

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

REQUIRED NOTIFICATIONS OF A DETAINED YOUTH'S EMERGENCY TRANSPORTATION AND HOSPITAL/PSYCHIATRIC FACILITY ADMITTANCE (NON-DEATH)

Title 15, Section 1341; NCCHC

Authority:

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Purpose:

To establish a protocol for required notifications in the event of a youth's emergency transportation and/or admittance to a hospital or psychiatric facility. It is the objective of the Department that parents or guardians will be notified as soon as possible, within the mandates of the law, while also providing for the secure transportation and detention of the youth.

Definitions:

Life-threatening condition: A disease, illness, or injury that is likely to cause death.

Non-life-threatening condition: A condition that is unlikely to have the potential to cause long term, or permanent consequence, or death.

Hospital admittance: The formal acceptance by a hospital or health care facility of a patient who is to be provided with room, board, and continuous nursing service in an area of the hospital or facility where patients generally reside at least overnight.

Psychiatric facility admittance: When a patient with mental illness presents a danger to themselves or others, involuntary psychiatric facility admission can be used to initiate an immediate inpatient treatment.

Responsibilities:

- I. Watch Commander (WC)/Treatment Facility Supervisor (TFS)/Designee:
 - A. Call 911, in conference with Medical Services, when Emergency Medical Services (EMS) is required.
 - B. Contact the Transportation Unit to facilitate unscheduled emergency transport to the hospital when appropriate.
 - C. Notifications:
 1. Contact the Chief Probation Officer via telephone when 911 is called and/or a youth is hospitalized.
 2. Contact the Facility Superintendent/Designee or the on-call Division Director (if the Superintendent is unavailable) via telephone when 911 is called, for an unscheduled emergency transport and when a youth is hospitalized.
 3. Send an electronic notification addressed to the specific facilities' Emergency Notification email distribution list with a brief overview of the situation and confirmation the Chief Probation Officer was notified. Ensure additional electronic notifications are sent with significant updates, to include when the youth returns from the hospital.
 4. Provide updates to FAST and the Health Services Manager/Designee of the youth's status.

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5. Notify the assigned Probation Officer (PO) or Supervising Probation Officer of the Intake Unit if a PO is not assigned.
 - D. When the youth returns from unscheduled hospital transportation or is admitted to a hospital/psychiatric facility notify the parent/guardian if the youth is under the age of eighteen (18), pursuant to Welfare and Institutions Code § 223. If the youth is over the age of eighteen (18), notify the parent/guardian with the youth's consent.
 - E. Document all notifications in CE.
 - F. Documentation for parent/guardian shall be placed in CE-Supervision-Family Contact or Collateral Contact for youth with social workers and ensure the Medical Transport Notification box is checked.
 - G. Refer the parent/guardian to Medical Services and/or FAST for medical/mental health-related questions.
 - H. Monitor the youth's condition through communication with assigned staff.
 - I. In the event a youth is admitted to a hospital, ensure all applicable procedures are adhered to (e.g., Hospital Watch).
- II. Superintendent/Division Director/On-Call Division Director:
- A. Notify the Detention Corrections Bureau Deputy Chief Probation Officer (DCPO), or other DCPO when appropriate.
 - B. The Superintendent or designee shall monitor adherence to this procedure by periodic review of logs, safety reviews, and other safeguards conducted in the normal course of business on a weekly, monthly, and yearly basis.
- III. Medical Services:
- A. Notify the WC/TFS when nursing staff becomes aware of a youth's serious illness, an injury that requires emergency transportation, or hospital admittance.
 - B. Update the WC/TFS, Superintendent/Division Director, and parent/guardian as the youth's status changes.
 1. Parent/guardian notification and updates shall be in compliance with the California Consent Laws for Minors.
- IV. FAST:
- A. Notify the WC/TFS regarding a youth's need for admittance to a psychiatric facility. The notification shall consist of the general nature of the psychiatric issue and contact information regarding the youth's psychiatric condition.
 - B. After the WC/TFS has completed the initial parent/guardian notification, ensure updates are provided to the parent/guardian once the psychiatric facility has completed the intake process.
 - C. Refer to the 5585 Evaluation procedure when providing updates on the youth's status.

Guidelines:

- A. All communication with parents/guardians shall be documented in CE.
- B. Notification is not necessary for planned, scheduled, or routine hospital treatment or examination.
- C. After the youth returns from the hospital, if and when appropriate, the youth may be provided the opportunity to contact their parent/guardian.

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Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Foundation:

CA Government Code Section 12525

Minimum Standards for Juvenile Facilities-Title 15, Section 1341

Standards of Health Services in Juvenile Detention and Confinement Facilities

National Commission on Correctional Health Care (NCCHC)-Notification in Emergencies

Welfare and Institutions Code Section 223

References:

Procedures:

5585 Evaluation

Hospital Watch

Issued by:

 8/27/20
Michelle Scray Brown, Chief Probation Officer Date

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