

City of New York  
Administration for Children's Services

Policy & Procedure # 01/2011

**SUBJECT: Police Admission Release Assessment Process and Evening Transportation Protocol of Youth Released to Parent by Division of Youth and Family Justice (DYFJ) and Department of Probation (DOP)**

**APPROVED BY:**



**Oliver Pu-Folkes**  
Associate Commissioner  
Division of Youth & Family Justice  
Detention Services

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**IMPLEMENTATION RESPONSIBILITY:**  
Court Services Admissions and Movement(CAM) personnel

**Related Standards: OCFS 180.7(d)(3);180.7(d)(1)(iv);**  
**NYSFCA:305.2;307.1;1012(g)**  
**SUPERSEDES: Directive #: 09/07-01/31/08**

**DATE: August 25, 2011**

## **PURPOSE**

The purpose of this policy and procedure is to establish a protocol for the release to parent/legal guardian or legally responsible adult police admit youth who have been adjusted by Department of Probation (DOP) or who have been deemed eligible for Release to Parent by the Division of Youth and Family Justice (DYFJ). This procedure is in addition to a protocol for the transport of youth home to a parent/guardian or legally responsible adult who is unable to pick up a youth.

## **SCOPE**

The scope of this policy and procedure is to provide the Court Services, Admissions and Movement (CAM) unit staff with the protocol for releasing and escorting juvenile delinquent (JD) police admits and DOP released youth after NYS Family Courts are closed to parents/legal guardian or a legally responsible adult.

## **POLICY**

It shall be the policy of the ACS Division of Youth and Family Justice to assess for release to their parent/guardian or a legally responsible adult, juvenile delinquents (JD) that the Police escort to DYFJ when the NYS Family Courts are closed and to transport youth who are deemed eligible for release home when their parents or other responsible adults are unable to pick them up. Juveniles who do not meet the requirements for Probation Adjustment or Release to Parent shall remain in detention until the next day Family Court is open.

## **I. DEFINITIONS**

### **Charge Exclusion List**

The Division's list of NYS Penal Law and NYC Administrative Code offenses that preclude a juvenile admitted by the police from being released by DYFJ to his/her parent/guardian or a legally responsible adult.

### **Complaint Report (“UF-61”)**

Form completed by the NYPD describing the offense as reported by the complainant or victim.

### **Family Court Appearance Ticket (FCAT)**

A written notice issued and subscribed by a peace officer or police officer, a probation service director or designee or the administrator responsible for operating a detention facility or designee, directing a child and his/her parent/guardian or other person legally responsible for his/her care to appear, without security, at a designated probation service on a specified return date in connection with the child’s alleged commission of delinquent act(s) specified on such appearance ticket.

### **Juvenile Arrest Investigative/Probation Intake Report**

Form completed by the NYPD during intake with the arrested juvenile. The form includes the juvenile and parent/guardian’s information, warrant information and the attempts made by the arresting officer to contact the juvenile’s parent/guardian. It also states the reason(s) the juvenile was denied a Family Court Appearance Ticket.

### **Legally Responsible Adult**

The juvenile’s custodian, guardian, or any other person over 18 years of age designated by the parent as legally responsible for the juvenile’s care at the relevant time.

### **Online Booking Form**

Form the NYPD arresting officer prepares describing the offense.

### **Override**

A decision made contrary to the result of the assessment process. The override decision may be either for detention or release of the juvenile and is made after consultation with the **Executive Director of Court Services Admissions and Movement (CAM) or designee.**

### **Universal Case Management System (UCMS)**

The New York State Unified Court Management System database containing case information related to Family Court delinquency proceedings.

### **E-Justice/National Crime Information Center (NCIC)/Interstate Identification Index (III)**

An integrated database run by the New York State Division of Criminal Justice Services that allows approved and trained users to access arrest and conviction histories in New York State, as well as to conduct NCIC/III checks for outstanding warrants in other states.

### **Violation**

An offense neither defined as a felony nor misdemeanor in the New York State Penal Code for which a sentence to a term of imprisonment in excess of fifteen (15) days cannot be imposed (e.g., PL § 240.20 - Disorderly conduct and PL § 140.05 - Trespass).

## **II. PROCEDURES**

### **A. Initial Screening of Police Admissions**

Upon a juvenile’s admission to **Horizon** Juvenile Center’s Intake/Admissions, in the presence of the arresting Police Officer or the Transporting Officer, Admissions staff shall review the arrest paperwork received from the officer, visually check the juvenile, and perform a search of the juvenile. In addition,

Admission staff shall complete Section A (**Admission Eligibility**) in the **Police Admission Release to Parent Assessment Form** (Attachment A) prior to the Police Officer's departure from the facility.

1. Admissions staff shall also verify that the police officer has the following paperwork/information:
  - a. The **Online Booking Form** (Attachment B). If the police officer cannot produce the Online Booking Form, Admissions staff shall NOT admit the juvenile.
  - b. The Juvenile **Arrest Investigation/Probation Intake Report** (Attachment C). If the Outstanding Warrant checkbox under the section titled "Reasons Appearance Ticket-Family Court was Denied" is marked, Admissions staff shall ask the police officer to produce a copy of the warrant. If the Police Officer cannot produce the warrant, Admissions staff shall NOT admit the juvenile.
  - c. The **Complaint Report** (Attachment D). If the Complaint Report is available, Admissions staff shall verify whether the complainant/victim in the arrest resides in the juvenile's home. If the Complaint Report is not available, Admissions staff shall obtain the complainant/victim information from the police officer.
2. Admissions staff will check the juvenile for visible and detectable medical/mental health needs requiring emergency care, and ask the juvenile if he/she has any medical/mental health needs that require emergency medical attention.
  - a. If the juvenile has any visible and detectable medical/mental health needs and/or states that he/she has any medical and/or mental health needs that require emergency care.

**Admissions staff shall do the following:**

- i. Request a hospital discharge form from the police officer. The hospital discharge form shall be printed on hospital letterhead and signed by an attending physician. The juvenile shall not be accepted into custody if the police officer does not present a hospital discharge form.
  - ii. Inform the Tour Commander if the police officer refuses to accept the juvenile back into NYPD custody. The Tour Commander shall reiterate the admissions policy to the police officer and not accept the juvenile.
  - iii. Contact the Medical Unit if assistance is needed to determine whether a visible/detectable condition requires emergency care. Admissions staff shall notify the Admissions supervisor or Associate Juvenile Counselor I (AJCI) designated by the Tour Commander of the decision made by the Medical Unit.
- b. If the juvenile makes an allegation of abuse and/or maltreatment/neglect, Admissions staff shall report the allegation as outlined in **Directive #08/07: Reporting-Processing Child Abuse and Maltreatment/Neglect Allegations and Administrative Order # 02/04: Reporting of Incidents and GOALS Data Management**. When the allegation is made against police officer(s), Admissions staff shall admit and escort the juvenile to the Medical Unit for an immediate evaluation (*see Directive #08/07: Reporting-Processing Child Abuse and Maltreatment/Neglect Allegations*).

3. Review the police officer's paperwork to verify the current age and the age at commission of alleged delinquent act(s):
  - a. Juveniles between the ages of seven (7) and under twenty-one (21) who are charged as a juvenile delinquent for alleged acts which occurred while the juvenile was under the age of sixteen (16) shall be admitted.
  - b. Juveniles under the age of ten (10) shall be housed in Non-Secure Detention after completing the admissions and initial medical and mental health screening. Admissions staff shall immediately inform the Tour Commander when juveniles under age 10 are admitted. The Tour Commander shall immediately notify the CAM unit. CAM staff shall then notify the **Assistant Commissioner of Non-Secure Detention (NSD)**.
  - c. Ensure that the juvenile is charged as a Juvenile Delinquent (JD). Juveniles with a violation as the sole charge or a direct police admit with Juvenile Offender (JO) charges who have not been arraigned in Court shall not be admitted.
4. Conduct a search pursuant to **Directive # 1.11: Personal Resident Searches policy**. The juvenile shall not be accepted into custody and shall be returned to the Police Officer if the juvenile is found in possession of any illegal items (e.g., weapons, narcotics, drug paraphernalia, or any item for which a charge of illegal possession could apply).
5. Admit the juvenile from the police officer and process the juvenile for release eligibility after verifying that the juvenile meets the criteria for admission to detention.

#### **B. Initial Parental Notification**

Admissions staff shall contact the juvenile's parent/legal guardian and complete Section B (**Parental Notification**) in the Police Admission Release Assessment Form.

#### **If contact is established, Admissions staff shall:**

- i. Identify the language the parent/guardian speaks and/or understands. If Admissions staff cannot speak and/or understand the language of the parent/guardian, Admissions staff shall find staff members who are fluent in that language.
- ii. Ascertain if the juvenile or parent/guardian requires additional services due to specific communication needs (e.g., TTY machine, interpreter). If interpreter is needed, Admission staff will contact the DYFJ liaison to arrange interpretation services.
- iii. Conduct the initial parent/guardian notification. Notify the parent/guardian that the juvenile is in DYFJ's custody and verify the contact information of the parent/guardian, including alternate numbers and their availability for further contact.

#### **C. Police Admission Release to Parent Assessment Process**

Admissions staff shall utilize the **Charge Exclusion List** (Attachment E), the UCMS database and the CJIS database to complete the screening process and determine eligibility for release of the juvenile to the parent/guardian or a legally responsible adult. The assessment shall stop and the juvenile shall revert to the admission to detention process if at any point during the assessment process a juvenile does not

meet the release criteria. Admissions staff shall complete Section C (**Eligibility for Release to Parent/Guardian**) in the Police Admission Release Assessment Form.

1. For all police admissions, Admissions staff shall review all the listed charges on the **Online Booking Form** against the **Charge Exclusion List**. The juvenile is NOT eligible for release if any of the charges are listed on the Charge Exclusion List.
2. The juvenile shall not be eligible for release if at any point during the assessment and admissions process the juvenile makes an allegation of child abuse and/or maltreatment/neglect against a member of the juvenile's household (whether or not the State Central Registry accepts the allegation).
3. The juvenile shall not be eligible for release if the complainant/victim resides in same household as the juvenile.
4. Admissions staff shall check for any pending juvenile delinquency case(s), Family Court warrants, or NYS Office of Children and Family Services (OCFS) warrants.
  - i. Admissions staff shall use the UCMS database to search for pending juvenile delinquency cases and/or active warrants from each of the Family Courts in the five boroughs of New York City. The UCMS reports for each borough shall be printed and filed in the juvenile's Admissions Folder. If the juvenile has a pending juvenile delinquency case or an active Family Court warrant, the juvenile shall not be eligible for release.
  - ii. If the UCMS database is down at Horizon Juvenile Center, Admissions staff shall contact MCCU to obtain information from the UCMS database. MCCU shall print out the UCMS report and send the report via email to Admissions staff.
  - iii. Admissions staff shall contact MCCU to determine whether the juvenile has recently absconded from a DYFJ NSD group home, and is awaiting the issuance of a warrant from Family Court. The juvenile shall not be eligible for release if the juvenile recently absconded and a warrant has not been received.
  - iv. OCFS warrant information shall be obtained via the OCFS Warrant Information Hotline (Attachment F - **Contact Information List**). The juvenile is not eligible for release if the juvenile has an active OCFS warrant.
  - v. The juvenile shall not be eligible for release if the juvenile has any active warrant, including known warrants from Criminal and Supreme Courts.
5. Admissions staff shall check the Online Booking Form, CJIS, and UCMS for the age of the juvenile. The juvenile shall not be released if there is any issue concerning the validity of the juvenile's age. Admissions staff shall notify MCCU of such issue and MCCU shall contact the DYFJ assigned counsel.
6. Admissions staff shall establish if the juvenile is willing to be released to his/her parent/guardian or a legally responsible adult unless there is reason to believe doing so puts the youth at risk of imminent physical harm. Every effort shall be made to facilitate the release of the youth. If the juvenile refuses to be released, the juvenile shall:

- a. Sign a **Juvenile Refusal for Release to Parent/Guardian Form** (Attachment G). If the juvenile refuses to sign the form, two staff members, one of whom shall be a supervisor, shall sign it as witnesses to the juvenile's refusal.
  - b. Make a referral to Case Management and Mental Health staff.
7. All juveniles shall undergo an initial medical screening within 24 hours of admission. Admissions staff shall escort all juveniles to the Medical Unit for an initial screening. Upon completion of the screening:
- a. Medical staff shall fill out the **Police Admission Release to Parent Assessment Process Medical Discharge Summary** (Attachment H) and give it to Admissions staff in a sealed envelope. Admissions staff shall safeguard this sealed envelope and give it to the parent/guardian or legally responsible adult upon release of the juvenile.
  - b. Medical staff shall provide a **Juvenile Information Sheet** (Attachment I) to each juvenile.
  - c. For medical information that can only be disclosed to the juvenile, medical staff shall inform the juvenile verbally and instruct the juvenile on any medical follow-up needed, as well as make a notation of such disclosure in the juvenile's chart.
8. Juveniles who are eligible for release but had not completed the screening process before movement of juveniles to Court shall be produced in Court.

## **B. Parental Contact**

Admissions staff shall contact the parent/guardian using the **Script for the Police Admissions Release to Parent Assessment Process** (Attachment J) as a guide to inform the parent/guardian that the juvenile is ready to be released to their custody. Every effort should be made to encourage parent to pick up their child whenever possible. Admissions staff shall complete **Section D (Parental Contact)** on the Police Admission Release Assessment Form.

1. If no contact is made during the initial phone call to the parent/guardian, Admissions staff shall continue the admissions process and make a minimum of two (2) telephone calls per tour to the parent/guardian.
  - a. Admissions staff shall document all telephone call attempts on the Police Admission Release Assessment Form until the juvenile is produced the next day Family Court is open.
  - b. Admissions staff shall notify Case Management for assistance with contacting a juvenile's parent/guardian if phone contact with the parent/guardian is pending for an eligible juvenile, or if additional parent/guardian contact is required (e.g. a parent/guardian failing to pick up an eligible juvenile).
  - c. Admissions staff will indicate to parent/legal guardian that DYFJ will provide drop-off service within the five boroughs if the parent can not come to Horizon to pick up their child (the transport must be pre-arranged).
2. If telephone contact is established, Admissions staff shall:
  - a. Provide the parent/guardian or legally responsible adult with the address and directions for Horizon Juvenile Center.

- b. Instruct the parent/guardian or a legally responsible adult to bring two forms of identification. Acceptable forms of identification shall be found in the Identification Table (Attachment K) and on DYFJ web-site (*see Directive #05/07: Confidential Nature of Resident's Information including Immigration Status*).
  - c. Inform the parent/guardian that they must pick up the juvenile. If the parent/guardian is unable to pick up their child, Admissions staff shall make arrangement for court services to transport the youth to the parent/guardian and inform the parent to have appropriate identification. If the parent/guardian refuses to take custody under any circumstances, the youth will remain in DYFJ custody and the reasons for the refusal must be documented.
  - d. If the reason for non-pick up is transportation related, then, the admissions staff shall explain to the parent that DYFJ staff will transport the youth home within the five boroughs and all details must be pre-arranged.
  - e. The parent/guardian can also designate a legally responsible adult over 18 years of age to pick up the juvenile if the parent/guardian is not willing or is unable to pick up the youth.
3. If telephone contact is established and a parent/guardian is not willing to take custody of the youth, Admissions staff shall:
- Inform the parent of the consequences of the refusal and the next steps to be taken. (i.e., detention stays).
  - Inform the supervisor and Tour Commander of the parent/guardian refusal to pick up the youth.
  - TC shall speak to the parent to make an assessment of the situation and make a final determination as to what to do with the youth.
  - TC and/or supervisor may ask for an alternate legally responsible adult over 18 years of age who will assume custody of the youth.
  - Staff shall offer solutions to alleviate the situation (inform parent/guardian that DYFJ will transport the youth to his/her residence).
  - Staff shall read **Telephone Script for the Police Admission Release to Parent Assessment Process** (Attachment J) and encourage the parent to pick up youth or have DYFJ escort the youth home.
  - If parent/guardian is still reluctant, every effort shall be made to keep the youth from being admitted into DYFJ custody.
  - Youth who are not released, will be processed under the current procedure and taken to court the next day.

### C. Release Procedures

#### 1. When the parent/guardian or a legally responsible adult arrives at the facility:

- a. Admissions staff shall complete the **Release from Detention Form (Attachment L)**, the **Notice of the Responsibilities to Produce the Juvenile in Family Court (Attachment M)**, and **Family Court Appearance Ticket (Attachment N)**. Admissions staff shall indicate if the juvenile has made a child abuse allegation on the FCAT.
- b. All forms shall be submitted for review and approval to the Admissions supervisor or an Associate Juvenile Counselor I (AJCI) designated by the Tour Commander. The Admissions supervisor or the designated AJCI shall sign the Police Admission Release Assessment Form and expeditiously present it to the Tour Commander.

- c. The Tour Commander shall review all forms for accuracy and completeness, sign the Police Admission Release Assessment Form and return all forms to the Admissions staff or the designated AJCI.
  - d. The parent/guardian or a legally responsible adult shall sign the Notice of Responsibilities to Produce the Juvenile in Family Court Form, the Release from Detention Form and the FCAT before the juvenile can be released.
  - e. Admission staff shall issue a signed copy of the FCAT to the juvenile and to the parent/guardian or legally responsible adult.
  - f. Admissions staff shall give the Medical Discharge Summary in a sealed envelope to the parent/guardian or legally responsible adult upon the juvenile's release from detention.
  - g. Admissions staff shall return the juvenile's personal property and valuables pursuant to ***Policy #9.25: Processing Residents Personal Property.***
  - h. If the parent/guardian or a legally responsible adult does not provide adequate identification, refuses to sign for the FCAT, the Notice of Responsibilities to Produce the Juvenile in Family Court Form and/or the Release from Detention Form, the juvenile shall not be released and shall be produced in Court the next day Family Court is open (including weekend arraignment).
  - i. Admissions staff shall release juveniles over the age of eighteen (18) who have met the release criteria.
2. If a juvenile under the age of ten (10) has been screened eligible for release, but the parent/guardian or legally responsible adult has not been successfully contacted or does not arrive to pick up the juvenile at the agreed time, the juveniles shall not remain in a secure detention facility overnight.
- i. Admissions staff shall notify MCCU that a juvenile screened eligible for release shall be transported to an NSD Intake group home by DYFJ CAM staff.
  - ii. If DYFJ CAM staff is unavailable to transport the juvenile, the Tour Commander shall make transportation arrangements.
  - iii. If at a later point a parent/guardian or legally responsible adult appears at Horizon Juvenile Center to pick up the juvenile, the Horizon Admissions supervisor or the designated AJCI shall notify MCCU.
  - iv. MCCU staff shall then notify the NSD Intake group home to transport the juvenile to Horizon Juvenile Center.

### **3. Overrides**

- i. An override determination shall be made with the approval of the Director of Admissions/MCCU in consultation with the Associate Commissioner of Detention Services
- ii. If the Admissions staff completing the assessment believes there is reason for an override, they shall notify the Admissions supervisor or designated AJCI.
- iii. The Executive Director of CAM and DYFJ counsel shall be notified of all override decisions.



## **D. Processing Paperwork**

Once the juvenile has been released to his/her parent/guardian or a legally responsible adult, paperwork shall be prepared and distributed as follows:

1. Admission staff shall mail a copy of the FCAT to the complainant/victim in the arrest within twenty-four (24) hours of issuance along with an **FCAT Cover Letter (Attachment O)**. If the complainant/victim name and/or contact information is unknown, a copy of the FCAT shall be forwarded to the arresting officer.
2. Admissions staff shall compile a package for transportation to the appropriate Family Court. DYFJ CAM unit staff shall pick up this package for distribution on the next day that Family Court is open. The package shall include a copy of the Online Booking Form, the Complaint Report, and Juvenile Arrest Investigative/Probation Intake Report, four (4) copies of the FCAT and any other relevant Court papers. The FCAT shall be distributed to the following:
  - Department of Probation
  - Administration for Children's Services (ACS)
  - Corporation Counsel/Presentment Agency
  - Police Department (when the complainant/victim in the arrest is a police officer or if the contact information of the complainant/victim is unknown)
3. Admissions staff shall ensure copies of all documents are placed in the juvenile's Admissions Folder. Admissions staff shall also update CJIS using the code to reflect the release of the juvenile to a parent/guardian or legally responsible adult. All releases shall be entered in **CJIS before 5:00 A.M.**
4. Admissions staff shall scan and forward copies of all FCATs via email to the pre-identified recipient list including members of the Department of Probation and Corporation Counsel/Presentment Agency before 6:30 A.M. If the scanning equipment at Horizon Admissions is down, MCCU shall scan the copies of the FCATs and fax the copies to Horizon Admissions.

## **III. Staff Responsibilities in Processing the Release of Residents to Parent/Guardian or a Legally Responsible Adult**

### **A. Admissions Supervision Responsibilities**

1. The Admissions supervisor or an Associate Juvenile Counselor I (AJCI) designated by the Tour Commander shall ensure accuracy and completeness of all paperwork.
2. The Admissions supervisor or the designated AJCI shall ensure that Admissions staff complies with all the procedures outlined in this Policy.
3. The Admissions supervisor or the designated AJCI shall verify that the juvenile meets all requirements for release to the parent/guardian or a legally responsible adult and sign all required paperwork.
4. The Admissions supervisor or the designated AJCI shall ensure that copies of all related Court papers are forwarded to the DYFJ CAM Unit Admissions staff.

5. The Admission supervisor or designated AJCI shall ensure that a copy of the FCAT is mailed to the complainant/victim or forwarded to the arresting officer.
6. The Admissions supervisor or the designated AJCI shall send an electronic copy of the FCAT to the Department of Probation and ACS.
7. Admissions staff will verify the parent/guardian or legally responsible adult name, address and time of drop-off prior to CAM staff transporting the youth home.
8. Parent/legal guardian or legally responsible adult will be notified that if they do not appear at the designated pre-approved location within a reasonable time (usually fifteen (15) minutes); the youth will be driven back to the facility.

#### **B. Tour Commanders Responsibilities**

1. The Tour Commander shall ensure accuracy and completeness of all paperwork.
2. The Tour Commander shall ensure that the Admissions supervisor or designated AJCI and Admissions staff complies with all the procedures outlined in this policy.
3. The Tour Commander shall sign the Police Admissions Release Assessment Form after verification that all procedures were followed and that the juvenile meets all requirements for release to the parent/guardian or a legally responsible adult.
4. Tour Commander shall ensure that the CAM unit supervisor is notified and the youth is eligible to be escorted home by CAM staff. All paperwork shall be prepared and handed over to the escort team with proper information to have the youth successfully escorted home.
5. The parent/guardian or legally responsible adult must sign all paper work once child has been brought to their building safely.

#### **C. MCCU Staff Responsibilities**

1. MCCU staff shall perform required system (e.g., UCMS, CJIS, etc.) searches, in the event that Horizon Admissions staff is not able to access systems. MCCU staff shall send, via fax or email, the results to Horizon Admissions staff.
2. MCCU shall, in the event that a juvenile between the ages of seven (7) and nine (9) is admitted and is processed for release to their parent/guardian or a legally responsible adult, coordinate the movement of the juvenile from Horizon Juvenile Center to NSD Intake group home, and from NSD Intake group homes to Horizon Juvenile Center.
3. MCCU staff shall check the 24-hour database for contemporaneous absconds.
4. MCCU staff shall generate and file the weekly reports for juveniles released to their parent/guardian or a legally responsible adult.
5. MCCU shall be notified once a youth has been returned and/or released to their parent/guardian or legally responsible adult. If an emergency occurs while in transit, the CAM staff shall contact MCCU and provide information regarding the incident.

#### **D. NSD Staff Responsibilities**

1. NSD staff shall receive juveniles who are between the ages of seven (7) and nine (9) years old from Horizon Juvenile Center.
2. NSD staff shall transport juveniles eligible for release back to Horizon Juvenile Center upon notification from MCCU that a parent/guardian or a legally responsible adult has appeared to pick up the juvenile.

#### **E. Court Services Responsibilities**

1. DYFJ CAM staff shall transport and verify that all Court paperwork is submitted to the appropriate Family Court for juvenile's release to their parent/guardian or a legally responsible adult.
2. The DYFJ Court Liaison shall hand-deliver the copy of the paperwork to the Probation Department in the Family Court, ACS Permanency Planning Office for the Court, Corporation Counsel/Presentment Agency and the Police Department (if applicable).
3. All vehicles are to be searched for safety and security prior to entering and exiting the vehicle.
4. CAM and admission staff is responsible for searching the youth prior to effectuating transport.
5. CAM staff will have the parent/guardian or legally responsible adult sign a release form which will be turned over to DOP. This will also apply to youth being released by DYFJ.
6. CAM staff will ask parent/guardian or legally responsible adult for proper identification before turning over the youth.
7. The CAM driver of the unmarked vehicle will be directed to bring the youth to the pre-determined address/destination.
8. CAM staff will not use handcuffs and shackles while transporting the youth. If a youth attempts to escape, reasonable minimal force may be used as well as verbal techniques of persuasion to maintain custody and control.
9. If youth leaves DYFJ custody without permission while being escorted home or back to facility, an incident report must be written and submitted to supervisor on duty and called into MCCU by the Tour Commander.
10. All CAM staff will be equipped with an agency cell phone to keep in contact with 911, Tour Commander, Control Room and MCCU should the need arise.
11. If a parent/guardian or legally responsible adult does not appear within a reasonable time (usually fifteen (15) minutes), then the youth will be driven back to the facility.
12. Additionally, if CAM staff feels there is a safety issue upon arrival to the pre-determined address/destination, they may depart forthwith.

#### **IV. Attachments**

- Attachment A: Police Admission Release Assessment Form
- Attachment B: The Online Booking Form
- Attachment C: Juvenile Arrest Investigative/Probation Intake Report
- Attachment D: Complaint Report (“UF-61”)
- Attachment E: Charge Exclusion List
- Attachment F: Contact Information List
- Attachment G: Juvenile Refusal for Release to Parent/Guardian Form
- Attachment H: Police Admission Release Assessment Process Medical Discharge Summary
- Attachment I: Juvenile Information Sheet
- Attachment J: Script for the Police Admissions Release Assessment Process
- Attachment K: Identification Table
- Attachment L: Release from Detention Form
- Attachment M: Notice of Responsibility to Produce the Juvenile in Family Court
- Attachment N: Family Court Appearance Ticket (FCAT)
- Attachment O: Cover Letter for the Family Court Appearance Ticket

#### **V. References**

- Directive#1.11: Personal Resident Searches
- Directive #08/07: Reporting-Processing Child Abuse and Maltreatment/Neglect Allegations
- Administrative Order #02/04: Reporting of Incidents and GOALS Data Management
- Policy #9.25: Processing Residents Personal Property
- Directive #05/07: Confidential Nature of Resident’s Information including Immigration Status