

Intake Screening, Assessment, and Admittance (Title 15, Sections 1350, 1353, 1430, 1431, and 1437, NCCHC)

Effective Date:	4/18/24
Revised Date:	4/18/24
Issuing Authority: Chief Probation Officer	

617.1 PURPOSE:

To establish guidelines for proper screening, assessment, and admittance of youth upon intake at a Juvenile Detention and Assessment Center (JDAC) and/or Secure Youth Treatment Facility (SYTF).

617.2 DEFINITIONS:

Body Piercing: Any puncturing or cutting of the body that creates an opening in which jewelry may be worn.

Cosmetic Items: Any non-permanent or semi-permanent item that is done or made for the sake of appearance such as hair extensions, false eyelashes, acrylic nails, etc.

Community Crisis Response Team (CCRT) Clearance: A mental health assessment completed by the CCRT on a youth who admitted to having thoughts of self-harm or some other altered mental health condition that requires further professional evaluation prior to booking.

Gladys R: A questionnaire completed during booking used to assess whether a youth under the age of 14 has the capacity to understand the wrongfulness of an alleged crime.

Medical Clearance: A clinical assessment of the youth's physical and mental status from a medical provider at a hospital emergency room with documentation indicating the youth's health status for booking into the JDAC or SYTF.

Waiver of Rights: Administered as per W&I Code Section 627.5. The form should be read and discussed by the youth and parents/legal guardian with the Probation Officer providing an explanation of each Constitutional Right. A youth's request to consult with their parents/legal guardian invokes the youth's 5th Amendment right.

Welfare and Institutions Code (W&I) 300 Dependents: Children defined in this section are under the jurisdiction of the Juvenile Dependency Court and Children and Family Services (CFS) who may not be detained in any "secure facility", which includes any San Bernardino County JDAC.

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617.3 GUIDELINES:

- A. All forms listed in this procedure are located in ProbTools.

617.4 RESPONSIBILITIES:

I. All Staff:

- A. Communicate pertinent information regarding victimization, medical or mental health issues, or any ongoing or emergent needs to the respective staff (WC, Medical Services, Forensic Adolescent Service Team (FAST), etc.) immediately and document in Caseload Explorer (CE).
- B. If the youth reports being sexually abused/assaulted within the past seventy-two (72) hours prior to booking:
 - 1. The delivering officer will retain custody of the youth and be responsible for processing the abuse/assault case and/or referring it to the appropriate agency to include:
 - (a) Filing a Child Abuse Report if one has not already been completed.
 - (b) Obtaining a forensic exam from a medical facility with Sexual Assault Nurse Examiners (SANE) or Sexual Assault Forensic Examiners (SAFE) certified personnel.

II. Intake Probation Officer (PO):

- A. Refer to the Intake Criteria Form when receiving phone calls from law enforcement agencies requesting intake clearance at the JDAC.
- B. Complete the Clearance Pre-Approval in CE.
- C. Upon the youth's arrival:
 - 1. Obtain the Intake Clearance Worksheet from the Intake/Release Officer (IRO) and complete.
 - 2. Review the Application for Petition (AFP) and Juvenile Statement of Probable Cause to ensure it is complete and all necessary elements are present.
 - 3. If any of the following situations exist, the intake process must stop until the appropriate medical/mental health documentation/clearance has been received:
 - (a) The youth has an unattended injury or medical condition.
 - i. The delivering officer will retain custody of the youth and the Correctional Nurse will be contacted to conduct an evaluation.
 - ii. If the Correctional Nurse determines additional medical care may be required, the on-site/on-call medical physician/provider will be contacted. The physician/provider will determine if an emergency room medical clearance is required.

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- (b) The youth is exhibiting mental health issues or suicidal ideations.
 - i. The delivering officer will retain custody of the youth and be instructed to contact CCRT between the hours of 7:00 am and 10:00 pm for an evaluation and recommendation. If after hours, contact FAST standby.
 - ii. Notify the area supervisor.
- 4. Once the youth is searched and cleared to enter the facility, obtain a legible signature from the delivering agency on the Intake Clearance Worksheet. Submit the completed Intake Clearance Worksheet and any additional paperwork (CCRT, Medical Clearance, etc.) to the IRO.
- D. After the youth has been accepted into the facility:
 - 1. Administer the Gladys R. Waiver questionnaire if the youth is younger than fourteen years of age.
 - 2. Refer to the Juvenile Interrogation Procedure for juvenile custodial interrogation and waiver of rights process.
 - 3. Conduct an interview with the youth to complete necessary Court reports.
 - 4. All information shall be confirmed with parent(s)/legal guardian(s) as soon as possible, but not to exceed forty-eight (48) hours from entry for accuracy.
 - (a) Advise each youth of the estimated length of their stay and initial Detention/Transfer-In Hearing date.
 - 5. Contact CFS immediately when a youth's status changes from W&I 602 to 300 while in detention pursuant to the Release of Youth procedure. These contacts will be documented in the youth's file in CE.
- III. Intake/Release Officer (IRO) and Probation Corrections Officer (PCO):
 - A. After the Clearance Pre-Approval has been completed in CE, print the Intake Clearance Worksheet and provide to the Intake PO/WC.
 - B. When an SOS history exists within the last 12-months, the youth shall immediately be placed on SOS1 pursuant to the Suicide Prevention Program.
 - C. Ensure all medical paperwork is forwarded to Medical Services.
 - D. Ensure all CCRT/5585/mental health paperwork is forwarded to FAST.
 - E. Ensure all medication brought into the facility with the youth is placed in the labeled medical drop container in the booking area or handed directly to a nurse.
 - F. Refer to the Religious Programs procedure for religious accommodations.
- IV. JDAC Booking/SYTF Probation Corrections Officer (PCO):
 - A. Searches:
 - 1. Refer to the Searches in Detention and Treatment Facilities procedure.

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- B. Refer to the Religious Programs procedure for religious accommodations.
- C. Provide initial orientation including explanation of their rights pursuant to W&I 224.71.
- D. Provide and explain the Youth/Parent Orientation Handbook. Refer to the Youth/Parent Orientation Handbook procedure for further instructions.
- E. Ensure each youth views the Prison Rape Elimination Act education video and document the event in CE.
- F. Advise youth there is a Title 15 booklet available to them on the unit.
- G. Complete all required forms, which include, but are not limited to:
 - 1. Medical Inspection Form and forward to Medical Services.
 - 2. Information Verification Form.
 - (a) Information shall be verified by the parent/guardian within forty-eight (48) hours.
 - (b) All attempts to contact the parent/guardian shall be documented in CE.
 - 3. Safety Housing Sheet.
 - 4. Accommodation Referral Form, if necessary.
 - (a) Save the completed form in CE, make copies, and distribute as indicated on the form.
 - i. Ensure both pages of the form are scanned to the Compliance Officer.
 - (b) Make the appropriate provisions to effectively communicate the booking process to youth with limited English proficiency, or limited literacy, and/or disabilities (including hearing, vision, intellectual, or psychiatric impairments).
 - 5. Sexual Orientation, Gender Identity and Gender Expression (SOGIE) Booking Questionnaire Form.
 - (a) If youth identifies other than their birth assignment, forward a copy to Medical Services and FAST.
 - (b) Ensure a completed copy is placed in the hard file as well as scanned to the Compliance Officer for all youth.
 - 6. The Sexual Abusiveness & Victimization Assessment forms.
 - (a) Used as an additional screening tool for housing to reduce the risk of sexual abuse by or upon a youth.
 - (b) Complete 30 days thereafter for those youth who continue to be housed in a JDAC.

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4. All subdermal, transdermal, or portions of a piercing which must remain in the skin shall be covered by a bandage unless being attended to for hygiene or medical reasons.
 5. Youth who fail to remove a piercing/cosmetic item shall be counseled by the PCO to voluntarily remove the item. Continued refusal shall be addressed by additional counseling from a Supervisor, WC, and FAST (if needed).
- K. Process youth's property (money, valuables, clothing, etc.) pursuant to applicable procedures.
- L. Refusals:
1. Youth who refuse to participate in any portion of the booking process shall be counseled by booking/holding staff, followed by the area Supervisor, WC, and FAST (if necessary).
- V. Compliance Officer:
- A. Review and track all Accommodation Referral Forms.
 - B. Review and track all SOGIE Forms.
 - C. Contact the WC/Probation Corrections Supervisor II (PCSII), Medical Services, and FAST to assist with reasonable accommodations whenever necessary.
 - D. Make arrangements for an interpreter or an assistive device for those youth who have difficulty communicating (foreign language, developmentally disabled, illiterate, mentally ill, deaf, etc.) to understand all necessary information on how to access services while detained in the JDACs and SYTFs.
- VI. Watch Commander (WC) or Designee of a JDAC or SYTF:
- A. Complete Section II, A-C of this procedure when an Intake PO is not on duty or not available.
 - B. Upon receiving notification of a youth who has already been accepted into the facility and reports being sexually abused/assaulted within seventy-two (72) hours prior to entry, contact arresting officer/law enforcement to report incident and complete Child Abuse Report if one has not already been completed.
 - C. Ensure youth are cleared and processed through booking in an appropriate and timely manner.
 - D. Contact the Facility Director for all instances where a youth fails to remove a piercing/cosmetic item after all options in Section IV., Letter J, of this procedure have been exhausted.
- VII. Forensic Adolescent Service and Treatment (FAST):
- A. Immediately evaluate the youth upon intake if they are in an acute crisis and are an immediate danger to themselves, including an attempted suicide.
 - B. Ensure follow-up mental health services are provided for the youth.

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- C. Contact the Inland Regional Center (IRC) within twenty-four (24) hours of receipt of the Accommodation Referral or FAST identification, excluding holidays and weekends, to determine if a youth is a client, when a youth is confirmed or suspected to have a developmental disability. Initiate IRC Open Case Flag in the health record.
 - D. Complete all documentation in the youth's health record including the current status of youth, any referrals made, and any treatment initiated.
 - E. Complete a face-to-face evaluation for the intake youth according to the triage parameters listed in the MAYSI procedure.
 - F. For inter-facility transfers refer to the Inter-Facility Transfer of Youth between JDACs and TFs procedure.
 - G. Shall initiate psychiatric hospitalization pursuant to the 5585 Evaluation procedure, if applicable.
- VIII. Correctional Nurse (RN) I/II:
- A. Pre-Booking:
 - 1. Evaluate arrested youth who may require a pre-booking medical clearance due to an injury or medical condition.
 - 2. Upon determining additional medical care may be required, contact the on-site/on-call physician/provider and report the evaluation to obtain orders.
 - (a) In the event the physician/provider determines the youth requires an emergency room medical clearance, notify the arresting agency and intake/booking staff.
 - (b) In the event of an emergent medical situation, the RN may immediately request the WC summon emergency medical services or direct the arresting officer to transport the youth to an emergency room.
 - B. Booking Medical Screening:
 - 1. Complete a face-to-face Receiving Health Assessment immediately, but not to exceed four (4) hours, as outlined in the Health Assessments procedure.
 - (a) Schedule youth who have not received a physical examination within the previous twelve (12) months with the on-site physician/provider or when medically indicated within 96 hours of booking.
 - 2. If at any point during the booking process a youth is sent to the emergency room, document the reason in the health record.
 - 3. Contact the on-call physician/provider (pre or post booking) for collaboration and orders for situations which require further medical instruction, including, but not limited to inconsistent medical history, questionable medical status, medication regimen, etc.
 - 4. Review all documentation received from a medical facility for:

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- (a) Orders and/or language medically clearing a youth for booking:
 - i. In the event the paperwork does not contain the words "medically cleared for booking" and/or does not clearly address each medical concern, contact the treating facility and request the necessary documentation. If the documentation is inaccessible, evaluate the information received and determine if the clearance can proceed. If additional guidance is needed, contact the onsite/on-call physician/provider. Document the outcome in the health record.
 - (b) The signature of a physician/provider.
 - (c) 5585 clearance paperwork and forward to the IRO and FAST.
5. If a youth reports being sexually abused/assaulted within seventy-two (72) hours prior to booking, follow Section I, B, 1 a-b.