

County of Santa Clara Probation Department  
Juvenile Hall Procedure

*Youth Admittance*

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**501.11 PROCEDURE: ADMISSION FOR TRANSGENDER AND INTERSEX YOUTH**

**Agency Content**

**501.11.1 GENERAL**

**Agency Content**

- a. Transgender/Intersex youth may be identified during admissions based on certain indicators such as:
  1. A youth's statements that they are transgender/intersex, or are of a different sex than their birth sex.
  2. A youth's request to be called by a name that is not traditionally associated with their birth sex.
  3. Any statements in arrest reports indicating the youth is transgender/intersex or that the police were unsure of the youth's sex.
- b. Upon admission, any youth who evidences such indicators, but has not previously filled out a Transgender/Intersex Preference form will be admitted in the following manner:
  1. During the regular admit process the Admit Counselor will ask:
    - a. Do you go by another name other than the one listed on the Juvenile Contact Report (JCR)?
    - b. What gender do you identify with?
  2. The Admit Counselor will ask youth's preferred name and pronoun and note this information on the unit assignment sheet along with the youth's legal name.
  3. Housing determination for Transgender/Intersex youth shall consider whether the placement would ensure the youth's health and safety, and whether the placement would present management or security problems.
    - a. Admit Counselor shall make housing and programming assignments for Transgender/Intersex youth within 72 hours of admission using an individualized, case-by-case approach.
    - b. Admit Counselor shall provide Transgender/Intersex youth with the same access to housing options as all youth, including roommate assignments. If a single room is available, the option can be provided to Transgender/Intersex youth, but it shall not be required. Transgender/Intersex youth can express their desire for single room housing if they assess that is the best option for their safety and well-being.
    - c. The original Transgender/Intersex Preference form will be placed in the youth's permanent file in Police Admissions.
  4. Upon admission, a youth who has previously completed the Transgender/Intersex Preference form during their stay in Juvenile Hall will be admitted and processed in the following manner:
    - a. The Admit Counselor will retrieve the youth's Juvenile Hall file and review the prior Transgender Preference form for any changes.
  5. If there are significant changes, (i.e., youth was last housed in their biological sex unit, but is now requesting to be housed in the opposite sex unit), the Admit Counselor will inform the Control Supervising Group Counselor who will determine if more immediate notification of a Juvenile Hall Manager is necessary.
    - a. Youth will then be placed in the appropriate unit based on the preference indicated on the Transgender/Intersex Preference form filled out at the youth's last stay (pending a follow-up MDT and further individualized assessment).
  6. If youth had previously been housed in the unit of their biological sex, youth shall be allowed a roommate, unless other circumstances exist requiring an NR classification (charges, behavior, etc.). The No Roommate classification cannot be assigned to a youth-based on gender identity alone.

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7. Recording of Transgender/Intersex Youth's Name- for the purposes of recording the youth's name, the youth will be referred to by their legal name on all legal documents and with the "also known as" (AKA) name, where applicable.
  - a. In Juvenile Records System (JRS), the youth's legal name will be used.
  - b. In JAS II, the youth's legal name will be used along with any preferred name as an AKA.
  - c. All files in Police Admissions will utilize the youth's legal name as well as their preferred AKA.
  - d. In the unit, youth's legal name, as well as their preferred AKA, will be used on the unit file, and on any watch sheets, as well as on the population chart (the legal name should be in smaller font, with the preferred name in bold).