I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in Title 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

All Departmental Juvenile Facilities

III. POLICY

It is the policy of the Department of Corrections to provide the Consolidated Record to a Departmental facility that a resident is transferred to. It is also the policy of the Department of Corrections to provide copies of the Master Administrative Record, a summary of the Health Care Record, and copies of other relevant documents to another jurisdiction upon transfer to a facility in that jurisdiction. To ensure efficient processing of residents when they are transferred to other facilities, records are to be forwarded at the time the resident is transferred to other facilities.

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Procedure A: Transfer of Records, General
Procedure B: Security Procedures, Transfer and Transport of Resident Records
Procedure C: Receipt of Resident Records

V. ATTACHMENTS

None

VI. PROCEDURES:

Procedure A: Transfer of Records, General

1. Each facility shall transfer resident records consistent with applicable legal
requirements, professional standards and the Department’s policies and procedures.

2. The Consolidated Record, with the exception of the Financial Record, shall accompany the resident at the time of transfer to another Departmental facility. The Financial Record shall be transferred at the time of the resident’s transfer, if possible or, at a minimum, within three (3) working days of transfer. Copies of the Master Administrative Record, a summary of the Health Care Record, and copies of other relevant documents shall accompany the resident at the time of transfer to a facility in another jurisdiction. In an emergency, a minimum of the resident’s Universal Sheet, medication, and any available medical information shall be transferred with the resident. Everything else required to be sent to the receiving facility shall be sent as soon as possible but no later than three (3) working days after the transfer.

3. The Superintendent, or designee, of the sending facility shall ensure that appropriate coordination and communication with the Superintendent, or designee, of the receiving facility occurs to facilitate decisions regarding transfers of residents and their records.

4. For any interstate transfer, the Superintendent, or designee, shall be responsible for providing the Interstate Compact Administrator with copies of any required documents.

5. The facility’s Deputy Superintendent of Support Services, or designee, shall be responsible for reconciling the resident’s financial record for inclusion in the Consolidated Record or forwarding within three (3) working days.

6. The Admitting Staff, or other designated staff, shall be responsible for reconciling the resident’s property record for inclusion in the Consolidated Record.

**Procedure B: Security Procedures, Transfer and Transport of Resident Records**

1. The Superintendent, or designee, shall ensure that appropriate security procedures are implemented for the transfer and transport of resident records.

2. Upon notification that a resident is being transferred, the facility’s Director of Classification & Collateral Services, or other designated staff, shall ensure all records required for the resident’s transfer are collected and provided to the transporting staff.

3. The resident’s record and any medication provided by the sending facility’s health care staff shall be placed and secured in a carrying case(s) identified with the receiving facility’s name or initials. The carrying case shall be sealed with a
numbered tag.

4. Prior to departure from the sending facility, the transporting staff shall sign the Resident Records Movement Sheet.

5. The sending facility's Director of Classification & Collateral Services, or designee, shall retain a copy of the receipt signed by the transporting staff for a minimum of 30 days after the transfer.

6. The transporting staff shall ensure the transferred resident records are never left unattended or made accessible to residents in transit. The carrying case shall not be opened unless authorization is received from the Superintendent of the sending or receiving facility.

7. The transporting staff shall give the records to the staff receiving the resident. Staff receiving the records bag shall sign the Record’s Movement Sheet. The receipt shall be included in the resident’s Master Administrative Record by the Director of Classification & Collateral Services, or designee.

Procedure C: Receipt of Resident Records

1. Upon receiving transferred records, the receiving facility’s Director of Classification & Collateral Services, or designee, shall be responsible for inspecting all transferred records, including transfer receipts.

2. The Director of Classification & Collateral Services, or designee, shall confirm all required components of the Consolidated Record have been received and shall distribute the components to the appropriate departments.

VII. PROFESSIONAL STANDARDS:

ACA:

4-JCF-5A-04 Personal property retained at the facility is itemized in a written list, prepared by staff. It is signed and verified by the juvenile offender’s signature. The signed list is kept in the permanent case file; the juvenile receives a current copy of this list.

4-JCF-6F-03 An established process requires that an updated case file for any juvenile transferred from one facility to another is transferred simultaneously, or, at the latest, within 72 hours.