7-03/060.20 Acceptance Requirements at Juvenile Facilities

Juveniles under 18 years of age cannot be booked into Men's Central Jail/Sybil Brand Institute. They must be detained at Eastlake Juvenile Hall, the Intake Officer will dictate which facility. Before accepting a juvenile for transportation ensure the "mandatory delivery time" can be met, and that you have admittance papers (Juvenile Hall Entrance forms), remand order, or a warrant for the subject. The Probation Department will refuse to admit any subject without the proper paperwork, or if the mandatory delivery time has been exceeded.

In the event difficulty is encountered during normal office hours concerning the acceptance of juveniles into a juvenile custody facility, contact the Sheriff's Department Juvenile Investigation Bureau at (310) 946-7901 for assistance. Submit a memorandum of the circumstances to the Transportation Bureau Watch Commander in every instance, wherein complete cooperation with juvenile custody facility personnel is not experienced.