

## Transferring Youth Between Juvenile Facilities

### 1041.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures for transferring youth between juvenile facilities. This policy applies to all juvenile facility staff and field deputies assigned to transport in-custody youth.

### 1041.2 POLICY

Youth shall be transferred between Riverside County Probation juvenile facilities when necessary.

### 1041.3 REASONS FOR TRANSFERRING YOUTH

Youth who are in-custody may be transferred to another Riverside County Probation juvenile facility when it is in the best interest of the youth and/or the facility in which the youth is currently detained.

Reasons for transferring youth to another juvenile facility include, but are not limited to, the following:

- (a) Overcrowding/population control;
- (b) Behavior control problems;
- (c) More appropriate program available at another facility;
- (d) Per court order; and
- (e) Safety and security of the youth or others.

When transfers are contemplated, consideration shall be given to the residence of the youth to minimize the inconvenience to their parents/legal guardians in regards to visitation.

### 1041.4 SENDING FACILITY RESPONSIBILITIES

Transfers shall be approved by the duty officer (DO) of the sending and receiving juvenile facilities.

The on-site health care staff of the sending facility shall be informed of the intent to transfer. Youth shall not be sent unless they have been cleared by the on-site health care staff.

The detention control officer (DCO) shall ensure the youth's medical file and medications are sent with each youth being transferred.

The DCO shall generate the following records for each youth from the client management system:

- (a) Intra-County Transfer form; and
- (b) Release slip.

Once arrangements have been confirmed, the name and Client Identification Number (CID) of each youth being transferred and the travel times shall only be given to the following as appropriate:

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- (a) Facility manager(s);
- (b) On-site health care staff;
- (c) DO;
- (d) Control center staff;
- (e) Mental health staff; and,
- (f) Unit staff.

The DCO shall check out youth being transferred in the client management system, on the admittance/release roster, and in the DCO log, as well as update the juvenile facility's population.

The DO shall document the name and CID of each youth being transferred in the duty log and adjust the juvenile facility's population.

### **1041.5 RECEIVING FACILITY RESPONSIBILITIES**

Designated staff of the receiving juvenile facility shall contact the parents/legal guardians by telephone and advise them of the transfer, upon the youth's arrival. Parents/legal guardians shall be given the contact information of the receiving facility and the hours of visitation.

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