



INTERNAL MANAGEMENT POLICY & PROCEDURE	SECTION NUMBER 10-107	PAGE NUMBER 1 of 3
	CHAPTER & SUBJECT: PROGRAM AND SERVICES: Hold Notifications	
Approved By:  Commissioner of the Juvenile Justice Authority		Original Date Issued: 08/04/00
		Current Amendment Effective: 11/20/06
		Replaces Amendment Issued: 04/04/00

POLICY

To maintain public safety, each juvenile correctional facility shall initiate hold notifications on juveniles committed to the custody of the Commissioner who are being transported from the facility by law enforcement officials in an action other than discharge, conditional release, medical pass or reintegration pass. Entities or agencies receiving physical custody of a juvenile from a juvenile correctional facility for reasons other than previously noted shall return the juvenile to the juvenile correctional facility.

DEFINITIONS

Hold Notification: The document with which the juvenile correctional facility formally notifies other entities or agencies that have assumed physical custody that the juvenile shall not to be released, but shall be returned to the juvenile correctional facility to serve the remainder of his/her court imposed sentence.

PROCEDURES

I. Hold Notification

- A. When a juvenile is being transported from a juvenile correctional facility by law enforcement officials, a Hold Notification form (Attachment A, Form #10-107-001) shall be completed.
- B. The Hold Notification shall contain the name of the entity or agency receiving physical custody of the juvenile, the name of the officer taking physical custody of the juvenile on behalf of the receiving entity or agency, and the date and time physical custody is transferred.
- C. The Hold Notification shall be given to the officer(s) receiving physical custody of the juvenile at the time the juvenile leaves the facility.
 - 1. A copy of the hold notification shall also be faxed to the receiving facility and any other known custodians.
- D. A copy of the hold notification, fax(es), and any other documentation pertaining to the juvenile leaving the juvenile correctional facility shall be maintained by the facility in the juvenile's master file, as well as any other appropriate place.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and juveniles and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or juveniles, or an independent duty owed by the Juvenile Justice Authority to employees, juveniles, or third parties. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

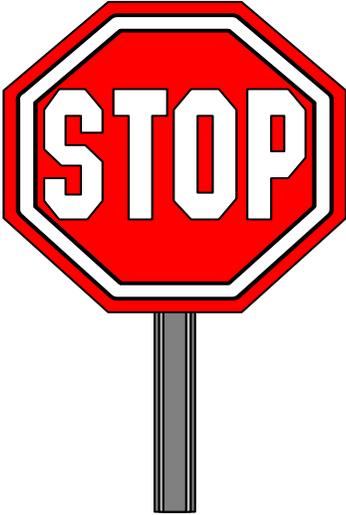
None.

ATTACHMENTS

Attachment A: Hold Notification, Form #10-107-001, 1 Page.

NOTE: PRINT ON FACILITY LETTERHEAD

ATTACHMENT A



HOLD NOTIFICATION

**URGENT – PLEASE
DELIVER IMMEDIATELY**

TO: _____
Print Name of Receiving Agency

FAX NO.: _____

Receiving Officer's Signature

DATE: _____

Print Receiving Officer's Name

Badge No.

TIME: _____

FROM: _____

RE: _____
Juvenile's Name and Number

cc: _____

FAX NO.: _____

FAX NO.: _____

Please consider this your notification of a hold on the above-named juvenile by this Juvenile Correctional Facility. Please contact the facility Superintendent regarding the return of this juvenile.