

**TRANSPORTATION OF YOUTH DETAINED
AT JUVENILE HALL**

- AUTHORITY:** Administrative Directive
Sections 738 Welfare and Institutions Code
- RESCINDS:** Procedure Manual Item 2-4-105, dated **01/13/16**
- FORMS:**
- | | |
|--|--------------------|
| Release Summary | (Automated) |
| Court Disposition Sheet | (F057-4158) |
| Detention Report | (Automated) |
| Information for Court Officer | (Automated) |
| Medical Unit Order and Treatment Sheet | (F042-20) |
| Petition for Modification | (Automated) |
| Boys/Girls Property Inventory | (F057-6004) |
| Record of Valuables | (F057-6249) |
| Release Authorization | (F057-6226) |
| Temporary Release Form | (F057-6210) |
- PURPOSE:** To facilitate the transportation of youth from Orange County Juvenile Hall to out-of-county and out-of-state destinations. To provide for the transportation of Orange County Juvenile Court youth from other locations to Orange County Juvenile Hall.

I. GENERAL INFORMATION

A. Trips within Orange County

1. To or from private placements or correctional facilities.
2. To medical, dental, psychiatric treatment.
3. To comply with special orders of the Court.
4. To local airports or bus stations facilitating return of youth to their county of residence.
5. To pick up youth flown from other jurisdictions to local airports.
- 6. Other transportation is based on the needs of the facility.**

B. Trips to other Counties

1. Normally limited to Los Angeles, Riverside, San Bernardino, San Diego, Kern, Ventura, Santa Barbara, and Imperial Counties.
2. Pick up youth from Orange County held temporarily at Juvenile Halls in other counties.
3. If legal residence is outside the County of Orange:

- a. Youth will be transported prior to commencement of court proceedings or commitment as ordered by the court.
 - b. **If Court orders the proceedings transferred to the county of the youth's legal residence, the youth will be transported in custody to the Juvenile Hall of that county.**
4. Youth has been committed to and accepted by the **Pine Grove Youth Conservation Camp**.

C. Common situations

1. An Orange County youth (not a ward) is detained in another county and findings are made there with court proceedings transferred to Orange County:
 - a. If detained in a Southern California county, that county will transport to Orange County Juvenile Hall.
 - b. If detained in a Northern California county or out-of-state, and sent by plane, **Facility** Transportation Officers will pick up at [REDACTED] Airport, [REDACTED].
 - c. Costs of transportation to be paid by sending county.
2. An Orange County ward is detained in another county and findings are made there:
 - a. If Orange County requests return of the youth, Orange County will arrange transportation and pay the costs. (active OC warrants)
 - b. If the return of the youth is not requested by Orange County, the sending county will pay for transportation.
 - c. If detained in a Northern California county or out-of-state, and sent by plane, **Facility** Transportation Officers will pick up at [REDACTED] Airport, [REDACTED].
3. An Orange County ward is detained in another county or state and no findings are made. (Transportation arrangements will be made by DPO only if they want the youth returned to Orange County for further action.) The youth must be in custody with pending charges for **Facility** Transportation Officers to transport.
 - a. If the youth is detained in a Southern California county, he/she may be picked up for the field officer at the holding county.
 - b. If the youth is detained in a Northern California county or out-of-state, he/she will be picked up at the airport at the request of the field officer.

- c. Orange County will pay transportation costs.
4. An out-of-county youth is arrested in Orange County, findings made that the youth's residence is in another county, and youth is ordered transported in custody:
 - a. If the residence is in Southern California, the youth will be transported to the Juvenile Hall in the county of residence.
 - b. If the residence county is in Northern California or out-of-state, the youth is transported to the county of residence or to an airport for a flight to county of residence. [REDACTED] will accompany the youth.
 - c. Orange County will pay transportation costs.
5. An out-of-county youth is detained but no petition is filed (i.e., dismissed by Custody Intake or rejected by District Attorney):
 - a. If the residence county is in Southern California, the youth is placed on a bus, **or other reasonable transportation**, to be picked up by parents or a responsible party.
 - b. If the residence county is in Northern California or out-of-state, the youth is placed on a bus or plane for pick-up by parents or a responsible party.
 - c. Parent will pay transportation costs.
6. A youth is arrested in Orange County on a warrant issued by an out-of-county jurisdiction:
 - a. The agency issuing the warrant will make transportation arrangements within five days.
 - b. If the youth is to fly to the destination, [REDACTED] will transport to the airport.
 - c. The jurisdiction issuing the warrant will pay cost of transportation.
7. A youth is arrested in another county or state jurisdiction on an active warrant issued by Orange County:
 - a. If the youth is arrested in California on the warrant, Orange County will make arrangements to have the youth transported **under the following circumstances:**
 1. **Under 400 miles** - [REDACTED] will pick up in **5 calendar days.**
 2. **Over 400 miles** - [REDACTED] will pick up in **5 Court days.**

- b. If the youth is arrested out-of-state on the warrant, Orange County will make transportation arrangements and pick up **the youth** at the airport within five days.
- c. Orange County will pay costs of transportation.

D. Sources of payment for transporting youth.

- 1. The youth's parents, legal guardian, or out-of-County/State Agency may provide a pre-paid ticket.

II. PROCEDURE

A. Ticket purchase

1. Non-county funds

a. Parent, guardian, out-of-County Agency

- (1) Request that a prepaid ticket be purchased.
- (2) Verify that an electronic ticket has been issued with confirmation number on the itinerary with the **transportation** company prior to the youth's release from Juvenile Hall.

2. County funds

a. Travel Arrangements

- (1) If transportation arrangements are to be made for the Transportation Officer or other staff member to accompany the youth in custody, obtain approval and make arrangements in advance **through the Division Secretary**, pursuant to County Travel policies as outlined in Manual Item 1-5-209.
- (2) After the transportation, **save all receipts and invoices for reconciliation. Documents should be uploaded to Expediter or OC Meter as needed.**

- b. If the Transportation Officers require an overnight stay, they **can contact the Division Secretary who has** access to a county credit card to use to book lodging at a hotel or motel.

c. Sack lunches

Juvenile Hall kitchen personnel will prepare sack lunches for youth while on short trips during regularly scheduled meal periods.

B. Responsibilities of **Facility** Transportation Officer

- 1. Arrange and effect safe and efficient transportation of youth.

- a. Coordinate transportation plans with DPOs as needed.
 - b. Make and confirm arrangements.
 - c. Notify parents or other persons responsible for meeting the youth of the estimated arrival time at the destination.
 - d. Complete the transportation log.
2. Obtain release of youth from Juvenile Hall for transportation.
- a. Complete Release Authorization (F057-6226.1) for each youth.
 - b. Obtain a Deputy Probation Officer, Supervising **Probation** Correctional Officer, or an Administrator's signature on the form.
 - c. Present the Release Authorization **form** at Juvenile Hall Control.
 - d. Take custody of youth at Control.
 - e. Take youth to Medical Unit.
 - (1) Medical Unit retains the Medical Unit Order and Treatment Sheet (F042-20.2309)
 - (2) Nurse initials the Release Authorization form and returns it to the Transportation Officer.
 - (3) Medical packet to travel with youth and delivered to receiving agency.
 - f. Take youth to the Intake and Release Center (IRC).
 - (1) Sign the Property Inventory form.
 - (a) Juvenile Hall Booking Clerk retains original.
 - (b) Copy is given to the youth.
 - (2) Sign the "released to" section of the release summary.
3. In-custody transfer of youth to another county when such transfer is ordered by the Court.
- a. The Order of Transfer of Proceedings is prepared by the Juvenile Court Clerk's Department.
 - (1) The clerk at the Special Order desk will notify the **Facility** Transportation Officer when paperwork is completed.
 - (2) Go to the Special Order desk and sign for the court papers.

- b. Deliver the original (or certified copies) of the Court papers to the receiving county's Juvenile Court Clerk.
- c. Obtain a signature for receipt of Court papers when the youth is transported.
- d. Return signed receipt to the file in the **Facility** Transportation Officer's Office.
- e. When the youth is released, send a completed Information for Court Officer to the Probation Department's Court Officer's Clerk.

REFERENCES:

Procedures:	1-5-101	Vehicle Usage by Probation Employees
	1-5-207	Cal Card Policy and Procedures
	1-5-209	Travel Authorization Procedure
	1-5-210	County Travel and Mileage and Other Expenses Claiming Procedure
	2-1-002	Transportation Security
	2-4-101	Custody Intake Referrals
	3-1-018	Operation and Use of County Vehicles
	3-8-013	Temporary Releases and Furloughs Procedures
Policies:	D-4	Handcuffs
	D-5	Arrests
	D-6	Transportation of Clients and Custody Transportation
	G-10	Reimbursement for Meals and Lodging

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APPROVED BY: