I. **POLICY:**

The Department of Juvenile Justice shall determine the facility in which a youth will be placed. The Office of Classification shall authorize routine and urgent transfers between secure facilities.

II. **DEFINITIONS:**

**Receiving Facility:** The secure facility to which a youth is transferred.

**Routine Transfer:** The movement of a youth from one secure facility to another within 72 hours of the request.

**Sleeper:** A youth who is temporarily transferred from one secure facility to another. The bed is held at the sending facility with the expectation that the youth will return.

**Sending Facility:** The secure facility from which the youth is transferred.

**Urgent Transfer:** The movement of a youth from one secure facility to another within 24 hours of the request.

III. **PROCEDURES:**

A. Routine and urgent transfers (including sleepers):

1. The Regional Administrator or designee will approve all transfers between facilities. The appropriate Assistant Deputy Commissioner of secure facilities will be notified by the Regional Administrator of the approval.
2. The facility Director will designate staff to enter the routine or urgent transfer request in the Juvenile Tracking System Transfer Module.

3. When the request is being made for behavior problems, protection of the youth, or separation of the youth from others, the facility Director or designee will review the information in JTS to include alerts, court dates, screenings, medical, case notes, associates/enemies, and other vital information to assist with transfer decision. The facility Director will communicate transfer related information to the Regional Administrator and to the receiving facility Director.

4. The Regional Administrator will review the request and confer with the respective Assistant DC of secure facilities. If approved, the RA will contact the Director of the Office of Classification Services. Response will be via email by the following business day.

5. A request for transfer for a youth from RYDC to YDC will not be made for placement purposes.

B. For RYDCs, urgent transfers that require action outside of normal working hours (evenings, weekends, and holidays) will be coordinated by the sending facility Director and facility Regional Administrator. Youth’s education, programming, and medical needs should be considered when making a transfer decision. Transfers to a facility in another DJJ region will require the approval of the regional administrators. Upon approval, the sending facility Director will coordinate transportation arrangements with the receiving facility Director.

C. The Office of Classification will be notified and involved in all urgent transfer requests.

D. The following youth should not be considered for transfer:

1. Youth who are on the Outgoing Juveniles Report in the Transfer Module;
2. Youth who have a pending medical appointment;
3. Youth with fever, contagious rashes, or open contagious wounds;
4. Youth who are scheduled for screening;
5. Youth who have a pending court hearing within 72 hours;
6. Youth who have an active Behavioral Health Placement Review Panel alert without approval from the Office of Behavioral Health Services Director or Panel Administrator; and
7. Youth who require a Level 3 (constant) observation or have high mental health needs (except upon advice of a mental health professional) without the approval of the regional Behavioral Health Services Administrator.

E. When a youth is transferred to another secure facility, even as a sleeper, their case records (education, health, medication, and medication administration) will also be transferred.

IV. LOCAL IMPLEMENTING PROCEDURES REQUIRED: NO