



**WIC 1766.01  
RELEASE OF YOUTH FROM A DIVISION OF JUVENILE JUSTICE FACILITY  
FOR COUNTY AFTERCARE AND SUPERVISION**

**All youth released from a Division of Juvenile Justice (DJJ) facility shall be discharged from the jurisdiction of DJJ and permitted his or her liberty under the supervision of county probation and be subject to the jurisdiction and conditions of the juvenile court.**

**Upon the youth's discharge date, as set by the Juvenile Parole Board, DJJ shall have no further jurisdiction over the youth.**

1. Intake and Court Services (ICS) will send each County Probation Department designee a **monthly** list of all offenders currently housed in DJJ facilities from their county. Lists will be sorted by Discharge Review Date/Projected Board Date which indicates what month a youth will most likely be presented to the Juvenile Parole Board for discharge.
2. Each facility will be responsible for forwarding to ICS Discharge Consideration Hearing reports/packets 65 calendar days prior to each youth's Discharge Consideration Hearing.

These reports will be forwarded **60 days prior to the hearing** to the County Probation Departments, committing court and youth's counsel, if known, as notice of youth's Discharge Consideration Hearing. (See Checklist A)

3. DJJ will send out all appropriate law enforcement notifications, victim notification and pre-registration notification as required by law.
4. The Probation Department may provide DJJ a written plan for the re-entry supervision of the youth **no less than 30 calendar days prior to the scheduled Discharge Consideration Hearing. If a written plan is submitted, it shall be presented to the JPB during the Discharge Consideration Hearing.**
5. The Juvenile Parole Board in determining whether the youth is suitable for release, shall consider (if received), the re-entry supervision plan submitted by the county.
6. If Juvenile Parole Board determines that the youth is suitable for discharge to county supervision, the Juvenile Parole Board shall **set a date for discharge no less than 14 calendar days** after the date of such determination (hearing).
7. The Juvenile Parole Board shall record any post-release recommendations for the youth.
8. Within 24 hours, the releasing facility shall notify ICS of the discharge decision. In addition, Board Agenda's indicating the hearing outcome and discharge date shall be faxed to ICS.

9. ICS shall notify the committing county (probation department) of the Juvenile Parole Board's decision to discharge the youth.
10. Board results shall also be forwarded to the Health Care Division designee, in order to prepare:
  - Summary of Medical Record
  - Summary of Mental Health Care, if applicable
  - Summary of Dental Care
  - 30 Day Prescription(s), if applicable

These documents shall be returned within 48 hours to Facility Case Services, for inclusion in the Post Discharge Hearing packet.

11. Each facility shall forward the Juvenile Parole Board's **post-release recommendations to responsible court and the probation department no later than 7 calendar days** from the Discharge Consideration Hearing. ( See Checklist B)
12. The committing county (probation department) shall provide ICS with a Re-entry Disposition Hearing date and a Court Order to produce for the youth.
13. Upon receipt, ICS will forward the order to the facility which will state the date and time for the youth's Re-entry Disposition Hearing.
14. Facilities shall coordinate the transportation of youth to the committing county (jail or juvenile hall) by submitting a Program Designation Form (PDF) and preparing a transportation packet. The PDF shall include the date of court hearing. The transportation packet shall include:
  - Removal/court order for booking purposes
  - DJJ detainer (Detainer expiration date shall be set at Discharge date)
  - 4 day supply of medication (if applicable)
15. DJJ Transportation shall return the youth to the committing county (jail or juvenile hall) **no more than 4 calendar days, but not less than 1 calendar day prior** to the Re-entry Disposition Hearing.
16. Upon the youth Discharge Date as set by the Juvenile Parole Board or Re-entry Disposition Hearing (whichever is sooner); the DJJ shall have no further jurisdiction over the youth.
17. Upon completion of the court's Re-entry Disposition Hearing, ICS shall:
  - Immediately notify CLETS to (*cancel detainer and*) inform CLET that DJJ no longer has jurisdiction over the youth
  - Contact the county to secure the certified court order
  - Process the discharge pursuant to DJJ procedures

18. If the youth is denied discharge by the Juvenile Parole Board:

- Facility staff will inform ICS who will inform the Probation Department of the denial and reasons for denial.
- The youth will be scheduled for the next available Juvenile Justice Administrative Committee to set a new Projected Board Date.
- The new Projected Board Date will be communicated to the Probation designee.