



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 5
Classification and Separation
§1351**

Topic Release Procedures

Policy The purpose of this policy is to establish and maintain procedures governing the release of youth from detention

All youth must be positively identified by the staff prior to being released from the facility. Youth identities should be verified using intake records bearing the youth's name, Probation Information Management System (PIMS) identification number, birthdate and photograph, and a facility identification number or a single digit fingerprint match system, if available. Staff shall update the photo in PIMS if necessary.

Before any youth may be released, the following conditions must be met (15 CCR 1351):

- a. The identity of the youth is verified.
- b. All required paperwork for release is present.
- c. All youth should be cleared by a qualified medical and mental health staff member prior to release.
- d. All personal property shall be returned to the youth during the release process. The youth must acknowledge receiving the property by signed receipt. Any discrepancies shall be promptly reported to the On-Duty Officer of the Day and the Admissions Lead staff.
- e. Notify the facility's medical and mental health units of the release (15 CCR 1408; 15 CCR 1437).
- f. Notify the facility's school registrar of the release.

1351.1 POST-DISPOSITION YOUTH

The Superintendent or the authorized designee shall develop and implement policies and procedures for post-dispositional youth that coordinates transitional and reentry services including but not limited to medical and behavioral health (e.g., substance abuse, psychological distress), education, probation supervision, and community-based services (15 CCR 1302; 15 CCR 1351; 15 CCR 1355).

See Procedures Manual on Release Procedures for further information.

1351.2 FURLOUGH YOUTH

The Superintendent or the authorized designee shall develop and implement policies and

procedures for the furlough of youth from custody (15 CCR 1302; 15 CCR 1351; 15 CCR 1355).

See Procedures Manual on Release Procedures for further information.