



Administrative Policies and Procedures: 18.4

Subject:	Receiving and Documentation of New Youth in Youth Development Centers
Authority:	TCA 37-5-105 (3), 37-5-106
Standards:	ACA: 4-JCF-3A-18, 4-JCF-3D-02, 4-JCF-3D-03, 4-JCF-5A-01, 4-JCF-5A-02, 4-JCF-5A-03, 4-JCF-5A-04; DCS Practice Standard: 2-109B, 8-306, 11-310B, 11-311B, 1-312B, 11-313B, 11-314B
Application:	To All Department of Children's Services Youth Development Center Employees
Policy Statement:	
All youth entering the legal and physical custody of the Tennessee Department of Children's Services, Division of Juvenile Justice shall be properly identified and received. No youth shall be accepted into DCS Youth Development Centers (YDC) without appropriate Court documents authorizing their legal and physical custody.	
Purpose:	
To provide guidelines to ensure youth entering a YDC are explained the procedures at each step in the admissions process.	
Procedures:	
A. Local documentation	<ol style="list-style-type: none"> 1. Face sheet <ol style="list-style-type: none"> a) When a youth is delivered to a YDC, operated by DCS, the YDC superintendent must designate a person(s) to be responsible for completing forms CS-0060, Face Sheet no later than four (4) hours after admission. b) Staff must file the original face sheet in the youth's case file. 2. Photograph Upon entry into the facility, a designated staff must take a photograph of the youth and place it in the youth's case file no later than four (4) hours after arrival. 3. Count When a youth is received at a facility, staff must add the youth to the assigned and/or in-house counts of the receiving facility.
B. Commitment order	<ol style="list-style-type: none"> 1. Current Court order Receiving personnel must determine that the current commitment order has

	<p>accompanied the youth and review it for completeness and accuracy.</p> <p>2. Validity of commitment</p> <p>If there is a question concerning the validity of any commitment order, staff must contact the Executive Director of Juvenile Justice, prior to the facility staff refusing to accept the youth.</p>
<p>C. Minimum age</p>	<p>Staff must not accept a juvenile under the age of thirteen (13) at a YDC without the written approval of the Commissioner of Department of Children's Services.</p>
<p>D. Local procedures</p>	<p>Each YDC must develop and implement procedures for the following in receiving new youth:</p> <ol style="list-style-type: none"> 1. Determination that the juvenile is legally committed to the Department; 2. Complete search of the juvenile and possessions; 3. Disposition of Personal Property - Form CS-0162, Personal Property Inventory; 4. Shower and hair care, if necessary; 5. Issue of clean, laundered clothing and laundering and disinfecting youth's personal clothing; 6. Issuance of personal hygiene articles; 7. Medical, Dental, and Mental Health Screening; 8. Assignment to a housing unit, if appropriate; 9. Recording of basic personal data and information to be used for mail and visiting lists and <i>Face Sheet</i>; 10. Assisting the youth in notifying their families of their admission and procedures for mail and visiting; and 11. Provision of written orientation materials (including a youth handbook) and/or translations in their own language. When a literacy problem exists, the staff member will assist the youth in understanding the material. 12. Discussing facility goals, services, rules and possible disciplinary actions with the youth. 13. Familiarize youth with fire and emergency evacuation procedures.
<p>E. Documentation</p>	<p>Documentation of orientation of youth is noted on form CS-0176, Orientation Checklist.</p>

Forms:	<u>CS-0060, Face Sheet</u> <u>CS-0162, Personal Property Inventory</u> <u>CS-0176, Orientation Checklist</u>
Collateral documents:	<i>None</i>