



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

**ARTICLE 5
Classification and Separation
§1351**

**Procedure
Release Procedure**

1351 PURPOSE AND SCOPE

This policy provides general guidance regarding the Release Procedures for youth.

1351.1 RELEASING YOUTH

If possible, youth who are ordered released by the court will be released at staggered times to avoid congestion in the release area. Youth scheduled for release shall be escorted by the staff to the transfer/release area to begin the release procedure 30 minutes prior to their scheduled release time.

No youth shall be released from custody without On-Duty Officer of the Day (OD) or the authorized designee approval. The Admissions staff shall verify the identity and release date of the youth and complete a warrants check.

If OD is unable to perform a warrants check, staff shall call Sheriff's Office Records to ensure that the youth does not have any active warrants before getting released.

The On-Duty Officer of the Day (OD) or the authorized designee release group supervisor shall sign and date the release paperwork on the same day the youth is to be released.

Youth shall not be released or moved during youth count, change of shift, or at any time that would pose a potential safety threat or disrupt the orderly operation of the facility.

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. The staff shall review the active youth file to verify the validity of the documents authorizing the release. The unit file should also be reviewed for other release-related or pending matters, including:
 1. Youth Log, Assessments, and grade sheets are filed appropriately.
 2. Any pending arrangements for follow-up, such as medications needed, appointments, or referral to community or social resources.
 3. Unresolved grievances, damage claims, or lost property.
 4. School books returned to unit staff.
- c. Youth room should be cleared, cleaned and reviewed by the unit staff prior to release.
- d. All youth should be cleared by a qualified medical and mental health staff member prior to release. Medical staff shall inform the youth's guardian of changes in the youth's medical care or treatment. If applicable, Medical staff shall arrange for the transfer of medicines or medication to the youth or guardian.
- e. 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.
- f. All facility property must be returned by the youth. Any missing or damaged facility property should be documented and promptly reported to the On-Duty Officer of the Day. The youth shall remain in detention until the OD determines whether additional criminal charges should be filed against the youth for the damage.
- g. If the youth was admitted with more than \$20, Admissions staff shall complete the Request for Juvenile Money Refund form and submit the completed form to the Institutions Administrative Secretary. Admissions staff will give the white receipt to the youth.
- h. A forwarding address for the youth should be on file and verified with the youth for return of mail.
- i. Youth on probation or parole should be directed by the staff to report to the probation or parole office immediately upon release. The parole authorities having jurisdiction shall be notified of the youth's expected release date and time (15 CCR 1324).
- j. Notify the Department of Juvenile Justice, Interstate Compact for Juveniles Office (Office) of the youth's pending release if the youth was held pursuant to the agreement with the Office. Interstate movement and transportation for a youth returning to the youth's state of residence shall be coordinated by the Office.
- k. Confirm the identity of the person to whom the youth is being released.
- l. Release any medication to the person to whom the youth is being released.
- m. Obtain a signature or other documentation confirming receipt of the youth.
- n. Notify the youth's parent/guardian if the parent/guardian is not the person to whom the youth is being released.
- o. Notify the facility's medical and mental health units of the release (15 CCR 1408; 15 CCR 1437).
- p. Notify the facility's school registrar of the release. Office of Education personnel shall expedite transfer of school credits. Office of Education personnel and the youth's Probation

Officer shall provide any necessary assistance for transition of the youth back to their home school or to another educational placement.

The housing and Admissions unit count, log books, total population shift counts, and daily Tally Sheet shall be updated after the youth's release. The Admissions Lead staff shall ensure all release documents are complete and properly signed by the youth and the staff where required.

If a youth serves more than 30 days of THD, a Notice of Release must be completed and emailed to Human Services Agency (HSA).

Staff shall update PIMS to indicate that the youth is no longer in custody.

Only the Superior Court shall determine if a youth detained in an Adult Criminal matter is eligible for release on bail.

1351.2 CAMP KEMP RELEASE PROCEDURE

At a weekly Multi-Disciplinary Team meeting, Camp and Probation Services staff, Behavioral Health staff and Office of Education personnel shall review the youth's case, including length of stay and the status of the youth's transition plan. The Probation Officer shall report to whom and where the youth will be released as well as the prospective court calendar date.

The Section Counselor shall notify the youth of their court date. The youth shall complete an autobiographical essay and prepare a farewell speech.

The Probation Officer shall notify the youth's guardian of the youth's anticipated release date and sets up a transition meeting.

The youth shall attend a transition meeting with Camp and Probation Services staff and Behavioral Health staff to review their orders, discuss therapy schedule, programming schedule, personal transition report and make preparations for release or furlough. Whenever possible, the youth's guardian and other significant parties shall attend the meeting.

Office of Education personnel shall expedite transfer of school credits. Office of Education personnel and the youth's Probation Officer shall provide any necessary assistance for transition of the youth back to their home school or to another educational placement if the youth will not be attending school at Camp Kemp.

The youth's Probation Officer shall complete a report to the Court recommending the youth's release.

Medical staff shall clear the youth for release and shall inform the youth's guardian of changes in the youth's medical care or treatment. If applicable, Medical shall arrange for the transfer of medicines or medication to the youth or guardian. Medical shall transfer the youth's health care summary and medical records to the Youth Services Center according to the provisions of the Medical Policy and Procedure Manual.

If the youth has an open mental health case, BHRS shall clear the youth for release and shall inform the youth's guardian of changes in the youth's care or treatment. BHRS shall transfer the youth's records to the Youth Services Center. The youth will continue to receive services from their assigned service provider.

For youth in respite care at Camp Kemp, the weekly Multi-Disciplinary Team shall discuss the conditions of release and set up a plan to maximize the safety of the youth in the community.

See Policy Manual on Release Procedures for further information.