removed, that there is no writing or markings on the walls, and that there has been no damage or tampering done to the facility (Policy 10.10 – Searches).

- ii. The youth may not leave until his or her assigned room is clean.
- iii. The Admissions Counselor shall make sure the youth has no Juvenile Hall property in his or her possession upon leaving the facility. In most circumstances this includes Juvenile Hall attire (Policy 3.02 – Personal Property for details).
- iv. Living unit counselors shall notify the Woodside Learning Center of the youth's release.
- v. For Permanent Releases
  - a. Leading up to the youth's release, the Admissions Counselor and Unit Counselors shall ensure that all facility obligations to the youth have been met. This includes ensuring the completion of any pending actions such as claims or grievances (Policy 6.04 – Youth Grievances).
  - b. Counselors shall also assist youth in developing a positive sense of closure with their experiences in Juvenile Hall (see Policy 8.05 – Counseling and Supporting Youth).
  - c. Assigned Unit Counselors shall review the Transition Plan with the youth prior to the release in accordance with Title 15 Section 1355.
  - d. The transition plan shall be developed with input from the family, supportive adults, youth, and Regional Center for Developmentally Disabled including the provisions of Title 15 Section 1413.

## E. Release

- i. The Admissions Counselor shall notify SPY staff in advance of the release to prepare paperwork, discuss any specific medical information relating to upcoming appointments, or medications with the youth's parents or guardians.
- ii. When an individual arrives for the purpose of having a detained youth released from Juvenile Hall to their custody or care, the Admissions Counselor shall check that the name of the individual receiving the youth, the date, and the time all match the information documented on the Release Form provided by the Probation Officer.
- iii. The Admissions Counselor shall check a state issued photo ID for anyone picking up a youth. If the youth is being released to another agency, the agency personnel shall also show verification of his or her identification and authority to receive custody of the youth.
- iv. The Admissions Counselor shall ask the Officer of the Day to coordinate the movement of the youth to the Admissions Office for release.
- v. The Admissions Counselor shall follow the steps for release or transfer of personal property detailed in Policy 3.02 – Personal Property
- vi. The Admissions Counselor shall require that the receiving individual sign the Release Form.

## F. Completing Release

- i. The Admissions Counselor shall record the release information in the Admissions Logbook.

- ii. The Admissions Counselor shall place the youth's Admission Form, Juvenile History Report, and other information in the youth's Juvenile Case File.
- iii. The Admissions Counselor shall sign the Release Order verifying the identity of the youth acknowledging the youth is being intentionally released and then have the youth sign the Release Order.
- iv. The Admissions Counselor shall also ask the Probation Officer to sign the Release Order verifying the identity of the youth acknowledging the youth is being intentionally released [Title 15, 1351 (a)].
- v. For Permanent Releases: The Unit Counselors shall take the youth's name off the current Juvenile Hall count and erase the name of the youth from the unit room assignment sheet. The Unit Counselor shall also make an entry of this in the Unit Logbook.

#### G. Emergency Release

- i. If the youth is to be released for emergency medical reasons, the Officer of the Day or the Director of Juvenile Hall or designee may sign the Release Form in the absence of the youth's Probation Officer.
- ii. When an emergency medical or behavioral health transfer occurs, the Admissions Counselor shall notify the youth's Probation Officer as soon as possible and no later than the next business day.