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Intake, Detention and Release Procedures Authorizations, Procedures, Guidelines

I. Intake/Detention – General Overview

Juvenile Institutions Officers (JIOs) make the initial intake decisions regarding the sound, consistent and complete description of the alleged offense, violation or warrant for youth referred by law enforcement agencies and Field Services Deputy Probation Officers (DPOs) make continued detention decisions on alleged violations that come within the provisions of the Welfare and Institutions Code (WIC).

Section 628 and 628.1 WIC in conjunction with the Santa Barbara County Probation Department Purpose of Detention and Booking Criteria describe the criteria staff will use in determining the need for a youth to be detained and/or placed on a program of home supervision. Youth not meeting these criteria are to be released to a parent or legal guardian.

601 WIC cases will be diverted to the contracted non-secure detention shelter when appropriate and youth are not to be detained in the juvenile hall.

The DPO has the authority to arrest and book a youth who is a 602 WIC ward of the Court into the Juvenile Hall for a violation of a term of probation or of a Juvenile Court order pursuant to 777(a) or 778 WIC, and on a 602 WIC Warrant.

All committed youth shall be advised of the estimated length of his/her stay.

II. Detention Criteria

A. 601 WIC (“Status Offense”)

1. Youth falling under the provisions of 601 WIC are “Status Offenders” and are charged with refusing to obey the reasonable orders of their parents, being out of parental control, juvenile curfew violation, truancy or being a “runaway.” Absent a court order pursuant to “*In Re. Michael G.*,” youth who fall under the provisions of 601 WIC shall not be booked into the juvenile hall or kept with

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youth detained for a 602 WIC offense.

- a. The Probation Department contracts with a shelter care program in Santa Barbara to operate a non-secured detention option. Refer to page section II-F-2-a-(2) of this Chapter.
- B. 601 WIC (Formal Probation), 654.2 WIC (Informal Probation), 725(a) WIC (Probation without Warship), 790 WIC (Deferred Entry of Judgment) Status Youth
 1. Youth whose probation status is 601 WIC, 654.2 WIC, 725(a) WIC or 790 WIC cannot be booked into Juvenile Hall for a violation of probation unless the detention is authorized pursuant to an order of the Juvenile Court.
- C. 602 WIC (Criminal Law Violations)
 1. Youth falling under the provisions of 602 WIC who are alleged to have committed an offense for which an adult can be incarcerated may be detained if the offense has associated confinement time.
 - a. Prior to accepting a youth for booking at the Juvenile Hall, the Intake Officer shall verify that the alleged offense includes confinement time and is consistent with the Santa Barbara County Juvenile Probation Department Purpose of Detention and Booking Criteria. If a crime is listed as a “misdemeanor” but no specific confinement time is indicated, the confinement time is six months. (19 PC)
 - b. Examples of offenses that do not include confinement time include, but are not limited to:
 - (1) Infraction offenses, which are “fine only.” (19.6 PC)

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- (2) 11357(b) & (e) H&S – Possession of less than an ounce of marijuana, a misdemeanor punishable by a fine only.
- (3) 25662(a) B&P – Possession of alcoholic beverage by minor, a misdemeanor punishable by a fine only.

D. Section 628 WIC

Section 628 WIC outlines the specific facts regarding the “Grounds for Detention” and states that a youth shall be released to a parent or guardian, or responsible relative unless:

- 1. The youth is in need of proper and effective parental care or control and has no parent, legal guardian, or responsible relative; or has no parent, legal guardian, or responsible relative willing to exercise or capable of exercising that care or control; or has no parent, legal guardian, or responsible relative actually exercising that care or control.
- 2. The youth is provided with a home which is an unfit place for him or her by reason of neglect, cruelty, depravity or physical abuse by either the parents, or the legal guardian or other person in which custody or care is entrusted.
 - a. A youth is not to be released to parents when the home has been deemed unfit. If there is evidence of child abuse, the youth is not to be released to the accused party.
 - b. Staff is to document in a Workers Special Report (WSR) and in a Suspected Child Abuse Report (SCAR) all suspected cases of child abuse or neglect, and notify the proper law enforcement agency and Child Welfare Services by phone within 24 hours and by report within three days.

See III B of
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3. Continued detention of the youth is a matter of immediate and urgent necessity for the protection of the youth or is a reasonable necessity for the protection of the person or property of another.
 4. The youth is likely to flee the jurisdiction of the Court.
 5. The youth has violated an order of the Juvenile Court.
 6. The youth is physically dangerous to the public because of a mental or physical deficiency, disorder, or abnormality.
- E. Court Orders
1. The youth may be detained by issuance of a Court Order or Court Remand ordering the youth to be detained in Juvenile Hall.
- F. Warrants
1. A warrant or abstract of a warrant for the youth's arrest is presented by the arresting officer.
 - a. The Intake Officer must verify that the warrant or abstract is complete and "valid on its face."
 - (1) The youth is clearly identified by name, date of birth and/or other unambiguous identifying information.
 - (2) The warrant is issued by the Superior Court and is signed by a Superior Court judge.
 - (3) The name and location of the Superior Court is listed on the warrant.
 - (4) The charge on the warrant alleges a law violation that has confinement time, a 777(a) (2) WIC violation of probation, a 602 WIC violation of a court order or failure to appear in court.

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- b. Bail is not granted to juvenile offenders.
- c. If the charge on the warrant is 601 WIC or 300 WIC or a Vehicle Code infraction, the youth cannot be booked into Juvenile Hall.
- d. The Intake Officer is to read and understand the language of the warrant and is not to allow a youth to be processed for placement in a juvenile hall housing unit until he or she has verified the warrant calls for the youth's detention.
- e. Officers are not to process a youth for admission on a warrant based solely on another person's verbal assurance that a warrant exists. Valid and acceptable documentation of the warrant is to be secured before a youth is placed in a housing unit.

2. Out-of-State Juvenile Court Warrants

The laws concerning what offenses are classified as crimes (602 WIC) or "Status Offenses" (601 WIC) and the authority to book a youth into either secure or non-secure custody for "Status Offenses" varies from state to state.

- a. Out-of-State Juvenile Court "Criminal" Warrants
 - (1) Prior to accepting custody of a youth for booking into juvenile hall under the authority of an out-of-state "criminal" warrant, the arresting officer will provide a copy of the warrant or a teletype verifying it and the Sr. DPO shall call the requesting jurisdiction for the purpose of determining our authority to detain the youth and that the following criteria are met:

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- (a) That the person named on the warrant is under the age of 19 years and subject to the jurisdiction of the Juvenile Court.
- (b) That the warrant charges the youth with an offense of equal status to a California 602 WIC offense (criminal offense) and that the youth would be detained in a secure facility in their state.
- (c) That the requesting jurisdiction will immediately provide juvenile hall with a copy of the warrant abstract.
- (d) That the requesting jurisdiction wishes the youth held in secure detention on the warrant pending return to their jurisdiction.
- (e) That the requesting jurisdiction intends to extradite the youth to their state upon the completion of all local court proceedings.
 - (i) The out-of-state warrant will need to go to court within 48 hours for a detention hearing/extradition hearing. (Excluding non-judicial days)
 - (ii) Juvenile Court Services will notify the California Interstate Compact and calendar an Extradition Hearing in Juvenile Court.
 - (iii) Upon the completion of the Interstate Compact process and the Extradition Hearing(s), the Juvenile Court will issue a court order that specifies the disposition of the matter, when the

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youth will be available for transportation, to whom the youth is to be released and the maximum time that the youth may be detained pending transportation.

- (2) If this criteria cannot be met, the Intake Officer at SMJH will direct the arresting officer in South County to book the youth at Noah's Anchorage, the designated non-secure detention facility; and the Intake Officer will contact Noah's Anchorage for placement in a shelter bed for any North County arresting agency.

b. Out-of-State Juvenile Court "**Status Offense**" Warrants

- (1) Prior to accepting custody of a youth for booking into juvenile hall under the authority of an out-of-state status offense warrant, the arresting officer shall produce a copy of the warrant or a teletype verifying it and the Intake Officer shall call the requesting jurisdiction for the purpose of determining the authority to detain the youth and that the following criteria are met:
 - (a) That the person named in the warrant is under the age of 18 years and subject to the jurisdiction of the Juvenile Court.
 - (b) That the requesting state's statutes forbid youth to be housed in a secure detention facility for status offenses that are defined under California law in section 601 WIC.
 - (c) That the requesting jurisdiction wants the youth held in a non-secure shelter and will

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immediately provide juvenile hall with a copy of the warrant.

- (d) That the requesting jurisdiction is willing to transport the youth to their state upon the completion of all local court proceedings.
 - (i) The out-of-state warrant will need to be in court within 48 hours for a detention hearing.
 - (ii) Juvenile Court Services will notify the California Interstate Compact and calendar an Extradition Hearing in Juvenile Court.
 - (iii) Upon the completion of the Interstate Compact process and the Extradition Hearing(s), the Juvenile Court will issue a court order that specifies the disposition of the matter, when the youth will be available for transportation, to whom the youth is to be released and the maximum time that the youth may be detained pending transportation.
- (2) If this criteria cannot be met and there is no parent or legal guardian in the jurisdiction to whom the youth can be released, the Intake Officer will direct the arresting officer in South County to book the youth at Noah's Anchorage; the Intake Officer will contact Noah's Anchorage for placement in a shelter bed for North County arresting agencies.
 - (a) The Intake Officer will ensure that Juvenile Court Services is notified that an out-of-state

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warrant exists, explain the reasons why the booking criteria was not met, that there was no parent or guardian to whom the youth could have been released to and that the youth was booked at the designated non-secure detention facility under the authority of 601 WIC.

Interstate
Compact
for Juveniles

- (3) If the requesting jurisdiction allows for the booking of status offense youth, they can be detained in SMJH and housed in general population. The same timelines for court proceedings are applicable in these cases as they are in delinquency matters.

3. Discretionary Warrants

A discretionary warrant is one in which the Court has granted discretion to the Probation Department to release a youth in specified cases pending a detention hearing for that warrant. If discretionary, the warrant will indicate that the Santa Barbara County Probation Department, exclusively, has discretion to release the youth pending a detention hearing.

See SBC Juvenile
Court Two-Tiered
Warrant Protocol
revised 8/23/17.

a. Discretionary Warrants.

- (1) Prior to accepting custody of a youth for booking into juvenile hall under the authority of a discretionary warrant the Intake Officer shall verify there is a scanned copy of the warrant in IMPACT and the discretionary nature can be readily determined.

- (a) SMJH intake Senior will review the case and complete the Intake assessment to determine if the youth should be released, but before the release is executed the Intake Senior will contact the Juvenile Services DPO and or SPO for final determination.

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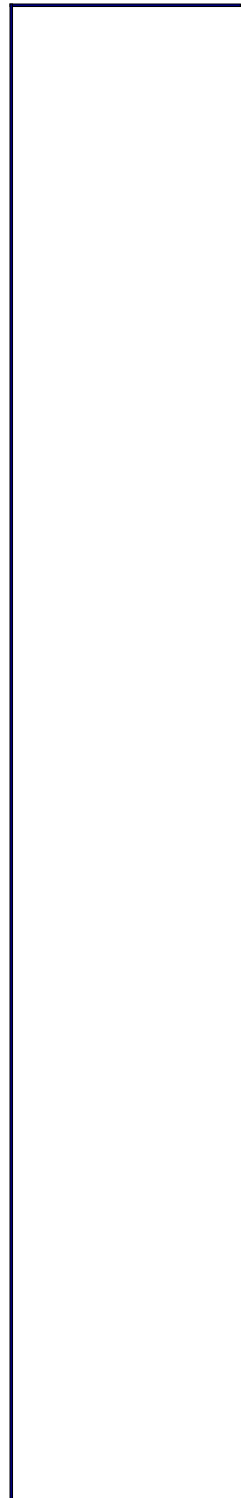
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G. Immigration Considerations

Youth brought to the juvenile hall for admission and who may not have the proper authorization or documents necessary to reside in the country will be processed and admitted according to existing law. Their case will not be handled differently and they will be subject to all existing procedures for the detention and release of juvenile offenders.

1. If the youth does not meet booking criteria, he/she will be released from custody.
2. If the youth does meet booking criteria, the Intake Officer will provide him/her with a letter notifying him/her of his/her consular rights. If the youth wants to speak with a consular official, staff will facilitate contact.
3. Juvenile hall staff will not initiate contact with Federal Immigration and Customs Enforcement (ICE) personnel and will not provide ICE with any personal or legal documentation on detained youth without a court order or directive by the facility manager or Institutions DCPO..
4. Federal detainers are civil requests from ICE to local agencies who have custody of offenders. Compliance with Federal detainers is not compulsory. The juvenile hall will only honor detainers that concern offenders described by California law as. The Juvenile Division will only release information to ICE personnel at the time of disposition regarding a request for a detainer in accordance with California law. Juvenile hall staff will secure authorization from the facility manager or that person's designee before complying with any Federal detainer.
 - a. Youth in the custody of the juvenile hall are eligible to be held on a Federal detainer if they are 16 years of age or older and have a sustained disposition for a 707(b) WIC listed offense that is also a serious or violent felony.



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- b. Juvenile hall staff may release eligible youth to the custody of ICE personnel on the date when the youth would have otherwise been released.
- c. Juvenile hall staff may not detain a youth on a Federal detainer beyond the date the youth would otherwise have been released from custody.
- d. In the event ICE personnel do not take custody of an eligible youth with a detainer on the date of release, the youth shall be released according to established policy and procedure.
- e. In all cases, a copy of the Federal detainer and any related court or department document will be maintained in the youth's file at the juvenile hall.

H. Probation Violations/Home Supervision/House Arrest/EM Violations

- 1. The assigned DPO or designee will notify Juvenile Hall that the youth is a 602 WIC Ward of the Court and that detention pursuant to 777(a)(2) WIC - Violation of Probation is authorized by a SPO. The assigned DPO will complete a Juvenile Detainer under Events in IMPACT.
- 2. Removals from Los Prietos Boys Camp for 777(a)(2) WIC must be authorized by the Camp SPO or Sr. DPO. Camp staff will complete a Juvenile Detainer under Events in IMPACT
- 3. The alleged violation of 628.1 WIC/1203.016 PC, home detention or electronic monitoring, must be approved by the Field Services SPO.
 - a. The Home Supervision Officer or DPO shall specify the specific term(s) and condition(s) of the home supervision agreement or Electronic Monitoring Agreement that was violated.

I. Probable Cause

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1. Statement of Probable Cause
 - a. The arresting officer must submit a concise and factual written Statement of Probable Cause for all new law violations. It is not necessary if the youth is being detained for violation of probation (777 (a)(2) WIC), Home Detention violations, Juvenile Drug Court (JDC) violations, or under the authority of a Warrant of Arrest (626(d) WIC).
 - (1) In the case of a warrant arrest, probable cause was reviewed by a Judge prior to issuing the warrant.
 - b. The intake officer carefully reviews the Statement of Probable Cause for completeness and accuracy. This information may be the only information available to the Judge to determine whether there is sufficient reason to believe that a public offense was committed. It should clearly identify the youth, when and where the alleged offense occurred, specify the time that the detention began in the field, identify the elements of the alleged offense and briefly describe the evidence supporting the reasons why the officer believes the detained youth committed the offense.
 - (1) If the Statement of Probable Cause does not meet the criteria listed above, the law enforcement officer will be directed to make additions or modifications to address the missing information.
 - c. The Statement of Probable Cause must be reviewed by a Superior Court Judge within 72 hours of the arrest, not the booking time. The 72-hour period includes weekends, holidays and “dark days” (no court).
 - (1) On weekends, holidays and “dark days,” a Superior Court on-call Judge is called to review the Statement of Probable Cause if the 72-hour period will expire

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before the next day that the court is in session. There is a designated on-call Superior Court Judge available at all times when the Court is not in session.

- (2) It is important that the Intake Officer keep this 72-hour limit in mind. If the 72-hour period will expire on a valid court day but before a judge is on duty, the on-call judge must be contacted.
- (3) If the 72-hour period expires without proper review by the Court or if the Judge determines, upon review, that there is insufficient probable cause, the youth must be released from custody.

- d. The review of the Statement of Probable Cause by the intake officer is designed to assist the arresting officer and the Judge to assure that a complete and accurate statement is submitted to the Court.

J. LiveScan and Digital Photograph

1. As part of the intake process and before a youth is placed in a housing unit, the Intake Officer shall make every effort to LiveScan fingerprints and digitally photograph every youth who is booked into the Juvenile Hall.
 - a. Exceptions:
 - (1) Youth whose only charge is 647(f) PC – Public Intoxication are not to be LiveScan fingerprinted.
 - (a) If there are charges in addition to 647(f) PC, the youth shall be LiveScan fingerprinted but the 647(f) PC charge is to be deleted from LiveScan demographics.

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- (2) Youth who are committed by the Court for multiple weekends are only required to be fingerprinted on their first weekend of the commitment.
- (3) If the youth has a recent digital photograph on file that is representative of his or her current facial features, it may not be necessary to take a new photograph. However, digital photographs should be updated if the most current one is over six months old.
- (4) If there appears to have been considerable change in the appearance of a youth, a new picture should be taken regardless of the age of the current picture.
- (5) Photographs should also be taken of any tattoos, significant scars, injuries or other identifying features, such as birthmarks.

K. Types of Property Retained by Juvenile Hall

1. Retention of Youth Property

- a. The retention of youth property at the juvenile hall should be kept to a minimum. Attempts to release all but a minimum (shoes, socks, pants, underwear, and shirt) of a youth's property as soon as possible to a parent or guardian should be made.

2. Money/Checks/Valuables

- a. All money/checks and/or itemized valuable jewelry is to be entered on the Personal Property Form line 3.
- b. If the total sum of the money/checks or presumed value of the jewelry exceeds \$25.00, two (2) staff shall sign line 4 of the Personal Property form (PRO-JH-1).

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- c. All itemized money/checks, valuable jewelry and other personal property are to be placed in a property bag and retained in the designated secure property lockers.
 - (1) Document the color of the item/metal (“silver” = white metal, “diamond” = clear stone)
 - d. All clothing is to be entered on line 1 and placed in a clear bag and stored in the clothing room in an assigned bag.
 - (1) Document the number of items, not the pairs (2 socks, 2 shoes)
 - (2) Indicate the brand of the item whenever there are discernable brands known (LG cell phone, Lucky jeans)
 - e. After bags are sealed, the youth is to sign the property form as well as the staff inventorying the items.
3. Input of property on IMPACT
- a. On Intake/Booking property form, staff will assign the youth two numbers; one for their personal property and the second for their clothing. Input the quantity, description, location and box number for the personal property then the bag number for their clothing.
4. Release or Receipt of Property after detention of Youth (Parents and Law Enforcement)
- a. Parents may bring property to juvenile hall prior to the youth being transported to placement or respond to juvenile hall to pick up property after a youth has been detained. All property received or released must be accounted for on the Personal Property form (PRO-JH-1).

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- b. If the youth is 18 years old, the youth must authorize the release of any of their property in line 5 of the property form (Pro-JH-1). The receiver must then place their signature under their printed name in line 5.
 - c. If the youth is under the age of 18, no authorization is required to release property to the parent/legal guardian. The parent/legal guardian must still sign for the property as an acknowledgement of receipt.
 - d. Law enforcement or probation officers may also seize property for evidence. This does not require a search warrant. All property seized by law enforcement or probation officers is to be accounted for on the Personal Property form. The officer receiving the property is to sign for the property on line 5.
5. Input release of property in IMPACT
- a. On the Release Page, section 4, click on “Return to” and add the youth’s name. Under the relation drop down menu, select the youth’s name. Print this page for youth’s/guardian signature and then click on the release button.

III. Intake/Booking Assessment

- A. During the intake process staff will have respectful and humane engagement with youth, and acknowledge and reflect to the youth that the admission process may be traumatic to the youth who may have already experienced trauma. Staff will be responsive to the youth in a trauma-informed, culturally relevant, and responsive to the language and literacy needs of youth.
 - 1) The intake process shall include:

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- a) Access to two free calls within one hour of admittance in accordance with the provisions of Welfare and Institution Code Section 627.
 - b) Offer of a shower
 - c) Documented secure storage of personal belongings
 - d) Offer of food upon arrival
 - e) Screening for physical and behavioral health and safety issues, intellectual or developmental disabilities
 - f) Contact the Regional Center for the Developmentally Disabled for youth that are suspected of or identified as having a developmental disability.
 - g) A screening for the risk of sexual abuse.
- 2) Within 72 hours of admission, youth will be assessed for the risk of sexual abuse by or upon youth. Staff shall ascertain this information through conversations with the youth during the intake process, medical and behavioral wellness health screenings; during classification assessments; and by reviewing court records, case files, facility behavioral records, and other relevant documentation from the youth's file. Risk shall also be based on the following information:
- a) Prior sexual victimization or abusiveness
 - b) Gender nonconforming appearance or manner; or identification as lesbian, gay, or bisexual, transgender, queer or intersex, and whether the youth may, therefore, be vulnerable to sexual abuse.
 - c) Current charges and offense history
 - d) Age
 - e) Level of emotional and cognitive development
 - f) Physical size and stature
 - g) Mental illness or mental disabilities
 - h) Intellectual or developmental disabilities
 - i) Physical disabilities
 - j) The youth's perception of vulnerability
 - k) Any other specific information about the individual youth that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other youth.

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- 3) Staff shall be confidential, sensitive and professional with responses received pursuant to this assessment in order to ensure that sensitive information is not exploited to the youth's detriment by staff or other youth.
- B. Condition of Youth at Intake (Intoxication, Medical Condition (Injuries), Condition of Mental Health)
 1. Upon law enforcement's arrival at the hall with a youth for admission, the Intake Officer shall immediately assess the youth's physical condition to determine if the youth appears to be under the influence of drugs and/or an alcoholic beverage, is injured or has any mental health issues such as suicidal ideation.
 2. If the youth is in such a condition that he/she is unable to care for his/her safety, the youth shall have a medical assessment prior to being admitted to the juvenile hall. The Intake Officer will request that the arresting officer take the youth to the hospital for diagnosis and/or treatment or medical/mental health clearance.
 - a. The Intake Officer shall prepare a WSR documenting when, why and what hospital the youth was taken to for the medical clearance.
 3. After a youth is booked and admitted into juvenile hall, any subsequent medical diagnosis and/or treatment requiring transportation and supervision will be under the direction of the juvenile hall medical staff.
 - a. The Sr. DPO/Sr. JIO shall prepare a WSR documenting when, why and what hospital the youth was taken to for the medical treatment.
 4. Any youth who is admitted while under the influence of drugs and/or alcohol shall be placed on "MED-ISO" status and a Detoxification Sheet shall be completed to document the youth's condition at each

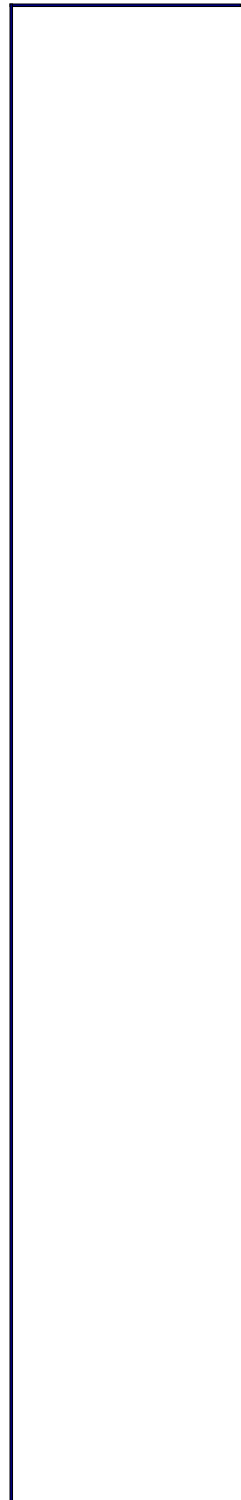
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welfare check. The youth will remain on “MED-ISO” until cleared by medical and/or the Sr. DPO is satisfied (by direct observation and evaluation) that the youth is sober, is able to care for his/her safety and does not pose a threat to the safety and security of the institution.

- a. The Sr. DPO/Sr. JIO shall prepare a Medical Referral and a WSR to document the reason for the “MED-ISO” status.
 - b. When the youth is cleared from “MED-ISO,” a copy of the completed Detoxification Sheet is to be forwarded to the Juvenile Hall medical staff. The Sr. DPO/Sr. JIO will update IMPACT to take the youth off “MED-ISO”.
 - c. The original Detox checklist is attached to a copy of the WSR and placed in the Detox binder.
5. Youth who have consumed alcoholic beverages or used marijuana but who do not appear to be impaired do not require assessment at a hospital.
- a. The Sr. DPO and Intake Officer must use discretion and caution in these situations. A youth who does not appear to be impaired during the intake process may become more impaired as time passes.
 - b. If the youth has only been in custody for a short period of time prior to arriving at Juvenile Hall, the Sr. DPO should consider having the youth medically cleared at a hospital prior to admission.
 - c. To assist in making this decision, the Sr. DPO should question the transporting officer relative to how long the youth was in custody prior to arriving at juvenile hall and the officer’s observations relative to any change in the level of intoxication during that time.



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6. Whatever the nature of the intake charge, youth who admit to using synthetic marijuana in that last 24 hours or who are suspected to be under the influence of drugs and/or controlled substances shall be cleared at a hospital prior to admission.

7. Injuries Noted During Intake
 - a. During both the intake process and during dress-out, staff will, without violating the Strip Search policy, inspect all youth for injuries. Staff will ask the youth how the injury(s) occurred and prepare a WSR to document any noted injuries. A Medical Referral will be submitted with the WSR.

8. Pregnant Youth
 - a. If a pregnant female is brought into custody and is not under the influence of any intoxicant (including alcohol), is not exhibiting any signs of distress or complications relative to the pregnancy (e.g. bleeding, cramping, severe nausea), and is presumed to be less than six months pregnant, the transporting officers (DPOs or law enforcement) will not be required to have her medically cleared prior to booking.
 - b. If any of the factors above are present, the youth will need to be medically cleared for booking.
 - c. If the booking takes place during hours in which medical personnel are on site and the youth has not yet been cleared for booking, medical personnel shall be contacted for direction.
 - d. If the booking takes place during hours in which medical personnel are not on site, the on-call physician may be contacted for direction if the youth has not yet been cleared for booking or if clarification of a medical condition is required.

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See Chapter 4111

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9. For internal arrests (by DPOs or JIOs) for drug use or when injuries are present, the on-site physician can be used to provide the medical clearance if available. If the physician is not present, the youth must be transported to a local hospital for evaluation/clearance by the arresting officer.
 - a. If the on-site physician will not medically clear the youth, the arresting officer must transport the youth to a local hospital for treatment.

B. Mandated Child Abuse Reporters 11165.7 PC

Peace Officers are mandated child abuse reporters. When a youth shares information or when information comes to light that causes staff to know or reasonably suspect that the youth has been the victim of child abuse or neglect, staff shall report the suspected incident of abuse or neglect to Child Welfare Services (CWS).

1. Notification and Documentation Pursuant to Section 11166(a) PC
 - a. Staff will immediately call the CWS Child Abuse Hotline at 1-800-367-0166 to report the incident. In addition to contacting CWS, there may be instances when immediate action by law enforcement is required. In these instances, staff will place calls to both agencies.
 - b. Staff will complete the Suspected Child Abuse Report (Form SS 8572) prior to the end of their shift. After completing Form SS 8572, staff will retain one copy and submit three copies to CWS via interoffice mail. Staff will also notify the youth's probation officer of record.
 - c. In addition to the mandatory reporting requirements, staff will:
 - (1) Immediately notify the Supervisor on duty, and

SS 8572

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- (2) Write a WSR, and
 - (3) Complete a Mental Health referral and if necessary a Medical referral.
- C.
- D. Classification for Youth Housing, Search, and Parental Notification
 - 1. The intake officer will complete the Pro-674, Classification Checklist. When a youth is initially received at the SB ARRC, intake staff at the SMJH will complete the Classification Checklist, as they will be making the decision regarding classification and housing for the youth. The form is completed in IMPACT and does not need to be placed in the file.
 - 2. The safe housing of any youth should be based on a summary evaluation of intake information and any pre-existing facility or probation documentation. Sexual orientation and/or transgender identification will not be the sole factor considered when determining search and/or housing decisions, including “no bunking” or “shower alone” statuses. Unless there is specific authenticated information regarding why a youth should not be housed or showered with other youth due to safety issues/concerns, all youth will be treated the same with regard to search and/or housing decisions regardless of sexual orientation and/or transgender identification. Non 602 wards, regardless of prior admissions, shall not be bunked until after attending their first detention hearing.
 - 3. The Intake Officer shall take immediate steps to notify the youth’s parents/legal guardian or a responsible relative that the youth is in custody and the location of the facility where he/she is detained.
 - a. If it is determined, reported or disclosed that the youth is related to or is affiliated in the community in such a way that would require further classification, (i.e., parent or relative is

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4110
Classification
4111
Searches

627(a) WIC

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a law enforcement officer, judicial officer, or other individual whose status or name recognition may potentially impact the safety and security of the facility or youth), a Sr. DPO will be notified, who will then make notifications up the chain of command.

4. If a youth is booked on significant charges and there is a safety concern about how he/she will react to being in custody, the Sr. DPO may contact a SPO/Manager to advise that the youth is being placed on Room Confinement Status (RCS) or Maximum Security (MS).
 - a. A WSR must be completed supporting the decision to place the youth on RCS/MS and the name of the SPO/Manager that was contacted.
 - b. The youth's status will be reviewed by the SPO the next business day to determine if it is still necessary.

- E. MAYSI-II Screening Assessment
 1. The Massachusetts Youth Screening Instrument (MAYSI) II is designed specifically to assess psychological distress experienced by youth in custody for the purpose of making appropriate referrals to mental health. The assessment includes 52 yes/no questions and takes approximately 10 to 15 minutes to complete. The MAYSI-II is not intended for psychiatric diagnoses. The following scales are included in the MAYSI-II assessment: alcohol/drug use, anger/irritability, depressed/anxious, somatic complaints, suicide ideation, thought disturbances (males only), and traumatic experiences. When these areas have scores in the caution/warning area, a supplemental questionnaire will be printed and staff are to complete the questionnaire with the youth.
 2. The MAYSI-II will be administered for all intakes, with the exception of youth who are physically out-of-control, too emotionally upset to complete the assessment or are under the influence of

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4125, Section V

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drugs/alcohol and are too impaired to complete the assessment. Non-completion of a MAYSI-II will be included in End of Shift (EOS) report with a request to complete the MAYSI-II during the following shift. Each youth's file will have a MAYSI-II tracking sheet, which will list the date of each MAYSI-II assessment completed. The file will also contain a copy of the most recently completed MAYSI-II. In addition, a copy of any MAYSI-II, which includes cautions and/or warnings, will be provided to Behavioral Wellness staff.

3. A copy of any MAYSI-II which scored a warning in any category or a caution or warning in the suicide category will be provided to medical staff.
4. Any youth who does not complete the MAYSI-II upon intake must complete it within 24 hours.

IV. Youth Orientation, Rights and Juvenile Hall Rules

- A. Upon intake, each youth is given a copy of the Juvenile Hall Youth Orientation Handbook. If the youth has any questions, he/she can speak with the intake officer. A Spanish language version is also available. If the youth cannot read or comprehend the material, staff will read and/or interpret the material to the youth. After this is completed, the youth signs that he/she has received the material. Each signed copy is kept in the youth's unit file.
 1. Basic youth rights include the following as listed in Title 15 CCR.
 - a. To grieve any condition of confinement (1361)
 - b. To attend school (1370)
 - c. Recreation & Exercise (1371)
 - (1) A minimum of 3 hours on school days and a minimum of 5 hours on non-school days which shall include the following every day:
 - a) One hour large muscle exercise (LMA)

See
Orientation
hand book

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- b) One hour day room time
- c) One hour programming
- (2) The one hour of programming is to be based on the youth's individual needs as required by Title 1355 and 1356 and is to include but not be limited to: trauma focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate, or pro-social interventions and activities designed to reduce recidivism.
- d. Access to religious services (1372)
- e. Parent visitation two hours weekly (1374)
- f. Send and receive mail (1375)
- g. Access to telephone (1376)
- h. Access to the court and attorney (1377)
- i. Disciplinary Due Process (1391)
- j. Access to health care services (1400)
- k. Access to necessary dental care services (1435)
- l. Access to mental health care services (1437)
- m. Three meals per day and a snack (if meals are 14 hours or more apart) (1460)
- n. Clean clothing that is appropriately fitted, in good repair and stain free (1480)

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- (1) Unless work, climatic conditions, or illness necessitates more frequent exchange, outer garments, except footwear, shall be exchanged three times per week. Undergarments, t-shirts and socks shall be exchanged daily (1482)
 - o. Clean, laundered, suitable bedding and linens, in good repair (1500)
 - (1) Bedding shall include a mattress or mattress-pillow combination, one pillow, two sheets, one blanket or more, depending upon climatic conditions and a towel at shower time.
 - (2) Pillow cases and sheets shall be exchanged for clean replacement at least once each week. The covering blanket shall be cleaned or laundered at least once per month. (1501)
 - p. Personal care items (1485)
 - (1) These items include a toothbrush, toothpaste, soap, comb, shaving implements and sanitary napkins and/or tampons (for girls)
 - q. Personal Hygiene (1486)
 - (1) Youth shall be permitted to shower/bathe upon assignment to a unit.
 - (2) Youth shall be permitted to shower/bathe on a daily basis.
 - (3) Youth shall be permitted to brush their teeth after every meal.
2. Telephone Rights

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- a. Within one hour of admission, youth have the legal right to make three initial telephone calls to specific parties at public expense:
 - (1) One call to his or her parents, stepparents, guardian, responsible relatives, employer, and an additional call to his or her attorney.
 - (2) In instances where the natural parents are living separately, the youth may make a telephone call to each of his/her natural parents.
- 3. Telephone calls to youth from parents or stepparents are typically not permitted—except in an emergency situation.
- 4. Youth may, through the Behavior Management Program (BMP), earn additional phone calls.
- 5. Youth may receive extra phone calls if approved by administration or designee when it is deemed to be of therapeutic value to the youth.
- 6. Staff are to verify that the youth is only making calls to authorized persons. Girlfriends, boyfriends, siblings and family friends are not generally persons who the youth is authorized to call.
- 7. All calls (incoming and outgoing) made by the youth are to be logged on the Telephone Rights form (PRO-364).
- 8. Weekly phone calls can be made to each parent in instances where the parents are living separately.

627(b) PC

See Chapter 4129

Pro-364

V. Release Procedures

- A. The primary responsibility for releasing youth from custody is that of the Senior Deputy Probation Officer (Sr. DPO). In the absence of a Sr. DPO, the responsibility for release decisions is with the Intake Sr. JIO

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- B. Prior to releasing any youth from custody or transferring any youth to another facility, the Sr. DPO/Sr. JIO shall verify that there is proper authority to release or transfer the youth. The following checklist will serve as a guideline for making release decisions.
1. Refer to the Court Order (Minute Order)
 - a. Verify that the person named in the Court Order is the same as the youth being considered for release.
 - b. Verify that the day of the pending release is the same date as referenced in the Court Order.
 - (1) Some Court Orders specify a specific date and time of release.
 - (2) Some Court Orders specify that the youth is to remain in custody for a specific number of days with credit for predisposition time served.
 - c. If the Court Order does not forbid Early Release Credit, verify that the Early Release Credit was properly calculated.
 - d. If the Court Order indicates that the DPO has authority to release, make sure that the DPO has actually authorized the release, and if so, under what conditions (e.g., straight release, home supervision, house arrest, electronic monitoring).
 - e. Verify to whom the youth is to be released, if someone other than the parent(s)/guardian(s).
 - f. If no Court Order is found, it may be that there is no authority to release the youth. No youth is to be released without proper authorization.
 - (1) If the youth has been in custody for 72 hours or more (excluding weekends, holidays and “dark” days for the

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Court), verify that the youth has been to court. A copy of a remand, a call to the Juvenile Court and/or the Court Hearing Officer (CHO) may be necessary to obtain the most recent Court Order.

- (a) If after inquiring with the Juvenile Court and CHO, you cannot locate a Court Order, immediately notify the SPO.

2. Petition not filed within legal timeframes

- a. If after checking with the Court and DPO, it is discovered that a petition will not be filed within the legal timeframes, the youth will be released from the juvenile hall.

- (1) For felony charges, violent misdemeanors and violations of probation, the legal timeframe to file a petition is 48 hours after arrest (not booking).

- (2) For misdemeanors, the legal timeframe to file a petition is 24 hours after arrest (not booking).

- b. The juvenile hall staff will work in conjunction with the DPO to make arrangements for release.

3. Verify that no warrants are outstanding

- a. Check the youth's file, warrant file in the office, and complete a WANDA check online.

- b. If the youth's file, the Warrant File or WANDA indicates that a warrant is outstanding, verify the warrant with warrant division of the Sheriff's Department.

- (1) Occasionally the Warrant File will indicate that a warrant exists but the Sheriff's Department has no record of the warrant in WANDA. Check with the

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DPO assigned to the youth. The warrant may have been issued by the Court but not entered into the Sheriff's Department WANDA system.

- c. If a valid warrant exists, obtain an abstract of the warrant. The youth is then booked on the warrant. Notify the Juvenile Division so the youth can be calendared for Court.
- d. Check existing CLETS information for any other "wants" for a youth, specifically, missing person information in the MUPS (missing person database). If the youth appears in MUPS, the Intake Officer is to contact the agency responsible for the entry in the database.
4. Verify that no new criminal charges are pending that would prohibit the release of the youth.
 - a. New charges may not be updated online for several days after Juvenile Investigations receives the new case; verify with Juvenile Services.
 - b. A new case does not necessarily prevent the release of the youth. This must be reviewed on a case-by-case basis with the input of the Field Services DPO or SPO, taking into consideration the youth's probation status and 628 WIC.
 - c. If a youth is being released or posting bail on an adult matter, the status of any juvenile matters must be confirmed before release to insure he/she is not subject to continued detention on the juvenile matter.
5. Insure the youth's parents/guardians and juvenile hall school staff have been notified of the time and date that the youth will be released.
6. When appropriate, medical and Behavioral Wellness personnel are notified that a youth is being released.

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- a. Staff, including medical & Behavioral Wellness staff, will notify the parents/guardians of any future scheduled medical/mental health appointments and deliver any medications or instructions to the parents.
- 7. Release all property to youth
 - a. The youth will sign for his/her property on the PRO-JH-1 Personal Property List.
 - b. Note any missing property on the form and immediately notify the Sr. DPO
- 8. The release page from IMPACT is printed and the parent/guardian and releasing officer both sign it. The form is then placed in the youth's file.

VI. Adult Inmates

- A. Definition of Adult Inmate - An adult inmate is an individual who has reached the age of full criminal responsibility under applicable state law, (in California that is 18), and has been arrested and is in custody for or awaiting trial on a criminal charge, or is convicted of a criminal offense (42 U. S. C. 5603 Sec 103 (26)).
- B. Two definitions for being an adult inmate under Federal law.
 - 1. Youth is 18 years old and is in custody or awaiting trial on a criminal charge. There are several examples of how this would affect our probationers; including, but not limited to, the following:
 - a. A youth is housed in a juvenile detention facility such as SMJH or Los Prietos Boys Camp, on a juvenile matter and an unrelated adult matter is filed, (typically a misdemeanor case). At the adult court hearing, the youth is remanded on the adult matter or bail is set.

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- b. The same youth is in SMJH or Los Prietos Boys Camp on a juvenile matter and an unrelated adult matter is filed. At the adult court hearing, the youth is released on his/her Own Recognizance (OR) and is not detained on the adult matter.
 2. The second is an adult conviction.
 - a. If an 18-year-old is on juvenile probation and he/she is convicted of any adult charge, he/she generally cannot be housed in a juvenile detention facility, (SMJH or Los Prietos) again, as he/she is now an adult inmate. It does not matter if the person is given custody time on the adult offense or not, what matters is the actual conviction.
 3. Adult offenders being prosecuted in the criminal courts and who are also remanded/detained on a juvenile matter may be housed in a juvenile facility with youth under the age of 18 if the youth is detained solely for a juvenile court matter.
 4. Youth who are charged in the adult criminal court who turn 18 years old while in juvenile custody and do not have a juvenile matter for which they are detained may not continue to be housed in general population and needs to be housed sight and sound separate.
- C. Monitoring of 18-year-old wards to identify Adult Inmate status:
 1. Assigned Juvenile Division staff will review all current juvenile probation cases where the subject is 18 years old and cross reference with E-court to ensure the subject is not on any type of adult probation or has sustained adult convictions
 2. If there are any juvenile probationers that are on adult probation or have had an adult conviction, Juvenile Division staff will be responsible for completing an Officer Instruction in Impact which will be displayed on the Overview screen indicating, "Adult inmate, do not book at Juvenile Hall." The instruction should also indicate

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why the offender is an adult inmate, e. g, on adult summary probation. By completing the Officer Instruction, law enforcement personnel will also see it when making an inquiry.

3. The assigned Juvenile Division staff will also send an e-mail to SMJH Administration with the offender's name and the file at SMJH will be flagged.
4. Intake staff at SMJH are required to review the Officer instructions on all new bookings.
5. Monthly, the assigned Juvenile Division staff will cross reference all cases of 18-year-olds with E-court to ensure the person has not received a new adult conviction. The assigned Juvenile Division staff will follow the same protocols as outlined above and will include a chrono entry indicating the date the review was completed.

VII. Transportation to SMJH

During the business hours of the SB Juvenile Court (usually during the hours of 1:00 pm-5:00 pm, Monday through Friday), SB Transportation Officer(s) are present during the court proceedings. If law enforcement has a potential intake that has no immediate need of medical or mental health services, and is able to be safely transported with the Court Transportation Officers back to SMJH, they may transport the new intake(s) with the court run. Refer to Chapter 4118 for further details on this procedure.

- A. Youth remanded from the Santa Barbara Juvenile Court shall be transported to SMJH after court has been completed for the day.

VIII. Selective Service Registration (Military Draft) Protocol

- A. Registration Requirement

The Military Selective Service Act, Section 6, 50 U. S. C. App 456, Selective Service regulations, and the President's Proclamation on

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Registration (1980 and 1994) require that Selective Service System provide the numbers of men needed by the Armed Forces, within the time required, should Congress and the President decide to return to a draft, in event of a national emergency. All males must register within 30 days of their 18th birthday. Registering with Selective Service does not mean a youth is joining the military.

B. Consequences for Failure to Register

Failing to register or comply with the Military Selective Service Act is, upon conviction, punishable by a fine of up to \$250,000, imprisonment for up to five years, or both and in addition, Federal and certain state laws require registration as a prerequisite for obtaining student financial aid, job training, government employment and U. S. naturalization.

C. Procedures

1. Upon intake, if a male youth is 18 years of age, regardless of immigration status, the Administrative Office Professional (AOP) on duty will ask the youth if he has registered for Selective Service.
 - a. If the youth has not registered and desires to, staff will provide the Selective Service Registration Form, SSS Form 1M (UPO), which is located in the intake area, to the youth.
 - b. Assist the youth in completing the form in its entirety.
 - (1) His home or correct mailing address
 - (2) His date of birth
 - (3) His home telephone/cell phone number
 - (4) His Social Security Number
 - (a) Obtain this from Impact should the youth not know his number.

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- (b) He does not need this to register
- (5) His signature
- c. When the card is completed, place it in the outgoing mail.
- d. Indicate in Impact that the registration has been completed.
 - (1) From Overview page, select the blue “Update” option in the bottom right hand corner of the screen.
 - (2) Under “Selective Service” option, select “Registered”.
 - (3) Click on “save” to update the overview page.
- a. If a youth declines to complete the registration paperwork:
 - a. Remind him that he could be subject to the penalties noted above.
 - b. Indicate in Impact that the youth declined to register.
 - (1) From the Overview page, select the blue “Update” option in the bottom right hand corner of the screen.
 - (2) Under “Selective Service “option, select “Declined”.
 - (3) Click on “save” to update the overview page.
- b. Regularly, an Intake AOP will determine if there are any 18-year-old male youth in custody and offer them the opportunity to register, following the same steps as above.

VIII. Voter Registration

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- A. Any youth who is 18-years-old at the time of his/her booking will be offered the opportunity to register to vote by the peace officer (Sr. DPO or Sr. JIO) who completes the intake.
 - 1. The youth must be a California resident.
 - 2. The youth cannot have been convicted of a felony.
 - e. Youth who have been adjudicated in juvenile court for a felony are still eligible to vote.
- B. If the 18-year-old indicates that he/she does desire to register, the youth will be provided with a voter registration form, which is available at Intake.
- C. If necessary, assist the youth in completing the voter registration card.
 - 1. Use the youth's home address as his/her residence.
 - 2. Place the completed form in the outgoing US Mail.
- D. Youth who turn 18 after being booked into the juvenile hall or will turn 18 prior to an election will also be offered the opportunity to register to vote prior to the registration deadline.
 - 1. That will be a function of a Sr. DPO or designee.
- E. Timelines
 - 1. 29 days prior to an election
 - a. Contact all youth who are 18 years of age or will be at the time of the election and ask if they have registered to vote and if they want to vote in the current election. This information can be located in Impact by sorting the SMJH juveniles by DOB.
 - 1) Must be 18 years of age at the time of the election.

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- 2) Must be a US citizen
- 3) Must be a California resident
- f. Assist the youth in completing a voter registration application if he/she has not already done so, using the youth's home address as his/her residence.
- g. Send the completed application to the appropriate County Clerk/Recorder/Assessor's Office.
2. 20 days prior to an election
 - a. All new voter registration forms must be turned into the Santa Maria Elections Office (County Clerk/Recorder/Assessor).
3. 10 days prior to the election
 - a. Contact the Santa Maria Elections Office at 346-8374 and request a Group Declaration Form for the current election, authorizing a SMJH staff to pick up and deliver their ballot.
 - b. Each eligible youth, who is a registered voter, will:
 - 1) Print full name
 - 2) Print home address
 - 3) Sign the form
 - c. Return the completed Group Declaration Form to the Santa Maria Elections Office
 - d. Staff from the Santa Maria Elections Office will prepare ballots for those youth.

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4. Six days prior to the election
 - a. Pick up the ballots from the Santa Maria Elections Office
 - b. Provide opportunity for the youth to complete voter ballot
 - c. Hand deliver the completed ballots to the Santa Maria Elections office before 5:00 PM on the day of the election.

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