

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**INTER-FACILITY TRANSFER OF YOUTH BETWEEN JUVENILE DETENTION AND ASSESSMENT CENTERS (JDACs)**

**Purpose:**

To establish a process for the transfer of youth between Juvenile Detention and Assessment Centers (JDACs).

**Definitions:**

Medical Device: A product used for medical purposes. Examples include, but are not limited to, eyeglasses, hearing aids, arm sling, crutches, etc.

Multi-Disciplinary Team (MDT): A collaboration between Probation, Forensic Adolescent Services Team (FAST), Medical Services, and educational staff. The MDT assesses and evaluates youth with identified behavioral, medical issues or special needs, and develops treatment strategies to assist the youth in their adjustment to detention.

Serious Health Needs: Those with basic psychotic disorders or mood disorders, self-mutilators, aggressive mentally ill, post-traumatic stress disorders, and suicidal youth.

Significant Health Care Concern: A condition that has the potential to have a negative response if not evaluated, treated, and monitored. Youth in this category may have a chronic illness such as diabetes or an acute and communicable illness such as chicken pox. Disabled youth also fall into this category that requires assistive devices such as hearing aids, sign language, wheelchairs, and canes. This also includes, but is not limited to, pregnant youth, those who are terminally ill, or developmentally disabled.

Special Needs: One who has, has had, or is regarded as having, a mental or physical impairment that substantially limits one or more major life activities. This includes caring for oneself, performing manual tasks, walking, vision, hearing, speaking, breathing, working, etc.

**Transfer Criteria:**

I. Court Jurisdiction:

- A. Whenever possible, a youth shall be detained in the JDAC nearest to the Juvenile Court where their case is being heard, unless otherwise ordered by the Court.
- B. Whenever possible, the youth shall be housed in the JDAC nearest to the Adult Court where their case is being heard or what is in the best interests of the youth, specifically if no current court hearings are pending.

II. Administrative Transfers:

A. Educational Needs:

1. A youth may be transferred to another JDAC when learning difficulties or disabilities exist that make it harder for them to learn or access education than most youth of the same age.

B. Special Interest Cases (SIC):

1. A youth may be transferred to another JDAC when the case has been deemed an SIC, pursuant to the SIC procedure, and the move is in the best interest of the youth and/or the safety and security of the facility.

- C. Place of Residence:
  - 1. Following disposition of a youth's case, transfers may take place based on the youth's place of residence to accommodate family visitation.
- D. Best Interest of the Youth:
  - 1. Youth may be transferred to another JDAC when it is deemed necessary by the Watch Commander based on recommendations by the MDT, family requests, health concerns, Forensic Adolescent Services Team recommendations, etc.

III. Population Based:

- A. Youth may be transferred to another JDAC based upon available beds at the other JDAC.

**Responsibilities:**

I. Watch Commander (WC):

- A. Sending and Receiving JDAC WCs shall coordinate a transfer based on court jurisdiction, place of residence, population, and administrative decisions as defined in the Transfer Criteria Section.
  - 1. Sending JDAC Watch Commander:
    - a. Contact the receiving JDAC WC to arrange a transfer based upon any of the criteria mentioned above.
    - b. Assign the Population Control Officer or the Intake Release Officer (IRO) in the absence of Population Control Officer, to draft a list of youth who meet the criteria for transfer. The Transfer List should include the youth's next court date or release date, and any alerts such as Suicide Observation Status (SOS), Individual Treatment Plan (ITP), Individual Treatment Watch (ITW), Special Interest Case (SIC), Co-parts, etc.
    - c. Discuss the transfer list with the receiving JDAC WC and collaboratively decide which youth will be transferred.
    - d. Send the agreed preliminary transfer list via email to Medical Services and FAST for clearance. Include the Probation Corrections Supervisor I/II, Intake Release Officer (IRO), and the Population Control Officer from the sending and receiving JDAC in the email distribution.
    - e. Advise the Population Control Officer or IRO to send the final list of youth cleared for transfer to the sending and receiving JDAC staff as follows: PCSI/II, Medical Services, FAST, School, Food Services, IRO, Population Control Officer, and the Transportation Unit.
    - f. Ensure the Transportation Unit receives the notification and request for their estimated time of arrival (ETA) to pick up the youth.
    - g. Direct the IRO/ Booking Liaisons to prepare youth for departure.
    - h. Inform the receiving JDAC WC of the youth's departure.
    - i. Communicate with the receiving JDAC WC of any delays with the transfer.
    - j. Ensure the receiving JDAC is aware of all pertinent facts regarding the youth and circumstances of an SIC matter.
  - 2. Receiving JDAC Watch Commander:
    - a. Verify the transfer list of received youth with the IRO/Booking Liaison, and confirm the youth's file(s), property, medical devices, medications, health paperwork, etc. were received.

II. Division Director/Superintendent:

- A. Contact the receiving facility Division Director/Superintendent when a dispute/denial occurs regarding a youth's transfer.

III. Population Control Officer/Intake Release Officer (IRO):

A. Sending Population Control Officer/ IRO:

1. The Population Control Officer shall draft a list of youth based on the criteria for transfer indicated by the Watch Commander. The IRO will draft the list in the absence of the Population Control Officer. The transfer list should include the youth's next court date or release date, and any alerts such as Suicide Observation Status (SOS), Individual Treatment Plan (ITP), Individual Treatment Watch (ITW), Special Interest Case (SIC), Co-parts, etc. When completed, send the list to the WC.
2. Monitor email notifications from Medical and FAST regarding the youth's clearance for transfer.
3. Contact Medical Services and FAST via telephone to confirm youth on the list are cleared for transfer.
4. Draft the final transfer list upon final approval of the WC, and email it to the sending and receiving JDAC staff as follows: PCSI/II, Medical Services, FAST, School, Food Services, IRO, Population Control Officer, and the Transportation Unit.

B. Receiving Population Control Officer:

1. Update the youth's location in the population control database.

IV. IRO/Booking Liaisons:

A. Sending IRO/ Booking Liaisons:

1. Initiate the Inter-Facility Transfer Checklist (Attachment A) for each youth on the final list.
2. Contact housing unit staff to prepare the youth, youth's file(s), Health Kardex, Medical Administration Record (MAR), medication, medical devices, and property for pick-up.
3. Prepare the youth's property in Booking, including checking the safe and applicable paperwork for transfer.
4. Schedule an Institution Transfer appointment in Caseload Explorer (CE).
5. Pick-up the youth from the housing unit prior to the Transportation Officers' arrival.
6. Complete the Sending IRO section of the Inter-Facility Transfer Checklist (Attachment A) to ensure all necessary paperwork, medication, medical devices, and property accompany the youth.
7. Place the Inter-Facility Transfer Checklist (Attachment A) in a manila envelope and address to the Receiving IRO.
8. Communicate all pertinent youth information to the Transportation Unit prior to them securing the youth for transport.
9. Activate the Institution Transfer appointment in CE when the Transportation Unit escorts the youth to the vehicle for transport.

B. Receiving IRO:

1. Process property and accompany the WC to place applicable items in the safe.
2. Complete the Institution Transfer appointment.
3. Complete the applicable portion of the Inter-Facility Transfer Checklist (Attachment A).
4. Scan and upload the Inter-Facility Transfer Checklist (Attachment A) to the youth's CE file.
5. Deliver all medications, medical devices, and health paperwork to Medical Services and FAST.

C. Receiving Booking Liaison:

1. Search youth and property.
2. Print new forms (e.g. Face Sheet, Juvenile History, Wristband, School Forms, and Property Receipt).
3. Complete MAYSI if applicable.
4. Ensure the liaison interview is complete and all documents have been uploaded in CE.

5. Ensure youth are cleared by the Intake Probation Officer and nurse prior to transferring to a housing unit.

V. Unit Staff:

- A. Review the Health Kardex & MAR and ensure unit medications, medical devices, and personal items accompany all transferring youth.
- B. Complete the applicable portion of the Inter-Facility Transfer Checklist (Attachment A).

VI. Transportation Unit:

- A. Check the Inter-Facility Transfer Checklist (Attachment A) to ensure all items accompany the youth when picking up the youth from Booking.
- B. Confirm with the IRO that all information has been received and updated prior to transport.
- C. Review the Mechanical Restraint Determination (MRD) form for accuracy prior to transport. Refer to the Offsite Transport of Detained Youth procedure.
- D. Search the youth and secure the youth in the appropriate restraints as indicated on the youth's MRD form.
- E. Ensure all youth are properly secured in the vehicle, provide instruction to all youth for the transport, and ensure the Digital In-Vehicle Recording System (DIVRS) and audio recorder are operational during transport.
- F. Submit the youth's medical paperwork (including medications and/or devices), FAST paperwork, personal items and file(s) to the Booking Liaison/IRO upon arrival at the receiving JDAC.

VII. Intake Probation Officer:

- A. Ensure the intake clearing process is completed (if not previously completed) on all youth transferring in from another JDAC.

VIII. Medical Services:

A. Sending Medical Staff:

1. Review the electronic health record prior to transfer to determine if there are issues or concerns regarding the youth's health and/or continuity of care needs.
2. Contact the Watch Commander to discuss concerns regarding the transfer.
3. Provide Medical clearance transfer via email.
4. Schedule an appointment – Institution Transfer in the electronic health record and include comments regarding significant health needs such as pending labs and off-site appointments.
5. Communicate any significant health concerns verbally with the receiving facility.
6. Package any medications, medical supplies, and any paper health records; label "Confidential Medical Records" to be transferred with the youth.

B. Receiving Medical Staff:

1. Conduct a face-to-face encounter immediately on the youth's arrival, but no later than four (4) hours.
2. Complete the Institution Transfer appointment in the electronic health record and document the face-to-face encounter via a progress note.
3. Document observations of appearance and behavior, and any issues that may have occurred during the transfer.
4. Review the health record for identification of acute and chronic health conditions, current medications, review of allergies, evaluation of suicidal risks, any observations of appearance and behavior, and initiate continuity of care.
5. Ensure unit paperwork, unit medication, and unit medical devices are received by the

sending facility and distribute to the youth's assigned housing location.

**IX. Forensic Adolescent Service Team (FAST):**

**A. Sending FAST:**

1. Review the electronic health record prior to transfer to determine if there are issues or concerns regarding serious mental health needs and/or continuity of care needs.
2. Contact the Watch Commander to discuss concerns regarding the transfer.
3. Provide FAST clearance transfer via email.

**B. Receiving FAST:**

1. Review the health record on all youth transferred into the facility for continuity of care.
2. Document the findings in the electronic health record.
3. Schedule FAST Sick Call appointments for youth to be seen within seven (7) days of the transfer date.

**Guidelines:**

- A. There are designated inter-facility transport days; however, exceptions shall be made for emergency, population control, or high priority transports.
- B. Youth on SOS shall not be transferred without first consulting with FAST.
- C. An Inter-Facility Transfer Checklist (Attachment A) shall be completed and imported into CE for each youth being transferred.
- D. Once the final transfer list has been approved and released via email, all necessary files, documentation, and medication shall be available for transfer within three (3) hours.

**Inspections:**

Refer to the Policy and Procedure Inspection Matrix.

**Foundation:**

Minimum Standards for Juvenile Facilities, Title 15, Section 1408  
Standards for Health Services in Juvenile Detention and Confinement Facilities  
National Commission on Correctional Health Care (NCCHC)

**References:**

Procedures:

Health Kardex and Unit Treatments  
Multi-Disciplinary Team (MDT)  
Offsite Transport of Detained Youth  
Special Interest Cases

Issued by:

  
Michelle Scray Brown, Chief Probation Officer      Date

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Revised: October 16, 2017  
Revised: April 11, 2018  
Revised: August 3, 2018  
Revised: September 28, 2020

**Attachments:**

A - Inter-Facility Transfer Checklist Form

# INTER-FACILITY TRANSFER

## CHECKLIST

### SENDING UNIT STAFF

- |  |  |
|--|--|
| <input type="checkbox"/> Unit File     | <input type="checkbox"/> Medications       |
| <input type="checkbox"/> Health Kardex | <input type="checkbox"/> Medical Devices   |
| <input type="checkbox"/> Unit M.A.R.   | <input type="checkbox"/> Personal Property |

**Officer Name**

**Date**

### SENDING I.R.O.

- |  |   |
|--|---|
| <input type="checkbox"/> Unit Personals    | <input type="checkbox"/> Unit M.A.R.            |
| <input type="checkbox"/> Safe Contents     | <input type="checkbox"/> Health Kardex          |
| <input type="checkbox"/> Personal Property | <input type="checkbox"/> Medical Devices        |
| <input type="checkbox"/> Back File         | <input type="checkbox"/> S.O.S. Restrictions    |
| <input type="checkbox"/> Medical File      | <input type="checkbox"/> F.A.S.T. Notifications |
| <input type="checkbox"/> Other             |   |

**Officer Name**

**Date**

### RECEIVING I.R.O.

- |  |   |
|--|---|
| <input type="checkbox"/> Unit Personals    | <input type="checkbox"/> Unit M.A.R.            |
| <input type="checkbox"/> Safe Contents     | <input type="checkbox"/> Health Kardex          |
| <input type="checkbox"/> Personal Property | <input type="checkbox"/> Medical Devices        |
| <input type="checkbox"/> Back File         | <input type="checkbox"/> S.O.S. Restrictions    |
| <input type="checkbox"/> Medical File      | <input type="checkbox"/> F.A.S.T. Notifications |
| <input type="checkbox"/> Other             |   |

**Officer Name**

**Date**

**Youth's Name**

**PIN #**