

Los Angeles County Probation Department Intake Detention and Control (IDC) Manual

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DONALD H. BLEVINS
Chief Probation Officer

VISION, MISSION, AND CORE VALUES

● **VISION**

Rebuild lives and provide for healthier and safer communities.

● **MISSION**

Enhance public safety, ensure victims' rights, and effect positive probationer behavioral change.

● **CORE VALUES**

We subscribe to the fair and impartial administration of justice and embrace the following values:

Dignity and Respect for our clients, public and employees.

Integrity to do the right things for the right reasons – all of the time.

Leadership to develop an organization that is sustainable and will attain national prominence.

Rehabilitation is founded in a belief that people have the ability to transform into law-abiding individuals.

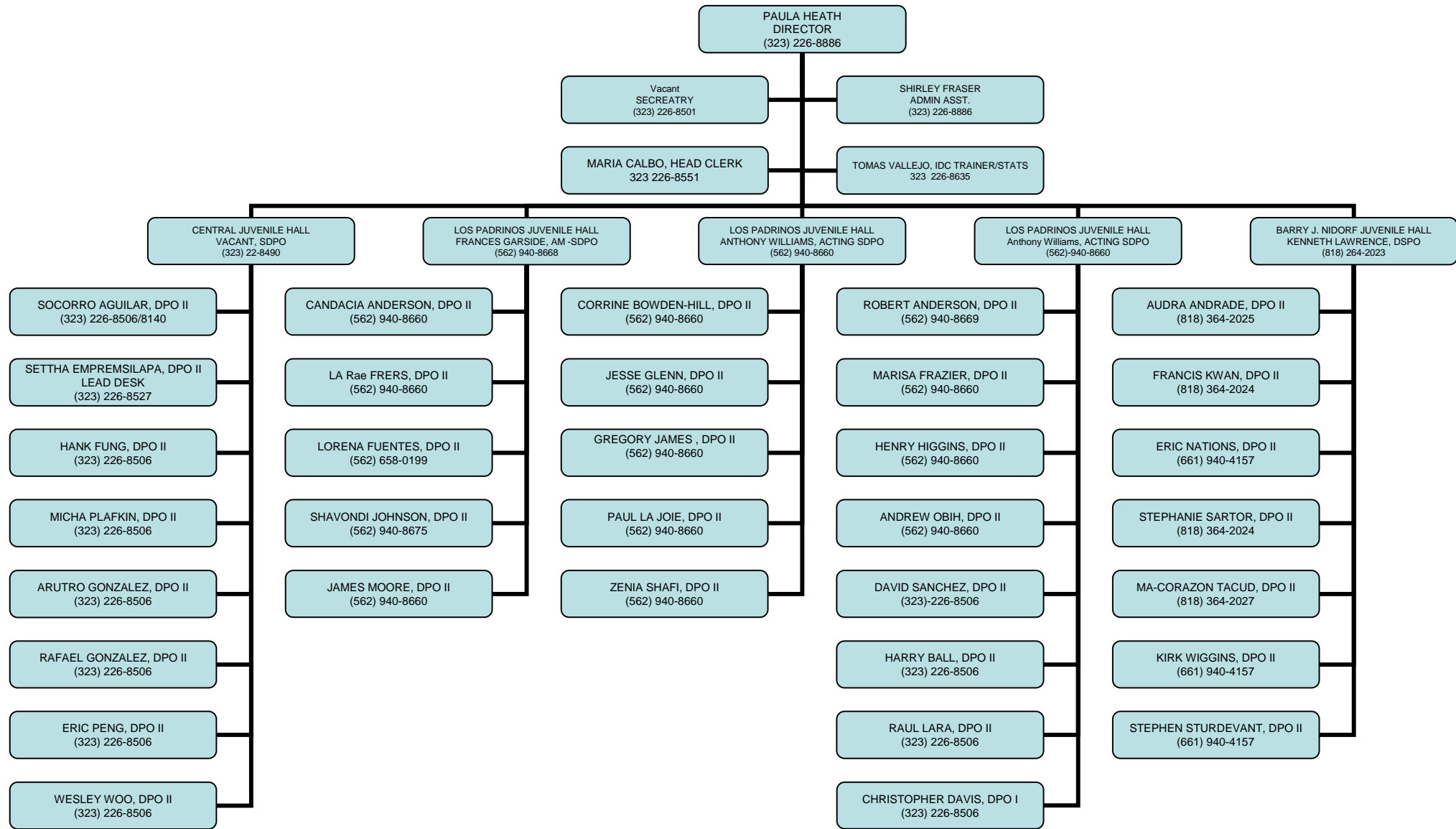
Contribution of everyone is valued and everyone has the opportunity to perform to their highest potential.

Commitment to providing service excellence to achieve positive outcomes for healthy families and communities.

Collaboration by working with others to maximize efforts and achieve positive results.

Evidence-based practices and policies as a way of assuring that our best efforts are leading to desired outcomes.

INTAKE DETENTION CONTROL ADMINISTRATIVE ORGANIZATIONAL CHART



WHAT IS PROBATION?

Probation is often referred to as Community Corrections. Probation has been defined as a form of criminal sanction imposed by a court on an offender, in lieu of incarceration, which allows the offender to serve the sentence under supervision in the community. Since it is not feasible either socially or economically to imprison all offenders, probation provides a cost effective alternative in offender management.

The Probation Department assists the court not only by helping to identify suitable candidates for probation, but also by recommending appropriate sanctions to be imposed, including time in custody, fines, restitution and community service.

The Department also helps identify those persons who are poor risks for probation by providing information to the court to justify their removal from the community.

Once probation is ordered, the Probation Officer designs an appropriate supervision plan for each offender, which guides the offender toward accepting the responsibilities of being a law-abiding citizen.

In Los Angeles County, the Probation Department is mandated to operate juvenile halls, which are temporary detention facilities for juveniles from the time of arrest through their court proceedings.

Also, the Department provides Probation Camps for juveniles needing treatment away from their home.

Los Angeles County Probation Department IDC Manual	SECTION NO. IDC 100
IDC INTAKE PROCESS	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Intake and Detention Control

101 GENERAL

The IDC DPOs' general responsibilities include, but not limited to, the intake of juveniles taken into custody and brought to juvenile hall by law enforcement agencies, making a determination to detain or release based on 628 WIC, and processing the appropriate reports below, depending on the situation:

1. Detained Petition Requests
2. Warrants
3. Out-of-County Warrants
4. Suitable Placement Removals
5. Detained 777 WIC Violation Filings
6. CDP (Community Detention Program) Violations
7. PAD (Placement Alternative Detention) Removals
8. Inter-County Transfers
9. Certifications
10. Interstate Compact (1400 WIC Petitions)

It is important to maintain a positive and professional working relationship with law enforcement and other arresting agencies. As a courtesy, most agencies will call IDC in advance to advise that they have a minor in custody, provide a brief description of the incident, and obtain approval to transport the minor to juvenile hall. However, if they transport a minor to juvenile hall without prior notification, do not complain or question them about why they didn't call in advance. Simply instruct them that they should call in advance to ensure that there are legal grounds for detention, and that the case is handled properly to avoid embarrassment for their department and the Probation Department as well.

INTAKE DETENTION AND CONTROL OFFICER (IDC) RESPONSIBILITIES:

- Review Police Report, Probable Cause Declaration, Unified Arrestee Medical Screening Form and ensure that the Unified Arrestee Medical Form is completed and signed by minor
- Once approved by the IDC officer, he/she will relieve law enforcement officer of minor's paperwork.

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- Complete systems check in, PCMS, JAI, PROBLITE
- Make (5) copies of Juvenile Hall Entrance Record (1) copy of the Unified Arrestee Medical Screening Form and then take those documents to Movement Control for the minor to be processed into the juvenile hall (JH) system
- All other paperwork would be given to IDC officer assigned to process and investigate the case (Prepare court report)
- Start Intake Process by entering the Minor's Name, Date of arrest, Arresting Agency, Time of Arrest into PCMS

Note: (Entering this information will allow Movement and Control staff to activate PEMRS)

IDC OFFICER ASSIGNED TO INVESTIGATE THE CASE RESPONSIBILITIES:

- Review all minor's paperwork:
 1. Detained Petition Requests
 2. Warrants
 3. Out-of-County Warrants
 4. Suitable Placement Removals
 5. Detained 777 WIC Violation Filings
 6. CDP (Community Detention Program) Violations
 7. PAD (Placement Alternative Detention) Removals
 8. Inter-County Transfers
 9. Certifications
 10. Interstate Compact (1400 WIC Petitions)
- Talk with and obtain/verify minor's personal history
- Do a complete systems check on minor
 1. PCMS
 2. JAI
 3. PROBLITE
- Complete Parent contact (Note: If parent is unavailable continue to call, leave a message, if still unable to reach parent/guardian, send a mailgram)
- If minor has an attorney, allow minor to contact attorney (if applicable). If the minor has an attorney, this information must be entered in PCMS and included in the Detention Report in the Interested Parties section. Refer attorney to contact the Public Defender's Office (PD) so that the PD is aware of this information.
- Complete Information to Court Officer Form
- Contact Probation Officer (PO) by sending an email informing them of minor's arrest
- Contact social worker (if applicable)
- Contact Department of Children and Family Services (if applicable)
- Complete thorough Investigation and Detention report and notify all parties by the end of your shift.
- All Detention Reports are to be reviewed and signed off by the supervisor

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102 DOCUMENTS REQUIRED FROM LAW ENFORCEMENT AGENCIES

When the law enforcement agencies arrive, they should have the following legible documents:

1. Two (2) copies of the Arrest Report
2. Probable Cause Declaration (The original PCD is not necessary)
3. Juvenile Hall Entrance Form completely filled out.
4. Unified Arrestee Medical Screening Form(s) completely filled out.
5. Livescan
 - a. Some agencies, (e.g., LASD-IRC and TRI-County) who transport minors from Northern California will not have a Juvenile Hall Entrance Form available. The IDC DPO shall fill out a Juvenile Hall Entrance Form for them.

103 REVIEW DOCUMENTS

1. IDC DPO reviews the Probable Cause Declaration (PCD) for completeness and legal basis, and ensures that it is dated and signed.
2. Review the Juvenile Hall Entrance Form for completeness. Fill in the time of arrival to juvenile hall, set the court date, court venue, and fill in the petition due date. Make sure the transporting officer signs his name on the lower left hand corner. This is important in case a minor alleges police misconduct or IDC needs to contact the law enforcement agency for additional information.
3. Review Unified Arrestee Medical Screening form, ensuring form is completely filled out.

104 DISTRIBUTION OF ENTRANCE FORM AND LOG IN PROCEDURE

1. White copy plus (2) copies to juvenile hall.
2. Yellow copy goes in the designated bin in the IDC Eastlake Office and later to the IDC Main Office (NEJJC Building- Room 9).
3. Pink copy is the file copy.
4. Minor's name and pertinent data is logged in the IDC Log Sheet.
5. If the case is a detained petition request, the PCD and attached arrest report is logged in the "PCD Log".
 - a. Note: If the minor has an outstanding 602 bench warrant in addition to the "Open Charge", the AM shift or any shift can exclude the PCD on the "PCD Log Sheet".

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- b. Reason: Some judges or commissioners will not find “probable cause”, however, the DA’s Office will have already filed the case. That causes a conflict.

6. In reference to the Entrance Form above

- a. If the charge is a felony, follow the felony guidelines for filing date.
- b. If the charge is a misdemeanor, use the misdemeanor filing date and felony court date.
 - i. Exceptions: All acts of violence, threats of violence especially assaults/batteries are given felony filing dates.
 - ii. If a minor is on a formal grant of probation, and has been charged with a misdemeanor, use the felony guidelines. For example, the minor has been charged with petty theft, vandalism or disturbing the peace and is a 602 HOP, use the felony guideline. Detained 777 WIC filings – use felony guideline.
 - iii. The following cases go to court within 48 hours (48 Hour Rule):
 - 1. Warrants
 - 2. Suitable Placement Removals
 - 3. CDP Violations
 - 4. PAD Removals
 - iv. Use felony guidelines for the following:
 - 1. Inter-County Transfers (Court venue determined by minor’s address)
 - 2. Certifications (Court venue determined by where the minor was arrested)
 - 3. 1400 Petitions (Interstate Compact)

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Los Angeles County Probation Department IDC Manual	SECTION NO. IDC 200
DETENTION REPORTS (IDC Screen-By-Screen)	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Intake and Detention Control

200 INTAKE

The Intake module provides the capability to maintain all the information about a specific incident that brought a minor to IDC. This includes personal information about the minor as well as details about the arrest and other related information.


This information is grouped into 19 sections.

Intake Assignment	Minor Profile
Minor's Address	Arrest Information
Critical Intake Factors	Interested Parties
Companions	Victim Information
Minor Statement & Rights	Parent/Guardian Statement
Dependency Information	Krisberg Scale
LADS SCALE	Intake Decision
Minor & Family Assessment	Available Services
Warrant Information	IDC Release Information
Detention Kardex Information	

Intake tracks the intake history for a minor.

The Intake History List Screen - Clicking the Intake link on the second level navigation menu list displays the Intake History list screen.

INTAKE HISTORY INFORMATION

Petition					
Arrest Date/Time		Intake Decision	Due Date	Court Date	Charges
<input type="checkbox"/>		10/01/2006			

New

☒ Delete

Figure 200.1 – Intake History List Screen

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Each entry on the Intake History list screen has a check box (for use with the Delete button), an Edit icon, arrest date and time, intake decision, petition due date, court date, and, for each charge, the penal code, the description, the level (misdemeanor or felony), and the arresting agency disposition. In addition to the list, there are New and Delete buttons. The New button allows the user to create a new entry. The Delete button allows the user to delete an existing entry (whose check box is checked). Clicking the Edit icon of an entry allows the user to make changes to that entry.

The Intake History screen shows a list of all intake records for a minor. Existing records which are closed cannot be deleted. Existing records which are active cannot be deleted if they have any court events that have already occurred.

Intake provides two different ways to input information. The first way is the Intake Data Entry screen (also called the Short screen). The second way is the Intake Update/Inquiry screen (also called the Long screen).

Using the Intake Data Entry screen - The Intake Data Entry screen is accessed by clicking the New button on the Intake History screen or directly from the Search function when the Search finds no record for the criteria the user has entered and the user clicks the OK button on Search's prompt to create a new intake. It is a subset of 9 of the 19 possible Intake sections. This subset contains the minimum amount of information required to create an intake record as well as information often available during the initial intake process. This is all presented on a single screen to reduce the amount of screen navigation necessary for the user to complete an intake.

Using the Intake Update/Inquiry screen - The Intake Update/Inquiry screen is accessed by clicking the Edit icon of an existing entry on the Intake History list screen. It has a block for each of the 19 sections. Each block has an Edit or New button to allow making changes, except for the Detention Kardex Information block whose information is a display only list.

201 Intake Data Entry Screen

The Intake Data Entry screen has 10 blocks:

Intake Assignment	Minor Profile	Minor's Address
Arrest Information	Minor Statement & Rights	Parent/Guardian Statement
Krisberg Scale	LADS Scale	Intake Decision
IDC Release Information		

The screen has these 10 items as links at the top of the screen to allow the user to go directly to a particular block without having to scroll down. Each block has a TOP link

Detention Reports

IDC 200

(except the Intake Assignment block, which is already at the top) to allow the user to get back to the top of the screen without scrolling.

The screen has a Save button to save the entry and a Cancel button to cancel any updates. The Save button leaves the user on the Intake Data Entry screen to allow further input. The Cancel button takes the user back to the Intake History screen (if the Data Entry screen was accessed via the New button on the Intake History screen) or back to the Search screen (if the Data Entry screen was accessed via the OK button following an unsuccessful search operation).

Note that if the Intake Data Entry screen is accessed from Search, there is no Common Header display, since no minor matching the criteria given to Search exists.

PCMS Home | Search | Appointments | Case Notes | File | Caseload | User Preferences | Log Out

Intake | Minor Information | Case | Case Assignment And Transfers | Halls | Camps | Investigation | Placement | Supervision | Assessment | Reports | JCPA | At-Risk | Misc.

L.A. County Probation

Intake
Intake History
Edit Intake
Intake Assignment Summary

Intake History

PDJ: [dropdown] **SEARCH** File Loc: LBAO **Add Alert**

PDJ No.: P4567005	Name: Gertsen, Ken	Minor Status: AS
JAIN: N/A	Crt Case No: 1111	DOB: 09/09/1989 - 17 yrs
SSN: N/A	Wk Loc: DPO: LBAO RS11 McQueen, Steve	SID: N/A
Detained: N	SDPO: RS10 Kidman, Nicole	Proj Camp Rel Dt: N/A
Prog Clstr: N/A	Max Conf Time: N/A	Time Srvd: N/A
Rem Conf Time: N/A		

[INTAKE ASSIGNMENT](#) [PARENT/GUARDIAN STATEMENT](#)

[MINOR PROFILE](#) [KRISBERG SCALE](#)

[MINOR'S ADDRESS](#) [INTAKE DECISION](#)

[ARREST INFORMATION](#) [IDC RELEASE INFORMATION](#)

[MINOR STATEMENT & RIGHTS](#)

* Required Fields

INTAKE ASSIGNMENT **Save** **Cancel**

Intake Location:	[dropdown]		
Intake SDPO:	E000007	Kidman, Nicole	3234568899
Intake DPO:	E000005	McQueen, Steve	2136663333
Follow-up Intake DPO:	[dropdown]		
Work Location:	LBAO	Long Beach Area Office	
Csid/DPO Name:	E000005	McQueen, Steve	2136663333

MINOR PROFILE **TOP**

* True					
Last Name:	* First Name:	Middle Name:	Suffix:	* Gender:	
Gertsen	Ken			Male	

Figure 200.2 – Intake Data Entry Screen: Top Portion

At a minimum, the user must enter the work location (in the Intake Assignment block), the minor's last and first names (in the Minor Profile block), and the arrest date, arrest time, intake date, intake time, arresting agency, arrest type, and at least one charge (in the Arrest Information block) to create a new intake entry. Details of each of the 9 blocks follow.

201.1 Intake Data Entry Screen – Intake Assignment

The Intake Assignment block manages DPO assignment information.

The screenshot shows the 'INTAKE ASSIGNMENT' form with the following fields and values:

Intake Location:	[Dropdown]		
Intake SDPO:	E000007	Kidman, Nicole	3234568899
Intake DPO:	E000005	McQueen, Steve	2136663333
Follow-up Intake DPO:	[Text]	[Search]	
Work Location:	LBAO	[Search]	Long Beach Area Office
Csld/DPO Name:	E000005	McQueen, Steve	2136663333

Buttons: Save, Cancel

Figure 200.3 – Intake Data Entry Screen: Intake Assignment

It has fields for the intake location, intake SDPO (display only), intake DPO (display only), follow-up intake DPO, work location, and caseload/DPO name (display only). The intake SDPO and intake DPO fields are set by the system based on the user entering the intake information. The work location field defaults to the location of the user entering the intake information. The caseload/DPO name field is either blank (for a new intake entry for a new minor) or the identifier of the user entering the intake information. The Minor Profile block manages information about the minor’s name, AKAs, date of birth, certain identifiers, names of parents, and other items.

The screenshot shows the 'MINOR PROFILE' form with the following fields and values:

* True			
Last Name:	* First Name:	Middle Name:	Suffix:
Gertsen	Ken		[Dropdown]
AKA:			* Gender:
Gerty	Kenny		Male
True D.O.B.:	D.O.B. 2:	D.O.B. 3:	
09/09/1989			
DCFS JAIN:	JAIN:	SID:	SSN:
	j-1234		
Mother's Name:			
Last Name:	First Name:	Middle Name:	Suffix:
			[Dropdown]
Father's Name:			
Last Name:	First Name:	Middle Name:	Suffix:
			[Dropdown]
Pending Deportation:	ICWA Eligible:	Tribe:	Reservation:
<input type="checkbox"/>	No	[Text]	[Text]

Figure 200.4 – Intake Data Entry Screen: Minor Profile

It has fields for the minor’s true last name, first name, middle name, and suffix, gender, AKA last name, first name, and middle name, true date of birth, up to two other dates of

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birth, DCFS JAIN, JAIN, SID and SSN identifiers, mother's last name, first name, middle name, and suffix, father's last name, first name, middle name, and suffix, whether the minor is pending deportation or not, minor's ICWA eligibility status, Native American tribe name and reservation name (if applicable). For a minor who already exists in the system, these fields are populated with existing data where applicable.

The name and AKA information updates the Names section of the Minor Information module. The DOB and pending deportation information updates the DOB section of the Minor Information module. The gender, ICWA eligible, tribe, and reservation information updates the Physical Characteristics part of the Physical Characteristics and Marks section of the Minor Information module. The DCFS JAIN, JAIN, SID and SSN information updates the Identifiers section of the Minor Information module. The mother's and father's name information updates the Family section of the Minor Information module.

201.3 Intake Data Entry Screen – Minor's Address

The Minor's Address block manages the minor's residential address information.

The screenshot displays the 'MINOR RESIDENTIAL ADDRESS' form. The form is titled 'MINOR RESIDENTIAL ADDRESS' and has a 'TOP' link in the top right corner. The form contains the following fields:

- Address Type:** A dropdown menu with 'Residential' selected.
- Country:** A dropdown menu.
- Street:** A text input field.
- City/Town:** A text input field.
- Zip:** A text input field.
- From Date:** A date picker field.
- Minor Lives With:** A dropdown menu.
- Apt/Unit:** A text input field.
- State:** A dropdown menu.

Figure 200.5 – Intake Data Entry Screen: Minor Residential Address

It has fields for address type (display only), with whom the minor lives, country, street, apartment or unit, city or town, state (or province or district, if country is not United States), zip code (or postcode, if country is not United States), and from date. For a minor who already exists in the system, these fields are populated with existing data where applicable.

The address information updates the Addresses part of the Addresses & Phones section of the Minor Information module.

201.4 Intake Data Entry Screen – Arrest Information

The Arrest Information block manages the information about the arrest associated with this intake.

Figure 200.6 – Intake Data Entry Screen: Arrest Information

It has fields for the arrest date and time, the offense date, the minor's age as of the offense date (display only), the intake date and time, the arresting agency, the booking number, the agency file number, the arresting officer's name, the arrest type, the DA file number, whether there is an outstanding warrant or not, whether a PCD was received or not, whether an arrest report is required or not, the minor's blood alcohol content, who conducted the BAC test and the BAC test date, a list of all charges, the minor's age at first arrest, the number of sustained petitions for the minor in the past 12 months, and a text description of the arrest. Each of the charges has fields for the count number, the charge code (display only), the charge description (display only), the charge level (display only), and the arresting agency disposition.

If the outstanding warrant check box is checked, an alert entry is created for the minor in the Alerts section of the Common module.

When an arrest entry is completed, an auto-generated case note entry is created for the minor in the Case Notes section of the Common module.

201. 5 Intake Data Entry Screen – Minor Statement & Rights

The Minor Statement & Rights block manages information about the minor being informed of his/her rights, any statement made, and any phone calls made.

MINOR STATEMENT & RIGHTS [TOP](#)

* Informed of Rights By: ☐ Waived ☐ Invoked

Gladys R Questionnaire Completed: ☐ Yes

Minor's Statement:

Comments:

Phone Call Placed To:

Name	Relationship	Phone	Completed
* Last Name: <input type="text"/>		* First Name: <input type="text"/>	
Middle Name: <input type="text"/>		Suffix: <input type="text"/>	
Relationship: <input type="text"/>		* Phone: <input type="text"/>	
Completed: <input type="checkbox"/> Yes			

☒

Figure 200.7 – Intake Data Entry Screen: Minor Statement & Rights

It has fields for the name of the DPO informing the minor of these rights, whether the minor invoked or waived the rights, whether a Gladys R Questionnaire was completed or not, minor's statement, comments, and a list of phone calls made. For each phone call made, the entry has fields for the last name, first name, middle name, suffix, relationship, and phone number of the person called, and whether the call was completed or not.

If the minor is under 14 years old, the minor must fill in the Gladys R questionnaire and the Gladys R Questionnaire check box is required to be checked.

201.6 Intake Data Entry Screen – Parent/Guardian Statement

The Parent/Guardian Statement block manages information about notification of the minor's parent or guardian and that person's statement.

PARENT/GUARDIAN STATEMENT [TOP](#)

Person Notified:

* Relationship:

* Last Name:

Middle Name:

* First Name:

Suffix:

Notified By:

How:

Date:

Time:

Parent/Guardian Statement:

Figure 200.8 – Intake Data Entry Screen: Parent/Guardian Statement

It has fields for the person notified, the relationship, last name, first name, middle name, and suffix of the person notified, by whom the person was notified (display only), how the notification was made, the date and time of the notification, and the person's statement.

The person notified dropdown list always has an entry for New to allow the entry of a new person. It also includes all family members (if any, from the Family section of the Minor Information module) for an existing minor to allow selecting a known family member. If an entry other than New is selected, the relationship, last name, first name, middle name, and suffix fields are set based on that selection and are made display only; if the New entry is selected, those fields are cleared and made editable.

The name and relationship information for a new family member updates the Family section of the Minor Information module and also updates the Interested Parties section of the Intake module.

201.7 Intake Data Entry Screen – Krisberg Scale

The Krisberg Scale block manages the information for the Krisberg scale.

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KRISBERG SCALE [TOP](#)

Most Serious Offense

10: WIC 707(b) or Firearms 0

7: Weapons/Threat of great bodily harm

5: Personal Assault/Battery property/Drugs (Burglary, G. Theft, V. Theft, Narco Sale)

3: All other crimes

0: None

Number of Sustained Petitions, Last 12 Months

5: 2 or more 0

3: 1

0: 0

Youth Residing With

0: Out of home (institution, group/foster home, other) 0

0: In home of parents/guardian, relative or spouse

Under the Influence of Drugs or Alcohol at Time of Arrest

2: Yes 0

0: No

Warrant Status (not traffic warrant)

10: Minor is subject of active bench warrant 0

0: Minor is not subject of active bench warrant

Total Score: 0

[Recalculate](#)

Figure 200.9

Note: Detention Reports prepared by IDC Staff will no longer utilize the “Krisberg Scale” as an assessment tool to evaluate the criminogenic risk factors as a determination whether to detain or release a minor prior to the initial court appearance. In many cases, a Krisberg scale of 10 or more may still require a supervisor’s approval for an override.

It has five areas that contribute to a total score. The user selects the appropriate value for each area and then clicks the Recalculate button to generate the total score value. The total score is used in the Intake Decision block (see below) and is a display only field. If the Recalculate button is not clicked by the user, the total score is not changed even if new or different values are selected in the five areas.

Although, as noted above, Detention Reports prepared by IDC Staff will no longer utilize the “Krisberg Scale” as an assessment tool to evaluate the criminogenic risk factors as a determination whether to detain or release a minor prior to the initial court appearance, completion of the Krisberg Scale is necessary to generate the Intake Data Entry Screen – Intake Decision as illustrated in Section 201.9 below.

201.8 Intake Data Entry Screen – LADS Scale

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The LADS Scale block manages the information for the LADS scale.

LA Detention Screener Information

[Top](#)

Edit

Ethnicity:	Score
1. Current Age: 17	0
2. Gender: Male	1
3. Age at 1st Arrest:	0
4. No. of Prior Arrests: 0	0
5. Delinquent Orientation - CURRENT HISTORY (IP) — LARRC #10	
6. Poor Academic Achievement - CURRENT HISTORY/PAST YEAR (A) — LARRC #16	
7. Has Very Few ProSocial Acquaintances - CURRENT HISTORY (R) — LARRC #37	
8. Used Substances Frequently - CURRENT HISTORY (A) — LARRC #48	
9. Constructive Use of Time at Home - CURRENT HISTORY (A) <input type="checkbox"/> — LARRC #22	
	Subtotal Items 1-8: 1
	Subtotal Item 9:
	Total: 1
Krisberg Items - Not Scored	
10. Most Serious Present Offense <i>Firearms/WIC 707B/Weapon or great threat</i>	No
11. Warrant Status: <i>Active warrants exist</i>	No
	Total Flagged Items: 0
Name of Staff Conducting the Screening Interview:	
Screening Date:	

201.8.1 Implementation of the “Los Angeles Detention Screener” (LADS) in Detention Bureau IDC Detention Reports

The Intake, Detention and Control (IDC) staff shall begin formally implementing the Los Angeles Detention Screener which is currently in use in IDC, Juvenile Halls. This document is commonly referred to as “LADS” and is utilized by IDC staff when recommending detention or detention alternatives for the minor prior to court appearance.

The LADS is a 1-page assessment tool intended to screen juvenile offenders for recommendation for immediate detention or detention alternatives. It includes all of the items and their definitions, and guides the user through adding up the Total Screening Score. A copy of “Instructions for Completing the LADS” is included for reference by IDC Juvenile Hall staff within this Directive.

Detention Reports prepared by IDC Staff will no longer utilize the “Krisberg Scale” as an assessment tool to evaluate the criminogenic risk factors as a determination whether to detain or release a minor prior to the initial court appearance.

Detention Reports	IDC 200
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Pursuant to LADS, when an IDC DPO staff consults with a minor admitted to a Juvenile Hall facility for purposes of preparing a Detention Report for court purposes, the IDC DPO shall:

- Interview the minor utilizing the LADS as the exclusive assessment tool and facilitate the data-gathering from individuals under LAPCD jurisdiction;
- Show the minor the Total Score and explain the implications of that score if the minor requests to hear about the results;
- Identify, within the LADS section of the PCMS Detention report, the IDC DPO completing the assessment, and
- Indicate the LADS completion date

IDC Supervising Deputy Probation Officers will ensure that the LADS are completed for every minor interviewed.

201.8.2 Instructions for Completing the LADS

The Los Angeles Detention Screener (LADS) is a 1-page assessment tool intended to screen juvenile offenders for recommendations for immediate detention. It includes all of the items and their definitions, and guides the user to adding up the Total Screening Score.

Filling in LADS Screener Form

Ensure to complete the name, DOB, ID# and ethnicity sections are located at the top of the page.

Age at First Arrest:

This number should represent the age of the minor the first time he or she ever got in trouble with the law for a criminal offense (excluding minor traffic matters therefore, "Trouble" means that they were either given a summons, ticket or arrested and booked.) It does not include getting picked up and turned over to parents with a reprimand. Generally, there should be an official entry in Juvenile Automated Index (JAI) documenting the minor's first contact with law enforcement. This should be counted as the minor's first arrest.

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Number of Prior Arrests:

The issue is APPROXIMATELY how many times a minor has been arrested, or provided a summons, warrant to ticket for a criminal statute. This item is not counting how many times the individual has received a disposition or been sentenced.

Items 1-4

Each item 1-4 is scored 1 or 0. A score of “1” indicates risk for this item. There are 2 or 3 boxes under each item indicating what conditions makes the item score a 1. If such condition is not met (i.e. the minor is NOT aged 14 to 16, or is NOT male, the item scores a 0.)

LOS ANGELES RISK & RESILENCY CHECKUP (LARRC) – Items 5-9

Items 5-9 are taken from the LARRC assessment because they have been shown to indicate higher risk. The LARRC is an interview-based assessment, so it may take more time to assign a score for these items; you will need to talk to the minor and determine the most appropriate score.

The set of three boxes below each item explain what circumstances score a high-risk (a “Yes” or a “2,” except for #7 which is “reversed-scored”), and which score low-risk” (a “No” or a “0,” except for #7), or an in-between score of “1” meaning “somewhat”.

Please read these definitions carefully. Talk to the minor and ask questions about his or her circumstances at school, at home, and with friends. Use additional resources and documentation from the minor’s file if available and appropriate, to determine each item’s score.

Add up the total LADS score

Add up the points from item 1 through 9. Remember that item #7 can be a negative number. For example, a juvenile can have a total of 8 points from all other items, and a score of -2 on #7, for a total LADS score of 6 points.

Krisberg Items - not scored – Items 10 &11

These are flag-only items and does not count in the total LADS score. Items 10 and 11 refer to special considerations for detention. They need to be noted for immediate information purposes.

Figure 200.10

201.9 Intake Data Entry Screen – Intake Decision

The Intake Decision block manages the information about the decision to release or detain the minor.

INTAKE DECISION [TOP](#)

Krisberg Scale Recommendation:

System Detention Decision: ☒ Release ☐ Detain

DPO Detention Decision:

Decision Override:

Authorized By:

Explanation:

Court Location: Court Address:

Court Department:

Citation Date: Citation Time:

Citation No:

Petition Due Date: Petition Due Time:

Court Due Date: Court Time:

Check the applicable section(s) as outlined below:

- ☐ The minor is in need of proper and effective parental care or control and has no parent, legal guardian, or responsible relative, or has no parent, legal guardian, or responsible relative willing to exercise or capable of exercising that care or control, or has no parent, legal guardian, or responsible relative actually exercising that care or control.
- ☐ The minor is destitute or is not provided with the necessities of life or is not provided with a home or suitable place.
- ☐ The minor is provided with a home which is an unfit place for him or her by reason of neglect, cruelty, depravity or physical abuse of either of his or her parents, or of his or her legal guardian or other person in whose custody or care he or she is.
- ☐ Continued detention of the minor is a matter of immediate and urgent necessity for the protection of the minor or reasonable necessity for the protection of the person or property of another.
- ☐ The minor is likely to flee the jurisdiction of the court.
- ☐ The minor has violated an order of the juvenile court.
- ☐ The minor is physically dangerous to the public because of a mental or physical deficiency, disorder or abnormality.

Figure 200.11 – Intake Data Entry Screen: Intake Decision

It has fields for the Krisberg recommendation (display only, from Krisberg Scale block above), whether the system detention decision is release or detain (display only, based on Krisberg recommendation), the DPO detention decision, the decision override reason (if DPO decision differs from system decision), who authorized the decision override, explanation, court location, court address, court department, citation date, time

Detention Reports	IDC 200
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and number, petition due date and time, court due date and time, and a list of check boxes to indicate applicable reasons for detaining.

The system detention decision is Release if the Krisberg recommendation is less than 10; otherwise, it is Detain. The list of check boxes is display only unless the DPO detention decision is one of the detention options.

201.10 Intake Data Entry Screen – IDC Release Information

The IDC Release Information block manages the information about the release of a minor.

Figure 200.12 – Intake Data Entry Screen: IDC Release Information

It has fields for the scheduled release date, the actual release date, and the person to whom the minor was released, the address and phone number information of the person (display only), verification data, and the user id of the person who initiated the release. Indicate in the comment section, minor's citation court date, location of the court and citation number.

The dropdown list of possible persons to whom the minor could be released is derived from the persons in the Family and Interested Parties sections of the Minor Information module for the minor (as populated by previous entries on this data entry screen for a new minor).

202. Intake Update/Inquiry Screen

The Intake Update/Inquiry screen has 19 sections (as noted above). The screen has these 19 items as links at the top of the screen to allow the user to go directly to a particular section without having to scroll down. The same 18 links are available on the left-side navigation menu. Each section has a TOP link to allow the user to get back to the top of the screen without scrolling.

The screenshot displays the PCMS (Probation Case Management System) interface. At the top, there's a navigation bar with links like Home, Search, Appointments, Case Notes, File, Caseload, User Preferences, and Log Out. Below this is a secondary navigation bar with tabs for Intake, Minor Information, Case, Case Assignment And Transfers, Halls, Camps, Investigation, Placement, Supervision, Assessment, Reports, JCPA, At-Risk, and Misc. The main content area is titled 'Intake History | Intake Process Form'. It features a search bar with 'PDJ' and 'File Loc: LBAO'. Below the search bar, there's a summary of the case: PDJ No.: P4567005, Name: Gertsen, Ken, JAIN: j-1234, Crt Case No: 1111, DOB: 09/09/1993 - 13 yrs, SSN: N/A, Wrk Loc DPO: LBAO RS11 McQueen, Steve, Detained: N, SID: s-1234, SDPO: RS10 Kidman, Nicole, Proj Camp Rel Dt: N/A, Prog Clstr: N/A, Time Svcd: N/A, Rem Conf Time: N/A. The left sidebar contains a list of links for various sections: Intake, Intake History, Edit Intake, Minor Profile, Minor's Address, Arrest Information, Critical Intake Factors, Interested Parties, Companions, Victim Information, Minor Statement & Rights, Parent/Guardian Statement, Dependency Information, Intake Assignment, Krisberg Scale, Intake Decision, Minor & Family Assessment, Available Services, Warrant Information, IDC Release Information, Detention Kardex Information, and Intake Assignment Summary. The main content area is divided into sections: INTAKE ASSIGNMENT (with a TOP and Edit button), MINOR PROFILE (with a TOP and Edit button), and INTAKE DECISION. The INTAKE ASSIGNMENT section shows details for AO: Long Beach Area Office, Intake DPO: E000005, Intake SDPO: E000007, Follow-up Intake DPO: CslldPO Name: E000005. The MINOR PROFILE section shows details for NAME: Gertsen, Ken, AKA: Gerty, Kenny, DOB: 09/09/1993, Height, Weight, Race, Gender: Male, Hair Color, and Eye Color.

Figure 200.13 – Intake Update/Inquiry Screen: Top Portion

202.1 Intake Update/Inquiry Screen – Intake Assignment

The Intake Assignment section displays and manages the assignment information.

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Figure 200.14 – Intake Update/Inquiry Screen: Intake Assignment

Clicking the Edit button takes the user to the Intake Assignment detail screen discussed above in Section 201.1.

The Save and Cancel buttons on the detail screen return the user to the Intake Update/Inquiry screen.

202.2 Intake Update/Inquiry Screen – Minor Profile

The Minor Profile section displays and manages name, AKA, identification, date of birth, physical characteristics, and some background information.

Figure 200.15 – Intake Update/Inquiry Screen: Minor Profile

A subset of this information is on the Intake Data Entry Screen – Minor Profile block discussed above in Section 201.2. Clicking the Edit button takes the user to the Minor Profile detail screen which allows the user to add or change parts of the information. It is critical that the JAI information be inputted in this area.

Detention Reports

IDC 200

PCMS

Home | Search | Appointments | Case Notes | File | Caseload | User Preferences | Log Out

Intake

Minor Information

Case

Case Assignment And Transfers

Halls

Camps

Investigation

Placement

Supervision

Assessment

Reports

JJCPA

At-Risk

Misc.

L.A. County Probation

Intake

Intake History

Edit Intake

Intake Assignment Summary

Intake History | Intake Process Form | Intake Minor Profile

PDJ

SEARCH

File Loc: LBAO

Add Alert

PDJ No.: P4567005

Name: Gertsen, Ken

DOB: N/A

Minor Status: AS

JAIN: j-1234

Crt Case No: 1111

Detained: N

SSN: N/A

Wrk Loc: DPO: LBAO RS11 McQueen, Steve

Proj Camp Rel Dt: N/A

SID: s-1234

SDPO: RS10 Kidman, Nicole

Time Srvd: N/A

Prog Clstr: N/A

Max Conf Time: N/A

Rem Conf Time: N/A

Minor Profile

Back

Names

	Name	Suffix	Name Type	Date/Time Entered	Entered By
<input type="checkbox"/>			Nickname	10/13/2006 01:24 PM	
<input type="checkbox"/>	Gertsen, Ken		True Name	10/13/2006 01:24 PM	

New

Delete

Identification

	Type	No.	Issuing Authority	Verify	Date Entered	Entered By
<input type="checkbox"/>	UPN	U1234005			10/13/2006	SYS
<input type="checkbox"/>	SID	s-1234		true	10/16/2006	McQueen, S E000005
<input type="checkbox"/>	JAIN	j-1234		false	10/16/2006	McQueen, S E000005

New

Delete

Physical Characteristics

Physical Characteristics

	Gender	Ethnicity	Height	Weight	Date Entered	Entered By
<input type="checkbox"/>	Male				10/13/2006	

Physical Marks

	Type	Body Part	Side	Orientation	Date Entered	Entered By

New

Background Info

Mother's Name: Gertsen, Grace

Mother's Maiden Name:

Grade:

High Profile: N

School: Altadena Bloods

Gang:

Edit

Back

Figure 200.16 – Intake Update/Inquiry: Minor Profile Detail Screen

The Minor Profile detail screen has four sections and a Back button. The Back button returns the user to the Intake Update/Inquiry screen.

The Names section is the same as the Names list screen in the Minor Information module. Clicking the New button or the Edit icon takes the user to the Add/Edit Names detail screen.

The Identification section is the same as the Identifiers list screen in the Minor Information module. Clicking the New button or the Edit icon takes the user to the Add/Edit Identifiers detail screen.

The Physical Characteristics section is the same as the Physical Characteristics and Marks list screen in the Minor Information module. Clicking the New button or the Edit icon takes the user to the Edit Physical Characteristics or the Add/Edit Physical Marks detail screen. These three screens are the same as those discussed above in Section.

The Save and Cancel buttons on the one Edit and the three Add/Edit detail screens mentioned above return the user to the Minor Profile detail screen.

The Background Info section has selected information about the minor's mother, school, gang affiliation, and high profile status. Clicking the Edit button takes the user to the Background Info detail screen.

PCMS Home | Search | Appointments | Case Notes | File | Caseload | User Preferences | Log Out

Intake | Minor Information | Case | Case Assignment And Transfers | Halls | Camps | Investigation | Placement | Supervision | Assessment | Reports | JJCPA | At-Risk | Misc.

L.A. County Probation

Intake History | Intake Process Form | Intake Minor Profile

PDJ: SEARCH File Loc: LBAO Add Alert

PDJ No.: P4567005 Name: Gertsen, Ken Minor Status: AS
 JAIN: j-1234 Crt Case No: 1111 DOB: N/A SSN: N/A
 Work Loc: DPO: LBAO RS11 McQueen, Steve Detained: N SID: s-1234
 SDPO: RS10 Kidman, Nicole Proj Camp Rel Dt: N/A Prog Clstr: N/A
 Max Conf Time: N/A Time Srvd: N/A Rem Conf Time: N/A

Minor Profile

Background Info

Mother's Last: Gertsen First: Grace
 Middle: Mother's Maiden Name:

Grade: College School:
 Other:
☐ High Profile Gang: Altadena Bloods

Figure 200.17 – Intake Update/Inquiry: Minor Profile Background Info Detail Screen

Detention Reports	IDC 200
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The mother's last, first, middle and maiden name information updates the Family section of the Minor Information module.

The grade, school, and other information updates the School block of the Education section of the Minor Information module.

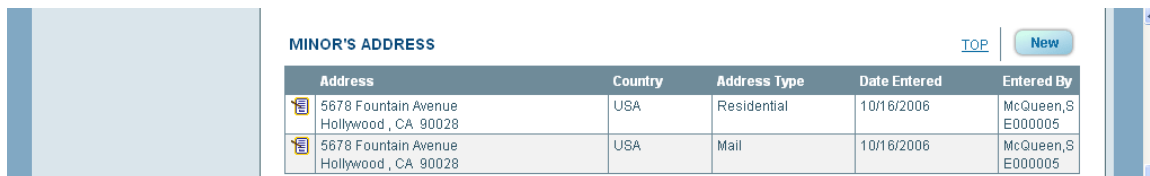
The gang information updates the Gangs section of the Minor Information module.

The high profile status information updates the Alerts section of the Common module. If this check box is checked, a HIGHPROFILE alert is created; if it is unchecked, the HIGHPROFILE alert is deleted.

The Save and Cancel buttons return the user to the Minor Profile detail screen.

202.3 Intake Update/Inquiry Screen – Minor's Address

The Minor's Address section displays and manages address information.



The screenshot shows a web interface titled "MINOR'S ADDRESS". It includes a "TOP" link and a "New" button. Below is a table with the following data:

Address	Country	Address Type	Date Entered	Entered By
5678 Fountain Avenue Hollywood, CA 90028	USA	Residential	10/16/2006	McQueen,S E000005
5678 Fountain Avenue Hollywood, CA 90028	USA	Mail	10/16/2006	McQueen,S E000005

Figure 200.18 – Intake Update/Inquiry Screen: Minor's Address

This screen is populated from existing address information (if any) from the Addresses & Phones section of the Minor Information module.

The Minor's Address section is the same as the Address list screen in the Addresses & Phones section of the Minor Information module. Clicking the New button or the Edit icon takes the user to the Add/Edit Address detail screen.

The Save and Cancel buttons on the detail screens return the user to the Intake Update/Inquiry screen.

The Minor's Address section of the Intake Update/Inquiry screen creates or updates entries in the Address section of the Addresses & Phones section of the Minor Information module.

202.4 Intake Update/Inquiry Screen – Arrest Information

The Arrest Information section displays and manages arrest information.

Detention Reports	IDC 200
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ARREST INFORMATION [TOP](#) [Edit](#)

Arrest Date: 10/10/2006 09:00 AM
 Offense Date: Age at Offense:
 Intake Date: 10/10/2006 10:00 AM
 Arresting Agency: LAPD Agency File No.: Officer:
 Booking #: DA File#:
 Arrest Type: Juvenile Location:

☐ Outstanding Warrant ☐ PCD Received ☐ Arrest Report Required

Blood Alcohol Content (BAC): 0.0 BAC Test Conducted By: BAC Test Date:

Count	Arrest Charges	Description	Level	Arrest Agency Dispo
1	PC 597S	ABANDON DOG OR CAT	M	Non-Detained

Court Location:
 Court Address:
 Court Department
 Age at First Arrest: 0 Sustained Petitions for Last 12 Months: 0
 Arrest Description:

Figure 200.19 – Intake Update/Inquiry Screen: Arrest Information

Clicking the Edit button takes the user to the Arrest Information detail screen discussed above in Section 201.4.

The Save and Cancel buttons on the detail screen return the user to the Intake Update/Inquiry screen.

202.5 Intake Update/Inquiry Screen – Critical Intake Factors

The Critical Intake Factors section displays and manages special handling and legal status information.

CRITICAL INTAKE FACTORS [TOP](#) [Edit](#)

☐ Interpreter Required
 Language: English
 Name:
 Agency Name:
 Intake Factors:
 Medication Type:
 Medical Restriction Type:
 Keepaway:
 Legal Status:
 Other:

Figure 200.20 – Intake Update/Inquiry Screen: Critical Intake Factors

Clicking the Edit button takes the user to the Critical Intake Factors detail screen.

PCMS Home | Search | Appointments | Case Notes | File | Caseload | User Preferences | Log Out

Intake Minor Information Case Case Assignment And Transfers Halls Camps Investigation Placement Supervision Assessment Reports JJCPA At-Risk Misc.

Intake History | Intake Process Form | Additional Information

PDJ: [dropdown] SEARCH File Loc: LBAO Add Alert

PDJ No.: P4567005 Name: Gertsen, Ken Minor Status: AS
 JAIN: J-1234 Crt Case No: 1111 DOB: 09/09/1989 - 17 yrs SSN: N/A
 Wrk Loc/DPO: LBAO RS11 McQueen, Steve Detained: N SID: s-1234
 SDPO: RS10 Kidman, Nicole Proj Camp Rel Dt: N/A Prog Cistr: N/A
 Max Conf Time: N/A Time Srvd: N/A Rem Conf Time: N/A

CRITICAL INTAKE FACTORS

Additional Information

☐ Interpreter Required Language: English [dropdown]
 Interpreter First Name: [text box] Last Name: [text box]
 Agency Name: [text box]

Intake Factors: Dangerous Deaf Escape [text box]

Medication Type: [dropdown]
 Medical Restriction Type: [dropdown]

Keepaway PDJ or Last Name: [text box] [search icon] Add Clear

Other Legal Status

Legal Status: Subject of Bench Warrant Escape/AWOL Undocumented Resident of U.S. [text box]
 Other: [text box]

Save Cancel

Figure 200.21– Intake Update/Inquiry: Critical Intake Factors Detail Screen

It has fields associated with several special areas.

For language issues, these include whether an interpreter is required or not and, if so, what language is involved, the first and last name of the interpreter, and the agency supplying the interpreter (if any).

There are a number of intake factors available and any number of them can be selected (i.e., the list is a multi-select list). Those factors selected appear in the text box to the right of the list. This list includes both On Medication and Medical Restriction. If On

Medication is selected, the Medication Type field becomes selectable. If Medical Restriction is selected, the Medical Restriction Type field becomes selectable.

A list of other minors from whom this minor should be kept separated can be created by selecting minors from the roster presented by clicking the Finder icon and then clicking the Add button to add a selected minor to the list. The list is displayed in the text box below the Finder icon line. The Clear button clears this list. Membership in such a list is reciprocal: if minor A is a keep away for minor B, then B is made a keep away for A.

The Save and Cancel buttons on the detail screen return the user to the Intake Update/Inquiry screen.

202.6 Intake Update/Inquiry Screen – Interested Parties

The Interested Parties section displays and manages information about interested parties, including family members as well as persons involved with the minor (e.g., attorney, social worker, friend, witness).

PCMS Home | Search | Appointments | Case Notes | File | Caseload | User Preferences | Log Out

Intake | Minor Information | Case | Case Assignment And Transfers | Halls | Camps | Investigation | Placement | Supervision | Assessment | Reports | JJCPA | At-Risk | Misc.

L.A. County Probation

Intake
Intake History
Edit Intake
Intake Assignment Summary

Intake History | Intake Process Form | Intake Interested Parties | Intake Interested Parties

PDJ: [dropdown] SEARCH File Loc: LBAO Alerts: INTERPRETERREQ,KEEPAWAY

PDJ No.: P4567005 Name: Gertsen, Ken Minor Status: AS
 JAIN: j-1234 Crt Case No: 1111 DOB: 09/09/1989 - 17 yrs SSN: N/A
 Wrk Loc: DPO: LBAO RS11 McQueen, Steve Detained: N SID: s-1234
 SDPO: RS10 Kidman, Nicole Proj Camp Rel Dt: N/A Prog Clstr: N/A
 Max Conf Time: N/A Time Srvd: N/A Rem Conf Time: N/A

INTERESTED PARTIES

Name	Type	Relationship	Personal/Case Level	Minor Charge Date	Can be Contacted
<input type="checkbox"/> Gertsen, Grace	Family	Mother			<input type="checkbox"/>
<input type="checkbox"/> Needham, Ned	Professional	Attorney	C		<input type="checkbox"/>
<input type="checkbox"/> Smith, Stan	Other	Friend	P		<input type="checkbox"/>

New Delete Back

Figure 200.22 – Intake Update/Inquiry Screen: Interested Parties

This screen is populated from existing information (if any) from the Family and Interested Parties sections of the Minor Information module.

Clicking the Back button takes the user to the Intake Update/Inquiry screen. Clicking the New button or an Edit icon takes the user to the Interested Parties

detail screen.

PCMS Home | Search | Appointments | Case Notes | File | Caseload | User Preferences | Log Out

Intake | Minor Information | Case | Case Assignment And Transfers | Halls | Camps | Investigation | Placement | Supervision | Assessment | Reports | JJCPA | At-Risk | Misc.

L.A. County Probation

Intake
[Intake History](#)
[Edit Intake](#)
[Intake Assignment Summary](#)

[Intake History](#) | [Intake Process Form](#) | [Intake Interested Parties](#) | [Intake Interested Parties](#)

PDJ: SEARCH File Loc: LBAO Alerts: **INTERPRETERREQ,KEEPAWAY**

PDJ No.: **P4567005** Name: Gertsen, Ken Minor Status: AS
 JAIN: J-1234 Crt Case No: 1111 DOB: 09/09/1989 - 17 yrs SSK: N/A
 Wk Loc DPO: LBAO RS11 McQueen, Steve Detained: N SID: s-1234
 SDPO: RS10 Kidman, Nicole Proj Camp Rel Dt: N/A Prog Clstr: N/A
 Max Conf Time: N/A Time Srvt: N/A Rem Conf Time: N/A

INTERESTED PARTY DETAILS INFORMATION

* Required Fields

Personal/Case Level:
 * Last Name: PDJ No.:
 * First Name: * Type:
 Middle Name: * Relationship:
 Minor Charge Date: Minor Arrest Date:
 Primary Language: DOB:
 Marital Status: Deceased Date:
 Gender: Citizenship:
 ID Type: Status:
 ID No.: Provides Care:
 Can be Contacted: ☐ Interpreter Needed: ☐
 Gang:

Country:
 Address:
 Apt/Unit:
 City:
 Province/District:
 Zip:

Home Phone:
 Cell Phone:
 Work Phone: ext:
 E-mail:

Comments:
 Date Entered: 10/17/2006 Entered By: McQueen,S E000005

Save Cancel

Figure 200.23– Intake Update/Inquiry: Interested Parties Detail Screen

It has fields for last name, first name, middle name, PDJ number (display only), type, relationship, charge date, arrest date, language, marital status, DOB, decease date, gender, citizenship, ID type and number, status, whether the person can be contacted or not, whether the person provides care for the minor or not, whether the person needs an interpreter or not, gang affiliation, address and phone, and comments information.

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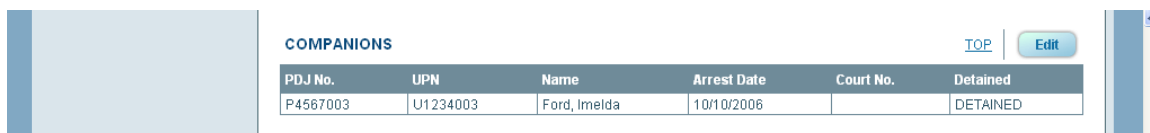
Note that persons who were arrested with the minor for this intake and who have a PDJ number are managed in the Companions section (see below) rather than as an interested party.

The Interested Parties section of the Intake Update/Inquiry screen creates or updates entries in the Family section of the Minor Information module for relatives and in the Interested Parties section of the Minor Information module for others.

The Save and Cancel buttons on the detail screen return the user to the Interested Parties list screen.

202.7 Intake Update/Inquiry Screen – Companions

The Companions section displays and manages information about the companions of the minor during the incident resulting in this intake.



COMPANIONS					
				TOP	Edit
PDJ No.	UPN	Name	Arrest Date	Court No.	Detained
P4567003	U1234003	Ford, Imelda	10/10/2006		DETAINED

Figure 200.24 – Intake Update/Inquiry Screen: Companions

Clicking the Edit button takes the user to the Companions detail screen.



PCMS Home | Search | Appointments | Case Notes | File | Caseload | User Preferences | Log Out

Intake | Minor Information | Case | Case Assignment And Transfers | Halls | Camps | Investigation | Placement | Supervision | Assessment | Reports | JJCPA | At-Risk | Misc.

L.A. County Probation

Intake History | Intake Process Form | Intake Companion

PDJ: [SEARCH](#) File Loc: LBAO Alerts: **INTERPRETERREQ.KEEPAWAY**

PDJ No.: P4567005 Name: Gertsen, Ken Minor Status: AS
 JAIN: j-1234 Crt Case No: 1111 DOB: 09/09/1989 - 17 yrs SSN: N/A
 Wrk Loc: DPO: LBAO RS11 McQueen, Steve Detained: N SID: s-1234
 SDPO: RS10 Kidman, Nicole Proj Camp Rel Dt: N/A Prog Clstr: N/A
 Max Conf Time: N/A Time Srvd: N/A Rem Conf Time: N/A

COMPANIONS

PDJ	UPN	Name	Arrest Date	Court No.	Detained
<input type="checkbox"/> P4567003	U1234003	Ford, Imelda	10/10/2006		DETAINED

Companion Search: [Finder](#)

[Save](#) [Delete](#) [Cancel](#)

Figure 200.25– Intake Update/Inquiry: Companions Detail Screen

Clicking the Finder icon presents the user with a pop-up search window.

Figure 200.26– Intake Update/Inquiry: Companions Finder Pop-up Window

The user enters search criteria and clicks the Search button to get a results list.

Name	Other Name	UPN	PDJ No.	DOB	Crt Case No	Status	Wrk Loc/DPO
<input type="radio"/> Doe, ARTURO		U1234100	P4567100	11/19/1988		PE	
<input type="radio"/> Doe, ARTURO		U1234188	P4567188	06/05/1991		PE	

Figure 200.27– Intake Update/Inquiry: Companions Finder Results Window

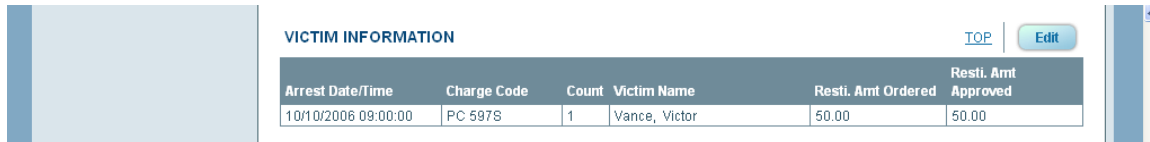
From this list, the user selects the radio button of the appropriate minor and clicks the Close button to return to the Companions detail screen with the selected minor in the Companion Search text field. The user then clicks the Save button to add the selected minor to the companions list. Membership in the list is reciprocal: if minor A is a companion of minor B, then B is made a companion of A.

The selected minor must have the same arrest information (arrest date and time, charge code) as the minor whose intake is being processed. Otherwise, an error message is given and the selected minor is not added to the companions list.

The Cancel button on the detail screen returns the user to the Intake Update/Inquiry screen.

202.8 Intake Update/Inquiry Screen – Victim Information

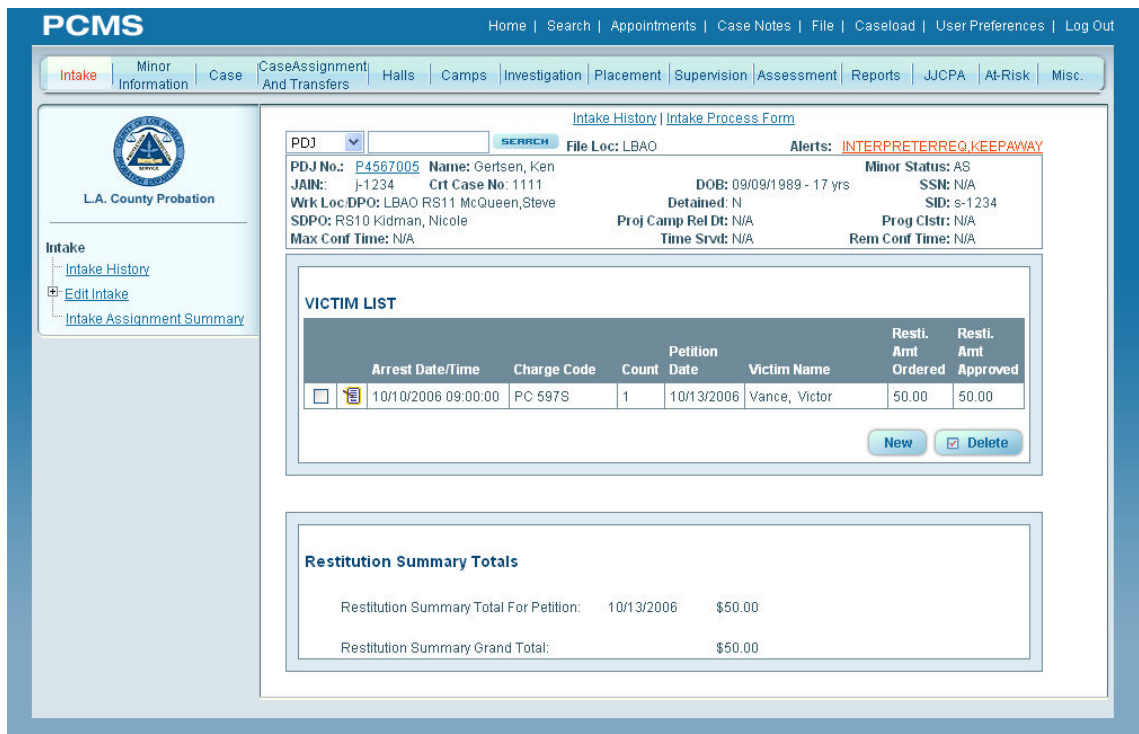
The Victim Information section displays and manages information about the victims of the minor during the incident resulting in this intake.



VICTIM INFORMATION					
Arrest Date/Time	Charge Code	Count	Victim Name	Resti. Amt Ordered	Resti. Amt Approved
10/10/2006 09:00:00	PC 597S	1	Vance, Victor	50.00	50.00

Figure 200.28– Intake Update/Inquiry Screen: Victim Information

Clicking the Edit button takes the user to the Victim Information list screen.



PCMS Home | Search | Appointments | Case Notes | File | Caseload | User Preferences | Log Out

Intake | Minor Information | Case | Case Assignment And Transfers | Halls | Camps | Investigation | Placement | Supervision | Assessment | Reports | JJCPA | At-Risk | Misc.

Intake History | Intake Process Form

PDJ: [dropdown] SEARCH File Loc: LBAO Alerts: INTERPRETERREQ,KEEPAWAY

PDJ No.: P4567005 Name: Gertsen, Ken Minor Status: AS
 JAIN: j-1234 Crt Case No: 1111 DOB: 09/09/1989 - 17 yrs SSN: N/A
 Wk Loc DPO: LBAO RS11 McQueen, Steve Detained: N SID: s-1234
 SDPO: RS10 Kidman, Nicole Proj Camp Rel Dt: N/A Prog Ctr: N/A
 Max Conf Time: N/A Time Srvd: N/A Rem Conf Time: N/A

VICTIM LIST

Arrest Date/Time	Charge Code	Count	Petition Date	Victim Name	Resti. Amt Ordered	Resti. Amt Approved
10/10/2006 09:00:00	PC 597S	1	10/13/2006	Vance, Victor	50.00	50.00

New Delete

Restitution Summary Totals

Restitution Summary Total For Petition:	10/13/2006	\$50.00
Restitution Summary Grand Total:		\$50.00

Figure 200.29 – Intake Update/Inquiry: Victim Information List Screen

Detention Reports

IDC 200

Clicking the New button or an Edit icon takes the user to the Victim Information detail screen.

PCMS Home | Search | Appointments | Case Notes | File | Caseload | User Preferences | Log Out

Intake | Minor Information | Case | Case Assignment And Transfers | Halls | Camps | Investigation | Placement | Supervision | Assessment | Reports | JCPA | At-Risk | Misc.

L.A. County Probation

Intake
Intake History
Edit Intake
Intake Assignment Summary

Intake History | Intake Process Form

PDJ: SEARCH File Loc: LBAO Alerts: **INTERPRETERREQ,KEEPAWAY**

PDJ No.: **P4567005** Name: Gertsen, Ken Minor Status: AS
JAIN: j-1234 Crt Case No: 1111 DOB: 09/09/1989 - 17 yrs SSN: N/A
Wrk Loc: DPO: LBAO RS11 McQueen, Steve Detained: N SID: s-1234
SDPO: RS10 Kidman, Nicole Proj Camp Rel Dt: N/A Prog Clstr: N/A
Max Conf Time: N/A Time Srvd: N/A Rem Conf Time: N/A

VICTIM INFORMATION

Arrest Date: Petition Date:
Victim ID No.: Companion: Ford, Imelda
Court No.: Court Department:
Count No.: Total Victims:
Charge Code: PC 597S Charge Date:
Is Victim Minor: ☐ Parent/Guardian Name:
Victim Last Name: First Name:
Middle Name: Suffix:
Street: Apt/Unit:
City/Town: State:
Zip: Valid: ☐
Victim Type: ☐ Individual ☐ Business SSN:
Home Phone: Ext.: Work Phone: Ext.:

Detention Reports	IDC 200
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Attention: Payment Priority:

Reference:

Comments:

Reference Type: No.:

Restitution Amount Ordered: Restitution Amount Approved:

Restitution Approved Date: Date Statement of Loss Sent: No. Sent:

Victim Response Due Date: Victim No Response: ☐

Victim Response: Date:

Date Packet Sent to DPO: Date Victim Notified:

Sent By: App ST INDMN: Last Update:

Victim Notified to Pursue Matter in Civil Court: ☐ Date:

CRU Contact Name: CRU Contact Phone Number:

Figure 200.30 – Intake Update/Inquiry: Victim Information Detail Screen

It has fields for arrest date (dropdown list of all arrest dates for the minor), petition date (dropdown list of all petition dates for the minor), victim ID number, companion (display only), court case number and department, total number of victims, count number and charge code, charge date, whether the victim is a minor or not and the parent/guardian name if so, victim's name (last, first, middle, suffix), victim's address, whether the victim is an individual or a business, victim's Social Security Number, victim's phone number(s), comments, and restitution Related information.

The Save and Cancel buttons on the detail screen return the user to the Intake Update/Inquiry screen.

202.9 Intake Update/Inquiry Screen – Minor Statement & Rights

The Minor Statement & Rights section displays and manages the information about any statement made by the minor, phone calls placed by the minor, and rights notification.

Detention Reports	IDC 200
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MINOR STATEMENT & RIGHTS [TOP](#) [Edit](#)

Informed of Rights By: ☐ Gladys R Questionnaire Completed ☐ Waived ☐ Invoked

Comments:

Minor's Statement:

Phone Call Placed To:

Name	Relationship	Phone	Completed

Figure 200.31 – Intake Update/Inquiry Screen: Minor Statement & Rights

202.10 Intake Update/Inquiry Screen – Parent/Guardian Statement

The Parent/Guardian Statement section displays and manages the information about notification of the minor's parent or guardian and any statement made by that person.

PARENT/GUARDIAN STATEMENT [TOP](#) [Edit](#)

Parent's Statement

Name of Person Notified of Hearing:

How:

Date:

Notified By: E000005

Figure 200.32 – Intake Update/Inquiry Screen: Parent/Guardian Statement

Clicking the Edit button takes the user to the Parent/Guardian Statement detail Screen discussed above in Section 201.6

The Save and Cancel buttons on the detail screen return the user to the Intake Update/Inquiry screen.

202.11 Intake Update/Inquiry Screen – Dependency Information

The Dependency Information section displays and manages dependency information.

DEPENDENCY INFORMATION [TOP](#) [Edit](#)

☐ Dependency Minor ☐ No Dependency Record **Social Worker:**

DCFS Case-Referral #:

Previous DCFS Housing: ☐ Abuse ☐ Neglect ☐ Abandon **Prior Referrals #:**

Case Status: **Notes:**

Summary of Circumstances and Actions:

Figure 200.33 – Intake Update/Inquiry Screen: Dependency Information

Clicking the Edit button takes the user to the Dependency Information detail

screen.

The screenshot displays the 'PCMS' (Probation Case Management System) interface. The top navigation bar includes links for Home, Search, Appointments, Case Notes, File, Caseload, User Preferences, and Log Out. The left sidebar shows the 'Intake' section with sub-links for Intake History, Edit Intake, and Intake Assignment Summary. The main content area is titled 'Intake Update/Inquiry: Dependency Information Detail Screen'. It features a 'Dependency Information' form with the following fields and options:

- Dependency Status:** Radio buttons for 'Dependency Minor' and 'No Dependency Record' (selected).
- Social Worker:** Text input field.
- DCFS Case-Referral #:** Text input field.
- Prior Referrals #:** Text input field.
- Abuse/Neglect/Abandon:** Checkboxes for 'Abuse', 'Neglect', and 'Abandon'.
- Previous DCFS Housing:** Dropdown menu (Select One).
- Case Status:** Dropdown menu (Select One).
- Notes:** Text input field.
- DCFS Court Number:** Text input field.
- DCFS Attorney First Name:** Text input field.
- DCFS Attorney Last Name:** Text input field.
- DCFS Attorney Phone:** Text input field.
- DCFS Attorney Location:** Text input field.
- DCFS Office:** Dropdown menu (Select One).
- Summary of Circumstances and Actions:** Large text area for notes.

At the bottom right of the form, there are 'Save' and 'Cancel' buttons. A small 'ABC' icon is visible in the top right corner of the form area.

Figure 200.34 – Intake Update/Inquiry: Dependency Information Detail Screen

It has fields for whether the minor has a dependency record or not, social worker, DCFS case number, prior referral numbers, whether the minor is the subject of abuse, neglect, or abandonment or not, previous DCFS housing, case status and notes, DCFS-related court, JAIN, attorney, and office information, and summary notes.

The Save and Cancel buttons on the detail screen return the user to the Intake Update/Inquiry screen.

202.12 Intake Update/Inquiry Screen – Krisberg Scale

The Krisberg Scale section displays and manages the Krisberg information.

Detention Reports	IDC 200
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KRISBERG SCALE

TOP

Edit

Most Serious Offense

10: W/C 707(b) or Firearms

7: Weapons/Threat of great bodily harm

5: Personal Assault/Battery property/Drugs (Burglary, G. Theft, V. Theft, Narco Sale)

3: All other crimes

0: None

0

Number of Sustained Petitions, Last 12 Months

5: 2 or more

3: 1

0: 0

0

Youth Residing With

0: Out of home (institution, group/foster home, other)

0: In home of parents/guardian, relative or spouse

0

Under the Influence of Drugs or Alcohol at Time of Arrest

2: Yes

0: No

0

Warrant Status (not traffic warrant)

10: Minor is subject of active bench warrant

0: Minor is not subject of active bench warrant

0

Total Score : 0

Figure 200.35 – Intake Update/Inquiry Screen: Krisberg Scale

Clicking the Edit button takes the user to the Krisberg Scale detail screen discussed above in Section 201.7.

The Save and Cancel buttons on the detail screen return the user to the Intake Update/Inquiry screen.

202.13 Intake Update/Inquiry Screen – LADS

The **LADS** Scale section displays and manages the **LADS** information.

LA Detention Screener Information

[Top](#)

Edit

Ethnicity:	Score
1. Current Age: 17	0
2. Gender: Male	1
3. Age at 1st Arrest:	0
4. No. of Prior Arrests: 0	0
5. Delinquent Orientation - CURRENT HISTORY (IP) — LARRC #10	
6. Poor Academic Achievement - CURRENT HISTORY/PAST YEAR (A) — LARRC #16	
7. Has Very Few ProSocial Acquaintances - CURRENT HISTORY (R) — LARRC #37	
8. Used Substances Frequently - CURRENT HISTORY (A) — LARRC #48	

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9. Constructive Use of Time at Home - CURRENT HISTORY (A) <input type="checkbox"/> — LARRC #22		
	Subtotal Items 1-8:	1
	Subtotal Item 9:	
	Total:	1
Krisberg Items - Not Scored		
10. Most Serious Present Offense <i>Firearms/WIC 707B/Weapon or great threat</i>		No
11. Warrant Status: <i>Active warrants exist</i>		No
	Total Flagged Items:	0
Name of Staff Conducting the Screening Interview:		
Screening Date:		

Clicking the Edit button takes the user to the LADS Scale detail screen discussed above in Section 201.8.

The Save and Cancel buttons on the detail screen return the user to the Intake Update/Inquiry screen.

202.14 Intake Update/Inquiry Screen – Intake Decision

The Intake Decision section displays and manages the intake decision information.

The screenshot shows the 'INTAKE DECISION' screen with the following fields and options:

- Krisberg Scale Recommendation:** 0
- System Detention Decision:** ☒ Release ☐ Detain
- DPO Detention Decision:**
- Decision Override:**
- Explanation:**
- Citation No:** E000005
- Petition Due Date:**
- Court Due Date:**

Below these fields is a section titled 'Check the applicable section(s) as outlined below:' containing a list of criteria with checkboxes:

- ☐ The minor is in need of proper and effective parental care or control and has no parent, legal guardian, or responsible relative, or has no parent, legal guardian, or responsible relative willing to exercise or capable of exercising that care or control, or has no parent, legal guardian, or responsible relative actually exercising that care or control.
- ☐ The minor is destitute or is not provided with the necessities of life or is not provided with a home or suitable place.
- ☐ The minor is provided with a home which is an unfit place for him or her by reason of neglect, cruelty, depravity or physical abuse of either of his or her parents, or of his or her legal guardian or other person in whose custody or care he or she is.
- ☐ Continued detention of the minor is a matter of immediate and urgent necessity for the protection of the minor or reasonable necessity for the protection of the person or property of another.
- ☐ The minor is likely to flee the jurisdiction of the court.
- ☐ The minor has violated an order of the juvenile court.
- ☐ The minor is physically dangerous to the public because of a mental or physical deficiency, disorder or abnormality.

Figure 200.37 – Intake Update/Inquiry Screen: Intake Decision

Clicking the Edit button takes the user to the Intake Decision detail screen

Detention Reports	IDC 200
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discussed above in Section 201.9.

The Save and Cancel buttons on the detail screen return the user to the Intake Update/Inquiry screen.

202.15 Intake Update/Inquiry Screen – Minor & Family Assessment

The Minor & Family Assessment section displays and manages the risk and strength factor information for the minor and the minor's family.

Figure 200.38 – Intake Update/Inquiry Screen: Minor & Family Assessment

Clicking the Edit button takes the user to the Minor & Family Assessment detail Screen.

PCMS Home | Search | Appointments | Case Notes | File | Caseload | User Preferences | Log Out

Intake | Minor Information | Case | Case Assignment And Transfers | Halls | Camps | Investigation | Placement | Supervision | Assessment | Reports | JJCPA | At-Risk | Misc.

L.A. County Probation

Intake
Intake History
Edit Intake
Intake Assignment Summary

Intake History | Intake Process Form

PDJ: [dropdown] SEARCH File Loc: LBAO Alerts: **INTERPRETERREQ.KEEPAWAY**

PDJ No: P4567005	Name: Gertsen, Ken	DOB: 09/09/1989 - 17 yrs	Minor Status: AS
JAILN: j-1234	Crt Case No: 1111	Detained: N	SSN: N/A
Wrk Loc: DPO: LBAO RS11 McQueen, Steve	SDPO: RS10 Kidman, Nicole	Proj Camp Rel Dt: N/A	SID: s-1234
Max Conf Time: N/A	Time Srvd: N/A	Prog Clstr: N/A	Rem Conf Time: N/A

MINOR & FAMILY ASSESSMENT

Risk Factors

- ☐ School Performance
- ☐ Substance Abuse
- ☐ Violent/Anti-Social Behavior
- ☐ Gang Membership
- ☐ Current/Past Abuse/Neglect
- ☐ Lack of Parental Control
- ☐ Family Criminality
- ☐ Prior Runaway/Delinq. Hist.
- ☐ Other:

Source(s) of information:

Family Strength

- ☐ School Performance
- ☐ No Substance Abuse
- ☐ No Violent/Anti-social Behavior
- ☐ No Prior Gang Membership
- ☐ Parental Support
- ☐ No Family Criminality
- ☐ No Prior Runaway/Delinq. Hist.
- ☐ Community Ties
- ☐ Other:

Source(s) of information:

Save Cancel

Figure 200.39 – Intake Update/Inquiry: Minor & Family Assessment Detail Screen

202.16 Intake Update/Inquiry Screen – Available Services

It has fields for the various risk and strength indicators of the assessment and the sources of information for these assessments.

The Save and Cancel buttons on the detail screen return the user to the Intake Update/Inquiry screen.

The Available Services section displays and manages information on recommended services available to the minor.

AVAILABLE SERVICES TOP Edit

Anger Management Counseling
Explanation: <input type="text"/>

Figure 200.40 – Intake Update/Inquiry Screen: Available Services

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IDC 200

Clicking the Edit button takes the user to the Available Services detail screen.

PCMS Home | Search | Appointments | Case Notes | File | Caseload | User Preferences | Log Out

Intake Minor Information Case Case Assignment And Transfers Halls Camps Investigation Placement Supervision Assessment Reports JJCPA At-Risk Misc.

Intake History | Intake Process Form

PDJ: [dropdown] SEARCH File Loc: LBAO Alerts: INTERPRETERREQ, KEEPAWAY

PDJ No.: P4567005 Name: Gertsen, Ken Minor Status: AS
JAINE: j-1234 Crt Case No: 1111 DOB: 09/09/1989 - 17 yrs SSN: N/A
Wk Loc DPO: LBAO RS11 McQueen, Steve Detained: N SID: s-1234
SDPO: RS10 Kidman, Nicole Proj Camp Rel Dt: N/A Prog Clstr: N/A
Max Conf Time: N/A Time Srvt: N/A Rem Conf Time: N/A

AVAILABLE SERVICES

- ☐ Family Counseling
- ☐ Mental Health Treatment
- ☒ Anger Management Counseling
- ☐ Drug Treatment Program
- ☐ Family Violence Counseling
- ☐ Removal from the community and placement in a facility emphasizing structure, discipline and family foundation
- ☐ Private residential treatment for an appropriate period of time in a program to address relevant issues
- ☐ Other

Explanation

Save Cancel

Figure 200.41 – Intake Update/Inquiry: Available Services Detail Screen

It has fields for recommended available services and an explanation for the recommendation.

The Save and Cancel buttons on the detail screen return the user to the Intake Update/Inquiry screen.

202.17 Intake Update/Inquiry Screen – Warrant Information

The Warrant Information section displays and manages warrant information.

WARRANT INFORMATION TOP Edit

Reason	Date Issued	Issue Dept.	Recall Warrant	Recall Dept.	Add Warrant
<input type="checkbox"/> WARRANTTRAFFIC	10/03/2006	Long Beach (245)	27	Long Beach (245)	<input type="checkbox"/>

Figure 200.42 – Intake Update/Inquiry Screen: Warrant Information

Clicking the Edit button takes the user to the Warrant Information detail screen.

PCMS Home | Search | Appointments | Case Notes | File | Caseload | User Preferences | Log Out

Intake Minor Information Case Case Assignment And Transfers Halls Camps Investigation Placement Supervision Assessment Reports JJCPA At-Risk Misc.

Intake History | Intake Process Form | Warrant/Placement

PDJ: [dropdown] SEARCH File Loc: LBAO Alerts: INTERPRETERREQ, KEEPAWAY

PDJ No.: P4587005 Name: Gertsen, Ken Minor Status: AS
 JAIN: j-1234 Crt Case No: 1111 DOB: 09/09/1989 - 17 yrs SSN: N/A
 Wrk Loc: DPO: LBAO RS11 McQueen, Steve Detained: N SID: s-1234
 SDPO: RS10 Kidman, Nicole Proj Camp Rel Dt: N/A Prog Clstr: N/A
 Max Conf Time: N/A Time Srvd: N/A Rem Conf Time: N/A

WARRANT INFORMATION

Reason	Date Issued	Issue Dept.	Recall Warrant	Recall Dept.	Addl Warrant
<input type="checkbox"/> WARRANTTRAFFIC	10/03/2006	Long Beach (245)	27	Long Beach (245)	<input type="checkbox"/>

Reason for Court Appearance/Warrant: Select One

Warrant

Date Ordered: [text] Issue Dept.: Select One

Recall Warrant: [text] Recall Dept.: Select One

Advance/Update: [text]

☐ Additional Warrant:

Comments: [text area]

Save Delete Cancel

Figure 200.43 – Intake Update/Inquiry: Warrant Information Detail Screen

It has fields for the reason for the appearance or warrant, comments, and, if the reason is associated with a warrant, the date of the warrant, the issuing and recall departments, the recall warrant, and whether an additional warrant is involved or not. If the reason is not associated with a warrant, these fields are not editable.

The Save and Cancel buttons on the detail screen return the user to the Intake Update/Inquiry screen.

202.18 Intake Update/Inquiry Screen – IDC Release Information

The IDC Release Information section displays and manages IDC release information.

IDC RELEASE INFORMATION TOP Edit

Scheduled Release Date:
 Actual Release Date:
 Released To:
 Verification Data:
 Release Initiated by:

Detention Reports	IDC 200
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Figure 200.44 – Intake Update/Inquiry Screen: IDC Release Information

Clicking the Edit button takes the user to the IDC Release Information detail screen discussed above in Section 201.10

The Save and Cancel buttons on the detail screen return the user to the Intake Update/Inquiry screen.

202.19 Intake Update/Inquiry Screen – Detention Kardex Information

The Detention Kardex Information section displays the Kardex information.

DETENTION KARDEX INFORMATION [TOP](#)

AKA: ADDRESS: Residential 5678 Fountain Avenue Hollywood CA 90028		
H: E:	W: HR:	
AO: Long Beach Area Office Intake DPO: E000005 Intake SDPO: E000007 Follow-up Intake DPO: Csld/DPO Name: E000005	LAW ID: Charges: PC 597B Agency: LAPD Arrest Date: 10/10/2006 09:00 AM Intake Date: 10/10/2006 10:00 AM	Petition DUE: Court DUE: Court Location:
Sched. Rel: Released To:	Krisberg: 0 Override: DA Status: DECISION:	

Figure 200.45 – Intake Update/Inquiry Screen: Detention Kardex Information

It displays selected information from the other sections.

203 PCMS Detention Report - Required Supplements

The IDC DPO shall ensure that the following supplemental information (if applicable) is included with the PCMS Detention Report for court review:

1. Consent for Treatment – Parent or Guardian **(Required)**
2. County of Los Angeles Juvenile Court – IDC Release (If Applicable)
3. Family Code Index Documentation **(Required)**
4. Gladys R. Questionnaire (If Applicable)
5. Juvenile Hall Entrance Record **(Required)**
6. Juvenile Special Services Bureau – IDC High Profile Report (If Applicable)
7. Los Angeles County Probation Department Information for Court Officer Juvenile - Medication Report (Detention Hearing) **(Required)**

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8. Los Angeles County Juvenile Court IDC Release Form (If Applicable)
9. Los Angeles County Unified Arrestee Medical Screening Form **(Required)**
10. Law Enforcement Arrest Report **(Required)**
11. Live Scan **(Required)**
12. Miranda Waiver **(Required)**
13. Notification of Victim Information to Clerical Staff (If Applicable)
14. Problite **(Required)**
15. Probable Cause Determination (Declaration) **(Required)**
16. Request for Mental Health Consultation (If Applicable)
17. Superior Court of California, County of Los Angeles – Community Detention Program (CDP) Promise to Appear (PROTAP) (If Applicable)

204 CASE NOTES

The Case Notes function manages the case note entries for a minor. Access to the Case Notes function is via the Case Notes link in the top level navigation list, which takes the user to the Case Notes History list screen. Once created, a case note entry cannot be modified.

The screenshot shows the PCMS Case Notes History list screen. The top navigation bar includes links like Home, Search, Appointments, Case Notes, File, Caseload, User Preferences, and Log Out. The left sidebar shows a tree view with 'Case Notes' selected. The main content area has a search bar with 'PDJ' and 'File Loc: LBAO'. Below this is a 'Case Notes History' section with filters for Date, Case Note Type, and Case Note Subtype. A table displays the history of case notes with columns: Case Note Entered Date, Case Note Entered Time, Case Note Type, Case Note Subtype, and Content. At the bottom right, there are buttons for 'Contact', 'New', and 'Delete'.

Figure 200.46 –Case Notes History list screen

There are two types of case note entries: auto-generated and user created. Auto-generated entries are created automatically by certain events within PCMS, such as an arrest record being created within the Intake module or a court hearing being scheduled within the Case module. Auto-generated entries cannot be deleted. User-created entries are created within the Case Notes function. User created entries can only be deleted by an SDPO or above.

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The Case Notes History screen has four sub-functions accessible by buttons: Search, Contact, New, and Delete. The Search button allows the user to generate a History list based on input criteria. The Contact button allows the user to generate a contact entry (in the same format as used in creating contact entries from the Supervision module). The New button allows the user to create a new entry by taking the user to the Add Case Notes detail screen. The Delete button allows the user to delete a selected entry (if it is a user created entry and the user is an SDPO or above).

205 SPELL CHECKER ICON

A spell check capability is available for screens where there are large blocks of textual content (e.g., narrative, description, comments). This is designated by the presence of the Spell Checker icon next to the field. When spell check is requested, the browser processes the content and displays an Applet window, which allows the user to make any necessary corrections to misspelled words before saving the data.

206 OUT-OF-COUNTY WARRANTS

When the police bring a minor to juvenile hall for an Out-of-county warrant only, an “abstract” of warrant usually accompanies the minor. IDC notifies the county probation department that issued the warrant and generates a release to that county. That county has five days to pick up the minor from juvenile hall.

In the event that IDC receives a phone call from another county and that county has custody of a minor who is a resident of Los Angeles County, and the minor is the subject of a local juvenile court bench warrant, the following steps shall be taken:

1. Print minor’s JAIN Arrest History to confirm the warrant
2. Obtain the name and phone number of the contact person in that county
3. Give the name and phone number of the contact person at our Transportation Transient Desk (Transportation Supervisor at (323) 226-8903/8979) and pass the information to the Transient Desk. The Transportation Unit has five days to pick up this minor from the other county.

207 ADULT WARRANTS

The police may bring a minor who has an adult warrant, either under his name or an alias. The AM shift IDC Officer will arrange for transportation of the minor to adult court to have the case “certified” to juvenile court. The Transportation Deputy must bring three documents along with the minor.

Detention Reports	IDC 200
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The documents are:

1. Certification Face Sheet
2. DA or City Attorney Complaint Form
3. A copy of the police report.

Then, calendar the minor to appear in juvenile court using felony-filing guidelines. The court venue is predicated on the original arresting agency. Minor is eligible to be “cited and released” depending upon the charges.

208 JUVENILE TRAFFIC WARRANTS

If the police bring in a minor arrested for a Juvenile Traffic Warrant only, we cannot refuse to accept the minor. After confirming there are no other outstanding matters, the minor is to be released to the parent/guardian and a “Pro-tap” form is generated and faxed to Juvenile Traffic Court (Dept. 808). The fax number is posted. The minor is generally instructed to appear in Dept. 808 in 48 hours.

209 SUITABLE PLACEMENT REMOVALS

Normally, placement staff will contact the minor’s DPO. After agreeing that the minor should be removed, the DPO will fax to IDC a “future” (Juvenile Hall Entrance Record). When the minor is escorted to juvenile hall by placement staff, IDC will process the Entrance Record the same as a detained petition request. Minor is calendared for court (Department ordering suitable placement) within 48 hours. Make sure you go enter the relevant PCMS Suitable Placement information included in the PCMS Detention report. IDC will ALSO generate a detailed PCMS detention form outlining the facts and circumstances of the violation as well as complete a LADS evaluation included in PCMS. In addition, the IDC DPO is to notify the following individuals by e-mail: The Director, the SDPO and the DPO of Record

210 DETAINED 777 WIC

Any DPO who violates a minor under Section 777 WIC must bring a Juvenile Hall Entrance Record and a PCD. The IDC Officer will calendar the minor for court, in the same venue that initially ordered the minor on probation, using felony-filing guidelines. IDC will generate a PCMS detention form outlining the facts and

Detention Reports	IDC 200
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circumstances of the violation as well as complete a LADS evaluation included in PCMS. The minor is read his Miranda Rights and given a phone call home. The DPO who brought the minor to juvenile hall is responsible for submitting the Violation Report directly to the court. The field DPO is to include on the Juvenile Entrance Record that he/she has obtained the approval of the Director as well as the SDPO. In addition, the IDC DPO is to notify the following individuals by e-mail: The Director, the SDPO and the DPO of Record

211 CDP VIOLATIONS

The CDP Officer completes the Juvenile Hall Entrance Record and brings the minor to juvenile hall. The IDC Officer sets the minor on calendar within 48 hours at the same venue where the CDP order was granted. The minor is given the Miranda Rights and a phone call. IDC will generate a PCMS detention form outlining the facts and circumstances of the violation as well as complete a LADS evaluation included in PCMS. The field DPO is to include on the Juvenile Entrance Record that he/she has obtained the approval of the SDPO.

The CDP Officer is responsible for submitting the violation report.

212 PAD REMOVALS

The SODA/PAD Officer completes Juvenile Hall Entrance Record and brings the minor to juvenile hall. The IDC Officer sets the minor on calendar within 48 hours at the same venue the PAD order was granted. The minor is given the Miranda Rights, and a phone call. The PAD Officer is responsible for submitting the violation report.

213 INTER-COUNTY TRANSFERS

Minor was arrested in another county and the case was adjudicated in that jurisdiction. The petition was sustained and now returned to Los Angeles County. Using felony-filing guidelines, the case is calendared at the nearest court venue to the parent/guardian's residence. Minor cannot be released. The court has to accept jurisdiction. CDP can be recommended once jurisdiction has been accepted. The Detention Report is generated the same as if it was a detained petition request.

Detention Reports	IDC 200
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214 CERTIFICATIONS

Minor was arrested as an adult, booked as an adult, and appeared in adult court. When the adult court, for whatever reason(s), deems the defendant to be a juvenile, the minor is usually transported to juvenile hall by LASD-TST. When the deputies bring the minor, they should present IDC with any three of the following documents:

- | | |
|---------------------------------------|--------------------------------------|
| 1. Certification Face Sheet | 5. Probable Cause Declaration |
| 2. DA or City Attorney Complaint form | 6. Booking Live Scan or LACRIS photo |
| 3. Police Report | 7. Medical Screening |
| 4. Minute Order | 8. Juvenile Hall Entrance Form |

IDC Officer shall fill out a Juvenile Hall Entrance Record for the deputies. The case is releasable, especially if the minor is deemed over-detained. The IDC Officer has to check the packet brought by the Sheriff Deputy and look for the certification date. All adult courts are generally calendared for the morning. Using felony-filing guidelines, there has to be enough time for the petition to be submitted to the DA's Office on the "due date". If all criteria have been met, IDC will calendar the minor for juvenile court at the venue of the original arresting agency. The PCMS Detention Report follows the same format as a detained petition request.

215 1400 WIC PETITIONS

When a minor is brought to juvenile hall for an "Out-of-State Warrant", record checks are conducted to verify probation status. Sometimes the court that issued the warrant is notified and agrees to extradition. Minor must agree to a "voluntary consent" to be extradited and a 1400 WIC petition is generated. It can be extracted from the IDC computer. The same format as the detained petition request is used. Felony-filing guidelines apply in this case. A designated DPO handles almost all 1400 WIC cases.

If the minor is a legal resident of Los Angeles County and the warrant may have been issued for a minor offense such as possession of tobacco products, the issuing court may not want to incur the expense of extradition via Inter-State Compact, and they may squash the warrant. In that case, the minor could be eligible for release if there are no other matters pending.

Detention Reports	IDC 200
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216 HIGH PROFILE CASES

Occasionally, a minor is brought to juvenile hall who was involved in an incident that generates publicity via news media, etc. In this case, a “High Profile Report” shall be generated by the appropriate indication provided within the PCMS document. Make sure that your report is well written and use spell check to check your spelling.

Submit the report to your SDPO for review and signature (if your SDPO is not available, ask a co-worker to proofread and sign). Then, make a copy for the IDC Director, SDPO and fax a copy to the Bureau Chief and other required individuals on the same day before the end of your shift.

217 MENTAL HEALTH REPORT

If a minor informs you that he harbors suicidal thoughts or threatens to kill himself, it is important that you document it after the interview. It is imperative that you generate a mental health report and give four copies to the juvenile hall’s Movement and Control Unit. They will code the minor “S”, request a Psychiatric Referral, and distribute the reports to the appropriate places. In addition, the IDC DPO will document the information within the relevant section of the PCMS Detention Report, as well as in PCMS Case notes.

Los Angeles County Probation Department IDC Manual	SECTION NO. IDC 300
JUVENILE HALL ENTRANCE RECORD (Form 1295)	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Intake and Detention Control

301 GENERAL

The Probation Department requires Department personnel and police agencies to complete the Juvenile Hall Entrance Record (Form 1295) and provide a copy of the Arrest Report whenever a minor is detained at juvenile hall. This is necessary because information required for consistent and accurate detention records is not included in the Arrest Report. Completing Juvenile Hall Entrance Record (Form 1295) enables the Probation Department to input complete information into the Juvenile Automated Index and the Department of Justice Criminal Identification and Information systems. The information contained on the Juvenile Hall Entrance Record (Form 1295) is the basis for all information in the minor's Probation Kardex File and Behavior Chart, and contains the Probation Detention Number. The Detention Number is very important for the classification and identification of the detained minor.

302 PROCEDURES

Whenever an officer determines that a juvenile requires detention at a juvenile hall facility, the officer shall provide a copy of the Arrest Report and a completed Juvenile Hall Entrance Record (Form 1295) to the Intake and Detention Control (IDC) staff at the detaining facility. The Form 1295 may be completed at the officer's Area of assignment or at the juvenile hall facility.

NOTE: The Los Angeles County Probation Department has agreed to provide the Juvenile Hall Entrance Record (Form 1295) to officers for their use in Area Stations. The forms are available to officer's at all juvenile hall facilities.

In those instances where detention is necessary and extenuating circumstances exist, (e.g., crime scene investigations, lengthy interviews, etc.) that prevent the completion of the Arrest Report within the six-hour time limit for which minors can be temporarily detained in a police department facility, the minor shall be delivered to a Juvenile Hall facility. The Juvenile Hall Entrance Record (Form 1295) shall be used in lieu of the Arrest Report and shall accompany the minor or be completed at the concerned juvenile hall detention facility.

<p align="center">Los Angeles County Probation Department IDC Manual</p>	<p align="center">SECTION NO. IDC 400</p>
<p align="center">DETENTION TIMES</p>	<p align="center">REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Intake and Detention Control</p>

401 FELONY RULE (72 HOURS)

- All felony arrests.
- Misdemeanor arrests when minor is an active 652 WIC (with PDJ Number) or active 602 WIC
- 777 WIC Violation
- Inter-County Transfers (ICT) - Court venue determined by parent/guardian address or DCFS Office (Time begins when the transporting county arrives to IDC).
- Certification (releasable) - Court venue is determined by original arresting agency (Start time 0900 hours unless)
- 1400 WIC Petition - Same as Extradition Hearing or otherwise indicated.

402 MISDEMEANOR RULE (48 HOURS)

- CDP Violation
- PAD Violation (IDC generates report).
- Suitable Placement removal/Suitable Placement AWOL
- Warrants (Issued by Juvenile Superior Court)
- Misdemeanor Offenses

403 MISCELLANEOUS

- 1767.3 (A) WI - CYA Warrant or "parole hold" (IDC calls the parole agent and initiates a release).
- Adult Warrant - Call Probation transportation dispatcher (323) 260-2773. Give the dispatcher the appropriate information. Remind the Transportation Deputy to bring back following three documents: "Certification" face sheet, DA complaint sheet, and police report.
- Out-of-County (California) Warrant - IDC calls the county that issued the warrant. They have five days to pick up minor.
- Out-of-State Warrant - IDC generates 1300 WIC Petition.
- Juvenile Traffic Warrant - Release and have minor in Division 808 within 48 judicial hours.
- 601 Warrant - Have arresting agency transport the minor to Los Padrinos IDC for Intake processing. Generate a 601 Warrant Report to the appropriate court. Then, have the minor transported to CJH for housing.
- If the minor has a new charge and is the subject of a Warrant in the same court venue, the minor shall appear in court on the same day for both matters (e.g., LAPD-Rampart, 211 P.C. and a Warrant issued from D201, the minor goes to Eastlake Court on same day). If the Warrant venue is different, calendar the hearing for the Warrant the day after the new charge (e.g., 211 P.C. in Eastlake Court on 6-16-98 and Warrant from D252 in Los Padrinos Court on 6-17-98).

DETENTION TIMES	IDC 400
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404 TABLE I
DETAINED PETITION REQUEST DUE DATES
Felonies and *632 WIC

<i>Day</i>	<i>Time of Arrest</i>	<i>Due to D.A.</i>	<i>Court Day</i>
Sat	(Midnight) (Midnight) 00:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday
Sun	(Midnight) (Midnight) 00:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday
Mon	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Tue 10:00 Hrs	Wednesday
Mon	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Wed 10:00 Hrs	Thursday
Tue	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Wed 10:00 Hrs	Thursday
Tue	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Thu 10:00 Hrs	Friday
Wed	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Thu 10:00 Hrs	Friday
Wed	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Fri 10:00 Hrs	Monday
Thu	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Fri 10:00 Hrs	Monday
Thu	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Mon 10:00 Hrs	Tuesday
Fri	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Mon 10:00 Hrs	Tuesday
Fri	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday

*632 WIC Misdemeanors involving violence, threat of violence, possession or use of weapons, or minors that are on parole or probation. Minors must be released if a petition is not filed within 48 judicial hours after being taken into custody.

DETENTION TIMES	IDC 400
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405 TABLE I (A)
DETAINED PETITION REQUEST DUE DATES
Felonies and *632 WIC
MONDAY HOLIDAY

<i>Day</i>	<i>Time of Arrest</i>	<i>Due to D.A.</i>	<i>Court Day</i>
Sat	(Midnight) (Midnight) 00:01 Hrs to 24:00 Hrs	Wed 10:00 Hrs	Thursday
Sun	(Midnight) (Midnight) 00:01 Hrs to 24:00 Hrs	Wed 10:00 Hrs	Thursday
HOLIDAY Mon	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Wed 10:00 Hrs	Thursday
HOLIDAY Mon	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Wed 10:00 Hrs	Thursday
Tue	(Midnight) (Noon) 00:01 Hrs to 24:00 Hrs	Wed 10:00 Hrs	Thursday
Tue	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Thu 10:00 Hrs	Friday
Wed	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Thu 10:00 Hrs	Friday
Wed	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Fri 10:00 Hrs	Tuesday
Thu	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Fri 10:00 Hrs	Tuesday
Thu	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday
Fri	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Tue 10:00 Hrs	Wednesday
Fri	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Wed 10:00 Hrs	Thursday

*632 WIC Misdemeanors involving violence, threat of violence, possession or use of weapons, or minors that are on parole or probation. Minors must be released if a petition is not filed within 48 judicial hours after being taken into custody.

DETENTION TIMES	IDC 400
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406 TABLE I (B)
DETAINED PETITION REQUEST DUE DATES
Felonies and *632 WIC
FRIDAY HOLIDAY

<i>Day</i>	<i>Time of Arrest</i>	<i>Due to D.A.</i>	<i>Court Day</i>
Sat	(Midnight) (Midnight) 00:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday
Sun	(Midnight) (Midnight) 00:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday
Mon	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Tue 10:00 Hrs	Wednesday
Mon	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Wed 10:00 Hrs	Thursday
Tue	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Wed 10:00 Hrs	Thursday
Tue	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Thu 10:00 Hrs	Monday
Wed	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Thu 10:00 Hrs	Monday
Wed	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Mon 10:00 Hrs	Tuesday
Thu	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Mon 10:00 Hrs	Tuesday
Thu	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday
HOLIDAY Fri	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Tue 10:00 Hrs	Wednesday
HOLIDAY Fri	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Wed 10:00 Hrs	Thursday

*632 WIC Misdemeanors involving violence, threat of violence, possession or use of weapons, or minors that are on parole or probation. Minors must be released if a petition is not filed within 48 judicial hours after being taken into custody.

DETENTION TIMES	IDC 400
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407 TABLE I (C)
DETAINED PETITION REQUEST DUE DATES
Felonies and *632 WIC
THURSDAY & FRIDAY HOLIDAY

<i>Day</i>	<i>Time of Arrest</i>	<i>Due to D.A.</i>	<i>Court Day</i>
Sat	(Midnight) (Midnight) 00:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday
Sun	(Midnight) (Midnight) 00:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday
Mon	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Tue 10:00 Hrs	Wednesday
Mon	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Wed 10:00 Hrs	Monday
Tue	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Wed 10:00 Hrs	Monday
Tue	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Mon 10:00 Hrs	Tuesday
Wed	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Mon 10:00 Hrs	Tuesday
Wed	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday
HOLIDAY Thu	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Tue 10:00 Hrs	Wednesday
HOLIDAY Thu	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday
HOLIDAY Fri	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Tue 10:00 Hrs	Wednesday
HOLIDAY Fri	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday

*632 WIC Misdemeanors involving violence, threat of violence, possession or use of weapons, or minors that are on parole or probation. Minors must be released if a petition is not filed within 48 judicial hours after being taken into custody.

DETENTION TIMES	IDC 400
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408 TABLE II
DETAINED MISDEMEANOR PETITION REQUEST DUE DATES

<i>Day</i>	<i>Time of Arrest</i>	<i>Due to D.A.</i>	<i>Court Day</i>
Sat	(Midnight) (Midnight) 00:01 Hrs to 24:00 Hrs	Mon 10:00 Hrs	Mon 13:30 Hrs
Sun	(Midnight) (5:00 P.M.) 00:01 Hrs to 17:00 Hrs		
Sun	(5:01 P.M.) (Midnight) 17:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Tue 13:30 Hrs
Mon	(Midnight) (5:00 P.M.) 00:01 Hrs to 17:00 Hrs		
Mon	(5:01 P.M.) (Midnight) 17:01 Hrs to 24:00 Hrs	Wed 10:00 Hrs	Wed 13:30 Hrs
Tue	(Midnight) (5:00 P.M.) 00:01 Hrs to 17:00 Hrs		
Tue	(5:01 P.M.) (Midnight) 17:01 Hrs to 24:00 Hrs	Thu 10:00 Hrs	Thu 13:30 Hrs
Wed	(Midnight) (5:00 P.M.) 00:01 Hrs to 17:00 Hrs		
Wed	(5:01 P.M.) (Midnight) 17:01 Hrs to 24:00 Hrs	Fri 10:00 Hrs	Fri 13:30 Hrs
Thu	(Midnight) (5:00 P.M.) 00:01 Hrs to 17:00 Hrs		
Thu	(5:01 P.M.) (Midnight) 17:01 Hrs to 24:00 Hrs		
Fri	(Midnight) (5:00 P.M.) 00:01 Hrs to 17:00 Hrs	Mon 10:00 Hrs	Mon 13:30 Hrs
Fri	(5:00 P.M.) (Midnight) 17:01 Hrs to 24:00 Hrs	Mon 10:00 Hrs	Mon 13:30 Hrs

Minors arrested for non-632 WIC misdemeanors must be released if a Detention Hearing is not held within 48 judicial hours.

DETENTION TIMES	IDC 400
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**409 TABLE III
CALENDARING AND COURT DUE DATES
WARRANT, SUITABLE PLACEMENT AND INTER-COUNTY TRANSFER CASES**

<i>Day</i>	<i>Time of Arrest</i>	<i>Day to be Calendared</i>	<i>Court Day</i>
Sat	(Midnight) (Midnight) 00:01 Hrs to 24:00 Hrs	Mon by 15:00 Hrs	Tuesday
Sun	(Midnight) (Midnight) 00:01 Hrs to 24:00 Hrs	Mon by 15:00 Hrs	Tuesday
Mon	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Mon by 15:00 Hrs	Tuesday
Mon	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Tue by 15:00 Hrs	Wednesday
Tue	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Tue by 15:00 Hrs	Wednesday
Tue	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Wed by 15:00 Hrs	Thursday
Wed	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Wed by 15:00 Hrs	Thursday
Wed	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Thu by 15:00 Hrs	Friday
Thu	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Thu by 15:00 Hrs	Friday
Thu	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Fri by 15:00 Hrs	Monday
Fri	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Fri by 15:00 Hrs	Monday
Fri	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Mon by 15:00 Hrs	Tuesday

Minors taken into custody on Bench Warrants, Suitable Placement Orders, or who are subjects of Inter-County Transfers are to be in court within 48 judicial hours. Holidays will push the court day forward by one judicial day.

DETENTION TIMES	IDC 400
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**410 TABLE IV
CALENDARING AND COURT DUE DATES
DETAINED 777 WIC VIOLATION HEARINGS**

<i>Day</i>	<i>Time of Arrest</i>	<i>Report Due to Superior Court Clerk for Calendaring</i>	<i>Court Day</i>
Sat	(Midnight) (Midnight) 00:01 Hrs to 24:00 Hrs	Mon by 13:00 Hrs	Tuesday
Sun	(Midnight) (Midnight) 00:01 Hrs to 24:00 Hrs	Mon by 13:00 Hrs	Tuesday
Mon	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Tue by 13:00 Hrs	Wednesday
Mon	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Tue by 13:00 Hrs	Wednesday
Tue	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Wed by 13:00 Hrs	Thursday
Tue	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Wed by 13:00 Hrs	Thursday
Wed	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Thu by 13:00 Hrs	Friday
Wed	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Thu by 13:00 Hrs	Friday
Thu	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Fri by 13:00 Hrs	Monday
Thu	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Fri by 13:00 Hrs	Monday
Fri	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Mon by 13:00 Hrs	Tuesday
Fri	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Mon by 13:00 Hrs	Tuesday

Minors taken into custody for 777 WIC violations are to be in court within 72 judicial hours. Holidays will push the court day forward by one judicial day. (The DPO is responsible for delivering the report to the Superior Court clerk as indicated above).

Los Angeles County Probation Department IDC Manual	SECTION NO. IDC 500
DETENTION LOCATIONS FOR ARRESTING AGENCIES	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Intake and Detention Control

Arresting agencies deliver minors to the juvenile hall per the following schedule:

<u>Court</u>	<u>Central Juvenile Hall</u>	<u>Court</u>	<u>Central Juvenile Hall</u>
PAS	Alhambra PD	EL	LAPD Hollywood
PAS	Arcadia PD	EL	LAPD Newton
ING	Beverly Hills PD	EL	LAPD Northeast
ING	Culver City PD	EL	LAPD Olympic
PAS	Glendale PD	EL	LAPD Rampart
ING	Hawthorne PD	EL	LAPD Southwest
ING	Inglewood PD	EL	LAPD Wilshire
PAS	Monrovia PD	PAS	LASD Altadena
EL	Montebello PD		<i>(Optional to BJNJH)</i>
EL	Monterey Park PD	PAS	LASD Crescenta Valley
PAS	Pasadena PD		<i>(Optional to BJNJH or LPJH)</i>
PAS	San Gabriel PD	EL	LASD ELA
PAS	San Marino PD		<i>(Cudahy arrest goes to LP Court)</i>
ING	Santa Monica PD	PAS	LASD Temple City
PAS	Sierra Madre PD		<i>(S. El Monte arrest to Pom Court)</i>
PAS	South Pasadena PD	EL	CHP Central
EL	LAPD Central	EL	CHP East Los Angeles
EL	LAPD Hollenbeck		

MISCELLANEOUS POLICE AGENCIES

<u>Court</u>	<u>Central Juvenile Hall</u>	<u>Court</u>	<u>Central Juvenile Hall</u>
EL	Cal State LA	EL	LAPD Metro
EL	Union Pacific Railroad	EL	LA County Safety Police
EL	USC Police Dept	EL	LAPD Asian Task Force
EL	LAPD Robbery / Homicide	EL	LASD Fire / Arson
EL	LAPD Transit Division	EL	LASD Homicide
EL	LAPD Central Traffic Division	EL	LASD Transient Bureau
EL	LAPD Criminal Conspiracy	EL	Park Ranger
	<i>(Fire / Arson</i>		<i>(Griffith Park Headquarters)</i>
EL	LAPD Fugitive Detail		

DETENTION LOCATIONS FOR ARRESTING AGENCIES	IDC 500
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<u>Court</u>	<u>Los Padrinos JH</u>	<u>Court</u>	<u>Los Padrinos JH</u>
POM	Azusa PD	KJJC	Southgate PD
POM	Baldwin Park PD	ING	Torrance PD
LP	Bell PD	LP	Vernon PD
LP	Bell Gardens PD	POM	West Covina PD
POM	Claremont PD	LP	Whittier PD
CPT	Compton PD	LB	LAPD Harbor
POM	Covina PD	CPT	LAPD 77th St.
LP	Downey PD	CPT	LAPD Southeast
POM	El Monte PD	LB	LASD Avalon
ING	El Segundo PD	CPT	LASD Carson
ING	Gardena PD	LP/CPT	LASD Century
POM	Glendora PD	CPT	LASD Compton
LP	Hawaiian Gardens PD	POM	LASD Industry
KJJC	Huntington Park PD	LP	LASD Lakewood
POM	Irwindale PD	ING	LASD Lennox
POM	La Verne PD	ING	LASD Lomita
LB	Long Beach PD	ING	LASD Marina Del Rey
ING	Manhattan Beach PD	LP	LASD Norwalk
LP	Maywood PD	LP	LASD Pico Rivera
LB	Palos Verdes Estates PD	POM	LASD San Dimas
POM	Pomona PD	POM	LASD Walnut
ING	Redondo Beach PD	LP	CHP Santa Fe Springs
LB	Signal Hill PD	LB	CHP South Los Angeles
<u>Court</u>	<u>Barry J. Nidorf JH</u>	<u>Court</u>	<u>Barry J. Nidorf JH</u>
PAS	Burbank PD	PAS	LASD Altadena
ING	LAX Airport PD	SF	LASD Antelope Valley
SF	San Fernando PD	PAS	LASD Crescenta Valley
SF	LAPD Devonshire	SF	LASD Lost Hills
SF	LAPD Foothill	SF	LASD Palmdale
ING	LAPD LAX	SF	LASD Santa Clarita
SF	LAPD North Hollywood	SF	LASD West Hollywood
ING	LAPD Pacific	PAS	CHP Altadena
SF	LAPD Van Nuys	SF	CHP Antelope Valley
ING	LAPD West Los Angeles	SF	CHP Newhall
SF	LAPD West Valley	SF	CHP West Valley

DETENTION LOCATIONS FOR ARRESTING AGENCIES	IDC 500
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Court Locations

AV Antelope Valley
 CPT Compton
 EL Eastlake
 ING Inglewood
 KJJC Kenyon Juvenile Justice Center
 LB Long Beach
 LP Los Padrinos
 PAS Pasadena
 POM Pomona
 SF Sylmar

<p align="center">Los Angeles County Probation Department IDC Manual</p>	<p>SECTION NO. IDC 600</p>
<p align="center">THE DECISION TO DETAIN OR RELEASE</p>	<p>REVISION DATE: June 30, 2011 APPROVED BY:</p> <p align="right">Paula Heath, Director Intake and Detention Control</p>

601 GENERAL

There are no automatic detentions (except those dictated by law and by court orders). Every referral shall be evaluated on its own merits, considering all factors. The decision to detain or release a minor received by the IDC DPO under the provisions of Section 628 WIC is ultimately subjective in nature. The Los Angeles Detention Screener (LADS) is a tool designed to achieve more objectivity in the detention/release decision. Criteria established under Section 628 of the Welfare and Institutions Code (WIC) and factors to be considered under Rule 1477 of the Rules of the Court establish the authority for the detention or release decision. Although objective facts are considered in the case decision making process, juvenile court law protects a minor's rights to an individualized detention hearing in which the court may not dispose of cases by mechanical rules on a categorical basis (in re. William M. 3c, 3d, 16). For example, a blanket policy that all minors arrested for 288 P.C. must be detained violates the requirement for an individualized detention decision. There may be extenuating circumstances that must be considered. The minor and the victim may both be the same age and size. The activity is established as experimentation rather than molestation. The parents may present realistic alternatives to detention that must be considered by the IDC DPO.

The probation officer's investigation preceding the detention or release decision pursuant to Section 628 WIC must be detailed and complete. The objective facts, which the detention investigation reveals, provide a basis for a conclusion to detain or release a minor that must logically follow the fact situation. The LADS Scale is used to help in making the detain/release decision. However, since the decision is ultimately subjective in nature it is based upon the experience of a trained probation officer who decides within the context of what is reasonable to him. A minor with less than 12 on the LADS scale may be considered for release or a minor with less than 12 may be detained based on the investigation and the judgment of an experienced probation officer.

602 CRITERIA FOR DETENTION UNDER SECTION 628 WIC

In order to assist the case decision-making process, the following facts are outlined to provide guidelines for the IDC DPO's consideration.

THE DECISION TO DETAIN OR RELEASE	IDC 600
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Rule 1477 California Rules of the Court specifies the grounds for detention. No child shall be detained by the court unless one of the following grounds is found to exist:

A. The child has violated an order of the court.

Factors to be considered are:

1. The specificity of the court order allegedly violated;
2. The nature and circumstances of the alleged violation of the court order;
3. The severity and gravity of the alleged violation of the court order;
4. Whether the violation endangers the child or others;
5. The prior history of the child insofar as it relates to the failure to obey orders or directives of the court or probation officer.
6. Whether the child's parents or guardians are willing and able to assure the child's presence at any scheduled court appearance;
7. The nature of the underlying conduct or offense being alleged which brings the child before the juvenile court; and
8. The likelihood, based upon the prior record of the child and the seriousness of the offense alleged, that if the petition is sustained the child will be ordered removed from the physical custody of the parent or guardian upon completion of the proceedings.

B. The child has escaped from a commitment of the court.

Factors to be considered:

1. The child has been ordered committed by the juvenile court to the Youth Authority, a county juvenile home, ranch, camp, forestry camp, or juvenile hall; and
2. The child escaped from commitment, including any escape from the custody of any officer or person in whose lawful custody the child was placed during the commitment.

C. The child is likely to flee to avoid the jurisdiction of the court.

Factors to be considered:

1. The child has previously fled the jurisdiction or failed to appear in court;

THE DECISION TO DETAIN OR RELEASE	IDC 600
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2. The child's parent or guardian is willing and able to assure the child's presence at any scheduled court appearance;
 3. The child promises to appear at any scheduled court appearance;
 4. The child has a prior history of failing to obey orders of the court or directives of the probation officer;
 5. The child is a resident of the county;
 6. The nature and circumstances of the conduct or offense alleged make it appear likely that the child would flee to avoid the jurisdiction of the court;
 7. There exists an unstable home or school situation which makes it appear likely that the child would flee to avoid the jurisdiction of the court; and
 8. The child, absent a danger to the child, would probably be released in an adult court on modest bail.
- D. It is a matter of immediate and urgent necessity for the protection of the child;
- Factors to be considered:
1. The child's parent or guardian is willing and able to assure the child's care and protection until the next scheduled court appearance;
 2. The child is addicted to or is in imminent danger from the use of a controlled substance or intoxicant; and
 3. Other compelling circumstances exist which make detention an immediate and urgent necessity.
- E. It is reasonably necessary for the protection of the person or property of another.

Factors to be considered:

1. The alleged offense involved physical harm to the person or property of another;
2. The prior history of the child reveals that the child had caused physical harm to person or property of another or has posed a substantial threat to the person or property of another;
3. There exist other compelling circumstances to make detention reasonably necessary.

The court may order the child detained in a suitable place designated by the court, not limited to the juvenile hall, or on Community Detention under sections 628.1 and 636.

THE DECISION TO DETAIN OR RELEASE	IDC 600
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If the child is 14 years or older and is alleged to have used or possessed a firearm during the commission or attempted commission of a felony, the court must assess the child's mental health status. The court will order detention and a mental evaluation under section 6550 (all other sections) if the court concludes that the child poses a danger to his or her own safety or the safety of others.

<p align="center">Los Angeles County Probation Department IDC Manual</p>	<p align="center">SECTION NO. IDC 700</p>
<p align="center">THE LADS SCALE LOS ANGELES DETENTION SCREENER</p>	<p align="center">REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Intake and Detention Control</p>

701 LADS

Instructions for Completing the LADS

The Los Angeles Detention Screener (LADS) is a 1-page assessment tool intended to screen juvenile offenders for recommendation for immediate detention. It includes all of the items and their definitions, and guides the user through adding up the Total Screening Score.

Filing in a LADS screener form: First, be sure to complete the name, 008, 10#, and ethnicity section at the top of the page.

Age of First Arrest

This figure should represent the age of the minor the first time he or she ever got in trouble with the law for a criminal offense (exclude minor traffic offenses, violations). 'Trouble' means they were either given a summons, ticket, or arrested and booked. It does not include getting picked up and turned over to parents with a reprimand. Generally, there should be an official entry in Juvenile Automated Index (JAI) documenting the minor's first contact with law enforcement. This should be counted as the minor's first arrest.

Number of Prior Arrests:

The information being requested is APPROXIMATELY how many different times has the minor been arrested or provided a summons, warrant, or ticket for a criminal statute. This item is NOT asking how many times the individual has received a disposition or been sentenced.

Items 1 to 4

Items 1 through 4 are auto generated and scored 1 or 0. A score of 1 indicates "risk" for this item. There are 2 or 3 boxes under each item with definitions indicating what condition makes the item score a 1. If such condition is not met (i.e., the minor is not aged 14 to 16, or the minor is not male, etc., then that item scores a 0).

LARRC - Items 5 to 9

Items 5 through 9 are taken from the LARRC assessment because they have been shown to indicate higher risk. The LARRC is an interview-based assessment, so it may take more time to assign a score for these items; you will need to talk to the minor and determine the most appropriate score. The set of 3 boxes below each item explain what circumstances score a high-risk (a "Yes" or a "2," except for #7 which is "reverse-

LADS SCALE	IDC 700
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scored"), and which score low-risk (a "No" or a "0," except for #7), or an "in-between" score of "1," meaning "Somewhat."

Please read these definitions carefully. Talk to the minor and ask questions about his or her circumstances at school, home, and with friends. Use additional resources or documentation from the minor's file if available and appropriate, to determine each item's score.

Add up the Total LADS score:

Add up points from items 1 through 9. Remember that item #7 -can be a negative number. For example, a juvenile could have a total of 8 points from all other items, and a score of -2 on #7, for a Total LADS score of 6 points.

Krisberg items - not scored - Items 10 & 11

These are flag-only items and do not count in the total LADS score. Items 10 and 11 refer to special considerations for detention. They need to be noted for immediate information purposes.

702 OVERRIDE APPROVALS

- All overrides must have SDPO approval. DPOs are to document override approval by putting 'Override approval from SDPO on (date)' in the Case Notes. If an in-house SDPO is unavailable between 8:00am and 4:00pm weekdays, obtain Override approval from any available IDC SDPO.
- In the event there are no SDPOs available, a DPO will be appointed as acting SDPO to approve overrides. Normally, DPOs will not give override approval to their peers.
- During the PM and Graveyard shifts, if an IDC SDPO is not available, the DPO is to write in the Case Notes, 'SDPO not available' and notify the SDPO by email to secure approval. The Follow-up DPO is to secure approval. The follow-up DPO must seek approval and document the approval in the Case Notes.
- On weekends and holidays, the OD/SDPO will be on call for all three juvenile halls to review cases needing override approval.
- The reasons for the detention must be clearly stated in the Analysis and Recommendation section of the computer worksheet.

LADS SCALE	IDC 700
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In the event the following individuals are unavailable the IDC DPO is to contact the Director for override approval.

<p align="center">Los Angeles County Probation Department IDC Manual</p>	<p>SECTION NO. IDC 800</p>
<p align="center">REASONS FOR DETENTION</p>	<p>REVISION DATE: June 30, 2011 APPROVED BY:</p> <p align="right">Paula Heath, Director Intake and Detention Control</p>

801 REASONS FOR DETENTION

- Minor Does Not Know His or Her Address

This happens frequently with children who have just moved, illegal aliens, minors who cannot read or write or with immature minors. Find out if the minor has friends or relatives who will go over and ask the parents to call. The IDC DPO is to contact the school, the field DPO or the Social Worker for assistance in locating the parents.

- Undocumented Minors With No Parent Available

If the undocumented minor has a parent, responsible guardian or relative, IDC can release the minor if there is no overriding reason for detention (Section 628 WIC)

- Pending 777 WIC Violation Filing

The Field DPO has arrested the minor for violation of probation and is submitting a 777 WIC Violation Report. The Field DPO must have the approval from his/her supervisor and Director for detained violation filings. The name of the SDPO and Director approving the detention shall be noted in the Case Notes. This information should also be clearly indicated on the Juvenile Hall Entrance Record. IDC DPO may give the minor a phone call, and calendars the case. The Field DPO is responsible for submitting the 777 WIC Violation Report to court. The Camp DPO's filling a probation violation are to call the IDC DPO only for court calendar purposes.

REASONS FOR DETENTIONS	IDC 800
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- Medical Problems

Minors who have been arrested and admitted in Los Angeles County Medical Center or other hospitals (LAGH OR HOSPITAL TO COME), from a drug/alcohol overdose meet this criterion. Minors who are suicidal may be covered by this criterion, but must be referred for a psychiatric evaluation within 72- hour.

- 1400 WIC

Minors arrested on 602 WIC charges that are runaways from other states (1300 WIC) or other counties are described by this criterion. Minors who are inter-county transfer must be detained until the Detention Hearing. If the IDC DPO recommends secure detention this override may be considered. 800-1 However, a recommendation to the court for CDP or release should be considered. Minors with documented histories of multiple runaways may also warrant this override.

- Serious Threat To Minor

There is a strong probability that a rival gang is going to retaliate against this minor. The minor lives near the victim who is threatening to kill the minor. The parents have beaten and injured the minor.

- Victim Or Witness Safety

The minor has been threatening the victim or witnesses. The victim of a serious assault was the parent or a younger sibling.

- Serious Threat To The Community

The minor was involved in a high-speed chase that endangered the lives of others. The minor is a gang member who has a history of victimizing the community. The minor and his gang associates are intimidating and threatening citizens of the community. There must be some evidence documented in the detention report of a threat to others.

REASONS FOR DETENTIONS	IDC 800
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- Unable To Determine Age And Identity Of The Minor

Some minors lie about their age and identity in order to avoid prosecution on other charges or probation or parole violations. 'Livescans' are being used at the juvenile halls to accurately verify the minor's true identity. Police may also assist with fingerprint identification of these minors if necessary.

- CDP Recommended To The Court

The SDPO will want to know if the minor can be a straight release. If the minor has committed a 707(B) WIC or firearms related offense, the SDPO will need to give override approval.

- Re-Placement / Camp AWOLs / Detained Arraignments

Suitable placement cases detained for re-placement, camp AWOLs, and detained arraignments need no LADS score. They do require a detention decision. The computer will not allow the DPO to move on without an override code. The appropriate override code should be used. This override does not require SDPO approval, if the recommendation is 'Detain pending Replacement, Detain Pending Return to Camp or Detain Pending Disposition.'

802 SDPO APPROVAL IS NOT REQUIRED TO DETAIN ON THE FOLLOWING CASES

- Minors charged with a 707 (b) WIC offense. A list of the 707 (b) offenses is located at the end of this section. In certain situations where the minor is under 14 years of age, he/she may be referred to Community Detention Program (CDP) or released if case factors support this. This would be a "reverse override".
- Cases involving firearms.
- Undocumented minors without verifiable address, without parent or guardian, and any minor with a LADS score of 12 or higher
- Juvenile Superior and Adult Municipal and Superior Court warrants. This does not include Juvenile and Adult traffic warrants.
- In custody inter-county transfers.
- Camp AWOL or Removal accompanied by a 777 WIC violation Report or Petition Request Packet

REASONS FOR DETENTIONS	IDC 800
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- Juvenile Hall Admissions not subject to the LADS assessment.
- WIC 778 Suitable Placement Removal
- CDP Violation WIC 602

Los Angeles County Probation Department IDC Manual	SECTION NO. IDC 900
RELEASE POLICIES	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Intake and Detention Control

901 GENERAL

All 707 (b) WIC offenses involving minors 14 years or older must be detained according to Proposition 21. Any questionable releases shall be brought to the attention of the IDC SDPO prior to release. The IDC DPO is referred to Section "Procedures for Release of Minors Pursuant To Section 628 WIC" of the IDC Manual for release processes and procedures.

902 THE RELEASE OF THE FOLLOWING MINORS IS MANDATED BY LAW AND DEPARTMENT POLICY

Minors who were arrested for 300 WIC charges only or who have 300 WIC warrants with no 602 WIC charges are not to be accepted into juvenile hall. The arresting agency is to be referred to the Department of Children and Family Services (DCFS).

Minors who were arrested for 601 WIC charges including curfew, runaway, incorrigible and truancy.

- A. Police should be directed to call (323) 226-8506 for SODA beds for runaways.
- B. Police should be encouraged to release incorrigibles and truants to their parents. Truants may not be placed in juvenile hall unless the juvenile court has found them to be in contempt of court.
- C. Minors may be held for up to 12 hours to determine if there are outstanding Wants, Warrants or Holds in cases where the arresting officer or probation officer has cause to believe that the Wants, Warrants or Holds exist.
- D. Minors may be held for up to 24 hours after being taken into custody in order to locate the minor's parent or guardian as soon as possible and to arrange for the return of the minor to his/her parent or guardian.
- E. A minor whose parent or guardian is a resident outside the state may be held no more than 72 hours when the return of the minor cannot reasonably be accomplished within 24 hours due to the distance of the parents or guardians from the county of custody, difficulty in locating the parents or guardian, or difficulty in locating resources necessary to provide for the return of the minor (Section 207 WIC).
- F. Minors who are simply runaways from other counties or other states must be released to their parents, guardian, relatives, to responsible adult relatives,

RELEASE POLICIES	IDC 900
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placed in SODA, or placed on a bus through the "Home Free" project (see section 203.0 IDC Functional manual for procedures). It is important for the IDC DPO to contact the police, probation and parole authorities in the minor's home state to check for warrants and probation/ parole status.

Transients from other counties and states must be thoroughly researched for Wants, Warrants and Holds in their home jurisdiction. If there are no Wants, Warrant or Holds, and the minor is not charged with a 707 (B) WIC or weapons offense, then the rules specified above under Section III, Release Decisions apply.

- A. If the minor has an out-of-state pick-up warrant, is a probation/parole absconder or is a fugitive (Interstate Compact), the minor should be detained and a petition filed under section 1400 WIC. See Section 206 of the IDC Function Manual for specific Interstate Compact procedures.
- B. Transients must be considered for release to parents, guardians or responsible adult relatives - particularly when they are from nearby counties. If parents/guardians or responsible adult relatives are not available the minor should be detained in SODA/PAD and referred to the "Home Free" program. Secure detention must be justified and approved by a supervisor.

903 TRANSIENTS / DEFINITIONS

A transient is any minor whose legal residence is outside the County of Los Angeles. Transients may be divided into two general categories:

- A. Minor's whose legal residence is outside the County of Los Angeles but within the State of California. These minors may be handled in one of two ways.
 1. Out of County minors may be detained and returned to the requesting county pursuant to Section 641 WIC.
 2. A petition may be filed in Los Angeles County with the case transferred to the minor's county of residence pursuant to Section 750 WIC.
- B. Minor whose residence is outside the State of California. Section 1400 WIC outlines the rules and procedures for the return of runaway minors to other states. It further provides for the handling of absconders and escapees from out-of-state Probation/Parole supervision.
 1. Absconder: A minor who has left Probation/Parole supervision without permission while in a non-secure placement or home.
 2. Escapee: A minor who has left a secure-custody institution without permission while a ward of county/state.

RELEASE POLICIES	IDC 900
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NOTE: There is a third term defining out of state minors that will here be mentioned for clarification, and that is a Fugitive: A minor who has violated a law in another state who flees to California before being brought to justice. A fugitive is handled pursuant to Section 216 WIC. It generally provides that fugitives are treated as adults until their return to the requesting state. It further provides that minors held in custody as fugitives can be detained in juvenile hall.

3. Minors arrested on Juvenile and Adult traffic warrants who have no other detaining charges are to be released to their parents or guardians. The minor and his or her parents or guardians must sign a Promise to Appear (PROTAP) in traffic court. The IDC DPO is to contact the court issuing the warrant and give the court the warrant number, the minor's name and date of birth, and when the minor and his/her parents are expected to appear in court.
4. Minors who score less than 10 on the Krisberg scale and have no overriding reasons for detention.

904 OTHER IDC RELEASE/DETAIN POLICIES

Undocumented Minors: A minor's status as an undocumented alien is not justification for secure detention or an override. If there is a parent or responsible adult relative with a verifiable address and the minor's Los Angeles Detention Screener (LADS) score is 9 or less, the minor shall be released.

Minors Active To The Intensive Gang Supervision Program (IGSP): If the minor has an active IGSP case, the IGSP DPO shall be contacted. However, if the IDC deputy determines that release or CDP is appropriate after conferring with the IGSP DPO who recommends secure detention, the IDC deputy shall make the final determination. The IGSP DPO's recommendation will be placed in the "Interested Parties" section if the minor is released. The IDC DPO's determination shall be documented and placed in the Analysis and Recommendation section of the computer worksheet. If the IDC DPO refers the minor to CDP, that will be the recommendation to court in the Detention Report. The IGSP DPO's differing recommendation shall be included in the "Interested Parties" section of the Detention Report.

Parents/Guardians Who Refuse To Pick-Up Minors Eligible For Release: The A.M. staff is to follow-up on cases deemed appropriate for release or CDP. Minors whose parent or guardian refuses to accept custody must be referred to SODA/PAD after the parent or guardian is re-contacted and encouraged to pick the minor up.

- A. If SODA/PAD staff do not release a minor, a Detention Report and the petition request must be forwarded to the District Attorney for filing: PAD is non-secure detention.

RELEASE POLICIES	IDC 900
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B. The IDC DPO may request that a Transportation Deputy transport a minor home. However, this request depends on where the minor lives and if a Transportation Deputy is available. A call should be made to verify that the parent is at home before transporting.

905 FITNESS HEARING RECOMMENDATIONS

If the minor meets the criteria outlined in Section 707 (a) or (b) WIC, the D.A. may motion the court for a Fitness Hearing whether the minor is detained or placed on CDP.

Los Angeles County Probation Department IDC Manual	SECTION NO. IDC 1000
DA REJECTS, HELD PENDING, EXONERATION, AND NO POLICE FILING	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Intake and Detention Control

1001 GENERAL

In some instances the D.A. will reject the filing of a case or issue a "held pending" for further investigation order. There are also some instances in which the arresting agency decides against filing a case, or fails to submit a police report for D.A. review or fails to meet statutory time limits for review.

1002 IDC DPO PROCEDURES

- In all cases, the Lead Desk DPO at IDC Eastlake is notified by the D.A. The Lead Desk SDPO/DPO in turn notifies the appropriate SDPO/DPO at the appropriate IDC location.
- Upon being notified, the IDC DPO is responsible for immediate follow-up. The options of the DPO are as follows:
 - A. Release the minor to parent/guardian
 - B. Detain the minor on an outstanding warrant
 - C. Detain the minor on a Suitable Placement order
 - D. Detain the minor on a 777 WIC Violation
 - E. If minor is an active 300 WIC case, minor shall be returned to DCFS.
 - F. Occasionally, parents refuse custody. These parents shall be informed that unless they have a "lawful excuse" for refusing custody they are subject to being arrested and prosecuted for a misdemeanor offense (270.5 P.C.). "Lawful excuse includes, but is not limited to, a reasonable fear that the minor's presence in the home will endanger the safety of the parents or other persons residing in the home. If based upon the DPO's knowledge of the case, the parent/guardian has a "lawful excuse" not to accept custody; an alternative plan should be developed. If the case is active, the Field DPO should develop the plan with the assistance of the IDC DPO. Some possibilities are:
 - 1. Refer the minor and parents to a community agency.
 - 2. Release to a responsible relative.
 - 3. Arrange for minor to be detained in a SODA bed per FM Section 2701.
 - G. If the minor is a transient, see IDC Manual Section 903.

DA REJECTS, HELD PENDING, EXONERATION, AND NO POLICE FILING	IDC 1000
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H. As a last resort, the DPO may arrange for transportation of the minor to a local address. This requires approval of the on-duty SDPO.

Los Angeles County Probation Department IDC Manual	SECTION NO. IDC 1100
RELEASE OF MINORS ORDERED TO THE CUSTODY OF DCFS	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Intake and Detention Control

1101 GENERAL

The procedures outlined in this section shall apply as it relates to the release of minors ordered to the custody of the Department of Children and Family Services (DCFS) under the following circumstances:

- Minors who have been ordered by the Juvenile Delinquency Court to the custody of DCFS.
- Minors who do not have a pending criminal matter and have an active DCFS case.
- Minors who do not have a pending criminal matter and do not have a parent or guardian who is willing to take custody.

1102 COURT OFFICERS- (FOR INFORMATION PURPOSES ONLY)

- Immediately after a minor, who is an active DCFS case, has been ordered to the custody of DCFS, the Court Officer shall complete sections 1-3 of the *"PROBATION/DCFS RELEASE NOTIFICATION" form* and enter the minor's name, date of birth, and check the appropriate boxes pertaining to the minor's juvenile hall residence on the ***"Discharge Information Contact Sheet."*** The Court Officer shall complete all sections of the *"PROBATION/DCFS RELEASE NOTIFICATION" form* for minors who do not have an active DCFS case and are released to the custody of DCFS. These sections shall be completely filled out with as much information as possible (see attached form). In addition, complete the Detain/Release Order indicating, in the Special Instructions/Information section, *"DCFS" in red ink.*
- The Court Officer shall fax the completed *"PROBATION/DCFS RELEASE NOTIFICATION" and the "Discharge Information Contact Sheet" forms* and a copy of the Minute Order to DCFS Intake and Detention Control (DCFS IDC) at (323) 881-0146, as soon as possible, based on the court's availability. The Court Officer shall fax the Detain/Release Order and a copy of the last court report, if available, for minors who do not have an active DCFS case.
- The Court Officer shall contact the DCFS IDC at (323) 881-1303 informing them that the fax was sent and request verification of receipt. The name of the person verifying receipt of the form and the time verified, shall be indicated on the *"PROBATION/DCFS RELEASE NOTIFICATION" form,*

RELEASE OF MINORS ORDERED TO THE CUSTODY OF DCFS	IDC 1100
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which will be placed in the minor's legal file along with a copy of the ***"Discharge Information Contact Sheet."***

- A copy of the ***"PROBATION/DCFS RELEASE NOTIFICATION" form*** and the ***"Discharge Information Contact Sheet."*** shall be given to the Transportation Court Holding Tank staff or the Detention Court Holding Tank staff, with a copy of the Detain/Release Order, the Minute Order, and the last court report.
- If a minor is ordered to the custody of DCFS after 5 p.m., the Court Officer shall contact DCFS Child Protection Hotline at (800) 540-4000. The Court Officer shall notify Transportation to have the minor transported to the Emergency Response Command Post Center (ERCP) along with the paperwork indicated above.

1103 IDC DEPUTY PROBATION OFFICER

- If the District Attorney's (DA) Office does not file a criminal complaint on a minor who has an active case, the IDC Deputy Probation Officer (DPO) shall complete sections 1-3 of the ***"PROBATION/DCFS RELEASE NOTIFICATION" form*** and write "DA DECLINE" on top of the form. The IDC Deputy Probation Officer (DPO) shall also complete the ***"Discharge Information Contact Sheet."*** If the District Attorney's Office does not file a criminal complaint for a minor who does not have an active DCFS case and there is no parent, guardian/relative able or willing to take custody, the IDC DPO shall write "DA DECLINE" on the top of the form and complete all sections. These sections are to be filled out completely with as much information as available (see attached form). ***Under no circumstances are minors to be released on their own recognizance (OR).***
- The IDC DPO shall fax the completed ***"PROBATION/DCFS RELEASE NOTIFICATION" and "Discharge Information Contact Sheet."*** forms to the DCFS IDC at (323) 881-0146.
- The IDC DPO shall contact DCFS IDC at (323) 881-1303 informing them the fax was sent and request verification of receipt. The name of the person verifying receipt of the form and the time verified shall be indicated on the ***"PROBATION/DCFS RELEASE NOTIFICATION" form***. A copy of the form shall be given to the Juvenile Hall Officer of the Day (OD) for placement in the minor's Behavioral Chart.
- For any minor released to DCFS after 5 p.m., Monday through Friday or anytime on weekends and holidays, the IDC DPO shall contact the DCFS Child Protection Hotline at (800) 540-4000.

<p align="center">RELEASE OF MINORS ORDERED TO THE CUSTODY OF DCFS</p>	<p align="center">IDC 1100</p>
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- The IDC DPO shall contact Transportation to have the minor transported to ERCP. If Transportation is not available, the IDC DPO shall contact the OD who will arrange to have the minor transported to the ERCP along with the *“Medical Discharge Summary.”*

1104 MINORS IN CUSTODY OF TRANSPORTATION STAFF

- Once DCFS staff has arrived at the court location to pick up the minor, Transportation Court Holding Tank staff shall obtain the appropriate identification from DCFS staff. The identification number and DCFS staff's signature shall be entered on the Detain/Release Order.
- The signed Detain/Release Order shall be returned to the juvenile hall OD along with the other Detain/Release Orders from the court for processing and filing in the minor's Behavioral Chart.
- If DCFS staff has not taken custody of the minor from court by 4 p.m., Transportation staff shall deliver the minor directly to ERCP at 3075 Wilshire Blvd., 6th Floor, Los Angeles, CA 90020, (213) 639-4500, along with a copy of the *“PROBATION/DCFS RELEASE NOTIFICATION”* and the ***“Discharge Information Contact Sheet.”*** forms, the Detain/Release Order, and where applicable, the Minute Order and the current Delinquency Court Report.
- The Transportation Court Holding Tank staff shall contact the OD from the releasing juvenile hall, who shall obtain the Medical Discharge Summary and fax it to the ERCP at (213) 738-6460 or (213) 639-1331.
- The Transportation staff transporting the minor to the ERCP shall obtain the accepting ERCP staff's signature and write the identification number on the Detain/Release Order and return it to the Officer of the Day (OD) for processing and filing in the minor's Behavioral Chart. Once the paperwork is completed, the ERCP staff shall assume custody of the minor.
- Transportation staff shall **not** bring the minor to juvenile hall prior to ERCP. If there is a problem releasing the minor to ERCP, Transportation staff shall contact the Transportation Director. If the Transportation Director is unavailable, the IDC Director is to be contacted. If the IDC Director is unavailable, the Detention Services Bureau Chief shall be contacted.

1105 MINORS IN CUSTODY OF DETENTION STAFF (I.E., BJNJH, CJH, LPJH)

- The Detention Court Holding Tank staff shall follow the same instructions as indicated above for Transportation staff. If DCFS staff do not pick up minor by the end of the court day, the Detention Court Holding Tank staff shall contact the Transportation Dispatcher, at (323) 226-2210, to arrange for the minor's immediate transportation to ERCP.

RELEASE OF MINORS ORDERED TO THE CUSTODY OF DCFS	IDC 1100
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- The Detention Holding Tank staff shall **not** bring the minor to juvenile hall prior to transporting to ERCP. If Transportation is unavailable to transport the minor to ERCP, the OD is to be contacted and immediate arrangements made to have the minor taken directly to ECRP.
- If Probation staff transport the minor to ERCP, a copy of the *"PROBATION/DCFS RELEASE NOTIFICATION"* and the ***"Discharge Information Contact Sheet."*** forms, the Detain/Release Order, the minor's Medical Discharge Summary and, if possible, the Minute Order and the last court report are to accompany the minor.
- The Probation staff transporting the minor to ERCP shall obtain the accepting ERCP staff's signature and write the identification number on the Detain/Release Order and return it to the juvenile hall OD for processing and filing in the minor's Behavioral Chart.
- If there is a problem releasing the minor to ERCP, the OD shall notify the IDC Director. If the IDC Director is unavailable, the Detention Services Bureau Chief is to be contacted.

**RELEASE OF MINORS ORDERED TO
THE CUSTODY OF DCFS**

IDC 1100

PROBATION/DCFS RELEASE NOTIFICATION

[The minor listed below had been ordered released forthwith
to the Department of Children and Family Services (DCFS)]

"DA DECLINE"

INSTRUCTIONS:

- Print all information.
- For Active DCFS Children-Complete sections I, II, III and V.
- For Non-active DCFS Children-Complete all sections.

I.

Date:	_____		
Child's Name:	_____	_____	D.O.B. _____
	(Last)	(First)	(Middle)
AKA:	_____		
Current Location of Child:	_____		
Telephone Number:	_____		

II.

PDJ # _____	Court # _____	Court Dept. # _____	Hearing Officer: _____
Court Officer's Name: _____	Telephone Number: _____		
Probation Officer's Name: _____	Telephone Number: _____		
601/601 Status:	Petition Dismissed <input type="checkbox"/>	Jurisdiction Terminated <input type="checkbox"/>	
Court Order:	_____		
300 Status:	None <input type="checkbox"/>	Active <input type="checkbox"/>	
602 Offenses/Special Needs/Behaviors:	_____ _____ _____		

III.

Social Worker's Name: _____	Telephone Number: _____
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IV.

Mother's Name: _____	Father's Name: _____
Address: _____	Address: _____
_____	_____
Telephone Number: _____	Telephone Number: _____
Known Relative: _____	Telephone Number: _____
(If parents are not available)	

V.

Attachments: Minute Order <input type="checkbox"/>	Last Report <input type="checkbox"/>
Fax to DCFS/IDC: (323) 881-0146 _____	To verify call: (323) 881-1303 _____
Probation Use: Name of DCFS Staff acknowledging Receipt of Fax: _____	Time: _____ AM/PM
DCFS Use: Time Fax Received: _____ AM/PM	Notified RA/ARA: _____ Time: _____ AM/PM

Los Angeles County Probation Department IDC Manual	SECTION NO. IDC 1100
RELEASE OF MINORS ORDERED TO THE CUSTODY OF DCFS	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Intake and Detention Control

1101 GENERAL

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- Minors who do not have a pending criminal matter and have an active DCFS case.
- Minors who do not have a pending criminal matter and do not have a parent or guardian who is willing to take custody.

1102 COURT OFFICERS- (FOR INFORMATION PURPOSES ONLY)

- Immediately after a minor, who is an active DCFS case, has been ordered to the custody of DCFS, the Court Officer shall complete sections 1-3 of the *"PROBATION/DCFS RELEASE NOTIFICATION" form* and enter the minor's name, date of birth, and check the appropriate boxes pertaining to the minor's juvenile hall residence on the ***"Discharge Information Contact Sheet."*** The Court Officer shall complete all sections of the *"PROBATION/DCFS RELEASE NOTIFICATION" form* for minors who do not have an active DCFS case and are released to the custody of DCFS. These sections shall be completely filled out with as much information as possible (see attached form). In addition, complete the Detain/Release Order indicating, in the Special Instructions/Information section, *"DCFS" in red ink.*
- The Court Officer shall fax the completed *"PROBATION/DCFS RELEASE NOTIFICATION" and the "Discharge Information Contact Sheet" forms* and a copy of the Minute Order to DCFS Intake and Detention Control (DCFS IDC) at (323) 881-0146, as soon as possible, based on the court's availability. The Court Officer shall fax the Detain/Release Order and a copy of the last court report, if available, for minors who do not have an active DCFS case.
- The Court Officer shall contact the DCFS IDC at (323) 881-1303 informing them that the fax was sent and request verification of receipt. The name of the person verifying receipt of the form and the time verified, shall be indicated on the *"PROBATION/DCFS RELEASE NOTIFICATION" form,*

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which will be placed in the minor's legal file along with a copy of the ***"Discharge Information Contact Sheet."***

- A copy of the ***"PROBATION/DCFS RELEASE NOTIFICATION" form*** and the ***"Discharge Information Contact Sheet."*** shall be given to the Transportation Court Holding Tank staff or the Detention Court Holding Tank staff, with a copy of the Detain/Release Order, the Minute Order, and the last court report.
- If a minor is ordered to the custody of DCFS after 5 p.m., the Court Officer shall contact DCFS Child Protection Hotline at (800) 540-4000. The Court Officer shall notify Transportation to have the minor transported to the Emergency Response Command Post Center (ERCP) along with the paperwork indicated above.

1103 IDC DEPUTY PROBATION OFFICER

- If the District Attorney's (DA) Office does not file a criminal complaint on a minor who has an active case, the IDC Deputy Probation Officer (DPO) shall complete sections 1-3 of the ***"PROBATION/DCFS RELEASE NOTIFICATION" form*** and write "DA DECLINE" on top of the form. The IDC Deputy Probation Officer (DPO) shall also complete the ***"Discharge Information Contact Sheet."*** If the District Attorney's Office does not file a criminal complaint for a minor who does not have an active DCFS case and there is no parent, guardian/relative able or willing to take custody, the IDC DPO shall write "DA DECLINE" on the top of the form and complete all sections. These sections are to be filled out completely with as much information as available (see attached form). ***Under no circumstances are minors to be released on their own recognizance (OR).***
- The IDC DPO shall fax the completed ***"PROBATION/DCFS RELEASE NOTIFICATION" and "Discharge Information Contact Sheet." forms*** to the DCFS IDC at (323) 881-0146.
- The IDC DPO shall contact DCFS IDC at (323) 881-1303 informing them the fax was sent and request verification of receipt. The name of the person verifying receipt of the form and the time verified shall be indicated on the ***"PROBATION/DCFS RELEASE NOTIFICATION" form***. A copy of the form shall be given to the Juvenile Hall Officer of the Day (OD) for placement in the minor's Behavioral Chart.
- For any minor released to DCFS after 5 p.m., Monday through Friday or anytime on weekends and holidays, the IDC DPO shall contact the DCFS Child Protection Hotline at (800) 540-4000.

<p align="center">RELEASE OF MINORS ORDERED TO THE CUSTODY OF DCFS</p>	<p align="center">IDC 1100</p>
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- The IDC DPO shall contact Transportation to have the minor transported to ERCP. If Transportation is not available, the IDC DPO shall contact the OD who will arrange to have the minor transported to the ERCP along with the *“Medical Discharge Summary.”*

1104 MINORS IN CUSTODY OF TRANSPORTATION STAFF

- Once DCFS staff has arrived at the court location to pick up the minor, Transportation Court Holding Tank staff shall obtain the appropriate identification from DCFS staff. The identification number and DCFS staff's signature shall be entered on the Detain/Release Order.
- The signed Detain/Release Order shall be returned to the juvenile hall OD along with the other Detain/Release Orders from the court for processing and filing in the minor's Behavioral Chart.
- If DCFS staff has not taken custody of the minor from court by 4 p.m., Transportation staff shall deliver the minor directly to ERCP at 3075 Wilshire Blvd., 6th Floor, Los Angeles, CA 90020, (213) 639-4500, along with a copy of the *“PROBATION/DCFS RELEASE NOTIFICATION”* and the ***“Discharge Information Contact Sheet.”*** forms, the Detain/Release Order, and where applicable, the Minute Order and the current Delinquency Court Report.
- The Transportation Court Holding Tank staff shall contact the OD from the releasing juvenile hall, who shall obtain the Medical Discharge Summary and fax it to the ERCP at (213) 738-6460 or (213) 639-1331.
- The Transportation staff transporting the minor to the ERCP shall obtain the accepting ERCP staff's signature and write the identification number on the Detain/Release Order and return it to the Officer of the Day (OD) for processing and filing in the minor's Behavioral Chart. Once the paperwork is completed, the ERCP staff shall assume custody of the minor.
- Transportation staff shall **not** bring the minor to juvenile hall prior to ERCP. If there is a problem releasing the minor to ERCP, Transportation staff shall contact the Transportation Director. If the Transportation Director is unavailable, the IDC Director is to be contacted. If the IDC Director is unavailable, the Detention Services Bureau Chief shall be contacted.

1105 MINORS IN CUSTODY OF DETENTION STAFF (I.E., BJNJH, CJH, LPJH)

- The Detention Court Holding Tank staff shall follow the same instructions as indicated above for Transportation staff. If DCFS staff do not pick up minor by the end of the court day, the Detention Court Holding Tank staff shall contact the Transportation Dispatcher, at (323) 226-2210, to arrange for the minor's immediate transportation to ERCP.

RELEASE OF MINORS ORDERED TO THE CUSTODY OF DCFS	IDC 1100
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- The Detention Holding Tank staff shall **not** bring the minor to juvenile hall prior to transporting to ERCP. If Transportation is unavailable to transport the minor to ERCP, the OD is to be contacted and immediate arrangements made to have the minor taken directly to ECRP.
- If Probation staff transport the minor to ERCP, a copy of the *"PROBATION/DCFS RELEASE NOTIFICATION"* and the ***"Discharge Information Contact Sheet."*** forms, the Detain/Release Order, the minor's Medical Discharge Summary and, if possible, the Minute Order and the last court report are to accompany the minor.
- The Probation staff transporting the minor to ERCP shall obtain the accepting ERCP staff's signature and write the identification number on the Detain/Release Order and return it to the juvenile hall OD for processing and filing in the minor's Behavioral Chart.
- If there is a problem releasing the minor to ERCP, the OD shall notify the IDC Director. If the IDC Director is unavailable, the Detention Services Bureau Chief is to be contacted.

**RELEASE OF MINORS ORDERED TO
THE CUSTODY OF DCFS**

IDC 1100

PROBATION/DCFS RELEASE NOTIFICATION

[The minor listed below had been ordered released forthwith
to the Department of Children and Family Services (DCFS)]

"DA DECLINE"

INSTRUCTIONS:

- Print all information.
- For Active DCFS Children-Complete sections I, II, III and V.
- For Non-active DCFS Children-Complete all sections.

I.

Date:					
Child's Name:	(Last)	(First)	(Middle)	D.O.B.	
AKA:					
Current Location of Child:					
Telephone Number:					

II.

PDJ #		Court #		Court Dept. #		Hearing Officer:	
Court Officer's Name:				Telephone Number:			
Probation Officer's Name:				Telephone Number:			
601/601 Status:	Petition Dismissed	<input type="checkbox"/>	Jurisdiction Terminated	<input type="checkbox"/>			
Court Order:							
300 Status:	None	<input type="checkbox"/>	Active	<input type="checkbox"/>			
602 Offenses/Special Needs/Behaviors:							

III.

Social Worker's Name:		Telephone Number:	
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IV.

Mother's Name:		Father's Name:	
Address:		Address:	
Telephone Number:		Telephone Number:	
Known Relative:		Telephone Number:	
(If parents are not available)			

V.

Attachments:	Minute Order	<input type="checkbox"/>	Last Report	<input type="checkbox"/>
Fax to DCFS/IDC:	(323) 881-0146	To verify call:	(323) 881-1303	
Probation Use: Name of DCFS Staff acknowledging Receipt of Fax:		Time:		AM/PM
DCFS Use: Time Fax Received:		AM/PM	Notified RA/ARA:	
			Time:	
				AM/PM

Los Angeles County Probation Department IDC Manual	SECTION NO. IDC 1300
RELEASE OF MINOR PER 628 WIC	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Intake and Detention Control

1301 RELEASE OF MINOR TO PARENT OR GUARDIAN

If the initial detention investigation results in the decision to release minor to parent(s) or guardian(s), the procedure to be followed is:

- A. Contact parent/guardian and arrange for him/her to pick up minor from Juvenile Hall.
- B. Complete "IDC Release" in triplicate. Original goes to Juvenile Hall Movement Control; one copy to case file; and one copy is retained at IDC as control over release process.

Note: At SFV and LP, the control copies, after release is accomplished, are sent to IDC/Central.

Citeback Procedures

The Citeback procedures (the requirement that after having been released the minor returns to the police agency for further interview) vary from police agency to police agency and even from division to division of LAPD. For each work location, establish the prevailing practices by consultation with SDPO.

Follow-Up By IDC Staff

If the minor is not released from custody within 24 hours from the time the release is written, IDC personnel will re-contact the parent/guardian and re-arrange the immediate release of the minor. IDC DPO will release to field DPO if case is active; release to Immigration if minor is an illegal alien. If all else fails, release to either SODA or PAD may be considered.

1302 EMANCIPATED MINOR

- A. Description of Emancipated Minor

Section 7002 - Family Code: Any person under the age of 18 years who falls within the following description is an emancipated minor:

1. Who has entered into a valid marriage, whether or not such marriage was terminated by dissolution; or
2. Who is on active duty with any of the armed forces of the United States of America; or
3. Who has received a declaration of emancipation pursuant to Section 64.

RELEASE PROCEDURES	IDC 1300
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B. Petitions for Declaration of Emancipation

Section 7120 - Family Code: A minor may petition the Superior Court of the county in which he or she resided or is temporarily domiciled for a declaration of emancipation. The petition shall be verified and shall set forth with specificity all of the following facts:

1. That he or she is at least 14 years of age.
2. That he or she willingly lives separate and apart from his or her parents or legal guardian with the consent or acquiescence of his or her parents or legal guardian.
3. That he or she is managing his or her own financial affairs.
4. That the source of his or her income is not derived from any activity declared to be a crime by the laws of the State of California or the laws of the United States.

Note: This information is also valuable for parents of Incurrigible (601 WIC) minors.

1303 RELEASE OF UNFIT MINORS WHO'S CASES ARE REJECTED FOR FILING BY THE ADULT DISTRICT ATTORNEY

- A. IDC has no authority to release an unfit minor as the minor was detained by the Juvenile Court at the fitness hearing.
- B. The District Attorney reports rejected unfit cases to the Juvenile Court. The Court will either detain or release the minor.

Los Angeles County Probation Department IDC Manual	SECTION NO. IDC 1400
IDC RELEASE CONFLICTS	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Intake and Detention Control

1401 GENERAL PROCEDURES

Prior to releasing a minor with an Intake and Detention Control (IDC) release, Movement and Control shall check the file (kardex) and automated data for warrants, detaining orders or other reasons the minor should not be released. If Movement and Control staff determines the minor is clear, the Officer of the Day (O.D.) shall review and sign the release packet prior to authorizing staff to prepare the minor for release.

If the O.D. believes that the minor should not be released or if the O.D. has questions regarding the release (such as future court dates or other JAI information), the IDC Supervisor shall be contacted immediately. If an IDC Supervisor is not immediately available, the O.D. shall decline the release and notify IDC. IDC shall be responsible for insuring that the next on duty IDC Supervisor reviews the release with the on-duty O.D.

If the O.D. and IDC Supervisor jointly agree that the minor should not be released, the IDC Supervisor shall have the release canceled and shall be responsible for any necessary legal arrangements required. If the IDC Supervisor determines that the minor should be released, the IDC Supervisor is to clearly sign next to the O.D.'s signature on the release packet to indicate responsibility for the release of minor.

<p align="center">Los Angeles County Probation Department IDC Manual</p>	<p align="center">SECTION NO. IDC 1500</p>
<p align="center">MINORS RELEASED IN ERROR</p>	<p align="center">REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Intake and Detention Control</p>

1501 GENERAL

When minors are released in error, IDC staff must react with urgency and thoroughness. All such errors may have a direct impact on the safety of the community and the credibility of the Department. It is our obligation to make every possible effort to remedy the situation immediately.

1502 PROCEDURES

The following procedures shall be implemented as soon as anyone in IDC becomes aware of a "Release In Error":

- The responsible SDPO shall be notified immediately. The SDPO shall immediately notify the IDC Director and Bureau Chief, then conduct a preliminary investigation to verify the minor's legal status and to determine the most expeditious way to return the minor to custody and secure the issuance of a Bench Warrant.
- The IDC SDPO immediately initiates all possible actions to affect the minor's return. If the crime that the minor is alleged to have committed is a 707(b) offense, if the minor has been found unfit or has been convicted of a 707(b) offense, the primary concern will be to get the minor back into custody as quickly as possible.
- The minor's probation officer and the police agency in the minor's area should be notified immediately. The detective handling the case should be notified of minor's release and his/her assistance requested. The Watch Commander of the police station in minor's area can be contacted, informed of the nature of the problem and can be requested to assist in the return of the minor to Juvenile Hall. A picture of the minor may be FAXED to the police if needed. Frequently, a booking photograph can be obtained from the police by giving them the booking number.
- If the minor is active to the Intensive Gang Supervision Program (IGSP), the IGSP Probation Officer can meet the police to help with the arrest or they may affect the arrest depending on the minor's potential for violence.
- If the Field DPO is unavailable to meet the police, then the IDC SDPO will meet the police to assist in the return to custody of the minor. The SDPO should contact the Field DPO to obtain information about the family as it relates to safety issues; who is likely to be there, the layout of the family

MINORS RELEASED IN ERROR	IDC 1500
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home, any unusual situations that might be encountered, or the likelihood of weapons being in the home. In the absence of a warrant, the arrest will be a Probation arrest.

- If the minor's alleged crime is of a less serious nature, the SDPO will initiate all possible actions to affect the minor's voluntary surrender and return to custody (e.g., by contacting the parents, the Field DPO, the police and requesting that the minor be returned to custody).
- If police are assisting, the SDPO should not call the parents just as the police are arriving as people can be needlessly injured.
- The SDPO prepares a preliminary report within two hours of the notice of the release in error. The report should address all factual information available about the circumstances of the release and efforts being made to effect the minor's return to custody.
- This report is submitted to the IDC Director and a copy is faxed to the Bureau Chief at Headquarters (562) 940-0713
- Follow-up reports will be prepared as additional information is secured.
- If the minor does not return to custody voluntarily, or the police and the probation officer are unable to return the minor to custody, the SDPO shall facilitate the timely issuance of a Bench Warrant and work with the appropriate persons (e.g. field DPO and police) to have the Warrant served.
- The IDC Director will be responsible for coordinating any necessary investigation involving a "Release In Error".

Los Angeles County Probation Department IDC Manual	SECTION NO. IDC 1600
DETAINED VIOLATIONS (777 WIC)	REVISION DATE: June 30, 2011 APPROVED BY: Paula Heath, Director Intake and Detention Control

1601 DETAINED VIOLATION PROCEDURES

The **DPO shall obtain SDPO and Director approval** for all detained violation filings prior to taking a minor into custody and should comply with all program requirements. In all detained violation filings, the DPO shall:

1. Contact Intake and Detention Control (IDC) to provide notice of the impending detention. (DPO initiating the detention is responsible).
2. Submit the following documents to IDC at the time of intake:
 - a. Juvenile Hall Entrance Form (Prob. 1295, Rev. 12/98)
 - b. Probable Cause Declaration (PCD) (Prob. 1331, Rev. 11/01), attaching a current Juvenile Automated Index (JAI) printout. The PCD must include the following information on the minor:
 - Date placed on probation
 - Court Department that placed minor on probation
 - Current probation grant (e.g., 65402, 725(a), HOP, CCP, SP, etc.)
 - Aggregated maximum confinement time on all sustained cases
 - Remaining confinement time
 - **All** conditions of probation ordered
 - Listing of alleged violations
3. Submit four copies the following 777 WIC packet to the County Clerk at the court location within the guidelines for a detained felony filing (see IDC Manual, Section 410).
 - a. Notice of Violation/777WIC Report
 - b. Witness list (DA-893-0)
 - c. All supporting documents (e.g., school reports, police reports, etc.)

Attach a copy of the last complete Pre-Plea/Disposition report and copy of the Title IV-E Findings minute order (for cases where minor has been previously detained) to the Court Officer's copy of the 777 WIC report (label the report for "Court Officer" in the far upper right corner). Mobile Gang/SEO DPOs shall contact the DPO of Record and obtain a copy of

777 VIOLATION DETENTIONS	IDC 1600
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the last complete Pre-Plea/Disposition report and copy of the Title IV-E Findings minute order (for cases where minor has been previously detained) to the Court Officer's copy of the 777 WIC report (label the report for "Court Officer" in the far upper right corner).

4. Fax a copy of the report face sheet to the IDC site where the minor was detained to ensure that the minor is placed on the movement to court broadcast:
 - a. Eastlake (323) 221-4879
 - b. Los Padrinos (562) 803-1279
 - c. Barry J. Nidorf (818) 362-7859

Note: Please refer to Directive 1147 "Juvenile – Noticed Hearings/777 WIC" for more detailed information.

1602 IDC PROCESS

If a minor is detained for probation violation, the following must be adhered to:

1. The case is to be assigned a felony violation court date.
2. The minor must be given rights and a phone call.
3. Create an entry in PCMS. Please make sure you put in enough information on the violation and the reason for detention.

1603 CONFINEMENT TIME

When a minor is brought in for detained 777 WIC Violation, it is imperative that a thorough JAI check is conducted to see if the minor has any *confinement time* before accepting the minor.

If the minor does not have any confinement time, we cannot legally detain the minor.