

TRANSFER OF YOUTH BETWEEN JUVENILE HALL AND ORANGEWOOD

AUTHORITY: Sections 600 and 300 California Welfare and Institutions Code, Administrative Directive

RESCINDS: Procedure Manual Item 3-5-007, dated 8/18/23

FORMS: **Orange County Social Services Agency F063-28-43**
Application for Petition

PURPOSE: To establish standard methods of transferring youth between Juvenile Hall and Orangewood Children's Home for dependent children.

I. GENERAL INFORMATION

- A. Juvenile Hall will accept transfers from Orangewood to Juvenile Hall if a youth has allegedly committed an offense under section 602 of the Welfare and Institutions Code, and the youth meets the detention criteria for admission into Juvenile Hall.
- B. Transfers from Orangewood to Juvenile Hall must be accompanied by an Application for Petition alleging the youth falls within the provisions of section 602 WIC.
- C. In addition, transfers from Juvenile Hall to Orangewood will occur when ordered by the Court or when other circumstances dictate a release to Orangewood.

II. PROCEDURES

- A. For youth being transferred from Orangewood to Juvenile Hall, IRC staff will complete the transfer in compliance with PMI 3-5-001 **Juvenile Hall Intake**.
- B. For transfers from Juvenile Hall to Orangewood, **the release procedure will be as follows:**
 1. **A supervisor shall** verify the existence of a court order directing that the youth be transferred to Orangewood **and facilitate the release**.
 2. In special circumstances, a youth may need to be released to Orangewood after a terminal disposition is approved, or when charges have been dropped, and no parent or guardian can be located. In these circumstances, Control staff will notify a Supervising **Probation** Correctional Officer or Duty Officer to facilitate the release.
 3. For youth going to Orangewood for the first time an **Orange County Social Services Agency** Application for Petition citing Section 300 WIC will be completed.
 4. Control staff will contact Orangewood's Intake Office at 714-935-**6565** as soon as possible to advise and coordinate with Orangewood staff regarding

the transfer. If Orangewood receives adequate advance notice, they may be able to provide assistance to our department in locating a parent for release, if not a court ordered release to Orangewood.

5. Youth will go through normal release procedures **in accordance with PMI 3-5-002 Releases.**
6. Youth medical charts and all medications will accompany the youth to Orangewood.
7. Two **Institutional Security Unit (ISU)** Probation Staff will [REDACTED] [REDACTED] to Orangewood at the pre-arranged time. Youth are [REDACTED] [REDACTED] In [REDACTED] may be used.
8. ISU Probation staff will wait for the **Orange County Social Services Agency Application for Petition to be signed by Orangewood staff. At which point** Orangewood staff will take over supervising the youth.

REFERENCES:

Procedures:	3-5-001	Juvenile Hall Intake
	3-5-002	Releases
	3-5-005	Juvenile Facility Assessment
Policies:	A-1	Policy, Procedure and the Law
	D-6	Transportation of Probationers and Custody Transportation

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APPROVED BY: