

**LOS ANGELES COUNTY
PROBATION DEPARTMENT**

**INTAKE AND DETENTION CONTROL
MANUAL
2022**

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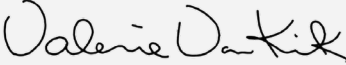
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LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL IDC INTAKE PROCESS	Section Number: IDC - 100
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

101 GENERAL

The Intake Detention and Control (IDC) Deputy Probation Officers' (DPO) general responsibilities include, but are 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:

- Detained Petition Requests
- Warrants
- Out-of-County Warrants
- Suitable Placement Removals
- Detained 777 WIC Violation Filings
- CDP (Community Detention Program) Violations
- Inter-County Transfers
- Certifications
- 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 youth in custody, provide a brief description of the incident, and obtain approval to transport the youth to juvenile hall. However, if they transport a youth to juvenile hall without prior notification, do not complain or question 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.

IDC DPO GENERAL RESPONSIBILITIES:

- Review Police Report, Probable Cause Declaration, Juvenile Hall Entrance Record, Livescan, LACRISS, *Unified Arrestee Medical Screening Form*, and ensure that the *Unified Arrestee Medical Form* is completed and signed by the youth.
- Once approved by the IDC officer, they will relieve the law enforcement officer of the youth's paperwork.

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- Complete systems check-in, PCMS, JAI, PROBLITE
- Make five (5) copies of the Juvenile Hall Entrance Record one (1) copy of the *Unified Arrestee Medical Screening Form*, and then take those documents to Movement Control (MC) for the youth to be processed into the juvenile hall (JH) system
- All other paperwork would be given to the IDC officer assigned to process and investigate the case (prepare court report)
- Start the intake process by entering the youth's name, date of arrest, arresting agency, time of arrest into PCMS

Note: *(Entering this information will allow MC staff to activate PEMRS)*

IDC DPO CASE ASSIGNMENT RESPONSIBILITIES:

- Review all youth's paperwork:
 - Detained Petition Requests
 - Warrants
 - Out-of-County Warrants
 - Suitable Placement Removals
 - Detained 777 WIC Violation Filings
 - CDP (Community Detention Program) Violations
 - Inter-County Transfers
 - Certifications
 - Interstate Compact (1400 WIC Petitions)
- Talk with youth and obtain/verify personal history
- Do a complete systems check on the youth
 - PCMS
 - JAI
 - PROBLITE
- Complete parent/guardian contact (Note: If parent/guardian is unavailable, continue to call, leave a message, if still unable to reach parent/guardian after three (3) attempts, send a mailgram)
- If youth has an attorney, allow youth to contact attorney (if applicable). If the youth has an attorney, this information must be entered in PCMS and

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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 e-mail informing them of youth's arrest
- Contact social worker (if applicable)
- Contact Department of Children and Family Services (DCFS) (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.

102 DOCUMENTS REQUIRED FROM LAW ENFORCEMENT AGENCIES

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

- Two (2) copies of the Arrest Report
- Probable Cause Declaration (The original PCD is not necessary)
- *Juvenile Hall Entrance Form* completely filled out.

Note: Some agencies (e.g., LASD-IRC and TRI-County) who transport youth 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.

- *Unified Arrestee Medical Screening Form(s)* completely filled out.
- Livescan

103 REVIEW DOCUMENTS

IDC DPO shall review the following documents:

- Probable Cause Declaration (PCD) for completeness and legal basis and ensures that it is dated and signed.
- *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 their name on the lower left-hand corner. This is important in case a youth alleges police misconduct

IDC INTAKE PROCESS

or IDC needs to contact the law enforcement agency for additional information.

- Review *Unified Arrestee Medical Screening form*, ensuring the form is completely filled out.

104 DISTRIBUTION OF ENTRANCE FORM AND LOG IN PROCEDURE**Entrance Form Distribution:**

- White copy plus two (2) copies to juvenile hall.
- Yellow copy goes in the designated bin at the juvenile hall and later to the IDC Main Office (NEJJC Building- Room 9).
- Pink copy is the file copy.

Filing Guidelines:

- In reference to the Entrance Form above:
 - If the charge is a felony, follow the felony guidelines for filing date.
 - If the charge is a misdemeanor, use the misdemeanor filing date and felony court date.

Exceptions: All acts of violence, threats of violence, especially assaults/batteries, are given felony filing dates.

- If a youth is on a formal Grant of Probation and has been charged with a misdemeanor, use the felony guidelines. For example, the youth 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.
- The following cases go to court within forty-eight (48) hours (48-Hour Rule):
 - Warrants
 - Suitable Placement Removals
 - CDP Violations
 - PAD Removals

Use felony guidelines for the following:

- Inter-County Transfers (Court venue determined by youth's address)
- Certifications (Court venue determined by where the youth was arrested)
- 1400 Petitions (Interstate Compact)

IDC INTAKE PROCESS**Log-in Procedures:**

- Youth's name and pertinent data is logged in the IDC Log Sheet.
- If the case is a detained petition request, the PCD and attached arrest report is logged in the "PCD Log".
- If the youth 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".

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.

105 DEVELOPMENTALLY DISABLED POPULATION ASSESSMENT DOCUMENTATION AND NOTIFICATION REQUIREMENTS

In order to ensure that all youth detained by IDC are screened to identify those who have or are suspected of having a developmental disability, the IDC Officer shall complete the following assessment, documentation, and notification procedures.

ASSESSMENT PROCEDURE

- All youth admitted by IDC must be assessed to determine:
 - Youth is currently a Regional Center Client
 - Youth previously received Regional Center Services
 - Youth found ineligible for Regional Center Services
 - Youth rejected for Regional Center Services
 - If youth is not currently a Regional Center Client **or** did not previously receive Regional Center Services, then youth must be assessed to determine if youth has a history of:
 - Mental Disabilities
 - Autism
 - Cerebral palsy
 - Epilepsy (Please also ask regarding seizure history, if any)
 - Mental state similar to mental retardation, combined with three (3) or more of the following:
 - Self-Care
 - Receptive and Expressive Language

IDC INTAKE PROCESS

- Mobility
- Self-Direction
- Capacity for Independent Living
- Economic Self-Sufficiency and
- Reflects the youth's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

DOCUMENTATION PROCEDURE

All IDC personnel assessing youth for a possible Regional Center referral must thoroughly and completely review all available information prior to making a determination whether or not to refer youth.

- Mandatory Review of Existing Sources

The following sources must first be reviewed as a minimum:

- Case notes
 - PCMS Intake History
 - Problite
 - Placement information (available in PCMS under Placement Tag)
 - JAI
 - Interested Parties (if available)
 - Statements by Parent/Legal Guardian
 - Information/Statement by DFCS (Social Worker and/or Attorney
 - Statement by Youth
 - LACO/Mental Health/Medical
- Mandatory Review of Existing Documentation
- Youth Identified as Regional Service Clients must be referred for Regional Center Services subsequent to:
- Existing PCMS documentation (Alerts, Case notes, PCMS History, JAI, etc.)
 - Youth Statement
 - Parent/Legal Guardian Statement

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- Interested Parties
- IDC DPO referral per “5th Category” .
- Mandatory Written Documentation

IDC Officer shall provide a brief description in case notes regarding critical intake factors for determination of Regional Center referral, ineligibility, or rejection and notify all essential parties. Notification is not required when rejected for Regional Center Services.

* Note: If the youth is ineligible, the PCMS alert will still indicate “*DEVDIS*”. If the youth is rejected, there will be no PCMS alert. Please review case notes in either situation.

Also, as the DD identification is still an evolving process, the terms “ineligible” and “rejected” may still, inadvertently be used inaccurately. Case note review is therefore **mandatory** for competent assessment.

IDC Officers shall document the following for youth who are NOT Developmentally Disabled:

- “Youth Statement” – PCMS documentation that youth said “no” when:
 - Ask youth if they are a current Regional Center client;
 - Ask youth if they were previously a Regional Center Client; and
 - Ask youth the following:
 - Do you have a history of any of the following:
 - Mental Disabilities (Mental retardation)
 - Autism
 - Cerebral palsy
 - Epilepsy (Please also ask regarding seizure history, if any)
- “Parent/guardian Statement” – PCMS documentation that parent/guardian said “no” when:
 - Ask parent/guardian if youth is a current Regional Center Client;
 - Ask parent/guardian if youth previously Regional Center Client; and
 - Ask parent/guardian if youth has history of any of the following:

IDC INTAKE PROCESS

- Mental Disabilities (Mental retardation)
 - Autism
 - Cerebral palsy
 - Epilepsy (Please also ask regarding seizure history, if any)
- “Special Circumstances”
 - The IDC DPO shall document any extraordinary information believed to merit particular notice due to specialized circumstances in any of the above areas. *Note: It is always advisable to document in Casenotes. Redundancy promotes effective notice and should always be encouraged.*
 - Youth Unavailability

If situation precludes interview with youth, IDC DPO shall document in the following areas reason why the youth not available for DD assessment:

- Youth Statement
 - Case notes
- Parent/Guardian Unavailability

If situation precludes interview with parent/guardian, IDC DPO shall document in the following areas reason why the parent/guardian not available for DD assessment:

- Parent/Guardian Statement
- Case notes

If unable to contact parent/guardian:

- Document reasonable attempts to contact Parent/Legal Guardian in The “Parent Statement” section as well as “Case notes”.
- Ensure follow-up IDC DPO continues reasonable attempts to contact Parent/Legal Guardian and document attempts.

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- Notification procedure
 - When youth is referred to Regional Center for assessment of suspected Developmental Disability, the following individuals must be notified by e-mail:
 - The Officer of the Day for the Juvenile Hall (notifying all three OD's of the respective Juvenile Hall is not required but is always suggested)
 - Juvenile Hall Orientation staff
BJNJHOrientationStaff@probation.lacounty.gov;
CJHOrientationStaff@probation.lacounty.gov or
LPJHOrientationStaff@probation.lacounty.gov
 - Also IDC DPO must notify:
 - SDPO
 - Director Heath
 - Tomas Vallejo, DPO II
 - Mandatory entry in Casenotes and Critical Intake Factors
 - Corrective action

DSB DDMC requires submitted corrective action documentation for non-compliance with standard policy and procedure regarding documentation and notification in assessing and identifying all youth admitted through Juvenile Hall FOR Developmental Disabilities.

106 MEDICAL CONSENT

The provision of routine medical and dental care to detainees requires consent and authorization of the detainee's parents or legal guardian for youth under 18 years old. An *Authorization for Medical Care form* must be completed and signed by a parent or legal guardian to obtain such permission. Detention facilities shall attempt to obtain a signed medical consent from a detainee's parent/legal guardian for each youth being detained in Los Angeles County by the juvenile court. The process for obtaining medical consent shall be as follows:

IDC INTAKE PROCESS**Intake Detention and Control (IDC) Initial Intake**

The IDC DPO shall contact the parent/guardian of each detained youth by telephone and request authorization for medical care. The following instructions shall be completed by the IDC Officer when contacting the parent/guardian telephonically to request medical consent:

- The IDC DPO shall contact the parent/guardian by telephone, indicating they are requesting telephonic medical consent for their child.
- The IDC DPO shall verify they are speaking to the parent/guardian of the youth where telephonic medical consent is being requested. Verification shall be in the form of the parent/guardian providing the youth's address and date of birth.
- The IDC Officer shall read the medical consent form (Prob. #, Attachment A) to the parent/guardian. Once completed, the IDC Officer shall ask the parent/guardian if they understand the terms of the medical consent and if they agree to allow the Probation Department to provide medical care to their child.
- If the parent/guardian agrees to allow a telephonic medical consent, the IDC Officer shall complete the medical consent form and check the box "Probation Officer Designee", and sign the medical consent form as an indication that the Parent/Guardian agreed to allow the department to provide medical care to the youth.
- The IDC Officer shall also indicate with a checkmark the parent/guardian approved medical consent by telephone and the youth's information was verified by the parent/guardian.
- The IDC Officer shall include on the medical consent form the time and date signed, the IDC DPO's telephone number, and the address of the IDC DPO.
- If the parent/guardian refuses to give consent for medical care, the IDC shall check the box on the medical consent form "Parent/Guardian Refused Consent".
- If the parent/guardian is unable to be reached by telephone, the IDC Officer shall complete the medical consent form as indicated above, checking the box "Unable to Contact Parent/Guardian".
- The IDC Officer shall document in Casenotes>Medical>Medical Consent indicating the date the medical consent was completed and indicate if the

IDC INTAKE PROCESS

parent/guardian agreed to consent, refused consent, or was unavailable to provide consent.

- The IDC Officer shall provide a copy of the completed medical consent form to the Movement Control Intake staff.
- Prior to the detention hearing, the IDC staff shall provide a list of all detainees scheduled for detention hearings to the MCC at each juvenile hall. This list shall include the detainee's name, PDJ Number, DOB, Court Date, and the court department in which the hearing is scheduled.
- The IDC DPO shall attach a copy of the Medical Consent form (Prob. #, Attachment A - English or Prob. #, A1 - Spanish) to the detention report that is being forwarded to the court by the IDC DPO.

107 FOLLOW-UP PROCEDURES FOR INTAKE DETENTION AND CONTROL PERSONNEL

All detention reports submitted to the court by the IDC DPO shall be reviewed by a designated "Follow-Up" IDC officer from the subsequent shift prior to being sent to court. The primary responsibility of the designated "Follow-Up" IDC officer shall be to:

- Complete the detention report by contacting all relevant parties and gathering the required information the previous shift could not obtain due to circumstances beyond immediate control (parent/legal guardian unavailability due to work schedule, travel, language barrier, or any situation which cannot be addressed during time of youth interview).
- Review the detention report to verify the information provided is accurate and complete.
- Review the detention report to ensure that all notification and documentation protocols relevant to the Developmentally Disabled population have been completed.

IDC INTAKE PROCESS

- General Responsibilities for the “Follow-Up” IDC DPO
 - All Intake Detention and Control locations shall have a specific location where completed detention reports will be placed for review by a follow-up IDC DPO.
 - Once the detention report has been completed, the report shall be printed and placed in the “Follow-up” location to be reviewed by an IDC DPO from the next shift.
 - All “Follow-up” reports will be distributed on a proportional basis to IDC DPO of that shift for completion.
 - The follow-up IDC DPO shall review the detention report for accuracy and ensure all information fields are completed, as well as verify court dates and venue
 - In the “Intake Assignment Information”, the follow-up IDC officer shall document their identification information in the “Follow-Up Intake DPO” area subsequent to review
 - Should the follow-up IDC DPO modify the report subsequent to review, the report must be reprinted to reflect the necessary changes and redistributed.

- Admitting IDC Shift and Follow-up IDC Shift Procedures
 - Admitting IDC Shift

Admitting IDC Shift shall intake youth and complete Detention report.

 - Upon successful parent/guardian contact admitting IDC DPO shall complete parent/guardian statement.
 - If IDC DPO cannot successfully contact parent/guardian then IDC DPO shall document in the “Parent/Guardian Statement” that “multiple unsuccessful telephonic attempts were made to contact the parent/guardian who was unavailable to answer questions regarding whether the youth is a regional center client or whether youth has any developmental disabilities such as mental retardation, autism, cerebral palsy, epilepsy or seizure history.”
 - The IDC DPO shall document in “Casenotes” the specific time and

IDC INTAKE PROCESS

number of telephonic attempts made to parent/guardian.

- Print report (one copy), sign, and place in the follow-up basket.

- Follow-up IDC Shift

In the event that the admitting IDC DPO could not successfully contact parent/guardian, the Follow-up IDC DPO shall make reasonable attempts to contact parent/guardian.

- If the Follow-up IDC DPO succeeds in contacting parent/guardian, the Follow-up IDC DPO shall:
 - Delete prior statement; enter new parent/guardian statement.
 - Complete follow-up review.
 - Print four copies of the report (ensure to utilize signed sheet from the original report).
 - Turn report in to lead desk.
- If the Follow-up IDC Officer does not succeed in contacting parent/guardian, the Follow-up IDC DPO shall:
 - Complete follow-up review
 - Document in "Casenotes" the specific time and number of telephonic attempts made to parent/guardian.
 - Print four copies of the report (ensure to utilize signed sheet from the original report).
 - Turn report into lead desk.
- Developmentally Disabled Population - Protocols

The "Follow-Up" IDC DPO must also review the detention report to ensure that all notification and documentation protocols relevant to the Developmentally Disabled population have been completed.

- a. Notification and Documentation Protocols

If the youth has been identified as an existing client of a Regional Center, a prior client of a Regional Center with an ineligible status,

IDC INTAKE PROCESS

or a youth in need of Regional Center referral, the follow-up IDC DPO shall:

- Verify that the proper parties have been notified in the following areas:
 - “Critical Intact Factors” in the PCMS Report
 - “Casenotes” in the PCMS Report

In the event that it is determined that the youth is either a prior client of a Regional Center with a rejected status or that the youth is not in need of Regional Center services, the follow-up IDC DPO shall verify that the information has been documented in the following areas :

- Verify that the documentation is present in the following areas :
 - “Youth Statement” section in the PCMS report
 - “Parent Statement” section in the PCMS report

Follow-up Exception

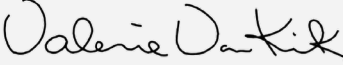
In the event when a detention report must be sent to court within the same shift, no follow-up review is required. As example, a “Walk-on Warrant” is exempt from follow-up review.

- Youth Eligible for Release and Parent/Legal Guardian Unavailable
 - If a youth is eligible for pretrial release and the IDC DPO is unable to reach a responsible person to take custody of the youth during their shift, the information shall be documented in the PCMS Case Notes, and the IDC DPO shall inform the follow-up IDC Officer on the next shift of the pending release.
 - An e-mail shall be sent to the IDC Supervisor on duty indicating the youth has a pending release along with the name of the follow-up IDC Officer who will be doing the release follow-up.

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- If there is no IDC Supervisor on duty, an e-mail shall be sent to the IDC Director.
- The IDC DPO on the next shift assigned to follow-up on the pending release shall make additional attempts to contact a responsible person to take custody of the youth.
- The follow-up IDC officer will document all attempts to contact a responsible parent / legal guardian in Case notes

OS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL DETENTION REPORTS (IDC Screen-by-Screen)	Section Number: IDC - 200
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

200 INTAKE

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

This information is grouped into nineteen (19) sections:

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

201 INTAKE HISTORY LIST SCREEN

Intake tracks the intake history for youth.

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

INTAKE HISTORY INFORMATION


	Arrest Date/Time	Intake Decision	Petition Due Date	Court Date	Charges				
<input type="checkbox"/>	 10/01/2006					Code	Description	Level	Arrest Agency Dispo
						PC 597S	ABANDON DOG OR CAT	M	Non-Detained

Figure 200.1 – Intake History List Screen

DETENTION REPORTS

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 enables the user to change that entry.

The Intake History screen shows a list of all intake records for youth. Existing records that are closed cannot be deleted. Existing records that 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).

202 INTAKE DATA SCREEN ENTRY

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 changes, except for the Detention Kardex Information block, whose information is a display-only list.

The Intake Data Entry screen has ten (10) blocks:

- Intake
- Arrest Information
- Krisberg Scale
- Assignment
- Youth Statement & Rights
- LADS Scale
- Youth’s Profile
- Parent/Guardian Statement
- Intake Decision
- Youth’s Address
- IDC Release formation

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

DETENTION REPORTS

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 youth matching the criteria given to search exists.

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 youth’s last and first names (in the Youth’s 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 nine (9) blocks follow.

Intake Data Entry Screen – Intake Assignment

The Intake Assignment block manages DPO assignment information.

DETENTION REPORTS

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 system sets the intake SDPO and intake DPO fields 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 youth) or the identifier of the user entering the intake information.

The Youth’s Profile block manages information about the youth’s name, AKAs, date of birth, specific identifiers, names of parents/guardians, and other items.

Figure 200.4 – Intake Data Entry Screen: Youth’s Profile

It has fields for the youth’s last name, first name, middle name, and suffix, gender, AKA last name, first name, and middle name, date of birth, up to two other dates of 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 youth is pending deportation or not, youth’s ICWA eligibility status, Native American tribe name, and reservation name (if applicable). For youth who already exist in the system, these fields are populated with existing data applicable.

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

Intake Data Entry Screen – Youth's Address

The Youth's Address block manages the youth's residential address information.

Figure 200.5 – Intake Data Entry Screen: Youth Residential Address

It has fields for address type (display only), with whom the youth 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 youth who already exist in the system, these fields are populated with existing data applicable.

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

Intake Data Entry Screen – Arrest Information

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

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ARREST INFORMATION TOP |

* Arrest Date: * Arrest Time:

Offense Date: Age at Offense:

* Intake Date: * Intake Time:

* Arresting Agency: Booking #: Agency File No.:

Officer:

* Arrest Type: DA File#:

Outstanding Warrant PCD Received Arrest Report Required

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

Charges

Count	Arrest Charges	Description	Level	Arrest Agency Dispo
Charge Code Search: <input type="text"/> <input type="button" value="Q"/> Count: <input type="text"/> <input type="button" value="Add"/> <input type="button" value="Remove"/>				
Age at First Arrest:	<input type="text"/>	Sustained Petitions for Last 12 Months:	<input type="text"/>	
Arrest Description: <input type="text"/>				

ABC

Figure 200.6 – Intake Data Entry Screen: Arrest Information

It has fields for the arrest date and time, the offense date, the youth'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 youth's blood alcohol content, who conducted the BAC test and the BAC test date, a list of all charges, the youth's age at first arrest, the number of sustained petitions for the youth 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 youth in the Alerts section of the Common module.

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

* Arresting Agency and Agency File Number

In the event that the arresting law enforcement agency (e.g., Los Angeles County District Attorney, California Highway Patrol (CHP), Federal Bureau of

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Investigations – FBI, School and/or University Law Enforcement, Transit Service Bureau – TSB, etc.) does not have a booking facility, the youth will be transported and processed at the local law enforcement agency within the jurisdiction where the offense occurred.

The IDC Officer shall enter in the “Arresting Agency” area of the “Intake Data Entry Screen – Arrest Information”, the booking arresting agency, and agency file number. The IDC Officer shall then indicate in the “Arrest Decision” section of PCMS the name of the arresting agency who initially detained youth under the “Explanation” dialogue box.

Intake Data Entry Screen – Youth Statement & Rights

The Youth Statement & Rights block manages information about the youth being informed of their 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: ABC

Comments: ABC

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: Youth Statement & Rights

It has fields for the name of the DPO informing the youth of these rights, whether the youth invoked or waived the rights, whether a Gladys R Questionnaire was completed or not, youth’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 youth is under fourteen (14) years old, the youth must fill in the Gladys R questionnaire and the Gladys R Questionnaire check box is required to be

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checked.

Intake Data Entry Screen – Parent/Guardian Statement

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

The screenshot shows a web-based form titled "PARENT/GUARDIAN STATEMENT". The form contains the following fields and controls:

- Person Notified:** A dropdown menu currently showing "Select One".
- * Relationship:** A dropdown menu.
- * Last Name:** A text input field.
- Middle Name:** A text input field.
- * First Name:** A text input field.
- Suffix:** A dropdown menu.
- Notified By:** A text input field containing "McQueen, S, E000005".
- How:** A dropdown menu showing "Select One".
- Date:** A date picker field.
- Time:** A text input field.
- Parent/Guardian Statement:** A large text area for entering the statement, with a small "ABC" icon and a green checkmark in the bottom right corner.

Navigation links "TOP" and a small upward arrow icon are located in the top right corner of the form area.

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 Youth Information module) for an existing youth to select 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 Youth Information module and also updates the Interested Parties section of the Intake module.

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: VIC 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

Number of Sustained Petitions, Last 12 Months

5: 2 or more ▼
 3: 1
 0: 0

Youth Residing With

0: Out of home (institution, group/foster home, other) ▼
 0: In home of parents/guardian, relative or spouse

Under the Influence of Drugs or Alcohol at Time of Arrest

2: Yes ▼
 0: No

Warrant Status (not traffic warrant)

10: Minor is subject of active bench warrant ▼
 0: Minor is not subject of active bench warrant

Total Score:

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 youth prior to the initial court appearance. In many cases, a Krisberg scale of ten (10) or more may still require a supervisor’s approval for an override.

It has five (5) areas that contribute to a total score. The user selects the appropriate value for each area and 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 user does not click the “Recalculate” button, the total score is not changed even if new or different values are selected in the five (5) 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 youth prior to the initial court appearance, completion of the Krisberg Scale is necessary to generate the Intake Data Entry Screen – Intake Decision as illustrated below.

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Intake Data Entry Screen – LADS Scale

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 HISTOR (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) — 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:			

Figure 200.10

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

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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 youth prior to a court appearance.

The LADS is a 1-page assessment tool intended to screen juvenile offenders for recommendations for immediate detention or detention alternatives. It includes all the items and their definitions and guides the user by 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 to determine whether to detain or release a youth prior to the initial court appearance.

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

- Interview the youth utilizing the LADS as the exclusive assessment tool and facilitate the data-gathering from individuals under LAPCD jurisdiction;
- Show the youth the total score and explain the implications of that score if the youth 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 youth interviewed.

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 the items and their definitions and guides the user to add up the Total Screening Score.

DETENTION REPORTS**Filling in LADS Screener Form**

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

Age at First Arrest

This number should represent the age of the youth the first time they ever got in trouble with the law for a criminal offense (excluding youth 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/guardians with a reprimand. Generally, there should be an official entry in Juvenile Automated Index (JAI) documenting the youth's first contact with law enforcement. This should be counted as the youth's first arrest.

Number of Prior Arrests

The issue is APPROXIMATELY how many times a youth 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 make the item score a 1. If such condition is not met (i.e., the youth is NOT aged 14 to 16, or is NOT male, the item scores a 0.)

LOS ANGELES RISK & RESILIENCY 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 youth and determine the most appropriate score.

The set of three (3) 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 youth and ask questions about their circumstances at school, at home, and with friends. Use additional

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resources and documentation from the youth'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 eight (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.

Intake Data Entry Screen – Intake Decision

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

INTAKE DECISION [TOP](#)

Krisberg Scale Recommendation:

System Detention Decision: Release Detain

DPO Detention Decision:

Decision Override:

Authorized By:

Explanation: ABC

Court Location: Court Address:

Court Department:

Citation Date: Citation Time:

Citation No:

Petition Due Date: Petition Due Time:

Court Due Date: Court Time:

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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 and number, petition due date and time, court due date and time, and a list of checkboxes 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 checkboxes is displayed only unless the DPO detention decision is one of the detention options.

Intake Data Entry Screen – IDC Release Information

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

IDC RELEASE INFORMATION TOP

* Scheduled Release Date:

* Actual Release Date:

* Released To:

Address: Home Phone:

Apt/Unit: Cell Phone:

City: Work Phone: ext:

State:

Zip:

Verification Data:

* Release Initiated by:

Figure 200.12 – Intake Data Entry Screen: IDC Release Information

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

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

Intake Update/Inquiry Screen

The Intake Update/Inquiry screen has nineteen (19) sections (as noted above). The screen has these nineteen (19) items as links at the top of the screen to allow the user to go directly to a particular section without scrolling down. The same nineteen (19) 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 are navigation tabs: Intake, Minor Information, Case, Case Assignment And Transfers, Halls, Camps, Investigation, Placement, Supervision, Assessment, Reports, JJCPA, At-Risk, and Misc. The main content area is titled 'Intake History | Intake Process Form' and includes a search bar and a file location dropdown set to 'LBAO'. Below this, a summary box contains the following information:

- PDJ No.: P4567005
- Name: Gertsen, Ken
- Minor Status: AS
- 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
- Max Conf Time: N/A
- Time Srvd: N/A
- Rem Conf Time: N/A

A grid of 19 links is provided for quick navigation to various 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, INTAKE DECISION, MINOR & FAMILY ASSESSMENT, AVAILABLE SERVICES, WARRANT INFORMATION, IDC RELEASE INFORMATION, and DETENTION KARDEX INFORMATION.

The 'INTAKE ASSIGNMENT' section is currently selected and shows:

- AO: Long Beach Area Office
- Intake DPO: E000005
- Intake SDPO: E000007
- Follow-up Intake DPO:
- Csid/DPO Name: E000005

The 'MINOR PROFILE' section is also visible, showing:

- NAME: Gertsen, Ken
- AKAs: Gerby, Kenny
- DESCRIPTION: DOB: 09/09/1993
- IDENTIFICATION: SID: s-1234, JAIN: j-1234
- Height:
- Weight:
- Race:
- Gender: Male
- Hair Color:
- Eye Color:

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Figure 200.13 – Intake Update/Inquiry Screen: Top Portion

Intake Update/Inquiry Screen – Intake Assignment

The Intake Assignment section displays and manages the assignment information.

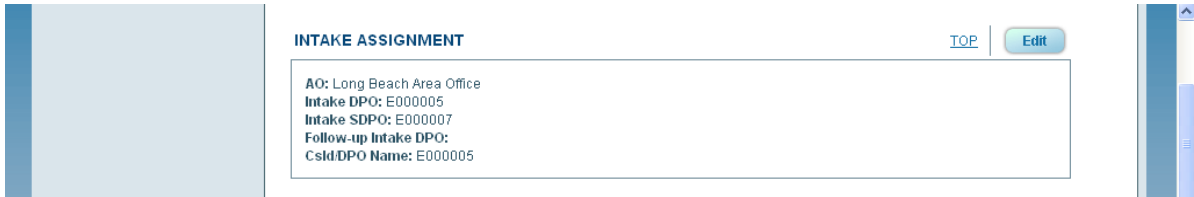


Figure 200.14 – Intake Update/Inquiry Screen: Intake Assignment

Clicking the “Edit” button takes the user to the Intake Assignment detail screen discussed above.

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

Intake Update/Inquiry Screen – Youth Profile

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

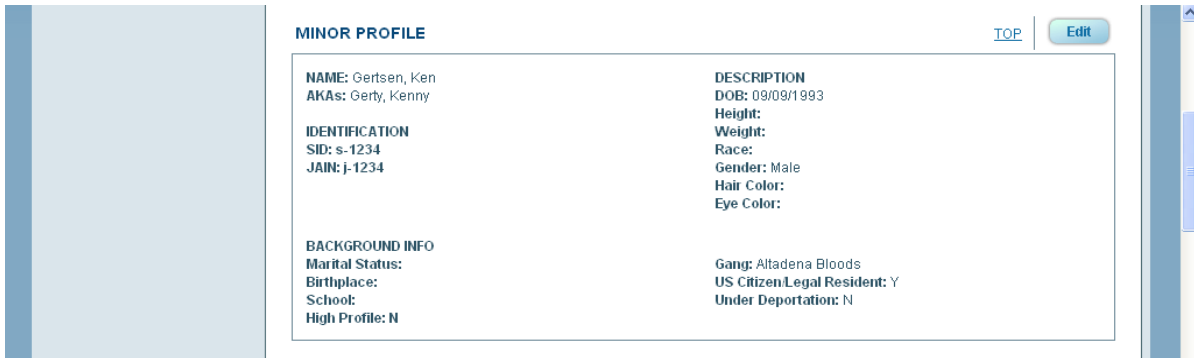


Figure 200.15 – Intake Update/Inquiry Screen: Youth Profile

A subset of this information is on the Intake Data Entry Screen – Youth Profile block discussed above. Clicking the “Edit” button takes the user to the Youth Profile detail screen, allowing the user to add or change parts of the information. It is critical that the JAI information be inputted in this area.

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

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

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 Cr Case No: 1111 DOB: N/A 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

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: Gang: Altadena Bloods

Edit

Back

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

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The Youth 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 Youth 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 Youth 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 Youth 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 (1) Edit and the three (3) Add/Edit detail screens mentioned above return the user to the Youth Profile detail screen.

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

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The screenshot shows the PCMS interface for a youth profile. The top navigation bar includes 'Home', 'Search', 'Appointments', 'Case Notes', 'File', 'Caseload', 'User Preferences', and 'Log Out'. The main menu has tabs for 'Intake', 'Minor Information', 'Case', 'CaseAssignment And Transfers', 'Halls', 'Camps', 'Investigation', 'Placement', 'Supervision', 'Assessment', 'Reports', 'JJCPA', 'At-Risk', and 'Misc.'. The left sidebar shows 'Intake' with sub-links for 'Intake History', 'Edit Intake', and 'Intake Assignment Summary'. The main content area is titled 'Minor Profile' and contains a 'Background Info' section with the following fields:

Mother's Last:	Gertsen	First:	Grace
Middle:		Mother's Maiden Name:	
Grade:	College	School:	
<input type="checkbox"/> High Profile		Other:	
		Gang:	Altadena Bloods

At the bottom of the form are 'Save' and 'Cancel' buttons.

Figure 200.17 – Intake Update/Inquiry: Youth Profile Background Info Detail ScreenFigure

The mother’s last, first, middle, and maiden name information updates the Family section of the Youth Information module.

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

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

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

The “Save” and “Cancel” buttons return the user to the Youth Profile detail screen.

Intake Update/Inquiry Screen – Youth’s Address

The Youth’s Address section displays and manages address information.

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MINOR'S ADDRESS				
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: Youth’s Address

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

The Youth’s Address section is the same as the Address list screen in the Addresses & Phones section of the Youth 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 Youth’s Address section of the Intake Update/Inquiry screen creates or updates entries in the Address section of the Addresses & Phones section of the Youth Information module.

Intake Update/Inquiry Screen – Arrest Information

The Arrest Information section displays and manages arrest information.

ARREST INFORMATION

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

Outstanding Warrant PCD Received Arrest Report Required

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

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

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

Figure 200.19 – Intake Update/Inquiry Screen: Arrest Information

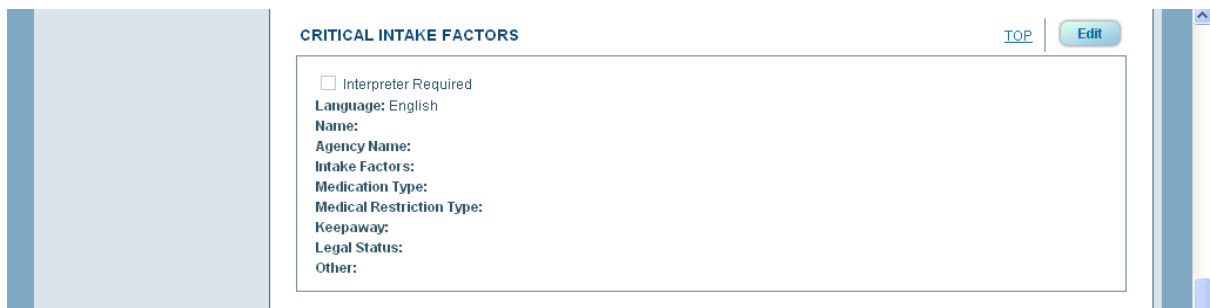
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Clicking the Edit button takes the user to the Arrest Information detail screen discussed above.

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

Intake Update/Inquiry Screen – Critical Intake Factors

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



The screenshot shows a web interface for 'CRITICAL INTAKE FACTORS'. At the top right, there are links for 'TOP' and an 'Edit' button. Below this is a form area with the following fields:

- Interpreter Required
- Language: English
- Name:
- Agency Name:
- Intake Factor:
- 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.

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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 chosen factors 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

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

A list of other youth from whom this youth should be kept separated can be created by selecting youth from the roster presented by clicking the Finder icon and then clicking the “Add” button to add a selected youth 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 youth A is a keep away for youth 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.

Intake Update/Inquiry Screen – Interested Parties

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

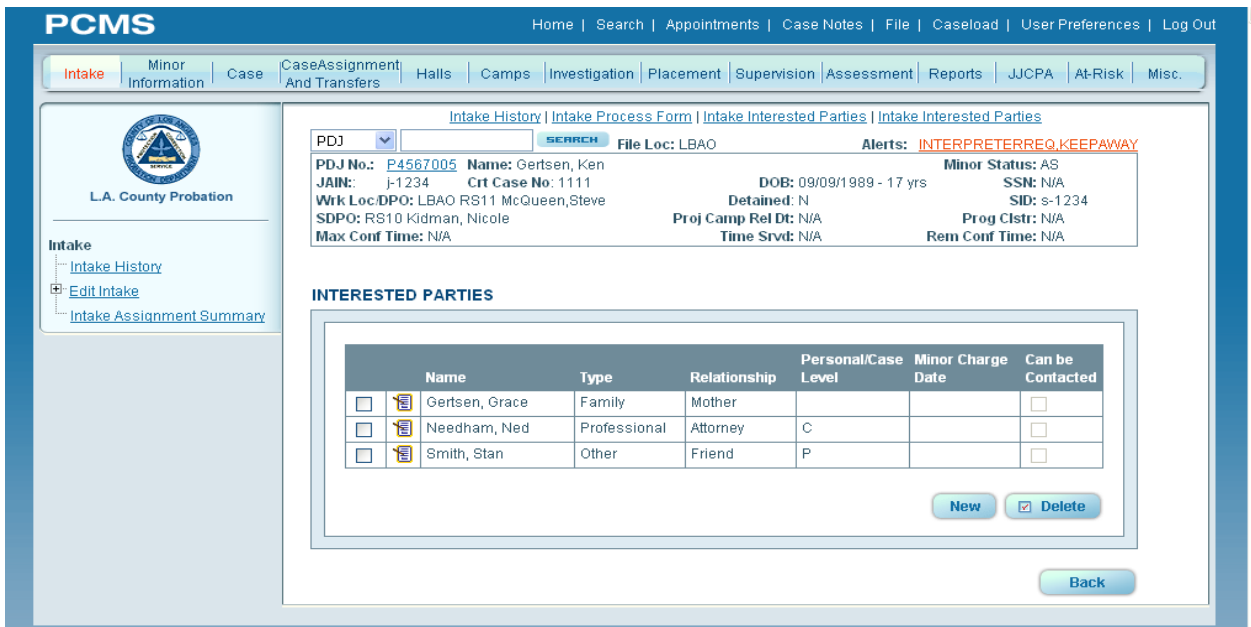


Figure 200.22 – Intake Update/Inquiry Screen: Interested Parties

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

Clicking the “Back” button takes the user to the Intake Update/Inquiry screen.

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Clicking the “New” button or an Edit icon takes the user to the Interested Parties detail screen.

The screenshot shows the PCMS interface for the 'Interested Parties Detail Screen'. At the top, there is a navigation bar with links like 'Home', 'Search', 'Appointments', etc. Below that is a breadcrumb trail: 'Intake History | Intake Process Form | Intake Interested Parties | Intake Interested Parties'. The main content area is divided into two sections. The top section displays case information for PDJ No. P4567005, Name: Certsen, Ken, and other details like DOB, SSN, and detention status. The bottom section, titled 'INTERESTED PARTY DETAILS INFORMATION', contains a form with various input fields. A legend indicates that fields with an asterisk are required. The form fields include: Personal/Case Level, Last Name, First Name, Middle Name, Minor Charge Date, Primary Language, Marital Status, Gender, ID Type, ID No., Can be Contacted, Gang, PDJ No., Type, Relationship, Minor Arrest Date, DOB, Deceased Date, Citizenship (with a dropdown menu showing United States, Canada, Mexico, Other), Status (set to Inactive), Provides Care, and Interpreter Needed. At the bottom of the form, there are fields for Country, Address, Apt/Unit, City, Province/District, Zip, Home Phone, Cell Phone, Work Phone, and E-mail. A comments section at the very bottom shows the date entered (10/17/2006) and the user who entered the data (McQueen, S E000005). 'Save' and 'Cancel' buttons are located at the bottom right of the form.

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 youth

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or not, whether the person needs an interpreter or not, gang affiliation, address and phone, and comments information.

Note that persons who were arrested with the youth 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 Youth Information module for relatives and in the Interested Parties section of the Youth Information module for others.

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

Intake Update/Inquiry Screen – Companions

The Companions section displays and manages information about the youth's companions during the incident resulting in this intake.

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 | CaseAssignment And Transfers | Halls | Camps | Investigation | Placement | Supervision | Assessment | Reports | JJCPA | At-Risk | Misc.

Intake History | Intake Process Form | Intake Companion

PDJ: P4567005 Name: Gertsen, Ken Alerts: INTERPRETERREQ,KEEPAWAY

JAIN: j-1234 Cr Case No: 1111 DOB: 09/09/1989 - 17 yrs Minor Status: AS

Wrk Loc:DPO: LBAO RS11 McQueen,Steve Detained: N SSN: N/A

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

COMPANIONS

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

Companion Search:

Figure 200.25– Intake Update/Inquiry: Companions Detail Screen

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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 youth and clicks the Close button to return to the Companions detail screen with the selected youth in the Companion Search text field. The user then clicks the Save button to add the selected youth to the companion's list. Membership in the list is

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reciprocal: if youth A is a companion of youth B, then B is made a companion of A.

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

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

Intake Update/Inquiry Screen – Victim Information

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

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 | CaseAssignment 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 Crit 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 Svcd: 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	
<input type="checkbox"/> <input type="checkbox"/>	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

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

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

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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:

CRU Contact Name: Date:

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 youth), petition date (dropdown list of all petition dates for the youth), 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 youth 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.

Intake Update/Inquiry Screen – Youth Statement & Rights

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

DETENTION REPORTS

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: Youth Statement & Rights

Intake Update/Inquiry Screen – Parent/Guardian Statement

The Parent/Guardian Statement section displays and manages the information about notification of the youth’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.

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

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 #: **Prior Referrals #:**

Previous DCFS Housing:

Abuse Neglect Abandon

Case Status: **Notes:**

Summary of Circumstances and Actions:

DETENTION REPORTS

Figure 200.33 – Intake Update/Inquiry Screen: Dependency Information

Clicking the “Edit” button takes the user to the Dependency Information detail screen.

The screenshot shows the PCMS (Probation Case Management System) interface. At the top, there are navigation tabs: Intake, Minor Information, Case, Case Assignment And Transfers, Halls, Camps, Investigation, Placement, Supervision, Assessment, Reports, JJCPA, At-Risk, and Misc. The main content area is titled 'Intake History | Intake Process Form | DCFS Information'. It displays case details for PDJ No. P4567005, Name: Gertsen, Ken, and Minor Status: AS. Below this, there is a 'Dependency Information' section with the following fields and options:

- Radio buttons for 'Dependency Minor' (unselected) and 'No Dependency Record' (selected).
- Text field for 'Social Worker:'.
- Text fields for '* DCFS Case-Referral #' and 'Prior Referrals #'.
- Checkboxes for 'Abuse', 'Neglect', and 'Abandon'.
- Dropdown menu for 'Previous DCFS Housing:' (Set to 'Select One').
- Dropdown menu for 'Case Status:' (Set to 'Select One').
- Text field for 'Notes:'.
- Text fields for 'DCFS Court Number:', 'DCFS Attorney First Name:', 'DCFS Attorney Phone:', and 'DCFS Office:' (Set to 'Select One').
- Text fields for 'DCFS Jain:', 'DCFS Attorney Last Name:', and 'DCFS Attorney Location:'.
- A large text area for 'Summary of Circumstances and Actions:' with a green checkmark icon and a small 'ABC' label.
- 'Save' and 'Cancel' buttons at the bottom right.

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

It has fields for whether the youth has a dependency record or not, social worker, DCFS case number, prior referral numbers, whether the youth 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.

Intake Update/Inquiry Screen – Krisberg Scale

The Krisberg Scale section displays and manages the Krisberg information.

DETENTION REPORTS

KRISBERG SCALE
[TOP](#) [Edit](#)

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

Figure 200.35 – Intake Update/Inquiry Screen: Krisberg Scale

Clicking the “Edit” button takes the user to the Krisberg Scale detail screen discussed above.

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

Intake Update/Inquiry Screen – LADS

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

LA Detention Screener Information	Score
Ethnicity:	0
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	

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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) — LARRC #22

Subtotal Items 1-8:	1
Subtotal Item 9:	
Total:	1

Krisberg Items - Not Scored

10. Most Serious Present Offense *Firearms/WIC 707B/Weapon or great threat* No

11. Warrant Status: *Active warrants exist* 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.

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

Intake Update/Inquiry Screen – Intake Decision

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

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Figure 200.37 – Intake Update/Inquiry Screen: Intake Decision

Clicking the “Edit” button takes the user to the Intake Decision detail screen discussed above.

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

Intake Update/Inquiry Screen – Youth & Family Assessment

The Youth & Family Assessment section displays and manages the risk and strength factor information for the youth and the youth’s family.

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

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

DETENTION REPORTS

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

Intake Minor Information Case CaseAssignment 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 Crit 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

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:

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:

Source(s) of information:

Save Cancel

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

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 youth.

AVAILABLE SERVICES TOP Edit

Anger Management Counseling
Explanation:

Figure 200.40 – Intake Update/Inquiry Screen: Available Services

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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 | CaseAssignment 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
 Wrk Loc:DPO: LBAO RS11 McQueen,Steve Detained: N Proj Camp Rel Dt: N/A SID: s-1234
 SDPO: RS10 Kidman, Nicole Max Conf Time: 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 ABC

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.

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.	Addl 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.

DETENTION REPORTS

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

Intake | Minor Information | Case | CaseAssignment 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.: 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

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:

Warrant

Date Ordered: Issue Dept.:

Recall Warrant: Recall Dept.:

Advance/Update:

Additional Warrant

Comments:

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.

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**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.

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

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:	W:	
E:	HR:	
AO: Long Beach Area Office	LAW ID:	Petition DUE:
Intake DPO: E000005	Charges: PC 5978	Court DUE:
Intake SDPO: E000007	Agency: LAPD	Court Location:
Follow-up Intake DPO:	Arrest Date: 10/10/2006 09:00 AM	
Cstid/DPO Name: E000005	Intake Date: 10/10/2006 10:00 AM	
Sched. Rel:	Krisberg: 0	
Released To:	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:

- Consent for Treatment – Parent or Guardian **(Required)**
- County of Los Angeles Juvenile Court – IDC Release (If Applicable)
- Family Code Index Documentation **(Required)**
- Gladys R. Questionnaire (If Applicable)
- Juvenile Hall Entrance Record **(Required)**

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- Juvenile Special Services Bureau – IDC High Profile Report (If Applicable)
- Los Angeles County Probation Department Information for Court Officer Juvenile - Medication Report (Detention Hearing) **(Required)**
- Los Angeles County Juvenile Court IDC Release Form (If Applicable)
- Los Angeles County Unified Arrestee Medical Screening Form **(Required)**
- Law Enforcement Arrest Report **(Required)**
- Live Scan **(Required)**
- Miranda Waiver **(Required)**
- Notification of Victim Information to Clerical Staff (If Applicable)
- Problite **(Required)**
- Probable Cause Determination (Declaration) **(Required)**
- Request for Mental Health Consultation (If Applicable)
- 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 youth. 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.

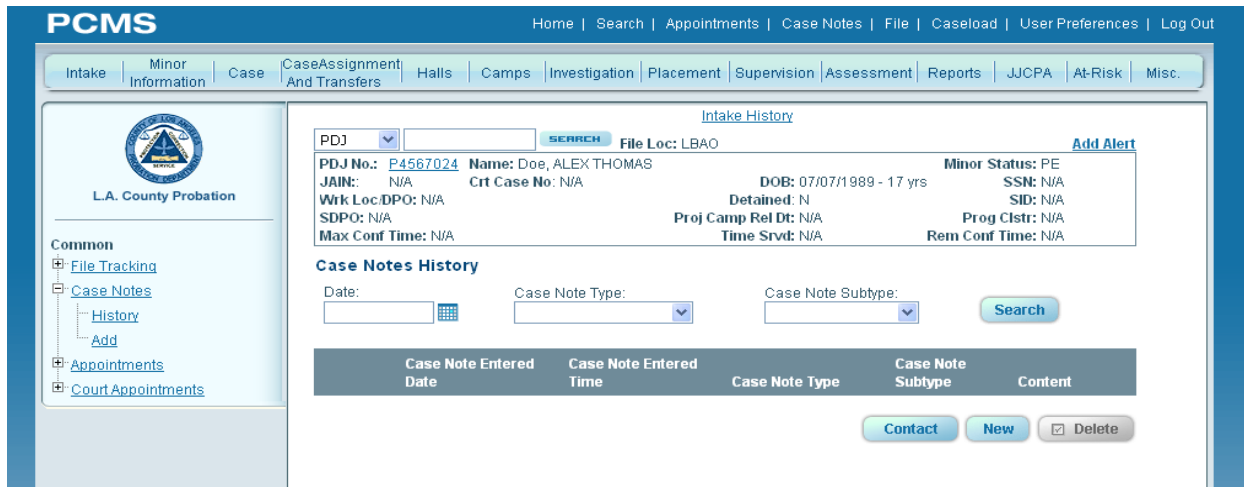


Figure 200.46 –Case Notes History list screen

DETENTION REPORTS

There are two (2) 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.

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 youth to juvenile hall for an Out-of-county warrant only, an "abstract" of warrant usually accompany the youth. 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 youth from juvenile hall.

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

1. Print youth'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-

DETENTION REPORTS

8903/8979) and pass the information to the Transient Desk. The Transportation Unit has five (5) days to pick up this youth from the other county.

207 ADULT WARRANTS

The police may bring a youth who has an adult warrant, either under his name or an alias. The AM shift IDC Officer will arrange for transportation of the youth to adult court to have the case “certified” to juvenile court. The Transportation Deputy must bring three (3) documents along with the youth.

The documents are:

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

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

208 JUVENILE TRAFFIC WARRANTS

If the police bring in a youth arrested for a Juvenile Traffic Warrant only, we cannot refuse to accept the youth. After confirming there are no other outstanding matters, the youth 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 youth is generally instructed to appear in Dept. 808 in forty-eight (48) hours.

209 SUITABLE PLACEMENT REMOVALS

Normally, placement staff will contact the youth’s DPO. After agreeing that the youth should be removed, the DPO will fax to IDC a “future” (Juvenile Hall Entrance Record). When the youth is escorted to juvenile hall by placement staff, IDC will process the Entrance Record the same as a detained petition request. Youth is calendared for court (Department ordering suitable placement) within forty-eight (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

DETENTION REPORTS

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 youth under Section 777 WIC must bring a Juvenile Hall Entrance Record and a PCD. The IDC Officer will calendar the youth for court, in the same venue that initially ordered the youth on probation, using felony-filing guidelines. 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 youth is read his Miranda Rights and given a phone call home. The DPO who brought the youth 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 they have 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 youth to juvenile hall. The IDC Officer sets the youth on calendar within forty-eight (48) hours at the same venue where the CDP order was granted. The youth 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 they have obtained the approval of the SDPO.

The CDP Officer is responsible for submitting the violation report.

212 INTER-COUNTY TRANSFERS

Youth was arrested in another county, and the case was adjudicated in that jurisdiction. The petition was sustained and now returned to Los Angeles County. The case is calendared at the nearest court venue to the parent/guardian's residence using felony-filing guidelines. Youth 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.

214 CERTIFICATIONS

Youth 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 youth is usually transported to juvenile hall by LASD-TST. When the

DETENTION REPORTS

deputies bring the youth, they should present IDC with any three of the following documents:

Certification Face Sheet	Police Report
Probable Cause Declaration	Medical Screening
DA or City Attorney Complaint	Minute Order
Booking Live Scan or LACRIS Photo	Juvenile Hall Entrance Form

IDC DPO shall fill out a Juvenile Hall Entrance Record for the deputies. The case is releasable, especially if the youth is deemed over-detained. The IDC DPO 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 youth 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 youth 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. Youth 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 youth is a legal resident of Los Angeles County and the warrant may have been issued for a youth 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 youth could be eligible for release if there are no other matters pending.

216 HIGH PROFILE CASES

Occasionally, a youth 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

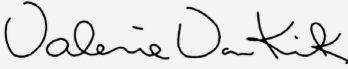
DETENTION REPORTS

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 youth informs you that they have suicidal thoughts or threaten to kill themselves, you must document it after the interview. It is imperative that you generate a mental health report and give four (4) copies to the juvenile hall's Movement and Control Unit. They will code the youth "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 Detention Report, as well as in PCMS Case notes.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL JUVENILE HALL ENTRANCE RECORD (Form 1295)	Section Number: IDC - 300
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

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 youth 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 (JAI) 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 youth'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 youth.

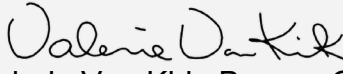
302 PROCEDURES

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. Form 1295 may be completed at the officer's area of assignment or 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 officers 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 youth can be temporarily detained in a police department facility, the youth 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 youth or be completed at the concerned juvenile hall detention facility.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL DETENTION TIMES	Section Number: IDC - 400
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

401 FELONY RULE (72 HOURS)

- All felony arrests.
- Misdemeanor arrests when youth 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
- 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 (5) days to pick up youth.
- Out-of-State Warrant - IDC generates 1300 WIC Petition.

DETENTION TIMES	IDC 400
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- Juvenile Traffic Warrant - Release and have youth in Division 808 within 48 judicial hours.
- 601 Warrant - Have arresting agency transport the youth to IDC for Intake processing. Generate a 601 Warrant Report to the appropriate court. Then, have the youth transported to CJH for housing.
- If the youth has a new charge and is the subject of a Warrant in the same court venue, the youth 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 youth 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).

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

DETENTION TIMES	IDC 400
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Thu	(Midnight) 00:01 Hrs to 12:00 Hrs	(Noon)	Fri 10:00 Hrs	Monday
Thu	(Noon) 12:01 Hrs to 24:00 Hrs	(Midnight)	Mon 10:00 Hrs	Tuesday
Fri	(Midnight) 00:01 Hrs to 12:00 Hrs	(Noon)	Mon 10:00 Hrs	Tuesday
Fri	(Noon) 12:01 Hrs to 24:00 Hrs	(Midnight)	Tue 10:00 Hrs	Wednesday

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

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) 00:01 Hrs to 24:00 Hrs	(Midnight)	Wed 10:00 Hrs	Thursday
Sun	(Midnight) 00:01 Hrs to 24:00 Hrs	(Midnight)	Wed 10:00 Hrs	Thursday
Mon	HOLIDAY (Midnight) 00:01 Hrs to 12:00 Hrs	(Noon)	Wed 10:00 Hrs	Thursday
Mon	HOLIDAY (Noon) 12:01 Hrs to 24:00 Hrs	(Midnight)	Wed 10:00 Hrs	Thursday
Tue	(Midnight) 00:01 Hrs to 24:00 Hrs	(Noon)	Wed 10:00 Hrs	Thursday
Tue	(Noon) 12:01 Hrs to 24:00 Hrs	(Midnight)	Thu 10:00 Hrs	Friday
Wed	(Midnight) 00:01 Hrs to 12:00 Hrs	(Noon)	Thu 10:00 Hrs	Friday

DETENTION TIMES	IDC 400
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(Noon)	(Midnight)		
Wed	12:01 Hrs to 24:00 Hrs	Fri 10:00 Hrs	Tuesday
(Midnight)	(Noon)		
Thu	00:01 Hrs to 12:00 Hrs	Fri 10:00 Hrs	Tuesday
(Noon)	(Midnight)		
Thu	12:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday
(Midnight)	(Noon)		
Fri	00:01 Hrs to 12:00 Hrs	Tue 10:00 Hrs	Wednesday
(Noon)	(Midnight)		
Fri	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 youth that are on parole or probation; youth must be released if a petition is not filed within 48 judicial hours after being taken into custody.

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>
(Midnight)	(Midnight)		
Sat	00:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday
(Midnight)	(Midnight)		
Sun	00:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday
(Midnight)	(Noon)		
Mon	00:01 Hrs to 12:00 Hrs	Tue 10:00 Hrs	Wednesday
(Noon)	(Midnight)		
Mon	12:01 Hrs to 24:00 Hrs	Wed 10:00 Hrs	Thursday
(Midnight)	(Noon)		
Tue	00:01 Hrs to 12:00 Hrs	Wed 10:00 Hrs	Thursday
(Noon)	(Midnight)		
Tue	12:01 Hrs to 24:00 Hrs	Thu 10:00 Hrs	Monday
(Midnight)	(Noon)		
Wed	00:01 Hrs to 12:00 Hrs	Thu 10:00Hrs	Monday

DETENTION TIMES	IDC 400
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(Noon)	(Midnight)		
Wed	12:01 Hrs to 24:00 Hrs	Mon 10:00 Hrs	Tuesday
(Midnight)	(Noon)		
Thu	00:01 Hrs to 12:00 Hrs	Mon 10:00 Hrs	Tuesday
(Noon)	(Midnight)		
Thu	12:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday
HOLIDAY (Midnight)	(Noon)		
Fri	00:01 Hrs to 12:00 Hrs	Tue 10:00 Hrs	Wednesday
HOLIDAY (Noon)	(Midnight)		
Fri	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 youth that are on parole or probation; youth must be released if a petition is not filed within forty-eight (48) judicial hours after being taken into custody.

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>
(Midnight)	(Midnight)		
Sat	00:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday
(Midnight)	(Midnight)		
Sun	00:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday
(Midnight)	(Noon)		
Mon	00:01 Hrs to 12:00 Hrs	Tue 10:00 Hrs	Wednesday
(Noon)	(Midnight)		
Mon	12:01 Hrs to 24:00 Hrs	Wed 10:00 Hrs	Monday
(Midnight)	(Noon)		
Tue	00:01 Hrs to 12:00 Hrs	Wed 10:00 Hrs	Monday
(Noon)	(Midnight)		
Tue	12:01 Hrs to 24:00 Hrs	Mon 10:00 Hrs	Tuesday

DETENTION TIMES	IDC 400
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(Midnight) (Noon)	Wed 00:01 Hrs to 12:00 Hrs	Mon 10:00 Hrs	Tuesday
(Noon) (Midnight)	Wed 12:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday
HOLIDAY (Midnight) (Noon)	Thu 00:01 Hrs to 12:00 Hrs	Tue 10:00 Hrs	Wednesday
HOLIDAY (Noon) (Midnight)	Thu 12:01 Hrs to 24:00 Hrs	Tue 10:00 Hrs	Wednesday
HOLIDAY (Midnight) (Noon)	Fri 00:01 Hrs to 12:00 Hrs	Tue 10:00 Hrs	Wednesday
HOLIDAY (Noon) (Midnight)	Fri 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 youth that are on parole or probation; youth must be released if a petition is not filed within forty-eight (48) judicial hours after being taken into custody.

**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		
	(5:01 P.M.) (Midnight)		

DETENTION TIMES	IDC 400
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Tue	17:01 Hrs to 24:00 Hrs (Midnight) (5:00 P.M.)	Thu 10:00 Hrs	Thu 13:30 Hrs
Wed	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

Youth arrested for non-632 WIC misdemeanors must be released if a Detention Hearing is not held within forty-eight (48) judicial hours.

**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
	(Noon) (Midnight)		

DETENTION TIMES	IDC 400
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Tue	12:01 Hrs to 24:00 Hrs	Wed by 15:00 Hrs	Thursday
	(Midnight) (Noon)		
Wed	00:01 Hrs to 12:00 Hrs	Wed by 15:00 Hrs	Thursday
	(Noon) (Midnight)		
Wed	12:01 Hrs to 24:00 Hrs	Thu by 15:00 Hrs	Friday
	(Midnight) (Noon)		
Thu	00:01 Hrs to 12:00 Hrs	Thu by 15:00 Hrs	Friday
	(Noon) (Midnight)		
Thu	12:01 Hrs to 24:00 Hrs	Fri by 15:00 Hrs	Monday
	(Midnight) (Noon)		
Fri	00:01 Hrs to 12:00 Hrs	Fri by 15:00 Hrs	Monday
	(Noon) (Midnight)		
Fri	12:01 Hrs to 24:00 Hrs	Mon by 15:00 Hrs	Tuesday

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

**410 TABLE IV
CALENDARING AND COURT DUE DATES
DETAINED 777 WIC VIOLATION HEARINGS**

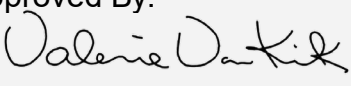
<i>Day</i>	<i>Time of Arrest</i>	<i>Report Due to Superior Court Clerk for Calendaring</i>	<i>Court Day</i>
	(Midnight) (Midnight)		
Sat	00:01 Hrs to 24:00 Hrs	Mon by 13:00 Hrs	Tuesday
	(Midnight) (Midnight)		
Sun	00:01 Hrs to 24:00 Hrs	Mon by 13:00 Hrs	Tuesday
	(Midnight) (Noon)		
Mon	00:01 Hrs to 12:00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

DETENTION TIMES	IDC 400
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Tue	12:01 Hrs to 24:00 Hrs	Wed by 13:00 Hrs	Thursday
	(Midnight) (Noon)		
Wed	00:01 Hrs to 12:00 Hrs	Thu by 13:00 Hrs	Friday
	(Noon) (Midnight)		
Wed	12:01 Hrs to 24:00 Hrs	Thu by 13:00 Hrs	Friday
	(Midnight) (Noon)		
Thu	00:01 Hrs to 12:00 Hrs	Fri by 13:00 Hrs	Monday
	(Noon) (Midnight)		
Thu	12:01 Hrs to 24:00 Hrs	Fri by 13:00 Hrs	Monday
	(Midnight) (Noon)		
Fri	00:01 Hrs to 12:00 Hrs	Mon by 13:00 Hrs	Tuesday
	(Noon) (Midnight)		
Fri	12:01 Hrs to 24:00 Hrs	Mon by 13:00 Hrs	Tuesday

Youth taken into custody for 777 WIC violations are to be in court within seventy-two (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

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL DETENTION LOCATIONS FOR ARRESTING AGENCIES	Section Number: IDC - 500
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

Arresting agencies deliver youth 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

<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

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

DETENTION LOCATIONS FOR ARRESTING AGENCIES

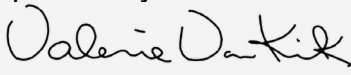
Due to the closure of Kenyon Juvenile Justice Center, the following Law Enforcement Agencies will be realigned to the following locations:

LAW ENFORCEMENT AGENCY	CURRENT FILING LOCATION	NEW FILING LOCATIONS EFFECTIVE APRIL 1, 2013 (non-detained filings) or May 1, 2013 (detained filings) New Locations for Exiting Cases After Kenyon Closes
South Gate Police Department	Kenyon	
LASD Century Station Florence/Firestone Walnut Park	Kenyon	All arrests occurring within the unincorporated areas of Florence-Firestone and Walnut Park will be filed at the Compton Courthouse
LAPD 77TH Street	Kenyon	All arrests occurring within the city of Los Angeles, East of Van Ness Blvd. and South of Slauson Avenue , in the area primarily patrolled by LAPD 77th Street, will be at the Compton Courthouse
LAPD 77TH Street	Kenyon	All arrests occurring within the city of Los Angeles, West of Van Ness Blvd. and North of Slauson Avenue , in the area primarily patrolled by LAPD 77th Street, will be at the Inglewood Juvenile Courthouse

DETENTION LOCATIONS FOR ARRESTING AGENCIES

Huntington Park Police Department	Kenyon	
LAPD Southeast	Kenyon	All arrests occurring within the city of Los Angeles in the area primarily patrolled by LAPD Southeast will be filed at the Compton Courthouse
LAPD Newton	Kenyon	All arrests occurring within the city of Los Angeles and in the area primarily patrolled by LAPD Newton will be filed at the Eastlake Juvenile Courthouse
LASD Lakewood: Lakewood and Hawaiian Gardens	Los Padrinos	All arrests occurring within the city of Lakewood and Hawaiian Gardens will be filed at the Long Beach Courthouse

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL DECISION TO DETAIN OR RELEASE	Section Number: IDC - 600
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

601 GENERAL INFORMATION

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 youth 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 youth'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 youth 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 youth 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 the IDC DPO must consider.

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 youth 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 and judgment of a trained IDC DPO who decides within the context of what is reasonable; (i.e., youth with less than 12 on the LADS scale may be considered for release, youth with less than twelve (12) may be detained based on the investigation).

602 CRITERIA FOR DETENTION OR RELEASE 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.

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:

DECISION TO DETAIN OR RELEASE

- The child has violated an order of the court.

Factors to be considered are:

- The specificity of the court order allegedly violated;
 - The nature and circumstances of the alleged violation of the court order;
 - The severity and gravity of the alleged violation of the court order;
 - Whether the violation endangers the child or others;
 - The prior history of the child insofar as it relates to the failure to obey orders or directives of the court or probation officer.
 - Whether the child's parents or guardians are willing and able to assure the child's presence at any scheduled court appearance;
 - The nature of the underlying conduct or offense being alleged, which brings the child before the juvenile court; and
 - 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.
- The child has escaped from a commitment of the court.

Factors to be considered:

- 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
- The child escaped from commitment, including any escape from the custody of any officer or person whose lawful custody the child was placed during the commitment.

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

Factors to be considered:

- The child has previously fled the jurisdiction or failed to appear in court;
- The child's parent or guardian is willing and able to assure the child's presence at any scheduled court appearance;
- The child promises to appear at any scheduled court appearance;
- The child has a prior history of failing to obey orders of the court or directives of the probation officer;
- The child is a resident of the county;

DECISION TO DETAIN OR RELEASE

- 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;
 - 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
 - The child, absent a danger to the child, would probably be released in an adult court on modest bail.
- It is a matter of immediate and urgent necessity for the protection of the child;

Factors to be considered:

- The child's parent or guardian is willing and able to assure the child's care and protection until the next scheduled court appearance;
 - The child is addicted to or is in imminent danger from the use of a controlled substance or intoxicant; and
 - Other compelling circumstances exist which make detention an immediate and urgent necessity.
- It is reasonably necessary for the protection of the person or property of another.

Factors to be considered:

- The alleged offense involved physical harm to the person or property of another;
- 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;
- 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.

If the child is fourteen (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 WIC (all other sections) if

DECISION TO DETAIN OR RELEASE

the court concludes the child poses a danger to their own safety or the safety of others.

603 DETAINING YOUTH TWELVE (12) YEARS OLD AND YOUNGER

If a youth is detained in juvenile hall who is twelve (12) years old or younger, the detention must be approved by the IDC Supervisor by use of the "Reverse Override" process and document the detention in Case Notes. If there is no IDC Supervisor on duty, the IDC Director must approve the detention.

Once a decision has been made to release a youth twelve (12) years old or younger, the IDC DPO shall:

- Contact the youth's parent(s), guardian(s), or custodial relative(s) to inform them that the youth is in custody. The IDC DPO shall instruct them to come to the juvenile hall to pick up their child. The IDC DPO shall provide the responsible person the location of the juvenile hall where the youth is being detained.
- Document in PCMS all attempts to notify the youth's parent(s), guardian(s), or custodial relative(s) in the Youth Intake Summary, Interested Parties, Family, and the Youth Statement sections of the PCMS Detention Report.
- If the IDC DPO is unable to reach a responsible person to take custody of the youth during their shift, the information shall be documented in the PCMS Case Notes, and the IDC DPO shall inform the IDC DPO on the next shift of the pending release. An email shall be sent to the IDC Supervisor on duty indicating the youth has a pending release along with the name of the IDC DPO who will complete the release follow-up. If there is no IDC Supervisor on duty, an email shall be sent to the IDC Director.
- The IDC DPO on the next shift assigned to follow up on the pending release shall make additional attempts to contact a responsible person to take custody of the youth.
- If no responsible person is able to take custody of the youth, the IDC DPO shall attempt to have the youth placed with DCFS.

604 INTAKE DETENTION AND CONTROL (IDC) - POLICY TO MINIMIZE JUVENILE HALL CONFINEMENT - IDC CONTACT TRACKING DATABASE

IDC DPOs shall rely on juvenile hall confinement only for youth who pose a risk to public safety and where the utilization of a less restrictive environment such as home, housing with a relative, assignment to the Community Detention program,

DECISION TO DETAIN OR RELEASE

or assignment to a home that provides temporary overnight housing based on the youth's status (such as Pre-Detention Alternative for youth pending a detention hearing), is not appropriate.

In an effort to divert youth from the Juvenile Justice System, local law enforcement agencies should consistently be encouraged by IDC DPOs to consider counsel and release for first-time, low-risk offenders to parents, guardians, or another responsible adult in lieu of formal arrest and filing of criminal charges. If counsel and release are not considered a viable option by the law enforcement agency, less restrictive alternatives to detention such as Promise to Appear (Citation) shall be encouraged by the IDC DPO as an exercise of law enforcement authority for discretionary release pursuant to WI§628.

In furtherance of the above, all IDC locations shall maintain an "*IDC Contact Tracking Database*" for youth referred to IDC via telephonic contact or brought to juvenile hall.

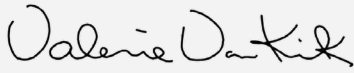
The detention discussions and outcomes related to these contacts (detained, not detained, community detention program, counseled and released, or referred services, etc.) shall be documented by the IDC DPO for all calls by law enforcement agencies seeking to admit youth in juvenile hall and listed in the database with the appropriate identifiers:

- **Agency:** Name and code of agency requesting to admit youth to juvenile hall
- **Contact Person:** Name and position of individual contacted
- **Date Call received:** Date phone call received
- **Time Call received:** Time phone call received
- **Youth's Name:** Youth's true name and AKA (if known)
- **DOB:** Youth's Date of Birth
- **Charge:** List allegation(s) of underlying offense
- **Status:** Legal Status of Youth
- **PDJ:** List PDJ if available
- **Counsel and release:** Indicate "Yes" or "No" as to whether youth was counseled and released by law enforcement agency
- **Citation:** If youth released by Citation, provide citation number and appearance date
- **Court:** Provide Department number for court where youth to appear

DECISION TO DETAIN OR RELEASE

- **DPO:** Identify IDC DPO taking the call
- **Remarks:** Enter relevant remarks, as needed

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL LOS ANGELES DETENTION SCREENER (LADS) SCALE	Section Number: IDC - 700
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

701 LADS

Los Angeles Detention Screener (LADS) is an assessment tool intended to screen juvenile offenders for recommendation for immediate detention. It includes items from Los Angeles Risk and Resiliency (LARRC), Krisberg and incorporates legal requirements to guide the users to add Total Screening Score.

Instructions for Completing LADS

Complete LADS Scale form accurately and ensure all sections, including name, ethnicity, #8, and #10, are filled in.

Age of First Arrest: The figure represents age of the youth when they first time had negative contact with the law for a criminal offense (excluding traffic offenses and violations). 'Negative contact' includes receiving a summons/citation, ticket, or being arrested and booked. It does not include getting picked up and escorted to parents with a reprimand. Generally, there should be an official entry in Juvenile Automated Index (JAI) documenting the youth's first contact with law enforcement. This should be counted as the youth's first arrest.

Number of Prior Arrests: APPROXIMATELY how many times the youth has been arrested or provided a summons, warrant, or ticket for a criminal statute. This item is NOT based solely upon disposition or sentenced.

Items #1 to #4: Auto-generated and scored 1 or 0. A score of 1 indicates "risk" for this item. There are two (2) or three (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 youth is not aged fourteen (14) to sixteen (16), or the youth is not male, etc., then that item scores a 0).

LARRC - Items #5 to #9: Based on LARRC assessment, youth has been shown to indicate higher risk. The LARRC is an interview-based assessment and may take more time to assign a score for these items; you will need to talk to the youth and determine the most appropriate score. The set of three (3) boxes below each item explain what circumstances score a high-risk (a "Yes" or a "2," except for #7 which is "reverse-scored"), and which score low-risk (a "No" or a "0," except for #7), or somewhat (an "in-between" score of "1,").

Please read these definitions carefully. Talk to the youth and ask questions about their circumstances at school, home, and with friends. Use additional resources or

LOS ANGELES DETENTION SCREENER (LADS) SCALE

documentation from the youth'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 eight (8) points from all other items and a score of -2 on #7, for a Total LADS score of six (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 and need to be noted for immediate information purposes.

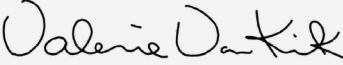
702 OVERRIDE APPROVALS

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 8:00 a.m. and 4:00 p.m. 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 via 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 both 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.

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

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL REASONS FOR DETENTION	Section Number: IDC - 800
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

801 REASONS FOR DETENTION

There are circumstances in which IDC DPO will consider detention in lieu of release. When deciding, considerations include, but are not limited to:

- Youth Does Not Know Their Address
This frequently happens with youth who have just moved, illegal aliens, youth who cannot read or write, or immature youth. Find out if the youth has friends or relatives who will contact and ask the parents/guardians to call. The IDC DPO is to contact the school, field DPO, or Social Worker for assistance in locating the parents/guardians.
- Undocumented Youth with No Parent Available
If undocumented youth has a parent, guardian, or responsible adult relative, IDC can release the youth if there is no overriding reason for detention (Section 628 WIC).
- Pending 777 WIC Violation Filing
Field DPO has arrested youth for violation of probation and is submitting a 777 WIC Violation Report. Field DPO must have approval from their 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 youth a phone call and calendar 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.
- Medical Problems/Concerns
Youth who have been arrested and admitted to Los Angeles County Medical Center or other hospitals (LAGH OR HOSPITAL TO COME) from a drug/alcohol overdose meet this criterion. Youth who are suicidal may be covered by this criterion but must be referred for a psychiatric evaluation within seventy-two (72) hours.

REASONS FOR DETENTION

- Runaways

This criterion describes youths arrested on 602 WIC charges that are runaways from other states (1300 WIC and 1400 WIC) or other counties. Youth who are inter-county transfer must be detained until the Detention Hearing. If the IDC DPO recommends secure detention, an override may be considered; a recommendation to the court for CDP or release. Youth with documented histories of multiple runaways may also warrant an override.

- Serious Threat To Youth

Strong probability a rival gang is going to retaliate against the youth. Youth lives near the victim; victim is threatening to kill the youth. Parents/guardians have beaten and injured the youth.

- Victim or Witness Safety

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

- Serious Threat to The Community

Youth was involved in a high-speed chase that endangered the lives of others. Youth is a gang member who has a history of victimizing the community. Youth and 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.

- Unable to Determine Age and Identity of Youth

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

- CDP Recommended to The Court

If IDC DPO determines CDP is warranted, confer with IDC SDPO. If youth has committed a 707(B) WIC or firearms-related offense, SDPO approval is required for override (See Section 802).

- Re-Placement / Camp AWOLs / Detained Arraignments

Suitable placement cases detained for re-placement, camp AWOLs, and detained arraignments need no Los Angeles County Detention Screener (LADS) score. They do require a detention decision. The computer will

REASONS FOR DETENTION

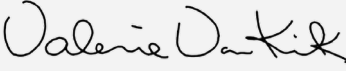
not allow the DPO to move on without an override code. The appropriate override code should be used. This override does not require SDPO approval if recommendation is 'Detain pending Re-placement', 'Detain Pending Return to Camp', or 'Detain Pending Disposition'.

802 REASONS FOR DETENTION WITHOUT SDPO APPROVAL

There are circumstances in which youth shall be detained, and SDPO approval is not required. The circumstances are, but are not limited to:

- Youth charged with a 707 (b) WIC offense (See Appendix A). In certain situations where youth is under fourteen (14) years of age, they may be referred to Community Detention Program (CDP) or released if case factors support this. This is considered a "reverse override";
- Cases involving firearms;
- Undocumented youth without verifiable address, without parent or guardian, and any youth with a LADS score of "12" or higher;
- Juvenile 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;
- Juvenile Hall Admissions not subject to the LADS assessment;
- WIC 778 Suitable Placement Removal; or
- CDP Violation WIC 602

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL RELEASE POLICIES	Section Number: IDC - 900
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

901 GENERAL

All 707 (b) WIC offenses involving youth fourteen (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 IDC Manual- Section 1300 Release of Youth Per 628 for release processes and procedures.

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

Youth 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 referred to the Department of Children and Family Services (DCFS).

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

- Police should be directed to call DCFS for runaways.
- Police should be encouraged to release incorrigibles and truants to their parents/guardians. Truants may not be placed in juvenile hall unless the juvenile court has found them to be in contempt of court.
- Youth may be held for up to twelve (12) hours to determine if there are outstanding Wants, Warrants, or Holds in cases where the arresting officer or Field DPO has cause to believe that the Wants, Warrants, or Holds exist.
- Youth may be held for up to twenty-four (24) hours after being taken into custody in order to locate youth's parent or guardian and to arrange for the return of youth to their parent or guardian.
- Youth whose parent or guardian is a resident outside the state may be held no more than seventy-two (72) hours when the return of youth cannot reasonably be accomplished within twenty-four (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 youth (Section 207 WIC).

RELEASE POLICIES

- Youth who are runaways from other counties or other states must be released to their parents, guardian, relatives, responsible adult relatives, placed with DCFS, 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 youth'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 youth is not charged with a 707 (B) WIC or weapons offense, the rules specified above under Section III, Release Decisions, apply.
- If youth has an out-of-state pick-up warrant, is a probation/parole absconder, or is a fugitive (Interstate Compact), youth should be detained and a petition filed under section 1400 WIC. See IDC Manual- Section 206 Out-Of-County Warrants for specific Interstate Compact procedures.
- 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 youth should be referred to DCFS and to the "Home Free" program. Secure detention must be justified and approved by a supervisor.

903 TRANSIENTS / DEFINITIONS

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

- Youth whose legal residence is outside the County of Los Angeles but within the State of California are processed as follows:
 - Out of County youth may be detained and returned to the requesting county pursuant to Section 641 WIC; or
 - A petition may be filed in Los Angeles County with the case transferred to the youth's county of residence pursuant to Section 750 WIC.
 - Youth whose residence is outside the State of California, Section 1400 WIC outlines the rules and procedures for the return of runaway youth to other states. It further provides for handling absconders and escapees from out-of-state Probation/Parole supervision.

RELEASE POLICIES

- Absconder: Youth who have left Probation/Parole supervision without permission while in a non-secure placement or home.
- Escapee: Youth who have left a secure-custody institution without permission while a ward of county/state.

NOTE: There is a third term defining out-of-state youth that will here be mentioned for clarification, and that is a Fugitive: Youth 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 youth held in custody as fugitives can be detained in juvenile hall.

- Youth arrested on Juvenile and Adult traffic warrants who have no other detaining charges are to be released to their parents or guardians. Youth and their 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, youth's name and date of birth, and when youth and their parents are expected to appear in court.
- Youth arrested for less than an ounce of marijuana should not be accepted into Juvenile Hall, as the charge carries no confinement time. If the youth is accepted incorrectly into Juvenile Hall, the IDC officer is to immediately facilitate a release for youth.

904 OTHER IDC RELEASE/DETAIN POLICIES

Undocumented Youth: Youth's status as an undocumented alien is not justification for securing detention or overriding. If there is a parent, guardian, or responsible adult relative with a verifiable address, and youth's charges qualify for release, youth shall be released.

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

Parents/Guardians Who Refuse To Pick Up Youth Eligible For Release: IDC officers are required to follow up on cases where parents or guardians refuse at first to pick up their youth from custody at juvenile hall. Quite often, parents will

RELEASE POLICIES

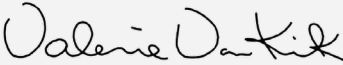
reconsider their refusal and eventually accept youth back home. AM and PM IDC staff are to follow up on cases deemed appropriate for release or CDP. Youth whose parent or guardian ultimately refuses to accept custody must be referred to DCFS after parent or guardian is re-contacted and encouraged to pick youth up.

- If DCFS does not accept youth or youth does not qualify for a DCFS referral, a Detention Report and petition request must be forwarded to the District Attorney for filing.
- IDC DPO may request that a Transportation Deputy transport a youth home when appropriate. This request depends on where the youth lives and if a Transportation Deputy is available. Before transporting, a call should be made to verify that the parent/guardian is at home.

905 MOTION TO TRANSFER TO A COURT OF CRIMINAL JURISDICTION HEARING RECOMMENDATIONS

If the youth meet the criteria outlined in Section 707 (a) or (b) WIC, the D.A. may motion the court for a Motion to Transfer to a Court of Criminal Jurisdiction Hearing whether the youth is detained or placed on CDP.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL DA REJECTS, HELD PENDING, EXONERATION, AND NO POLICE FILING	Section Number: IDC - 1000
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

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 instances in which the arresting agency decides against filing a case, fails to submit a police report for D.A. review, or fails to meet statutory time limits for review.

1002 IDC DPO PROCEDURES

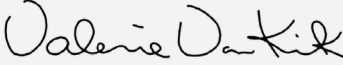
In all cases, the Lead Desk DPO at IDC Eastlake is notified by the D.A. In turn, the Lead Desk, SDPO/DPO, notifies the appropriate SDPO/DPO at the appropriate IDC location.

- Upon being notified, the IDC DPO is responsible for immediate follow-up. The options of the DPO are as follows:
 - Release the youth to parent/guardian;
 - Detain the youth on an outstanding warrant;
 - Detain the youth on a Suitable Placement order;
 - Detain the youth on a 777 WIC Violation;
 - If youth is an active 300 WIC case, youth shall be returned to DCFS; or
 - Occasionally, parents/guardians refuse custody. In these instances, parents/guardians 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 the youth'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 IDC DPO. Some possibilities are:
 - Refer youth and parents/guardian to a community agency.

DA REJECTS, HELD PENDING, EXONERATION, AND NO POLICE FILING

- Release to a responsible relative.
- If youth is a transient, see IDC Manual Section 903.
- The DPO may arrange for the youth's transportation to a local address as a last resort. This requires approval of the on-duty SDPO.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL RELEASE OF YOUTH ORDERED TO THE CUSTODY OF DCFS	Section Number: IDC - 1100
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

1101 GENERAL

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

- Youth who the Juvenile Delinquency Court has ordered to the custody of DCFS.
- Youth who do not have a pending criminal matter and have an active DCFS case.
- Youth 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 youth, 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 youth's name, date of birth, and check the appropriate boxes pertaining to the youth'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 youth 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 email the completed *Probation/DCFS Release Notification form and the Discharge Information Contact Sheet forms* and a copy of the Minute Order to DCFS Intake and Detention Control (DCFS IDC), as soon as possible, based on the court's availability (See DCFS IDC Directory for contact information). The Court Officer shall fax the Detain/Release Order and a copy of the last court report, if available, for youth who do not have an active DCFS case.
- DCFS IDC will respond to email and ask for further information, or Court Officer may contact DCFS IDC at (323) 881-1303 for follow-up.

RELEASE OF YOUTH ORDERED TO THE CUSTODY OF DCFS

- A copy of *Probation/DCFS Release Notification form*, and *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 youth 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 youth 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 youth who has an active case, 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. IDC DPO shall also complete the *Discharge Information Contact Sheet*. If the District Attorney's Office does not file a criminal complaint for a youth who does not have an active DCFS case and there is no parent or 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 filled out completely with as much information as available (see attached form). ***Under no circumstances are youth to be released on their Own Recognizance (OR).***
- IDC DPO shall email the completed *Probation/DCFS Release Notification form and Discharge Information Contact Sheet forms* to DCFS IDC.
- DCFS IDC will respond to the email; if no response within – hour(s), IDC DPO shall contact DCFS IDC at (323) 881-1303, informing them an email 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 (O.D.) for placement in the youth's Behavioral Chart.
- For any youth released to DCFS after 5 p.m., Monday through Friday or anytime on weekends and holidays, IDC DPO shall contact DCFS Child Protection Hotline at (800) 540-4000.
- IDC DPO shall contact Transportation to have youth transported to ERCP. If Transportation is not available, IDC DPO shall contact the O.D. who will arrange to have the youth transported to the ERCP along with the "*Medical Discharge Summary.*"

1104 YOUTH IN CUSTODY OF TRANSPORTATION STAFF

- Once DCFS staff has arrived at the court location to pick up youth, Transportation Court Holding Tank staff shall obtain the appropriate

RELEASE OF YOUTH ORDERED TO THE CUSTODY OF DCFS

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 O.D. along with the other Detain/Release Orders from the court for processing and updating information in the youth's Behavioral Chart.
- If DCFS staff has not taken custody of the youth from court by 4 p.m., Transportation staff shall deliver the youth directly to ERCP at 1933 S. Broadway, 5th Floor, Los Angeles, CA 90007, (213) 639-4500, along with a copy of *Probation/DCFS Release Notification form and Discharge Information Contact Sheet forms*, the Detain/Release Order, and when applicable, the Minute Order and the current Delinquency Court Report.
- The Transportation Court Holding Tank staff shall contact the O.D. from the releasing juvenile hall, who shall obtain the Medical Discharge Summary and fax it to the ERCP at (213) 742-7055.
- The Transportation staff transporting the youth 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 (O.D.) for processing and updating information in the youth's Behavioral Chart. Once the paperwork is completed, the ERCP staff shall assume custody of the youth.
- Transportation staff shall **not** bring the youth to juvenile hall prior to ERCP. If there is a problem releasing the youth 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 YOUTH IN CUSTODY OF DETENTION STAFF (I.E., BJNJH AND CJH)

- Detention Court Holding Tank staff shall follow the same instructions as indicated above for Transportation staff. If DCFS staff do not pick up youth by the end of the court day, Detention Court Holding Tank staff shall contact Transportation Dispatcher at (323) 226-2210 to arrange for youth's immediate transportation to ERCP.
- Detention Holding Tank staff shall **not** bring youth to juvenile hall prior to transporting to ERCP. If Transportation is unavailable to transport youth to ERCP, immediately contact juvenile hall O.D. for arrangements to transport youth directly to ECRP.
- If Probation staff transport youth to ERCP, a copy of the *Probation/DCFS Release Notification form, Discharge Information Contact Sheet forms*, the Detain/Release Order, the youth's Medical Discharge Summary and, if possible, the Minute Order and the last court report are to accompany the youth.

RELEASE OF YOUTH ORDERED TO THE CUSTODY OF DCFS

- The Probation staff transporting the youth 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 O.D. for processing and updating information in the youth's Behavioral Chart.
- If there is a problem releasing the youth to ERCP, the OD shall notify the IDC Director. If the IDC Director is unavailable, the Detention Services Bureau Chief is to be contacted.

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: <u>(323) 881-0146</u>	To verify call: <u>(323) 881-1303</u>
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



RICHARD SHUMSKY
Chief Probation Officer

COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY, DOWNEY, CALIFORNIA 90242



JUVENILE JUSTICE PROGRAMS

DISCHARGE INFORMATION CONTACT SHEET

During the recent detention of _____ (minor's name),
_____ (birth date), he/she may have been given medication and/or medical or
mental health attention that needs to be continued. If you need assistance obtaining medical,
mental health, and/or school related information or have any questions, please contact the
agencies indicated below.

JUVENILE COURT HEALTH SERVICES 24-HOUR COVERAGE

- D Barry J. Nidorf Juvenile Hall (818) 364-2071
- D Central Juvenile Hall (323) 226-8801
- D Los Padrinos Juvenile Hall..... (562) 940-8864

JUVENILE JUSTICE MENTAL HEALTH SERVICES 8 AM TO 5 PM COVERAGE

- D Barry J. Nidorf Juvenile Hall (818) **364-2152**
- D Central Juvenile Hall (323) 226-8826
- D Los Padrinos Juvenile Hall..... (562) 940-6077

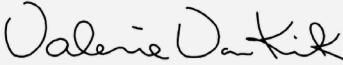
LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE) 8 AM TO 5 PM COVERAGE

- D Barry J. Nidorf Juvenile Hall..... (818) 367-5942
- D Central Juvenile Hall (323) 225-4362
- D Los Padrinos Juvenile Hall (562) 803-6648

(If the child has been released for more than one (1) week, contact the LACOE student file center at (562) 803-8230.)

If you have any questions or concerns, contact the Probation Department Ombudsman at (877) 822-3222.

LOS ANGELES COUNTY PROBATION DEPARTMENT

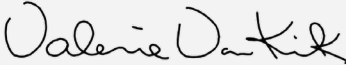
Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL IDC RELEASE PROCEDURES	Section Number: IDC - 1200
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

1201 STANDARD PROCEDURES

All IDC DPOs shall adhere strictly to the "Release Procedures" as follows:

- Conduct a physical check to see if youth is housed at your facility.
- Conduct thorough searches on JAI, CC09, CC10, PCMS, and CCHRS.
 - Print a copy of each search and attach to the DA Reject/Held Pending/No Filing release notice.
 - Checking for outstanding matters such as any Holds, Wants, and/or Warrants.
- If everything is clear, proceed with generating the IDC Release document. The IDC Release document shall be reviewed and initialed by the IDC SDPO. If the IDC SDPO is unavailable, the most experienced IDC DPO on duty shall review and initial the IDC Release document.
- The IDC Release document shall be given to the juvenile hall O.D. for immediate processing.
 - Do not wait until the person picking up the youth arrives to begin processing the paperwork.
- If an outstanding matter appears on the computer searches in step 2, notify the IDC SDPO immediately, and the IDC SDPO will verbally notify the O.D.
- If the youth has multiple offenses and there is an outstanding matter, the IDC DPO shall do a PCMS update to clerical.
- **DO NOT CONTINUE TO GENERATE A RELEASE!**

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL RELEASE OF YOUTH PER 628 WIC	Section Number: IDC - 1300
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

1301 RELEASE OF YOUTH TO PARENT OR GUARDIAN

If the initial detention investigation results in the decision to release youth to parent(s) or guardian(s), the procedure is as follows:

- Contact parent/guardian and arrange for them to pick up youth from Juvenile Hall. If there is no immediate contact with the parent/guardian, IDC DPOs on subsequent shifts should make (and document in Case-Notes) attempts to reach the parents/guardians. Procedures for failures to contact parents/guardians for youth's release are discussed in Section 900. Assuming the parents/guardians are eventually contacted, the IDC DPO continues with the release process as indicated below.
- Complete "IDC Release" in triplicate. Original goes to Juvenile Hall Movement Control; one copy to case file; one copy is retained at IDC as control over release process.

Cite back Procedures

All youth released by IDC must be given a citation to return to court, normally sixty days from the date of release. (There are exceptions to this, but those cases are managed through the IDC SDPO). The Eastlake Lead Desk Officer provides a citation schedule to all the IDC offices. When preparing the *Release from Juvenile Hall Form*, the IDC DPO also prepares the citation and attaches it to the release form. The release form is given to the Juvenile Hall staff responsible for processing the release. After the parent/guardian and youth sign the citation, which is an agreement to return to court on the date and time indicated on the citation, the pink and white copies are returned to IDC. The other two (2) copies are given to the youth and parent/guardian.

Follow-Up By IDC Staff

If the youth is not released from custody within twenty-four (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 youth. If attempts to reach the parent/guardian are not completed, the IDC DPO facilitates the youth's release to SODA/PAD or DCFS.

RELEASE OF YOUTH PER 628 WIC**1302 EMANCIPATED YOUTH**

- Description of Emancipated Youth

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

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

Section 7120 - Family Code: A youth may petition the Superior Court of the county in which they reside 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:


 - That they are at least fourteen (14) years of age.
 - That they willingly live separate and apart from their parents or legal guardian with the consent or acquiescence of their parents or legal guardian.
 - That they are managing their own financial affairs.
 - The source of their 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/guardians of Incurable (601 WIC) youth.

1303 RELEASE OF YOUTH WHOSE CASES ARE REJECTED FOR MOTION TO TRANSFER TO THE COURT OF CRIMINAL JURISDICTION BY THE ADULT DISTRICT ATTORNEY

- IDC has no authority to release a youth who has/had a motion to transfer to the court of criminal jurisdiction as the youth was detained by the Juvenile Court.
- The District Attorney reports “rejected motion to transfer” to the court of criminal jurisdiction cases to the Juvenile Court. The Court will either detain or release the youth.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL IDC RELEASE CONFLICTS	Section Number: IDC - 1400
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

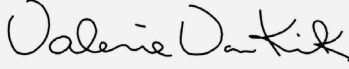
1401 GENERAL PROCEDURES

Prior to releasing a youth 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 youth should not be released. If Movement and Control staff determines the youth is clear, the Officer of the Day (O.D.) shall review and sign the release packet prior to authorizing staff to prepare the youth for release.

If the O.D. believes that the youth 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 ensuring 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 youth 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 youth 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 the youth.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL YOUTH RELEASED IN ERROR	Section Number: IDC - 1500
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

1501 GENERAL

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

1502 PROCEDURES

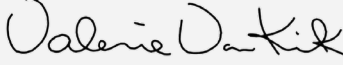
The following procedures shall be implemented as soon as anyone in IDC becomes aware of a "Release In Error":

- 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 youth's legal status and to determine the most expeditious way to return the youth to custody and secure the issuance of a Bench Warrant.
- The IDC SDPO immediately initiates all possible actions to affect the youth's return. If the crime alleged the youth committed a 707(b) offense, if the youth is to be transferred to criminal court jurisdiction or has been convicted of a 707(b) offense, the primary concern is to get the youth back into custody, as quickly as possible.
- Immediately notify the DPO of Record and the police agency in the youth's area. Notify the detective handling the case of youth's release and request assistance. If SDPO, IDC Director, or Bureau Chief deems necessary, contact the Watch Commander of the police station in the youth's area, inform them of the nature of the problem, and request assistance with youth's return to Juvenile Hall. Provide a picture of the youth via fax to the police agency, if needed. In instances in which youth is released prior to obtaining a picture, frequently, a booking photograph can be obtained from the police by giving them a booking number.
- If the youth is active to Intensive Gang Supervision Program (IGSP), the IGSP Deputy may meet the police to help with the arrest or affect the arrest depending on the youth's potential for violence.

YOUTH RELEASED IN ERROR

- 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 youth. 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 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 youth's alleged crime is of a less serious nature, the SDPO will initiate all possible actions to affect the youth's voluntary surrender and return to custody (e.g., by contacting the parents/guardian, the Field DPO, the police and requesting the youth be returned to custody).
- If police are assisting and in the process of arriving to the location of the youth, the SDPO should not call the parents/guardian to alleviate needlessly injuries to others.
- 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 affect the youth'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 youth does not return to custody voluntarily, or the police and the probation officer are unable to return the youth 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

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL DETAINED VIOLATIONS (777 WIC)	Section Number: IDC - 1600
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

1601 DETAINED VIOLATION PROCEDURES

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

- Contact Intake and Detention Control (IDC) to provide notice of the impending detention. (DPO initiating the detention is responsible).
- Submit the following documents to IDC at the time of intake:
 - Juvenile Hall Entrance Form (Prob. 1295, Rev. 12/98)
 - 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 youth:
 - Date placed on probation
 - Court Department that placed youth 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
- Submit four copies of 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).
 - Notice of Violation/777WIC Report
 - Witness list (DA-893-0)
 - 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 youth 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 the last complete Pre-Plea/Disposition report and copy of the Title IV-E

DETAINED VIOLATIONS (777 WIC)

Findings minute order (for cases where youth 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).

- Fax a copy of the report face sheet to the IDC site where the youth was detained to ensure that the youth is placed on the movement to court broadcast:
 - Eastlake (323) 221-4879
 - 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 youth is detained for probation violation, the following must be adhered to:

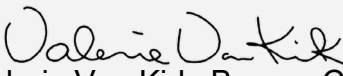
- The case is to be assigned a felony violation court date.
- The youth must be given rights and a phone call.
- Create an entry in PCMS. Please make sure you put in enough information on the violation and the reason for detention.

1603 CONFINEMENT TIME

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

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

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL CALENDARING TIMES AND DATES	Section Number: IDC - 1700
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

1701 TABLE I

**DETAINED PETITION REQUEST DUE DATES
Felonies, 777 WIC, 778 WIC, 601 WIC, and 632 WIC**

Day	Time of Arrest	Due to D.A.	Court Day
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 youth on parole or probation; youth must be released if a petition is not filed within 48 judicial hours after being taken into custody.

CALENDARING TIMES AND DATES**1702 TABLE II****DETAINED MISDEMEANOR PETITION REQUEST DUE DATES**

Day	Time of Arrest	Due to D.A.	Court Day
Sat	(Midnight) (Midnight) 00:01 Hrs to 24:00 Hrs	Mon 10:00 Hrs	Monday 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	Tuesday 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	Wednesday 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	Thur 10:00 Hrs	Thursday 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	Friday 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	Monday 13:30 Hrs
Fri	(5:00 P.M.) (Midnight) 17:01 Hrs to 24:00 Hrs	Mon 10:00 Hrs	Monday 13:30 Hrs

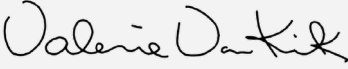
Youth arrested for non-632 WIC misdemeanors must be released if a detention hearing is not held within 48 judicial hours.

CALENDARING TIMES AND DATES**1703 TABLE III****CALENDARING AND COURT DUE DATES, WARRANT, SUITABLE PLACEMENT, AND INTER-COUNTY TRANSFER CASES**

Day	Time of Arrest	Day to be Calendared	Court Day
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	Thur by 15:00 Hrs	Friday
Thu	(Midnight) (Noon) 00:01 Hrs to 12:00 Hrs	Thur by 15:00 Hrs	Friday
Thu	(Noon) (Midnight) 12:01 Hrs to 24:00 Hrs	Fri by 15:00 Hrs	
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	Thursday

Youth 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 (1) judicial day.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL CAMP 777 VIOLATION FILINGS OR 602 PETITIONS	Section Number: IDC - 1800
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

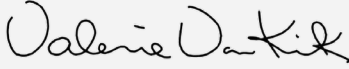
1801 CAMP 777 WIC VIOLATION FILINGS OR 602 WIC PETITIONS

- Camp DPOs shall consult with the SDPO and Director regarding the decision to file a 777 WIC Notice of Violation rather than a 602 Petition and obtain approval prior to calling IDC.
- Camp DPO shall contact IDC at the youth's home court to obtain a court date and location.
- SDPO and Director's names and phone numbers are required for processing.
- The case is entered into the IDC computer, and a court date is generated to calendar the case in court. The *IDC officer **does not** need to prepare a complete Detention Report.*
- Camp DPO is responsible for preparing the 777 WIC Report and delivery of the complete 777 WIC packet to the appropriate court.
- In the event that after-hours or weekend delivery of court documents is required, staff must coordinate with IDC to ensure that the report is received in court. Staff will be instructed where to deliver the documents.
- Youth are to be transported to Juvenile Hall's Movement Control one day prior to the court date. *Do not take youth to the IDC office.*
- The following documents **must** accompany each youth transported to Juvenile Hall:
 - Probable Cause Declaration (*Prob. 1331, Rev. 11/01*)
 - Juvenile Hall Entrance Form (*Prob. 1295, Rev. 12/98*)

1802 CAMP MEDICAL/PSYCH REMOVALS

IDC is no longer involved with camp medical or psychological removals.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL DENNIS H. AND WILLIAM M. HEARINGS	Section Number: IDC - 1900
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

1901 DENNIS H. HEARINGS

Dennis H. Hearings are authorized pursuant to Section 637 WIC at the request of the youth's attorney after the decision to detain has been made. The youth or their counsel may request further evidence regarding the prima facie case (a case based on sufficient evidence to go to adjudication). Usually, the case is continued three judicial days to consider testimony by arresting parties. Five judicial days is the maximum time allowed.

1902 WILLIAM M. HEARINGS

William M. Hearings are often held concurrently with Dennis H. Hearings. They are ordered at the request of the youth or the youth's counsel. The findings of William M. state that no youth should be ordered detained unless:

- A prima facie showing has been made that the youth is a person described by Section 601 or 602 WIC; and
- One or more of the grounds for detention as set forth in Sections 635 and 636 WIC is found to exist.

The writer of the Detention Report may be ordered to court to testify in support of the factors cited under 635 and 636 WIC as to grounds to justify the court's initial decision to detain. DPOs should be familiar with 1326 - 1327 of the California Rules of the Court before testifying in William M., and Dennis H. Hearings as these rules clearly enumerate grounds justifying detention. (See FM 202.0)

1903 WILLIAM M. HEARING – PROCEDURES

- Due to time constraints, DPOs will generally not receive a subpoena to appear in court.
 - Generally, the Court Officer will telephonically notify the DPO and the SDPO of the William M. Hearing.
 - Such telephonic notification is considered satisfactory, and the DPO must be prepared to appear in court at the specified date, time, and location.
- DPOs are to notify their SDPO whenever they are scheduled for a William M. Hearing.
- All DPOs have two options:

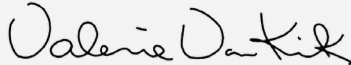
DENNIS H. AND WILLIAM M. HEARINGS

- Attend the hearing at the scheduled date, time, and location, or
- Call the court officer and arrange to place them on-call to attend the hearing.
- DPOs who are on duty from 8:00 a.m. to 5:00 p.m. Monday through Friday are expected to attend the hearing or be put on call as part of their normal work assignment.
- DPOs who work nights or weekends that are called back to attend a William M. Hearing will be paid overtime or have their schedule adjusted.
- In all instances, DPOs are expected to review the detention report prior to going to court.
- DPOs are to bring a copy of the detention report and any other pertinent documents with them to court and must be prepared to testify.

1904 TIMEKEEPING AND MILEAGE

- DPOs who are called back to court on their time off are to write the hours spent in court as overtime earned (E-time) in the overtime column and indicate CD in the overtime code.
- All DPOs are to write William M. Hearing in the "purpose of trip" column of their Mileage Claim.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL DETAINED ARRAIGNMENTS (Filing New Charges on Currently Detained Youth)	Section Number: IDC - 2000
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

2001 INTRODUCTION

The DPO of record may want to file a petition on behalf of a youth who is currently detained on another matter or on behalf of a youth who is detained pending Re-placement. The probation officer may file a petition request submitted by the police or may file a petition request prepared by the probation officer or the Detention Services Officer. Detained arraignment hearings are particularly useful in cases of assaults on staff or escapes from an institution.

IDC DPOs will facilitate these filings so that all matters concerning a youth can be resolved in court without undue delay.

2002 IDC PROCEDURE FOR FILING DETAINED ARRAIGNMENT OF 602 WIC CHARGES FOR YOUTH CURRENTLY DETAINED ON OTHER MATTERS

To file a detained arraignment, the IDC DPO will enter the required information into the computer, print a detention report for the 602 WIC charges, interview the youth, and notify the parents/guardians of the new charges and the new court date.

- The IDC DPO will check with JAI to obtain all of the required information, such as PDJ, JAIN, and Court Number. A prior history will be printed for inclusion in the Detention Report.
- A statement will be taken from the DPO of record as to the planned recommendation at the disposition hearing. Frequently, the detained arraignment is filed to make a Camp or Department of Juvenile Justice (DJJ) recommendation or suggest that a fitness hearing be ordered.
- The IDC DPO will interview the youth after advising the youth of their constitutional rights and the nature of the new charges.
- The parent/guardian will be notified of the new charges, the court date, and location.
- A detention report will be written following all of the usual guidelines. The DPO will enter "DETAINED ARRAIGNMENT" next to the title "DETENTION REPORT" on Page 1 before it is submitted to the district attorney.

DETAINED ARRAIGNMENTS (Filing New Charges on Currently Detained Youth)

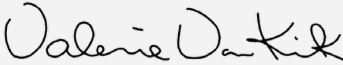
- The IDC DPO will classify a detained arraignment case as a mandatory detention.
- The case will be cleared/calendared for court pursuant to felony filing guidelines.
- IDC will deliver the District Attorney Packet consisting of the new arrest report by police, Deputy Probation Officer or Detention Services Officer, and the Detention Report to the appropriate district attorney for filing.

2003 PROCEDURE FOR FILING 777 PETITIONS FOR DETAINED ARRAIGNMENTS FOR YOUTH DETAINED PENDING RE-PLACEMENT OR PENDING DISPOSITION

Field and Camp DPOs may wish to file a 777 WIC petition on youth pending placement or other court action. If the 777 WIC petition is submitted as a non-detained petition on a detained youth, the Arraignment Hearing will be set by the County Clerk for a date three to four weeks in the future. A detained arraignment hearing on a 777 WIC petition can be set within two to three days and can save a significant amount of detention time.

- The IDC DPO will receive and check the completed required documentation: Juvenile Hall Entrance, Probable Cause, and Medical Clearance forms
- The IDC DPO will verify that the Juvenile Hall Entrance form is complete; that approving SDPO or Director information is included; and that the information for the DPO responsible for 777 reports is listed
- The IDC DPO will check JAI for pending court dates so that the detained arraignment can be cleared/calendared for court several days hence.
- The IDC DPO will calendar the case for the detention calendar on the chosen date and will contact the Movement Coordinator of the juvenile hall where the youth is detained and request that the youth be placed on the movement list for the chosen court date. The phone numbers of the Movement Coordinators are Central Juvenile Hall: (323) 226-8631 and Barry J. Nidorf Juvenile Hall: (818) 364-2041.
- The IDC DPO will notify the parents/guardians and the youth of the charges, the court date, and the court venue.
- The DPO of record will prepare the 777 WIC petition packet and will deliver the 777 WIC packet to the appropriate county clerk's office for filing.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL GLADYS R. QUESTIONNAIRE	Section Number: IDC - 2100
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

2101 GENERAL

In the Gladys R. decision, the California Supreme Court applied California Penal Code Section 26 to Juvenile cases.

26 P.C. states, in essence that all persons are capable of committing crimes except those belonging to the following classes:

Youth under the age of fourteen (14) in the absence of clear proof that they knew of its wrongfulness when committing the act charged against them.

2102 GLADYS R INTERVIEWS - IDC PROCEDURES

- The interview of youth under fourteen (14) years of age must be preceded by a Miranda warning and an intelligent waiver to be admissible in court.
- If the youth waives their rights, the DPO must query the youth regarding their understanding of right and wrong before accepting the youth's statement.
- DPO's are expected to complete the Gladys R. Questionnaire as a part of their investigation.
- If the youth waives their rights and, in the opinion of the DPO, knows the difference between right and wrong, the subsequent interview should be a meaningful dialogue between the DPO and the youth wherein the youth's statements indicate their knowledge of the wrongfulness of the criminal act.
- If the youth makes a statement after a knowledgeable waiver, a copy of the Gladys R. Questionnaire is stapled to the Detention Worksheet.
- If the youth invokes their rights, or if, in the opinion of the DPO, the youth does not seem to understand the difference between right and wrong, the youth is not to be interviewed regarding the offense.
- With the exceptions noted above (Sections A through E), IDC DPO completes a Detention Investigation.
- 628 WIC applies, and the youth may be detained or released.

GLADY'S R. QUESTIONNAIRE

To be used for all arrestees *under fourteen (14) years of age*. To be given after Miranda rights have been waived.

A. *Youth's Name:* _____

1. Do you know the difference between doing what's right and doing what's wrong?

2. Give me an example of something that is right to do.

3. Give me an example of something that is wrong to do.

4. Do you go to school? _____

5. What have they taught you in school about it being wrong to

6. What has your mother or father taught you about it being wrong to

7. Does your mother or father punish you for doing something they have told you is wrong?

B. *Youth's Parent/Guardian's Name:* _____

1. Have you taught your child the difference between right and wrong?

2. Have you taught him that it is wrong to

3. Do you send your child to school? _____

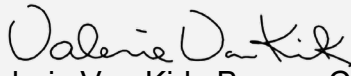
4. Can he read and write? _____

5. Do you think your child knows it is wrong to _____

Youth's Signature: _____ *Parent/Guardian's Signature:* _____

Note: Extra care should be taken in advising young subjects of Miranda rights. Determine that he knows the meaning of lawyer, judge, court, words such as silent, appointed, etc. Indicate these explanations in his waiver.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL JUVENILE HALL ESCAPEES AND 602 FILINGS	Section Number: IDC - 2200
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

2201 GENERAL PROCEDURES

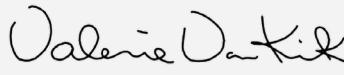
IDC will assist juvenile hall staff when there is a need to file an AWOL or 602 Petition. IDC will keep on file 602 packets that contain blank forms and instructions on how to fill out the forms correctly.

If a youth is successful in escaping from juvenile hall and later is apprehended, IDC will assist juvenile hall in re-entering the youth into custody and ensuring that the matter is properly calendared. IDC will provide juvenile hall with the appropriate due and court dates, review petition packet, and ensure that the petition is delivered to the appropriate D.A.'s office.

The field DPO must be notified as to any filing by juvenile hall or return to custody. The court of original jurisdiction must be notified as well. This is accomplished by submitting an "Information to Court Officer" Form (Prob. 1120).

IDC will enter the case in the PCMS and calendar the case as a detained arraignment.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL PROMISE TO APPEAR (PROTAP)	Section Number: IDC -2300
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

2301 PROTAP SCALE

PROTAP Exclusionary Risk Factors

Legal:

- 707(b) offense.
- Offenses committed with a firearm.
- Outstanding warrant other than traffic.
- Removal or escape from a camp or placement.
- Threat of great bodily harm.

Technical:

- Parents/Guardian unwilling to accept youth back into the home.
- Unwilling or unable to provide a working and/or unencumbered telephone in the place of residence.
- Living in a group home or placement.
- Youth unwilling to accept the terms and conditions of Community Detention.

PROTAP RISK FACTORS		
Weapons offense other than a firearm	4 to 6	
Personal Assault / Battery	2 to 5	
Number of sustained petitions within the last 12 months.		
• 2 or more petitions	3	
• 1 petition	1	
Drugs		
• For sale	3	
• In possession or under the influence of drugs or alcohol at the time of arrest	1	
Vehicle Theft	2	
Lives in a Foster Home	2	
Burglary		
• Residential	3	
• Non-residential	2	
Grand Theft	3	
Misdemeanors / Non-criminal offenses	0 to 2	
All other crimes	0 to 2	

PROMISE TO APPEAR (PROTAP)

Total	
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Twelve (12+) Points Not Eligible For PROTAPPROTAP Scale Override:

Written justification for a PROTAP override is to be included in the Detention Report.

Youth To Be Considered For PROTAP:

Youth with a score of ten (10+) on the Detention/Release Scale with no PROTAP Exclusionary Risk Factors and a PROTAP Risk Factor score of eleven (11) or less.

Youth scoring seven (7) to nine (9) points on the Detention/Release Scale, less than twelve (12) points on the PROTAP Scale with any of the following *Historical Risk Factors*:

- *Youth resides in an unstable home environment.*
- *Youth has a history of substance abuse.*
- *Youth has a history of strong gang affiliation.*
- *Youth has a history of serious emotional problems.*
- *A lack of parental control in the home.*
- *Youth has a history of truancy.*
- *Youth has a history of abusive and/or assaultive behavior.*

2302 PROTAP SCALE (PS) - DEFINITIONS AND INSTRUCTIONSPROTAP Exclusionary Risk Factors:*Legal:*

- Offenses that are considered so serious that they preclude the youth from being released at the point of intake.
- Those youth charged with an offense listed under "PROTAP EXCLUSIONARY RISK FACTORS 59 are not to be placed on the Community Detention Program at the time of intake (PROTAP).

Technical:

- Circumstances where the youth is unable to conform to the Conditions of the Community Detention Program.

PROMISE TO APPEAR (PROTAP)

- If a youth's situation does not conform to what is required by the Community Detention Program, they are not to be placed on Community Detention at the point of intake (PROTAP).

2303 PROTAP RISK FACTORS:

- PROTAP Discretionary Risk Factors:

Those PROTAP RISK FACTORS with a range of points that may be assigned to the offense. It is up to the discretion of the Intake and Detention Control officer as to how many points are to be assigned to the offense based on an assessment of the circumstances surrounding the crime.

- PROTAP Non-Discretionary Factors:

Those PROTAP RISK FACTORS with an absolute number of points assigned to the offense.

- 12+ PROTAP Risk Factor Scale:

If the number of PROTAP RISK FACTOR points assigned to a youth total twelve (12) or more, the youth is not to be placed on the Community Detention Program at the time of intake.

- PROTAP Scale Override:

It is considered a PROTAP OVERRIDE when the Intake and Detention Control officer elects not to place the youth on Community Detention at the point of intake even though the Detention/Release Scale score and PROTAP score justify Community Detention.

An explanation of all PROTAP OVERRIDES must be included in the Detention Report and reviewed by a supervisor.

2304 YOUTH TO BE CONSIDERED FOR PROTAP:

- Historical Risk Factors:

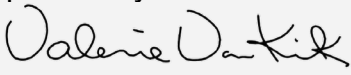
A youth should be considered for Community Detention at the point of intake when their Detention/Release Scale score falls between seven (7) and nine

PROMISE TO APPEAR (PROTAP)

(9) points, and the PROTAP Scale score is less than twelve (12) points when any of the following Historical Risk Factors are present:

- The youth resides in an unstable social/home environment.
- The youth has a history of substance abuse.
- The youth has a history of strong gang affiliation.
- The youth has a history of emotional and psychological problems.
- There is a lack of parental control over the youth's behavior.
- The youth has a history of truancy.
- The youth has a history of abusive or dangerous behavior.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL SUBPOENAS	Section Number: IDC - 2400
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

2401 GENERAL

Periodically, subpoenas primarily concerned with criminal matters and complaints or summons related to civil procedures are brought to our facility for service. The following procedure and guidelines are established to assist staff in expediting these matters, whether service is by way of law enforcement or private process servers.

2402 SUBPOENAS

WIC 827, WIC 828, along with WIC 1423 of Juvenile Laws and Court Rules, clearly establishes the confidentiality of juvenile records and who may access them. The policy of the Probation Department recognizes these requirements and sets forth the following guidelines to provide procedures consistent with policies for the release of those records, documents, and information.

2403 DUCES TECUM

Under WIC 827 (A), those parties or agencies referred to below are eligible to review or receive copies of juvenile records in our custody once we are satisfied that they are legitimate representatives:

- Prosecuting Attorney (District Attorney);
- Defense Attorney (Public Defender or private);
- Judge, Bench Officer, Court Staff;
- Parent/Guardian;
- Youth requesting own record;
- A party designated by the Court to receive such records. (These parties should have a *Minute Order/Detaining Order* and satisfactory identification); and
- Police conducting an investigation that may lead to a declaration of wardship or dependency (complete *Form J312a*).

If someone other than the established parties makes the request for records, records will not be made available without a *Court Order*.

SUBPOENAS**2404 PROCEDURES**

The Custodian of Records may receive the request for juvenile records by way of Subpoena, Duces Tecum, Affidavit, telephone, and fax, in person or messenger service. Upon receipt of the request, the Custodian of Records (Office Manager or designee) must first verify the authenticity of the requestor by using one or more of the following methods:

In-Person Request

- Check current identification of requestor (i.e., Drivers License, State of California Bar Card, Peace Officer Identification Badge, etc.) and obtain the requestor's name, agency, and telephone number.
- Provide requestor with appropriate Affidavit to complete when applicable.
- Ascertain from the requestor what is clearly needed and how it is to be provided.
- Contact the requesting agency, Court Clerk, County Clerks Office, or Field Probation Office if further confirmation of requestor's identity is needed.

Other Requests

- When a request is made other than in person (i.e., Subpoena/Affidavit by mail, fax, or messenger service), the Custodian of Records will again verify the identity of the requestor and establish where and how the records are to be sent.
- The Custodian of Records may require the requestor to fax a copy of their California State Bar Card to ensure the validity of the requestor.
- Requests made by telephone will be handled the same as above. When applicable, a faxed Affidavit will be sent to the requesting party to complete and return.
- Once the Custodian of Records is satisfied that the requestor is a legitimate representative, the records can be reproduced and forwarded.

2405 FORWARDING RECORDS

There are several ways records may be forwarded to the requestor. However, the reproduced records must be appropriately sealed in an envelope with a copy of the Subpoena or Affidavit enclosed.

- Records may be sent by U.S. Mail, fax, County Messenger, hand-delivered directly to the court by Probation Transportation, the Custodian of Records, or their designee. Method of delivery is contingent upon records arriving on time.
- Each time a request for records is honored, the *Custodian of Records Tracking Log* must be completed.

SUBPOENAS**2406 CRIMINAL**

When a Sheriff's Deputy or other law enforcement officer comes to our facility to serve a criminal subpoena, the Director or designee will be immediately notified. Either the Director or designee will ensure that:

- The staff to be served is made available in private for service; or
- If the staff is unavailable, the Director accepts the Subpoena and personally ensures that the individual is served; and
- The date, time, and name of person serving the Subpoena must be recorded in the Director's log for future reference.

2407 CIVIL SUMMONS OR COMPLAINT

When our Department is named in a civil suit, service will normally occur at Probation Headquarters. If staff is involved in the suit, the process server may attempt service at the worksite. What to do if you are sued in your official capacity:

- The process server must be referred to the Director, who will make the individual available for service in private;
- If the individual to be served is not available, the Director will accept service and ensure the individual is served as soon as possible;
- The Director will record, in the Director's log, date, time, and name of person making the service;
- Immediately upon service, the staff will notify the Personnel Litigation Coordinator, Monday through Friday, 8:00 a.m. to 5 p.m., to advise the Litigation Coordinator of the service;
- The Director or employee immediately makes copies of all documents served and forward originals to the Litigation Coordinator at Downey Personnel by mail or messenger; and
- It is important to remember that Federal Civil Action must be responded to within 20 days and local or State Courts request a response within 30 days from date of service.

NOTE: Since County Counsel responds on behalf of the County, it is imperative that complaints or Subpoenas be forwarded to the Litigation Coordinator immediately so that sufficient time remains for a response to court. Failure to make timely notification may result in a default judgment.

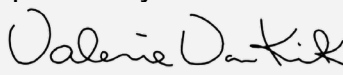
What to do if the Civil Suit is personal and not job-related:

- The Director ascertains the nature of the summons or complaint;
- If the employee is unavailable, service is not accepted; and

SUBPOENAS

- If the employee is available, the Director will direct the employee to a private place for service.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL TRAFFIC WARRANTS	Section Number: IDC - 2500
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

2501 GENERAL

All juvenile traffic court warrants are issued from the Juvenile Traffic Court located at 1945 S. Hill Street, Los Angeles, California. Law enforcement is issuing citations to juvenile traffic court for curfew violations and for graffiti vandalism with damage under \$250.00.

2502 POLICY

It is the policy of the Probation Department to release youth arrested only on traffic court warrants with a completed and signed Promise to Appear (PROTAP).

2503 PROCEDURES

The Intake and Detention Control (IDC) officer shall fax a copy of the PROTAP with the juvenile traffic warrant number written on it to the Head Juvenile Traffic Hearing Officer, fax number (213) 746-3158. Remember to have the parent/guardian sign the PROTAP and remind the parent/guardian that failure to appear in traffic court with the youth could result in a body attachment for the parent/guardian.

Youth with adult traffic warrants are to be released with a PROTAP to the appropriate adult court. The IDC officer will call the issuing adult court and give the clerk the information on the warrant and the date that the youth and parent/guardian have been cited to appear.

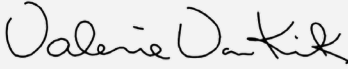
Multiple "Failures-to-Appear" on juvenile traffic court citations is not, in itself, sufficient reason to detain the youth. The youth may not have informed the parent(s)/guardians about the multiple citations, and a contact with the parent/guardian may be sufficient to obtain the youth's appearance on a PROTAP.

If there is a compelling reason to detain a youth pending a hearing in traffic court, the Supervising Deputy Probation Officer (SDPO) must approve the detention. The IDC officer will alert Movement and Control at Central Juvenile Hall and will contact the Transportation Dispatcher at (323) 260-2773 to make arrangements for the youth to be transported to traffic court the following day. If the youth is at Barry J. Nidorf Juvenile Hall or Los Padrinos Juvenile Hall, the IDC officer shall notify Movement and Control to have the youth transported to Central Juvenile Hall with sufficient time to be taken to traffic court. The parents/guardians are to be notified of the hearing, and a telephone call should be made to the traffic court

TRAFFIC WARRANTS

advising them of the youth's appearance and the warrant number. The Juvenile Traffic Court's telephone number is (213) 744-4153.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL WARRANTS	Section Number: IDC - 2600
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

2601 JUVENILE COURT WARRANTS

The information in this section is relevant under normal conditions. However, during the Pandemic of 2020-2021, extraordinary and emergency protocols were set in place regarding warrants. The following instructions regarding the handling of warrants are currently in place and may, or may not, be continued once the emergency is over.

Certain warrant youth that arrive at Intake and Detention Control, either as self-surrender or as law enforcement intakes, can now be released with a citation. The IDC officer will accept custody of the youth, research the reason for the issuance of the warrant, and then release the youth with a citation to return to court forty-five (45) days; hence if the warrant was not issued for leaving placement without permission, was not issued due to violations of CDP, and was not issued based on a 707(b) offense. Those warrants must be detained and sent to court under the normal protocols listed in this section of the manual. Warrants that fall outside these detainable conditions may also be detained for court, but only after the IDC office consults with and gains approval to detain from an IDC supervisor. The approval for detaining the youth should be noted in PCMS Case-Notes with the name of the approving IDC supervisor.

After releasing the youth, the IDC officer should do the following:

- Prepare a Form 804, Info to Court Officer, with the pertinent information regarding the youth’s release, citation number, and new court date.
- Send Form 804 with the original copy of the cite to the Court Officer for appropriate court.
- E-Mail the Court Officer that the youth was released with a new court date and inform him/her that the citation is being mailed to the Court.
- Make a Case-Note detailing all the above.

Please note: The citation is for forty-five (45) days, not sixty (60) days, as is the case for citations issued for non-warrants.

- **Los Angeles County 602 WIC Bench Warrant Cases**
 - **AUTHORITY TO ISSUE WARRANTS**
 - Time limits; Venues; CDP Discretionary Warrants; Non-Discretionary Warrants.

WARRANTS

The California Superior Court, Juvenile Department, is authorized to issue Bench Warrants pursuant to section 663 WIC. A Bench Warrant is a “No Bail” Warrant. A youth with a Warrant *may not be released* from custody by the IDC Officer unless the juvenile court has specified that the Warrant is a *CDP Discretionary Warrant*. Subjects of Warrants must appear in the juvenile court issuing the Warrant within *48 judicial hours* after being taken into custody.

- **RECEIVING THE CASE AND VERIFYING THE WARRANT**
 - The Arresting Agency will provide the IDC Officer with a copy of a warrant abstract, a teletype, a faxed copy of the warrant, or a minute order indicating the issuance of a warrant, and a Juvenile Hall Entrance Record or an arrest report face sheet.
 - The IDC Officer will write “WARRANT ONLY” in bold letters at the top of the entrance document (LAPD face sheet or Juvenile Hall Entrance Record). If the warrant is an out-of-state warrant, the IDC Officer will write, “INTERSTATE WARRANT ONLY – IDC TO COMPLETE.” If the warrant is an out-of-county warrant, the IDC Officer will write “INTERCOUNTY WARRANT” with the county’s name on the entrance document.
 - *All warrant cases shall be logged in on the IDC Intake Control log.* The court date for Los Angeles County Warrants and Interstate Compact Warrants is forty-eight (48) judicial hours after the youth was taken into custody. Youth with Los Angeles County Warrants are to be returned to the court issuing the warrant.
- The *existence* of the warrant is to be verified by the IDC Officer. If the arresting officer does not have a Warrant Abstract, the IDC Officer must contact the Sheriff’s County-Wide Warrant System (CWWS) to check the County Clerk’s Menu and the Registrar of Action in JAI (CC09 and CC10) or review the legal file.
- If the warrant is from another jurisdiction, the police shall be instructed to contact the police in the jurisdiction issuing the warrant. The IDC Officer can contact the appropriate police, probation, parole office, or Interstate Compact Office if necessary.
- If the existence of a warrant cannot be verified, the youth must be released.
- **CALENDARING TWO (2) WARRANTS**
 - *Two (2) Warrants of Equal Weight*

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If there are two warrants of equal weight, the youth's case should be calendared in the court, issuing the warrant nearest to the youth's place of detention.

- *Two (2) Warrants of Unequal Weight*

If the two (2) warrants are not of equal weight, for example, one is for a pending 707(b) WIC matter, and the other warrant is for a lesser offense, the warrant for the more serious pending case must be calendared first. The court must be apprised of the existence and nature of the second warrant and be requested to order the youth to the second court for the following judicial day. A report for the second warrant should be written, calendared, and forwarded to the second court venue by the IDC Officer.

- **HANDLING THE COMBINATION OF WARRANT AND SUITABLE PLACEMENT ORDER**

- The investigation of a youth who has been ordered suitably placed by the juvenile court and who has subsequently become the subject of a warrant will be handled like all other Bench Warrant Cases. The Warrant Detention Report form shall be used. In the "Current Status" section of the report, it should indicate 602WS (602 Suitable Placement. w/ Warrant)
- The IDC Officer will contact the Field DPO and find out why the warrant was issued and if the Field DPO intends to re-place the youth or file a 777 WIC violation. If the Field DPO intends to file a 777 WIC violation, the Warrant Report should indicate that intention and reschedule the warrant to be heard jointly with the 777 WIC violation.

- **Handling The Combination Warrant and New Arrest**

- **WARRANT WITH A NEW ARREST**

- When a youth is the subject of a new arrest and a bench warrant, the new arrest will be handled as a detained matter. The IDC Officer will give the youth his Miranda Rights and phone calls. The officer will contact the parents and find out why the youth missed court. If the warrant was issued for failure to appear, the Officer will get a statement regarding the youth's progress or lack thereof. The Field or camp DPO will be contacted to find out why the warrant was issued; to provide an assessment of the youth's progress under Probation Supervision.
- The Special Information section of the Detention Report is to be used to inform the court of the existence of a Bench Warrant (Example, Warrant issued 5-1-91, Dept. 242). A recommendation to recall the warrant and advance and vacate the non-continuance court date will

WARRANTS

be made in the Analysis and Plan section of the Detention Report unless the Dependency Courts issued the warrant.

○ **DETENTION REPORTS AND WARRANT REPORTS**

- If the warrant was issued by a court different than the court assigned for detention, it will be recommended in the detention report that the youth be ordered to appear in the court issuing the warrant on the following judicial day. The IDC Officer will write a Bench Warrant Detention Report to the court issuing the warrant, advise the court of the new charges being referred to the District Attorney and calendar a Warrant Hearing for the day after the case is set for a Detention Hearing by calling the IDC Juvenile Calendar Clerk before 1500 Hours (3:00 p.m.) on the petition due date.

○ **DEPENDENCY COURT WARRANTS – 300 WIC**

- If the Dependency Court issued the warrant, the assigned Department of Children and Family Services (DCFS) Social Worker must be contacted and asked about the circumstances and charges that brought the youth to the attention of the Dependency Court. The Social Worker should be asked to provide information about the youth's family situation, true name, aliases, home address, parents' names and addresses, and medical conditions (if any). The Social Worker should ask about the youth's court status, special court conditions, and the youth's progress while under supervision. The Social Worker should be requested to make a recommendation as to the handling of the youth's case. The IDC Officer must tell the Social Worker not to request the dismissal of the dependency case until after wardship is declared at the Disposition Hearing in the Delinquency Court.
- The Social Worker's name, phone number, area office, the Dependency Court Number, and any comments shall be noted in the *Interested Parties* section of the Detention Report.

○ **JOINT ASSESSMENT**

- If the Dependency Court issued a Bench Warrant, a JOINT ASSESSMENT by the Probation Department and the Department of Children and Family Services is mandated for all 300 WIC youth pursuant to Section 241.1 WIC.

○ **AREA OFFICE DETERMINATION FOR DEPENDENT CHILDREN**

- The area office designation is determined by the Social Worker's office location, not the youth's placement.

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- **CLEARING AND CALENDARING CASES**
 - The detained arrest case will be cleared, and the original and three copies of the Detention Report will be forwarded to the appropriate District Attorney for filing.
 - Original and three copies of the Bench Warrant Report will be forwarded to the County Clerk located at the venue issuing the Bench Warrant.
- **Completing The Worksheet and The Warrant Report**
 - **THE WORKSHEET** (Optional)
 - The IDC officer completes the Juvenile Detention Worksheet while interviewing the youth, the parent or guardian, the interested parties, and the assigned field probation officer.
 - **WARRANT REPORT**
 - The IDC Officer shall explain to the court why the warrant was issued (for example, the youth failed to appear in court for the arraignment of a petition alleging 211 P.C. on 3/5/01 in Dept. 216). The IDC Officer shall complete the Field DPO Recommendation section of the report after contacting the Field DPO.
 - **RECOMMENDATION OF COMMUNITY DETENTION PROGRAM**
 - *A recommendation for detention in CDP* is to be considered and discussed in the analysis and plan section of the Warrant Report on all cases. If the youth failed to appear in court, the IDC Officer is to find out why the youth failed to appear. CDP is an appropriate recommendation if the youth's explanation for his failure to appear is plausible and verifiable (for example, the parent was in the hospital, and the youth was unable to arrange transportation to court). If the warrant was issued for violation of probation, such as failure to attend classes or failure to report, and the Field DPO requested a warrant rather than violating the youth, strong consideration should be given to recommending CDP to the court after consultation with the Field DPO.
 - **SECURE DETENTION**
 - The IDC Officer should discuss the reasons for securing detention of youth who have warrants issued for 707(b) WIC matters, for possession of guns, and serious gang activity.
 - **MANDATORY CONTACT OF FIELD OR CAMP DPO**
 - The Field DPO must be contacted on all cases, with particular emphasis on all gang unit cases and on all cases of youth who have prior sustained 707(b) WIC matters or extensive records.

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- Messages shall be left with the O.D. or SDPO when the Field DPO is not available.
- **Follow-Ups**

The day staff shall do the follow-ups for the evening and graveyard shifts. If the IDC Officer is unable to contact the field DPO, the O.D., the SDPO, or any other DPO in the unit should be contacted to give a recommendation and add pertinent information.
- **Calendaring Warrants And Time Limits**

All Los Angeles County warrant cases must be calendared by IDC by 1500 Hrs. on the day before the case is due in court; the DPO is to telephone the IDC clerk.
- **Delivery Of Warrants to The County Clerk**

The warrant reports are to be delivered to the County Clerk's office located at the venue courts or faxed to the IDC clerks located at the three juvenile halls; the IDC Clerks will duplicate the reports (4 copies) and deliver them to the County Clerk.
The IDC Officer is to forward a copy of the warrant report to the SDPO.

2602 STATUS OFFENDER (601 WIC) WARRANTS

- **Detention of 601 WIC Youth with Bench Warrants**

Youth who are subjects of 601 WIC warrants, including Out-of-State status offenders warrants, are to be detained at Barry J. Nidorf Juvenile Hall. In addition, the IDC Officer can request that the police take the youth forthwith to the juvenile court issuing the warrant (Sylmar Courts only).
- **Departmental Policy on Secure Detention Of 601 WIC Youth, Including Transient Dependents**

It is the policy of the Probation Department to detain 601 WIC youth in non-secure detention (SODA). This includes Out-of-State runaways who have no delinquent charges. Youth who are dependent children in other counties or other states will be handled as 601 WIC youth unless there are 602 WIC charges being filed against them. However, in unusual situations, such as high publicity, or substantial risk of suicide, a 601 WIC youth may be detained in juvenile hall with the prior approval of the Director of IDC or the IDC SDPO in the Director's absence. However, the 601 WICs must be kept separate from other youth described under Section 602 WIC. The juvenile hall must note that the youth is to be separated from the 602 WICs and must alert the OD of the juvenile hall of the situation.
- **Time Limits and Restrictions On Secure Detention Of 601 WIC Youth Detained By IDC**

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Section 207 WIC specifies that a youth described in Section 601 WIC may be held in a secure facility for up to 12 hours after being taken into custody to determine if there are any warrants or holds. A 601 WIC youth may be held for up to 24 hours to locate a parent or guardian and arrange for the return of the youth. If the youth's parent or guardian is a resident of another state, the youth may be held for up to 72 hours while arrangements are being made to return the youth. Any 601 WIC youth detained in Juvenile Hall MAY NOT be permitted to come into contact with any youth described in Section 602 WIC. If a 601 WIC youth is detained in Juvenile Hall, the Movement and Control Officer of the Day must be notified to keep the 601 WIC youth segregated from the 602 WICs.

- **Ramey Warrants**

Ramey Warrants are Probable Cause Warrants of arrest issued by the court. Upon apprehension, a youth who is the subject of the Ramey Warrant may be released or detained depending upon the nature of the underlying 602 WIC charge.

2603 LOS ANGELES COUNTY TRAFFIC WARRANTS

- **Juvenile Traffic Warrants**

- **ISSUANCE OF WARRANT**

- Department 808 (1945 S. Hill Street, Los Angeles) issues reasonable cause warrants for youth who failed to appear in Juvenile Traffic Court on traffic matters. The warrants issued in these matters allow for discretionary release of the youth after a 628 WIC investigation.

- **POLICY**

- The Probation Department's policy is to release youth arrested on Juvenile Traffic Warrants to their parents or guardians and to have the youth and parents or guardians sign a Promise to Appear (Pro-Tap; Prob. 9557) in Department 808 within 48 judicial hours. The Traffic Warrant number must be legibly written at the top of the Pro-Tap form. The date and time of appearance should be written on the form, and the IDC officer is to give a copy of the signed Pro-Tap to the youth and the parent or guardian. A copy of the Pro-Tap and the release is attached to the completed Detention Worksheet and kept in the file.
- The IDC Officer explains to the parent or guardian that they are responsible for transporting the youth to Department 808 (1945 S. Hill Street, Los Angeles).

- **FOLLOW-UP PROCEDURES; CALLING THE COUNTY CLERK**

- The Daytime IDC Officer must follow up by calling the County Clerk's Office at (213) 744-4153.

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- If the youth does not appear, the warrant is to be re-entered into the system by the County Clerk.
- **Adult Traffic Warrants**
 - **ISSUANCE OF WARRANT AND POLICY**
 - Youth who willfully misrepresent themselves to be 18 years of age or older must appear before the Adult Court issuing the warrant. Youth may be detained or released on these warrants; however, it is the policy of the Probation Department to release these youth to their parents or guardians and to have the youth and the parents or guardians sign a Promise to Appear (Prob. 9557).
 - **PREPARING A PROMISE TO APPEAR**
 - On the Promise to Appear form, enter the name of the court (e.g., L.A. Municipal, Pasadena Municipal, etc.) and the division of the court issuing the traffic warrant. Write in the court's address, the warrant number, and the date and time the youth is to appear in court. The court appearance should take place within 48 judicial hours.
 - Give one copy of the Pro-Tap to the youth and the parents or guardians after explaining that they are responsible for transporting the youth to the adult court.
 - **FOLLOW-UP PROCEDURES**
 - The daytime IDC officer assigned to the case must call the Adult Court issuing the traffic warrant and verify that the youth appeared in court. This call is to be made one day after the youth's scheduled court hearing.
 - If the youth failed to appear in court, the IDC Officer is to notify the bailiff in the appropriate court regarding the youth's failure to appear on a Pro-Tap and request that the warrant be re-entered in CWWS.

2604 BODY ATTACHMENTS; CIVIL CONTEMPT

- **AUTHORITY TO ISSUE**

Body Attachments (defaulters) are warrants of arrest for adults/youth who fail to appear in court as witnesses after being duly subpoenaed or ordered to appear in court (Civil Code 1269). Federal Court, Adult Superior Court, Adult Municipal Court, and Juvenile Court may issue Body Attachments. Other bodies, such as the Grand Jury and Congress, can compel attendance, but these situations are so rare with youth that it is almost nonexistent and will not be discussed.

Youth must appear before the court issuing the Body Attachment on the next available court day and may not be released from custody. Youth can be

WARRANTS

detained by the court issuing the Body Attachment until the trial or adjudication is completed. This can be for an indefinite period of time.

- **VERIFICATION OF DEFAULTER**

The arresting agency must supply a copy of the Body Attachment to the IDC officer. The court number appearing on the Body Attachment belongs to the defendant or subject of a petition and does not belong to the youth. If the youth was subpoenaed to Juvenile Court, the issuance of a defaulter (Body Attachment) can be verified by examining the Registrar of Actions (CC10) in JAI listed under the JAI and Court numbers of the subject of the petition.

- **PREPARATION OF THE WORKSHEET AND COURT PAPERS**

The IDC officer completes a detention worksheet as outlined in the IDC Operations Manual. The youth is entitled to phone calls, and the parents are entitled to notification of the youth's detention, legal status, and date of court appearance.

- **HOUSING**

- 602 WIC youth may be housed in juvenile hall with the regular population.
- Youth who are not 602 WIC must be detained in the 601 WIC unit at Barry J. Nidorf Juvenile Hall.

- **PROCESSING A BODY ATTACHMENT ISSUED BY THE JUVENILE COURT**

- If the Body Attachment was issued by a Juvenile Court, the IDC Officer shall complete an "Information to the Court Officer" form (Prob. 804); attach the original copy of the Body Attachment abstract, and forward these to the Juvenile Court in which the defaulter was issued. The youth's appearance is to be scheduled for the next available court date. The IDC Officer is to call the appropriate court officer and give him/her the pertinent information.
- The IDC Officer is to notify Movement and Control and the Transportation Dispatcher that the youth must be transported to the court, issuing the defaulter on the next available court date.

- **PROCESSING A BODY ATTACHMENT ISSUED BY THE ADULT COURT**

If the Body Attachment was issued from the Adult Court, Movement and Control in juvenile hall shall notify the Transportation Dispatcher to have the youth transported to the appropriate court on the next available court date. The Probation Department Transportation Deputy must be given a copy of the Body Attachment with the defendant's name and court number on it. The IDC Officer shall call the Court Clerk in the issuing court, informing them of the youth's apprehension, give the court number of the defendant's case and the date of the youth's appearance.

WARRANTS**2605 ADULT WARRANTS**

Youth who willfully misrepresent themselves to be 18 years of age or older must appear before the court issuing the warrant. Based upon satisfactory information that the youth was under 18 years of age at the time of the commission of the offense, the Adult Court will certify the youth to Juvenile Court per 604 WIC. If there is a question about the youth's age, the Juvenile Court is empowered to make the determination. *DPOs are not authorized to release youth detained on adult felony or misdemeanor warrants.*

- **ADULT FELONY OR MISDEMEANOR WARRANTS – IDC DPO PROCEDURES**

- The agency delivering the youth to juvenile hall must bring a Warrant Abstract and also must give some reasonable proof that the subject is a youth and not an adult (for example, a statement from a parent, employer, prior arrest record, birth certificate, driver's license, etc.). If the youth is in county jail and is thought to be under 18 years old, he/she is to be certified to juvenile court. The Certification Packet shall include the following:
 - Certification To Juvenile Court
 - Felony or misdemeanor complaint
 - Arrest report
 - Juvenile Hall Entrance Record
- The IDC DPO conducts a detention investigation and completes a detention investigation worksheet. It is mandatory that the court and the Warrant number are legibly written on the worksheet and the entrance record.
- The worksheet, entrance record, and Warrant Abstract are passed on to the follow-up DPO.
- IDC DPO is to complete a Juvenile Hall Entrance Record and write "ADULT FELONY WARRANT" OR "ADULT MISDEMEANOR WARRANT" in bold letters at the top of the entrance record.
- If the youth enters either Barry J. Nidorf or Los Padrinos Juvenile Hall, their name is to be placed on the transfer list for next day transfer to Central Juvenile Hall. The Officer of the Day (OD) at Central Juvenile Hall is to be contacted by the IDC Officer, and a request is made of the OD to place the youth's name on the Sheriff's transportation list for transportation to the proper adult court on the next available court date.
 - A copy of the warrant abstract will be sent to the OD to be given to the LASD Transportation Deputy and the youth. The LASD Deputy will transport the youth to the court that issued the warrant. (Note: LASD Transportation arrives at Central Juvenile Hall at 7:15 a.m. each court day.)

WARRANTS

- The parent or guardian is notified of the adult Superior Court or Municipal Court in which the youth is to appear. The parent or guardian is instructed to contact that court on the next available court date and bring proof of the youth's actual age to court (for example, birth certificate, baptismal record, school records, etc.).
- **FOLLOW-UP PROCEDURES**
 - The IDC Officer assigned to do the daytime follow-up is responsible for notifying adult Superior or Municipal Court issuing the warrant that the youth will be brought to court and that the parents or guardians have been advised to present verification of age to the court. The court clerk in the adult court will need the warrant number to pull the file.
 - The IDC Officer is to follow up by contacting the OD of Movement and Control or IDC Eastlake the day after the adult court hearing to verify that the youth went to court and that the case was certified to juvenile court as per 604 WIC. If there are problems delivering the youth to the proper adult court, the OD at Central Juvenile Hall is to be contacted, and a request is made to place the youth's name on the Sheriff's Transportation list for the following day. If all else fails, a request can be made to Probation Transportation to transport the youth to adult court.

2606 PAROLE WARRANT: DJJ HOLDS

When a youth is brought to IDC as the result of a Parole Warrant and Hold, the IDC Officer will notify the parent or guardian of the youth's whereabouts. The Parole Agent is to be notified so that arrangements can be made to transport the youth to the Department of Juvenile Justice (DJJ) or a Parole Hearing. A court hearing is not required unless the youth is also arrested on a new charge.

2607 FEDERAL WARRANTS: FEDERAL LODGERS**● FEDERAL WARRANTS**

When youth are transported to juvenile hall as the result of Federal Warrants, the parents or guardians should be notified of the youth's whereabouts, and the youth should be given an opportunity to make phone calls.

The IDC Officer should contact the Federal Marshal to arrange transportation to and from federal court.

● FEDERAL LODGERS

Youth being charged with federal crimes in federal court are held as Court Lodgers pending their hearings. They will be transported to and from the federal hearings by the Federal Marshal or the FBI. However, many federal cases involving youth are filed in the State Courts and should be handled as other detained matters. The federal officials will make a strong case for detention due to the pending immigration matters, the serious and

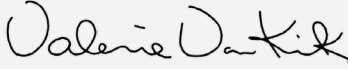
WARRANTS

sophisticated charges, and the high probability of the youth's flight to avoid prosecution. Due to the serious nature of the charges, the Movement and Control Officer of the Day should be notified of the youth's sophistication and possible escape risk.

- **IMMIGRATION HOLD**

Youth being held for deportation hearings will be placed on immigration holds.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL YOUTH CHARGED WITH 11357(b) OR (e) H&S REFERRED FOR DETENTION	Section Number: IDC - 2700
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

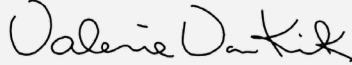
2701 YOUTH CHARGED WITH LESS THAN ONE OUNCE OF MARIJUANA

11357(b) H&S (Possession of less than one ounce of marijuana) carries no custody time, and youth arrested solely for this charge cannot be detained in Juvenile Hall. 11357(e) (Possession of less than an ounce on school grounds) carries a maximum of ten (10) days upon a second sustained offense. Youth charged with 11357(e) should not be considered eligible for secure detention, pre-adjudication.

Occasionally, police arrest youth on these charges and are unable to affect a release to a parent within their six-hour time limit. If the police agency's policy (particularly LAPD) prohibits them from releasing a youth on their own recognizance (OR), they may want Probation to take custody and assume the responsibility for the or release.

IDC is not to accept custody of such youth. If the police will not initiate an OR release, refer to *Department of Children and Family Services (DFCS)*.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL 241.1 WIC JOINT ASSESSMENT & PROCEDURES	Section Number: IDC - 2800
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

2801 DEFINITION

Section 241.1 WIC mandates a joint assessment by the Probation Department and Department of Children and Family Services (DCFS) of youth described as both 300 WIC and 601/602 WIC to determine which department would best serve the youth's interests and need for supervision. The protection of society is also a major concern and consideration when concluding the youth's final assessment status.

2802 CIRCUMSTANCES TRIGGERING 241.1 REFERRAL

- Youth is newly arrested and has an active or inactive 300 WIC matter with DCFS.
- Youth is HOP under 601/602 and is the victim of child abuse.
- Circumstances surrounding the new arrest suggest that the new arrest may have been prompted by existing or prior acts of abuse/neglect.
- Youth is arrested for 288 pc (Sex crime against a child) in which the victim is a relative and or a resident living in the same household as the suspect.

2803 IDC'S ROLE IN REFERRING MATTERS OF 241.1

Since the IDC DPO is responsible for JAI record checks and review of the record history profile of all newly arrested youth referred to juvenile hall, they would be first of the two office agencies at Probation and DCFS to encounter matters requiring 241.1 WIC referral. The role of the IDC DPO then becomes that of a "LIAISON" with the responsibility of early detection and referral of these matters to the appropriate offices for handling.

2804 IDC PROCEDURES FOR FORWARDING 241.1 WIC REFERRALS

Via phone call and fax, the court officer shall notify both the Special Investigation Unit (SIU) - 241.1 WIC SDPO and one of the 241.1 WIC liaisons at DCFS of the circumstances prompting the 241.1 WIC referral.

<u>Contact Person</u>	<u>Telephone</u>	<u>Fax</u>
Probation SIU - 241.1 WIC SDPO	(323) 980-2777	(323) 260-5083
DCFS Supervising Children's Social Worker	(323) 526-6892	(323) 881-1869

241.1 WIC JOINT ASSESSMENT & PROCEDURES

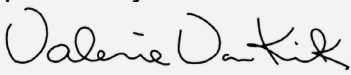
DCFS Assistant Regional Administrator	(323) 526-6705	(323) 881-1869
DCFS Liaison	(323) 526-6892	(323) 881-1869
DCFS Liaison	(323) 526-6894	(323) 881-1869
DCFS Liaison	(323) 526-6891	(323) 881-1869
DCFS Hotline	(800) 540-4000	

Faxed copies are to include:

- A fax cover sheet
- A completed 241.1 WIC Referral form
- The Juvenile Hall Entrance Record
- The PCD and or a copy of the Arrest Report

To conclude the process, the IDC DPO must also notify the court of the 241.1 WIC circumstances via the Special Information section of the Detention Report.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL REMOTE FUTURE JUVENILE HALL INTAKE	Section Number: IDC - 2900
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

2901 REMOTE FUTURE JUVENILE HALL INTAKE

In the event a youth is arrested but needs to be taken to the hospital for medical treatment prior to juvenile hall entrance, IDC will process a “Future” youth detention intake and notify the facilities Officer of the Day (OD). The OD will ensure Movement and Control coordinates with the arresting law enforcement agency to assume supervision responsibilities at the hospital.

2902 YOUTH ARRESTED AND TAKEN TO HOSPITAL (FUTURE INTAKE)

IDC Staff Shall:

- Complete intake and verbally notify the Movement Control OD that a youth is off-site and requires supervision.
- Give a physical copy of the Juvenile Hall Entrance Record to the OD and obtain the OD’s signature on the form.
- Email the signed Juvenile Hall Entrance Record to OD
- Enter a case note in Probation Case Management System (PCMS)
 - The Probation Case Management System (PCMS) entry will include:
 - OD’s Name
 - Time Juvenile Hall Entrance Record was given to the OD and signed
 - Time Juvenile Hall Entrance Record was emailed to the OD
 - Reason Juvenile Hall Entrance Record was given to the OD

IDC Supervisor Shall:

- Contact the OD (within 1 hour) and confirm that Movement and Control supervision notification and staff are in place.
- Confirm “Future” procedure completion and notify IDC Director via **text and email**.

OD Shall:

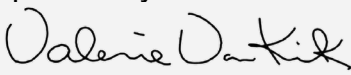
- Receive verbal notification of “Future” and assign supervision
- Sign Juvenile Hall Entrance Record received from IDC

REMOTE FUTURE JUVENILE HALL INTAKE

IDC Director or Designee Shall:

- Confirm “Future” procedure completion and notify Bureau Chief via ***text and email.***

LOS ANGELES COUNTY PROBATION DEPARTMENT

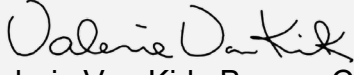
Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL 631 WIC	Section Number: IDC - 3000
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

3001 GENERAL

Maximum time of detention of youth in the absence of petition or criminal complaint; exceptions; review and approval of decision to detain:

- Except as provided in subdivision (b), whenever a youth is taken into custody by a peace officer or probation officer, except when the youth willfully misrepresents themselves as eighteen (18) or more years of age, the youth shall be released within forty-eight (48) hours after having been taken into custody, excluding non-judicial days, unless within that period of time a petition to declare the youth a ward has been filed pursuant to this chapter or a criminal complaint against the youth has been filed in the court of competent jurisdiction.
- Except when the youth represents themselves as eighteen (18) or more years of age, whenever a youth is taken into custody by a peace officer or probation officer without a warrant on the belief that the youth has committed a misdemeanor that does not involve violence, the threat of violence, or possession or use of a weapon, and if the youth is not currently on probation or parole, the youth shall be released within 48 hours after having been taken into custody, excluding non-judicial days, unless a petition has been filed to declare the youth to be a ward of the court and the youth has been ordered detained by a judge or referee of the juvenile court pursuant to Section 635. In all cases involving the detention of a youth pursuant to this subdivision, any decision to detain the youth more than twenty-four (24) hours shall be subject to written review and approval by a probation officer who is a supervisor as soon as possible after it is known that the youth will be detained more than twenty-four (24) hours. However, if the initial decision to detain the youth more than twenty-four (24) hours is made by a probation officer who is a supervisor, the decision shall not be subject to review and approval.
- Whenever a youth who has been held in custody for more than twenty-four (24) hours by the probation officer is subsequently released, and no petition is filed, the probation officer shall prepare a written explanation of why the youth was held in custody for more than twenty-four (24) hours. The written explanation shall be prepared within seventy-two (72) hours after the youth is released from custody and filed in the case record. A copy of the written explanation shall be sent to the parents, guardian, or other person who cares for or has custody the youth.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL DESIGNATED 707(b) WIC OFFENSES	Section Number: IDC - 3100
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

707B OFFENSES	CODES	DESCRIPTION
MURDER	187 P.C.	
ARSON	451(a) P.C. 451(B) P.C.	Arson that causes great bodily injury or arson of
ROBBERY	211 P.C.	
RAPE	261(a)(2)P.C.	Rape with force or violence or threat of great bodily harm.
SODOMY	286(c) P.C. 286(d) P.C.	Sodomy by force or violence, duress, menace, or threat of great bodily harm.
LEWD AND LASCIVIOUS ACT	288(b) P.C.	Lewd or lascivious act upon or with the body or any member thereof, of a child who is under the age of 14 years with the intent of arousing, appealing to, or gratifying the lust, passions, or sexual desires of the person or the child is guilty of a felony. Any person who commits an act as described above by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury is guilty of a felony.
ORAL COPULATION BY FORCE	288a(c) P.C. 288a(d) P.C.	Oral copulation by force, violence, duress, menace, or threat of great bodily harm.
SEXUAL PENETRATION	289(a) P.C.	Penetration of genital or anal openings by foreign or unknown objects.
KIDNAPPING	209(a) P.C. 209(b) P.C.	Kidnapping for ransom or bodily harm Kidnapping for purpose of robbery
ATTEMPTED MURDER	664/187 P.C.	

707B OFFENSES	CODES	DESCRIPTION
ASSAULT	245(a)(1) P.C.	Assault by any means of force likely to produce great bodily injury.
ASSAULT	245(a)(2) 245(a)(3)	Assault with a firearm or destructive device.
DISCHARGE OF A FIREARM	246 P.C.	Discharge of a firearm into an inhabited or occupied building.
CRIMES AGAINST SPECIFIC GROUPS	1203.09 P.C.	Persons who commit or attempt to commit crimes against persons 60 years of age or older, blind persons, paraplegics, or quadriplegic will not be granted probation or suspended state

DESIGNATED 707(b) WIC OFFENSES

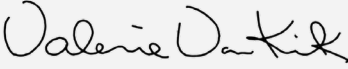
		prison sentences (applies to adults). Includes murder, robbery, kidnapping (Sections 207 & 209 & 209.5), burglary of the first degree as defined in Section 460, rape by force or violence, assault with intent to commit rape or sodomy, carjacking.
USE OF A FIREARM	12022.5 P.C.	Provides for additional state prison time for using firearms in the commission or attempted commission of a felony or discharging a firearm at an occupied motor vehicle causing great bodily injury or death. Provides for additional state prison time for using a firearm in the commission or attempted commission of a series of narcotics offenses.
FELONY OFFENSES WITH USE OF A WEAPON	12020(a) P.C.	Any felony offense in which the youth personally used a weapon listed in Section 12020 (a) P.C. This does not mean mere possession of a weapon listed in Section 12020(a). The culprit has to have used the weapon in the commission of another offense. Weapons include any unrecognizable firearm, any camouflaging firearm container, any ammunition which contains or consists of any flechette dart, any bullet carrying an explosive agent, any ballistics knife, any multi burst trigger activator, any nunchaku, any short-barreled shotgun, any metal knuckles, any belt buckle knife, any leaded cane, any zip gun, any shuriken, any lipstick case knife, any blackjack, slungshot, billy, sandclub, sap, or sandbag, any explosive substance other than fixed ammunition carried concealed on the body, or a concealed dirk or dagger.
INTIMIDATING A WITNESS	136.1 P.C. 137 P.C.	Intimidation of witnesses and victims, influencing testimony or information given to law enforcement officials.
MANUFACTURING OR SELLING NARCOTICS	11055 H&S	Manufacturing, compounding, or selling one-half ounce or more of any salt or solution of a controlled substance.

707B OFFENSES	CODES	DECRPTION
VIOLENT FELONY	667.5(c)	Any defined violent felony committed by a street gang member, which would also constitute a felony violation of Section 186.22 P.C. The section specifies additional state prison time and lists the violent crimes listed in 707 (B) WIC.
ESCAPE BY USE OF FORCE OR VIOLENCE	WIC871 (b)	Escape by the use of force or violence from any county juvenile hall, home, ranch, camp, or forestry camp where great bodily injury is intentionally inflicted upon an employee of the juvenile facility during the commission of the escape.

DESIGNATED 707(b) WIC OFFENSES

TORTURE	206 P.C. 206.1 P.C.	
AGGRAVATED MAYHEM	205 P.C.	
CARJACKING	215 P.C.	Carjacking while armed with a dangerous or deadly weapon.
KIDNAPPING TO COMMIT RAPE	208(d) P.C.	Kidnapping with the intent to commit rape, oral copulation, sodomy, or rape by instrument.
KIDNAPPING	209.5 P.C. 209(a) 209(b)(1)	Kidnapping during the commission of a carjacking. Carries up to a life sentence. Kidnapping for Ransom or with GBI Kidnapping for Robbery or Sexual Assault
DISCHARGING A FIREARM FROM A VEHICLE	12034(c) P.C.	Discharging a firearm from a motor vehicle at another person.
EXPLODING A DESTRUCTIVE DEVICE	12038 P.C.	Exploding, igniting, or attempting to explode or ignite any destructive device or any explosive with intent.
VOLUNTARY MANSLAUGHTER	192(a)	

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL COMMON FELONIES AND MISDEMEANORS	Section Number: IDC - 3200
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

COMMON FELONY	CODES	COMMON MISDEMEANOR	CODES
AIDING ESCAPE	109 P.C. 4533-34 P.C.	ASSAULT	240 P.C.
ARSON (Arson of inhabited bldg., 447a P.C.)	447(a) P.C. 448(a) P.C. 449(a) P.C. 450(a) P.C. 451(a) P.C. 454 P.C.	ASSEMBLY (Unlawful)	407 P.C.
ASSAULT on public employee	71 P.C.	ALCOHOL (Possession by a minor)	25662 B&P
ASSAULT with chemicals	244 P.C.	ATTEMPTS (If a crime attempted is punishable as a misdemeanor, crime is a misdemeanor)	
ASSAULT with a deadly weapon or with force likely to produce great bodily injury (Assault with a firearm or destructive device).	245(a) P.C.		
ASSAULT on Peace Officer	245(b) P.C.		
ASSAULT with intent to commit murder	217 P.C. 664/187 P.C.		
ASSAULT with intent to commit rape, sodomy, mayhem or robbery	220 P.C.		
ATTEMPTED ESCAPE	524 P.C.		
ATTEMPTS (If a crime attempted is punishable as a felony, crime is a felony)			

COMMON FELONY	CODES	COMMON MISDEMEANOR	CODES
BATTERY on a Peace Officer	242 P.C.	BATTERY	242 P.C.

COMMON FELONIES AND MISDEMEANORS

BOOKMAKING	337(a) P.C.	BEGGING	647(c) P.C.
BURGLARY	459 P.C.	BURGLARY tools, possession of	466 P.C.
CHECKS, fictitious	476 P.C.	Carrying Loaded Firearm	12031 P.C.
CHECK, N.S.F.	476(a) P.C.	CHILD ENDANGERING (not likely to produce great bodily harm)	273(a)(2) P.C
CHILD BEATING	273(d) P.C.	CHILD MOLESTING	647(a) P.C
Child Endangering Or Mistreating	273(a)(l) P.C.		
CONSPIRACY	182 P.C.		

CONTROLLED SUBSTANCES	CODES	CONTROLLED SUBSTANCES	CODES
Possession of a controlled substance	11054-58 H&S	Possession of less than one ounce of marijuana	11357(a) H&S
Possession for sale	11351-55 H&S	Being where controlled substances are used	11365 H&S
Possession of concentrated cannabis, or more than an ounce of marijuana	11357(a) H&S 11357(c) H&S	Possession of paraphernalia	11364 H&S
Planting, cultivating marijuana	11358 H&S	Under the influence of a controlled substance	11550 H&S
Possession of marijuana for sale	11359 H&S		
Sale or furnishing	11360(a) H&S		
Possession of LSD	11377(a) H&S 11377(b) H&S 11378 H&S		
CREDIT CARD OFFENSES	484(e) 4 P.C. 484(f) 1 P.C. 484(f) 2 P.C.	CREDIT CARD OFFENSES	484(e) P.C 484(f) P.C 484(g) P.C 484(h) P.C 484(i) P.C.
CRIME AGAINST CHILDREN	288 P.C.	USE OF STOLEN CREDIT CARD	484(g) P.C.
DANGEROUS WEAPONS Control Law	12020 P.C.	DISORDERLY CONDUCT Lewd Conduct Prostitution Begging Loitering about public toilet Loitering on a public street Prowling at night	647 P.C. 647(a) P.C. 647(b) P.C. 647(c) P.C. 647(d) P.C. 647(e) P.C. 647(f) P.C.

COMMON FELONY	CODES	COMMON MISDEMEANOR	CODES
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COMMON FELONIES AND MISDEMEANORS

Destruction Or Injury Of Place Of Confinement, Jail Or Prison	606 P.C. and 4600 P.C.	Disturbing The Peace	415 P.C.
DESTRUCTIVE DEVICES – Explosive projectiles, bombs, etc.	12301 P.C. 12303 P.C. 12304 P.C.	DRUNK	647(f) P.C.
ESCAPE or Attempted Escape	4530 P.C. 4532(a) P.C.	EXPOSURE, Indecent	314 P.C.
EXTORTION	518 P.C. 519 P.C.		
False Claim To Public Agency	72 P.C.	False Report Of Felony Or Misdemeanor	148.5 P.C.
FIREARM, Discharge of into occupied building.	246 P.C.	FIREARM, Exhibiting in a threatening way	417 P.C.
FIREARM, Exhibiting (if the victim is a Peace Officer)	417(b) P.C.		
FIREBOMB, Possession of	452(b) P.C.		
FORGERY	470 P.C. 471 P.C. 472 P.C.		
FORGERY OF CHECKS, etc.	475 P.C. 475(a) P.C.		
		GAMBLING	330 P.C. 330(a) P.C. 331 P.C. 461 P.C.
KIDNAPPING (For ransom, for robbery, or with great bodily harm, per 209 P.C.)	207 P.C. 209(a) P.C. 209(b) P.C.	GLUE SNIFFING	381 P.C.
		LEWD CONDUCT	647(a) P.C.
		LOITERING about public school or molesting	653(g) P.C. 647(b) P.C.
MANSLAUGHTER	192 P.C.	MALICIOUS MISCHIEF	594(a) P.C.
MAYHEM	203 P.C.		
MURDER	187 P.C.		
Obtaining Money By False Pretense	532 P.C.		
PANDERING	266 P.C.		
PIMPING	266(h) P.C.		

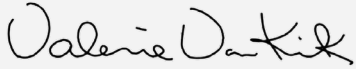
COMMON FELONY	CODES	COMMON MISDEMEANOR	CODES
RAPE, Forcible (Rape with force or violence or threat of great bodily harm-	261 P.C. Subsections 1, 2, 3, 4 & 5	RESISTING (Or interfering with an officer)	148 P.C.

COMMON FELONIES AND MISDEMEANORS

261.2 and 261.3 P.C.			
RAPE, Unlawful intercourse with female under 18	261.5 P.C.	RIOTS	404 P.C
RECEIVING STOLEN PROPERTY	496(a) P.C.	RIOTS, Incitement to	404.6 P.C
ROBBERY (If armed with a dangerous weapon, 211 P.C. with armed allegation)	211 P.C.		
ROBBERY, Attempted or 664/211 P.C.	213 P.C.		
SEX PERVERSION	288(a) P.C.	Schools-Disturbing The Peace or Quiet of College or Jr. College	415.5 P.C.
SODOMY	286 P.C.	Schools-Failure To Obey Administrative Officer	626 P.C.
		SWITCHBLADE KNIFE	653(k) P.C.

TRAFFIC OFFENSES	CODES	TRAFFIC OFFENSES	CODES
THEFT, AUTO 10851 V.C. (w/o consent of owner)	487.3 P.C.	THEFT, AUTO (Joyriding)	499(b) P.C
THEFT, GRAND	487.1 P.C. 487.2 P.C.	THEFT, PETTY	484 P.C.
Hit and Run with bodily injury or death	20001 CVC	Driving when license is suspended	14601 CVC
Drunk driving with bodily injury	23101 CVC	Hit and Run accident (No bodily injury)	20002 CVC
Driving under the influence of drugs with bodily injury	23106 CVC	Reckless driving (No bodily injury)	23103 CVC
		Reckless driving (With bodily injury)	23104 CVC
		Drunk driving	23152(a) CVC
		Driving under the influence of drugs	23152(b) CVC
		Tampering with motor vehicle	10852 CVC
		Malicious mischief to vehicle	10853 CVC

LOS ANGELES COUNTY PROBATION DEPARTMENT

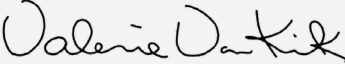
Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL FIREARM ARREST	Section Number: IDC - 3300
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

3301 ARRESTS INVOLVING THE USE OF FIREARMS

Section 625.3 WIC:

- “a minor who is 14 years of age or older who is taken into custody by a peace officer for the personal use of a firearm in the commission or attempted commission of a felony or any offense listed in subdivision (b) of Section 707 shall not be released until that person is brought before a judicial officer”.
- Arresting agencies do not have discretion, they must request detention. SDPOs shall not authorize a "reverse override" to release the youth.
- Do not release anyone who uses a gun in the commission of an offense.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL NON-WARDSHIP PROBATIONERS 654 WIC, 725(a) WIC, 790 and 796 WIC (DEJ)	Section Number: IDC - 3400
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

3401 GENERAL

Sections 654 WIC, 725(a) WIC, 790 WIC, and 796 WIC:

- These youth do not have confinement time and shall not be detained in juvenile hall for violations of their conditions of probation.
- 654.1 WIC violators can be adjudicated. Once the petition is sustained, a proper disposition may be ordered.
- 725(a) WIC violators should be promptly calendared for a court hearing, declared wards, and a new disposition can be ordered.
- 790 and 796 WIC deferred entry of judgment (DEJ) violators must be calendared for a revocation hearing.

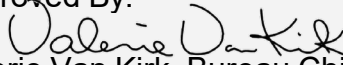
Section 726 WIC:

- 726 WIC spells out the circumstances under which a youth may be removed from parental custody and applies only to youth who have been adjudged wards of the court.

Section 625 (b) WIC:

- 625 (b) WIC allows peace officers to arrest only those probationers who have been declared wards of the court for violation of court orders.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL LAW ENFORCEMENT INTERVIEWS	Section Number: IDC - 3500
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

3501 MONITORING OF LAW ENFORCEMENT INTERVIEWS, FINGERPRINTING, LINE-UPS, OR MUG SHOTS

- Requests by police agencies to have interviews, mug shots, or fingerprinting of detained youth are referred to the IDC DPO. The DPO has the youth brought to the IDC control center.
- If the law enforcement interview is related to an offense other than that for which the youth is detained or the request relates to the offense alleged in the instant matter but precedes the detention hearing, staff are not required to secure the consent of counsel for an interview. Be sure to have the law enforcement officer indicate which type of case they want to discuss with the youth and indicate on the "Rights" form.
- If the youth is already legally arraigned and the request relates to the offense for which the youth is detained, the youth's attorney of record must approve the interview. If the youth's attorney authorizes the interview, the attorney's written approval (if the attorney is not present) is placed in the youth's juvenile hall file, and a copy is placed in the IDC file.
- Whether the interview is for the instant matter, another alleged criminal offense, or if the youth is a witness on another case, IDC DPOs shall witness the law enforcement officer giving the youth their Miranda Rights and acknowledging that they understand their rights. If the youth waives, then the Admonition and Waiver of Rights form must be completed, and copies disbursed as indicated (See Section 3502). If the youth invokes the right to remain silent, no interviews are to be allowed; however, have the youth complete the form indicating the "right to remain silent".
- The IDC DPO will monitor only the Miranda Admonishment phase of the law enforcement interview. *Again, if the youth at any time invokes their rights, the interview is to be terminated by IDC and documented. Do not allow the police agency to question or re-admonish the youth.*
- The IDC DPO will send a copy of the admonition to the juvenile hall Kardex and keep a copy for the IDC file.

LAW ENFORCEMENT INTERVIEWS**3502 ADMONITION AND WAIVER OF RIGHTS**

1. You have the right to remain silent.
2. Anything you say can and will be used against you in a court of law.
3. You have the right to talk to a lawyer before we talk to you and have him present while we talk to you.
4. If you cannot afford to hire a lawyer, one will be appointed to represent you before any questioning, free of charge.
5. Do you understand each of the rights explained to you? _____
6. Do you want to talk about this case or not? _____
7. Do you want a lawyer or not? _____

I will talk to the law enforcement officers willingly and waive my rights.

Youth's Name

Youth's Signature

Date

DPO/Transportation Deputy/DSO

Law enforcement – please indicate the reason for the interview:

_____ Present offense – Pre-Detention

_____ Another alleged offense

_____ Present offense – post-adjudication (must have an attorney present or attorney waiver)

_____ Witness _____ Other (explain) _____

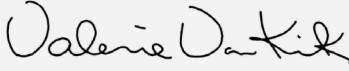
Law Enforcement Officer's Name (print)

Law Enforcement Officer's Signature

Agency

Badge #

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE DETENTION AND CONTROL (IDC) MANUAL CITIZEN COMPLAINTS	Section Number: IDC - 3600
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

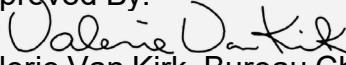
3601 GENERAL POLICY

It is the policy of the Detention Services Bureau to respond to all complaints from citizens positively and professionally. While it is not possible to resolve all complaints or satisfy all complainers, staff should be courteous and helpful in determining the nature of the complaint and explaining the procedures necessary to resolve the problem. Efforts must be made by the staff to remain calm and courteous, as it is likely that the complainants will be agitated or angry during the presentation of their complaint.

3602 PROCEDURES

Complaints may be made in person, by telephone, or in writing. The first two types are more likely to be received by line staff initially, while the third would probably be addressed to the Supervisor or Director. In any case, the person receiving the complaint will determine the nature of the problem and, if possible, resolve it immediately. Should the problem be complex or beyond the authority of the receiving staff, the complainant should be asked to submit it in writing. This will enable line staff to forward the matter to the appropriate Supervisor or Director without any distortion of the facts. If the complainant refuses to submit the complaint in writing, the receiving staff should attempt to paraphrase the problem in their own words. In either case, the complainant's name, telephone number, and address will be requested for the Supervisor to call for more information and be able to make a response, whether or not the matter is resolved to the complainant's satisfaction. Staff should document receipt of all complaints via a *Special Incident Report (SIR)*. The *SIR* will be used to capture the essence of the complaint if the complaining party refuses to state their complaint in writing. Whether or not the complaint can be resolved, the staff handling the complaint will inform the complainer of the outcome. In most cases, this will be in person or over the telephone. When the complaint is of a nature that may result in litigation, it is referred to a manager to respond to in writing.

LOS ANGELES COUNTY PROBATION DEPARTMENT

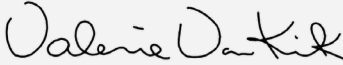
Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL CLETS	Section Number: IDC - 3700
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

3701 HOW TO RUN CLETS

Main Computer Menu:

- Connect to M) PDS/JAI ACCESS (at LP)
- Mainframe (at Eastlake and BJN)
- Select C) CLETS Access Only
- Once connected to IBM systems, press the left ALT and page up simultaneously
- Go to screen "A" and type IMS, and press Enter
- On the session status for IMS screen type /for help clts and press Enter
- On the automated CLETS menu screen
 - P1 for CII
 - F2 for FBI records
 - F3 for DMV (the DOB used for a license)
 - F4 for NCIC Wants (out of state runaways)
- On the state criminal history screen, press F3 since you should have a CII number
- On the CII number inquiry screen
 - type your three (3) letter personal code
 - type your employee number
 - type the CII number (leave off the A)
 - type your name, IDC press the button
- On the screen, you will see a message inserted to CLETS – wait then press right shift and page up simultaneously, repeat if the message is not back
- Read and interpret the CII message, print screen as needed and ask for help if you are not sure (page up turns pages)
- To return to the main CLETS menu, press F11
- To run another CII, press F3
- To return to the IDC Main Menu, press left ALT and page up simultaneously

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL JUVENILE CONDITIONS OF PROBATION SUB-SYSTEM (COPS)	Section Number: IDC - 3800
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

3801 JUVENILE CONDITIONS OF PROBATION SUBSYSTEM (COPS)

On February 8, 1998, the Conditions of Probation Subsystem (COPS) was added to the Countywide Warrant System database to allow the police to access Los Angeles County juvenile probation information with their Mobile Digital Terminals. COPS provides the police with enforceable conditions of probation of 601 WIC and 602 WIC wards of the Juvenile Court who are on active probation supervision, their DPO by caseload number, and their DPO's work location. The enforceable conditions of probation for police are listed in Section 3805 of the IDC Operations Manual ("Juvenile Enforceable Conditions of Probation").

The police use COPS information as a law enforcement "tool" to redirect, warn and advise juvenile probationers. The police may formally notify a juvenile's DPO of a violation, which requires further follow-up. To notify the DPO, the police complete and forward a Probation Violation Report to the DPO. The Probation Violation Report contains elements of the police contact, such as what Conditions of Probation were violated and when, where, and how the violations occurred.

3802 AREA OFFICE/WORK LOCATION PROCESSING PROCEDURES

Upon receiving a Probation Violation Report from the police, the designated juvenile clerk time stamps and logs it on Attachment B ("COPS Violation Referral Log"). The attached log is to be photocopied and used. The clerk makes one (1) copy of the violation report and forwards the original and a copy to the DPO. The DPO writes the date and type of action taken in the upper right-hand corner of one of the reports and forwards it to the SDPO for review, approval, and routing to the clerk. The clerk enters this information on the log and returns the report to the DPO. At the end of each month, the clerk submits the monthly log to the SDPO for the SDPO's monthly unit report to the Director.

3803 NON-DETAINED PROBATION VIOLATION REFERRALS

When a probation violation referral is received from the police, the DPO is to consider the following factors to determine the appropriate action to take:

- Specific orders from the court on how to handle certain violations
- Nature of violation

JUVENILE CONDITIONS OF PROBATION (COPS)

- Youth's behavior in the community since being placed on probation
- Youth's previous probation history
- Youth's school performance
- Youth's behavior at home

The DPO must take action within 30 days of notice from the police or within the timeframe dictated by program requirements. This action may include:

- Submit a Notice of Potential Violation (Prob. 1111)
- Inform the court in an Appearance or Non-Appearance Progress and Annual Report (Prob. 1245)
- Inform the court in a pending Disposition/Pre-Plea Report
- Submit a 777 WIC Violation Report

3804 DETAINED PROBATION VIOLATION REFERRALS (602 WIC WARDS ONLY)

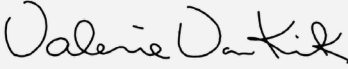
Under Section 625 (b), a peace officer may, without a warrant, take into temporary custody a youth who is a ward of the juvenile court or concerning whom an order has been made under Section 636 or 702 when such officer has reasonable cause for believing that person has violated an order of the court or has escaped from any commitment ordered by the juvenile court. The officer shall call IDC to clear the detention prior to transporting the youth to the juvenile hall. The approval to detain must be based on the need for and the intent to seek the filing of a detained 777 WIC Violation.

To meet tight processing deadlines for detained cases, the police will fax the Probation Violation Report to the DPO or provide violation information over the telephone during the approval for detention. If the juvenile is approved for detention, the police will submit to IDC the Probation Violation Report and a JAI Printout of the Conditions of Probation. If the juvenile is not approved for detention, the police can process the violation as a non-detained probation violation referral.

JUVENILE CONDITIONS OF PROBATION (COPS)**3805 JUVENILE ENFORCEABLE CONDITIONS OF PROBATION**

Condition Numbers	Description
01	Obey all laws. Obey all orders of probation officer and of
02	Obey _____.
06	Not engage in _____.
09	Attend a school program approved by probation officer.
12	Not be within 1 block of school unless attending class or on school business.
13	Not be out of residence from _____ to _____ Without parental consent.
14	Not stay away from residence over 24 hours, nor leave Los Angeles County.
15	Not associate with _____
15A	Not participate in any type of gang activity.
16	Not possess or be in presence of any dangerous or deadly weapons.
17	Not contact nor associate with victim(s) or witness(es).
18	Not associate with children under _____ years.
19	Not drink any alcoholic beverage.
21	Not use/possess narcotics /controlled substances/ poisons/ paraphernalia.
21A	Not own/use/possess an electronic paging device.
22	Not associate with users or sellers or narcotics or controlled substances.
24	Submit to chemical test whenever requested by peace officer.
25	Submit to search and seizure by law enforcement officer with / without warrant.
29	Not drive unless licensed and properly insured as required.
30	Not drive any motor vehicle.
31	Not drive except to and from _____.
33	Not use name other than _____.
34	Not possess/ write/ use checks/ bank account/ credit card.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL PROBLITE (DCFS)	Section Number: IDC - 3900
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

3901 INTAKE DETENTION AND RELEASE (IDR)

Provisions for enhance child welfare services

In response to the various mandates contained in the Welfare and Institutions Code, the Intake Detention Release Officer is required to include and fully address the following informational elements in their Detention Report for each affected youth:

- An initial case plan shall be formulated by the responsible IDR Deputy Probation Officer (DPO) investigator based upon statements obtained from the youth, parents/guardians, and/or interested parties as related specifically to the identified strengths and needs of the youth and their family.
- An automated computer record bureau inquiry with the Department of Children and Family Services (DCFS) Child Welfare Services/Case Management system (CWS/CMS), identifying any prior referrals for abuse or neglect as outlined in the combined text of Section 300 of the Welfare and Institutions Code, with said information attached to the prepared Detention report.
- Identity and availability of relatives who are willing and able to provide effective care and control for the affected youth.
- Identify and describe available local services from appropriate county or community agencies, which may facilitate the youth's return home to their parents or guardians.

Informational components included in Detention, Warrant, & Suitable Placement Reports:

- Click **Internet Explorer** icon. ProbNet screen displays.
- Click **PROBATION LITE** icon. Logon screen displays.
- Key in your **USER ID** and **PASSWORD** and press Enter
- If you make a mistake - Click Reset.
- If you type an invalid user-id or password, Click **BACK** icon

PROBLITE (DCFS)**3901 INTAKE DETENTION AND RELEASE (CONT.)****Allegation Tables, Probation Lite Tables, Code descriptions**

- 2169 Caretaker Absence/Incapacity, Caretaker Absence
- 2176 Emotional Abuse
- 2177 Exploitation
- 2178 General Neglect
- 2179 Physical Abuse
- 2180 Severe Neglect
- 2181 Sexual Abuse
- 5001 At Risk, Sibling abused
- 5624 Substantial Risk
- 5625 Physical Abuse
- 5626 Emotional Abuse
- 5627 Sexual Abuse
- 5628 Exploitation
- 5629 Severe Neglect
- 5630 General Neglect
- 5631 Caretaker Absence/Incapacity
- 5369 Unknown at Conversion

Disposition Closure Reasons

- 669 Child Already in a Case, Child has Case
- 670 Child Appears on Linked Referral
- 671 Child Dead Prior To Referral Date
- 672 Child Died During Investigation
- 673 Child Does Not Exist
- 674 Child Emancipated/Reached Majority
- 675 Child Not at Risk
- 676 Child Not Involved in Incident
- 677 Child Placed for Adoption
- 678 Child Unrelated to Family

PROBLITE (DCFS)

- 679 Contact Attempted, Can't Locate
- 680 Loss of Contact With Child
- 681 Open New Case
- 682 Situation Stabilized

All Dispositions

- 45 Substantiated
- 46 Unfounded
- 47 Inconclusive

Placement Change Reasons

- 1609 Caretaker Absence/Incapacity
- 1610 Child's Disability or Handicap
- 1611 Conversion
- 1612 Disrupted Adoptive Placement
- 1613 Emotional Abuse
- 1614 Exploitation
- 1615 General Neglect
- 1616 Law Violation
- 1617 Physical Abuse
- 1618 Relinquishment
- 1619 Severe Neglect
- 1620 Sexual Abuse
- 1621 Status Offense
- 1622 Voluntary Placement

Placement Removal Reasons

- 1425 Placed with Relative
- 1431 Youth Ran Away from Placement
- 1432 Youth Refused Services
- 1434 Intercounty Transfer

PROBLITE (DCFS)

- 1435 Placed with Guardian
- 1436 Incarcerated
- 1437 Committed to State Hospital
- 1439 Youth abducted
- 1440 Youth Returned Home for Trial Visit
- 1441 Youth in Medical Facility
- 1442 Other
- 5417 Youth's Behavior
- 5418 Complaint on Foster Home
- 5419 Fost/Adopt Placement
- 5420 Foster Home/Agency Request
- 5421 Higher Level of Care Required
- 5422 Licensed Substitute Care Provider Moved
- 5423 Lower Level of Care Required
- 5424 Mother Needs to be Placed with youth
- 5425 Youth Moved from Emergency Shelter
- 5535 Adoptive Placement Agreement Signed

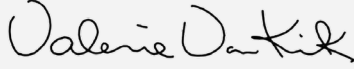
Termination Reasons

- 5426 Adoption Finalized
- 5427 Age of Majority
- 5428 Child Abducted
- 5429 Youth in Medical Facility
- 5430 Placement Runaway
- 5431 Child Refused Services
- 5432 Death of Child
- 5433 Emancipation
- 5434 Guardianship
- 5435 Other
- 5436 Other non-CWS Agency has Jurisdiction
- 5437 Parent Rejects Voluntary (FR) Services

PROBLITE (DCFS)

- 5438 Private Adoption Agency (Non-CWS)
- 5439 Reunified with Parent/Guardian
- 5440 Reunified with Parent/Guardian
- 5611 CWS Agency has Jurisdiction CWS
- 5632 Incarcerated
- 5505 Adoption Finalized
- 5506 Age of Majority
- 5507 Child Abducted
- 5508 Child Committed to State Hospital
- 5509 Child Dependent in Other State
- 5510 Emancipation
- 5511 Child Ran Away from Placement Runaway
- 5512 Child Refused Services
- 5513 Child Released Home
- 5514 Other non-CWS Agency has Jurisdiction
- 5515 Death of Child
- 5516 Guardianship
- 5517 Other
- 5518 Parent Rejects Voluntary (FR) Services
- 5519 Private Adoption Agency (non-CWS)

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL SECURITY INCIDENT REPORT SYSTEM	Section Number: IDC - 4000
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

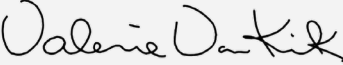
4001 GENERAL

Facility/Office managers are to submit copies of each Security Incident Report to the Department's Safety Officer and respective Bureau Chief. The Department's Safety Officer will forward an abbreviated report to the CAO's Office of Security Management.

4002 SECURITY INCIDENT REPORTS:

- Any incident placing a person or property at risk that requires action by law enforcement authorities, County Safety Police, or Security guards at a county facility, whether they were summoned or not.
- Any incident placing a person at risk involving an On-duty County employee (including lunch periods) while on County property. This classification includes parking facilities or while walking to or from an off-site parking facility to start or end a workday.
- Any incident placing a person at risk involving an On-duty County employee while performing field assignment duties.
- Any incident of a suspicious or unusual nature on County property that places people or property at risk.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL EMERGENCY AND DISASTER PROCEDURES	Section Number: IDC - 4100
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

4101 GENERAL

In order to ensure the safety and security of youth and staff during emergency and disaster situations, the procedures and guidelines outlined in this section have been established. All staff are required to be thoroughly familiar with information contained within this section.

Each facility shall have facility-specific procedures that shall include, but are not limited to:

- Fire and natural disasters
- Escape, disturbances, and the taking of hostages
- Active shooter(s), terrorist attacks, and civil disturbances
- Periodic testing of emergency equipment
- Emergency evacuation of the facility
- Annual review of emergency procedures for all staff
(Meets standards set forth in Title 15, Section 1327)

4102 SECURITY OFFICER

The Assistant Superintendent is the Chief Safety and Security Officer in juvenile hall and is in charge during emergency situations. IDR staff report to their Director or designee.

In case of a major emergency in which additional personnel is needed, the Director in charge is authorized to contact off-duty staff and require them to report for duty.

Under no condition will any staff take it upon themselves to contact a Law Enforcement Agency for assistance without following the chain of command, starting with the Director or designee.

4103 REPORTING EMERGENCIES

It will be the responsibility of all staff to immediately notify Movement Control (MC) when an emergency occurs – in person, via radio, or by telephone.

EMERGENCY AND DISASTER PROCEDURES

In reporting emergencies, staff are to give the appropriate code (Example: Code Blue, Code Red, Code Green, or Code Yellow). The essential facts must be given in a concise and logical manner, such as indicated below:

- As soon as MC responds, state: "This is an emergency" or "Code Blue;"
- Give the location of the emergency (e.g., "This is Boys' Unit V, DSO Smith"), and
- Explain nature of the emergency in a few words. (e.g., "Three boys on the roof of A/B, trying to escape")

In extreme circumstances, where it is impossible to stay on the telephone to talk to the supervisor, leave the telephone off the hook or communicate by other means.

4104 CODE BLUE - MEDICAL EMERGENCIES

When a staff encounters a medical emergency, every second of elapsed time to obtain professional assistance becomes critical in saving a life. In addition to court wards, staff are exposed to a variety of persons in the facility, any one of whom may require emergency lifesaving care. This section establishes a uniform procedure to minimize emergency response time.

During the course of any assignment, if any person appears to be in immediate danger of death or in need of immediate medical attention, the employee will immediately shout the words, "CODE BLUE," as loudly as possible to another staff member. When this term is shouted, it will set in motion the following actions:

- The staff member hearing the warning will also shout the warning to alert other staff;
- The staff member nearest to a telephone will immediately call the supervisor and MC and state, "Code Blue" at the location
- The staff member initiating the Code Blue warning will immediately provide whatever first-aid is indicated;
- Other staff members nearest the place of storage of resuscitation equipment and CPR devices will immediately transport them to the site of the incident and assist in the application of first-aid;
- Once control of the situation has been transferred to the supervisor and Movement and Control (MC) and any known details transmitted to them, the latter will call for paramedic assistance by telephoning "911." Additionally, Movement and Control staff will arrange for the immediate dispatching of any available on-duty nurse; and
- If a Code Blue situation arises during vehicular transportation of youth or staff, emergency services shall be coordinated by calling 911.

EMERGENCY AND DISASTER PROCEDURES

Code Blue Emergencies include, but are not limited to:

- Unconsciousness;
- Suicide attempt;
- Drowning;
- Heart attack;
- Respiratory arrest;
- Electrical shock;
- Seizures

4105 CODE GREEN - ESCAPES

When a staff member observes a youth attempting to escape or escaping from the facility, the staff will immediately notify the supervisor and MC. If the staff member does not have primary responsibility for supervising a group, the staff will attempt to apprehend the youth.

- The OD will order the escape deployment plan to be implemented immediately.
- The OD will order a thorough search of the grounds if it has not been established that the youth has escaped.

Successful escapes:

- Identify each escapee by name, AKA, offenses, gender, age, race, height, weight, clothing, identifying marks, parent's/guardians home address, telephone number, gang affiliation, and court information. Use the booking photos available on PCMS and CCHRS to print out a picture and identifying information for the escapee(s). Copies of the photos shall be distributed to those involved in the search;
- Determine the number of escapees, approximate time of escape, and the direction that escapees were headed, if possible;
- Call local law enforcement and give them all the above information. Additionally, contact law enforcement in the area of the youth's residence and law enforcement that affected the youth's arrest on which detention is based;
- Contact each youth's parent or guardian by telephone. If unable to reach parent/guardian by telephone, use other means such as night letter, telegram, or notify through DPO or Parole Officer;

EMERGENCY AND DISASTER PROCEDURES

- Contact the assigned Probation or Parole Officer for each escapee via telephone and follow up with written documentation.
- Contact Director of Special Enforcement Operations for their assistance in apprehending the youth;
- Notify the Superintendent, MC, on-duty Director, and the Director of the unit involved (The Superintendent notifies the DSB Chief as appropriate and submits a written report); and
- Record the escape in the Shift Condition Report and MC logbook or card file and “Red Tag” the youth in PCMS;
- Immediately notify the Court of each youth’s escape, and request a Bench Warrant be issued;
- The MC Director shall verify that the Bench Warrant is placed in the automated system within twenty-four (24) hours of issuance. If the warrant is not in the system, contact IDC for assistance.
- Collect unit call logs with youth’s call history;
- Collect youth’s personal property from storage and the youth’s room for any information regarding potential escape plans or potential escape location.

4106 CODE YELLOW - OUTSIDE INTRUDERS

To prevent unauthorized persons or intruders from entering the grounds through the front entrance, the OD is to keep the main lobby locked when the key center is not staffed.

Any unauthorized persons are to be challenged immediately and either escorted to MC or have MC staff report to the scene.

The OD will investigate to determine who the person is and why they are on the grounds.

If the unauthorized person is causing trouble, the highest-ranking staff member on duty may call local law enforcement for support and assistance.

Notify MC if it is determined that the intruder is armed and dangerous, staff will keep a safe distance, and the OD will immediately call the police for assistance.

EMERGENCY AND DISASTER PROCEDURES**4107 CODE RED - MAJOR DISTURBANCES**

A major disturbance is defined as an incident where ten (10) or more youth are fighting at the same time.

In the event of a disturbance, staff will immediately notify MC and provide them with the location and number of youth involved in the incident.

Make every effort to move the youth not involved in the disturbance to a safe distance from the incident. (e.g., secure them in individual rooms, secure them in the dayroom, or, if outside, have those youth not involved drop to the ground on one (1) knee)

Those youth who are most active in the disturbance should be separated from the group by the safest available means and placed in a room or sent to HOPE CENTER.

The OD will contact the on-duty Director to provide information regarding the situation. If unable to contact the on-duty Director, the OD should contact the Assistant Superintendent. If not able to contact the Superintendent, contact the Chief Deputy or the Chief Probation Officer, in that order.

4108 OUTSIDE LAW ENFORCEMENT

The Superintendent or designee may, after careful analysis of the situation, seek assistance from the local law enforcement agency. This step is to be taken only after a conclusion has been reached that a situation is beyond the control of an all-out response by Juvenile hall staff.

In the absence of the Superintendent or designee, a Director or OD is authorized to call for law enforcement assistance.

If law enforcement is called for assistance, the highest-ranking staff member is to meet them at the entrance and explain the nature of the assistance needed, such

as patrol outside to protect the community and isolate the facility or contain a building inside. If asked to actually use physical force, make an arrest, or put down a riot, law enforcement and Probation will work cooperatively until order has been restored.

4109 FIRE

All staff will be thoroughly familiar with the fire procedures and equipment of the facility, particularly those of their work area. Fire drills are to be conducted in each youth housing unit housing - at least quarterly. They shall be coordinated by the Assistant Superintendent's office. Fire drills are to be coordinated by MC, and

EMERGENCY AND DISASTER PROCEDURES

the OD will document the drill on a SIR, noting any deficiencies or problems. In addition, a semi-annual fire drill is to be held for all support staff.

All buildings are equipped with fire hoses, fire extinguishers, or automatic fire sprinkler systems. All staff are expected to know the location of fire equipment and how to operate it. Additionally, staff assigned to a building are required to examine the fire equipment on a monthly basis to determine operability.

Staff must sign and date the backside of the extinguisher tag after each inspection and note the date of examination on the Fire Equipment Operability form. The Operability form is to be retained by the Services Director for a period of two (2) years. Each unit, as well as the other buildings, is equipped with fire hoses, fire extinguishers, or automatic fire sprinkler systems. All staff are expected to know the location of fire equipment in the units in which they work and how to operate it. (Meets standards set forth in Title 15, Section 1325(b))

Staff must check the following:

- Fire Extinguishers
 - Plastic seal is in place
 - Needle on the gauge is in the green zone
 - Hose condition (if applicable)
 - Ensure annual maintenance check date has not expired on extinguisher tag
- Fire Hoses (Standpipes)
 - Hose condition;
 - Nozzle in place; and
 - Hose properly hung in rack.
- Fire alarm boxes
 - Fire alarm boxes connect into a master fire alarm system that alerts MC when activated, giving the coded location of the activated alarm box. The proper operation of the coding device will be checked regularly by MC.

In case of fire, staff will take the following actions:

- Activate fire alarm system immediately
- Make telephone contact with MC

EMERGENCY AND DISASTER PROCEDURES

- If unable to put out the fire, immediately evacuate all youth from the building, evacuating first that portion of the building threatened by smoke or flames. Staff are to exercise sound judgment keeping in mind that the safety and welfare of the youth are of primary concern.
- The building Sr. DSO is to ensure all youth and staff are out of the building.

Movement Control and Officer of the Day responsibilities:

- The MC - Sr. DSO notifies the OD immediately.
- The OD determines the location of the fire and its severity, then takes the following action:
 - Telephones the Fire Department and gives them a precise location of the fire and of the exterior gate by which to enter;
 - Ensures all youth and staff have been evacuated from all endangered buildings; and
 - Dispatches staff to the gate with the appropriate key to allow access by the Fire Department. The OD will also make sure staff at the gate have lanterns after dark.

The building Sr. DSO or, if absent, the OD will write a detailed report covering the fire.

If any vehicles are blocking any of the emergency gates or fire lanes, law enforcement is to be called.

Fire Suppression Pre-plan:

Each superintendent will ensure that a *Fire Suppression Pre-Plan* for the facility is completed and kept on file for annual review, and this plan will be developed in conjunction with the local fire department.

Fire Suppression Pre-Plan shall minimally include:

- Facility plot plan where entrances are clearly marked for fire equipment use
- Process for annual inspection of fire prevention equipment located at the facility
- Periodic drills to familiarize staff and youth with evacuation procedures

EMERGENCY AND DISASTER PROCEDURES

- The identity of the General Services Director or responsible person who will call for the yearly fire inspection and review of the *Fire Suppression Pre-Plan*. (Meets standards set forth in Title 15, Section 1325(g))

4110 POWER FAILURE

In the event of power failure, the emergency power system shall be activated. Each building has a switch that will activate the system if it is not automatically activated.

Youth are to be in their rooms, dormitories, or dayrooms until the power is restored. If youth are elsewhere at the time of a power failure, such as the IDC interview office, they are to remain in that area until power is restored. An immediate count of the unit will be made.

All units and MC maintain a supply of lanterns.

Note: Restroom usage may be conducted during power failure as needed. Only one (1) youth at a time per unit and must be documented in the unit Restroom Log Book.

4111 BOMB THREATS

Upon receipt of a bomb threat - staff receiving the call will:

- Attempt to keep the caller on the line
- Record the caller's exact words
- Note tone of voice
- Listen for background noises.

Staff should ask the following questions and write down the caller's responses:

- When will the bomb go off?
- What does the bomb look like?
- Where is the bomb?
- What part of the building (or grounds) is it in?
- Why was it put there?
- What is your name?

EMERGENCY AND DISASTER PROCEDURES

Other responsibilities:

- Staff receiving call will notify Supervisor, OD, or the Assistant Superintendent.
- Supervisor, OD, or Assistant Superintendent will notify the IDC Director and juvenile hall Superintendent.
- The Superintendent or highest-ranking officer will then notify law enforcement.
- The Supervisor / OD takes steps to have a thorough search made of all areas where the public has access. If a package or foreign parcel is found, it must not be touched or moved.
- Upon arrival, law enforcement will search the facility as they feel necessary.
- The Superintendent or designee, or the OD, will decide whether or not to evacuate any buildings at any point in this process.

4112 EARTHQUAKE

In the event of an earthquake, staff are to do the following:

- Instruct youth to seek cover by getting under tables or door frames in order to avoid falling debris, plaster, and glass;
- Maintain a calm atmosphere during and after the quake. Check for gas and water leaks, fires, or loose objects and render immediate assistance to the injured;
- Avoid using the telephone except for emergency purposes;
- When the earthquake is over, await further instructions before moving. The building must be checked for safety. Youth should put on shoes, if possible. Contact MC to report the condition of your building and to obtain further instructions.

4113 HOSTAGES

In the event that hostages are taken, the primary objective is the safety of all other youth and staff. The next objective is the safety of the hostages.

Time is on the side of the negotiating staff. The passage of time increases the chance hostages will be released without injury. Therefore, staff should attempt to keep open lines of communication with the hostage-takers as long as possible. Staff must use sound judgment based on the particulars of the situation.

The following procedures will be utilized:

EMERGENCY AND DISASTER PROCEDURES

- Isolate all youth involved as much as possible with the goal of containing the incident.
- The OD and Superintendent or designee as soon as possible.
- Upon instructions from the Superintendent or designee, the OD is to assign a negotiator and also assign responsibility for the administration of routine facility functions during the emergency.
- OD is to provide staff as necessary.
- If necessary, the OD is to assign staff to stay beyond their assigned shift or call additional staff in early. There should be enough people on site to do everything that is needed to resolve the emergency.
- The Detention Service Bureau Chief and Chief Probation Officer are to be notified as soon as possible. Communication lines are to remain open with top administration.
- The OD or designee will call either the paramedics or emergency ambulance service. The emergency number is 911.
- The Superintendent or designee will call the local law enforcement agency as required. Provide a location for law enforcement staff to stand by in readiness, which is out of sight of those involved in the incident. Law enforcement remains on standby until facility head or designee requests assistance.
- Probation staff will maintain control of the situation until, in the judgment of the Superintendent or designee, there is no alternative but to seek assistance from law enforcement to ensure the safety of hostages and youth.
- Probation staff will secure as much information on the hostage-taker(s) as possible.
- If the hostage-taker(s) is on active Probation, staff will contact the field DPO to secure information from the Deputy and the file.
- Staff will contact anyone who knows the hostage-taker(s) and may have a favorable impact.
- When parents/guardians, friends, relatives, or anyone is brought in to talk with the hostage-taker(s), staff will make arrangements so they can communicate only by telephone. This will prevent the possibility that others would be taken hostage or would join in holding hostages.
- No information will be given to the press unless first cleared by the Chief Probation Officer or designee.

EMERGENCY AND DISASTER PROCEDURES**4114 INDIVIDUAL EMPLOYEE EMERGENCY RESPONSE INSTRUCTIONS**

On Duty

- Personnel with pre-established emergency response assignments are to respond in accordance with those assignments.
- Personnel with no pre-established emergency response assignments are to stay at work unless it is determined to be unsafe to do so and wait for special instructions from their supervisor or the building emergency coordinator.
- Personnel are not to leave their work location without signing out with the person in charge. This is important so that employees are not reported as missing.

Not on Duty

- Personnel with pre-established emergency response assignments are to respond in accordance with those assignments.
- Those with mobile radios are to listen to their radios for special instructions from their dispatcher or Supervisor and listen to any A.M. radio for Emergency Broadcast System messages.
- Personnel with no pre-established emergency assignments should listen to the radio for Emergency Broadcast System messages, and report as follows:
 - First - Assigned Work Location
 - Second - Regional Assembly Area
 - Third - Nearest Probation Facility

Regional Assembly Areas

- Central / East Region:
Central Juvenile Hall
1605 Eastlake Avenue
Los Angeles, CA 90033
- North Region:
Barry J. Nidorf Juvenile Hall
16350 Filbert Street
Sylmar, CA 91342
- Challenger Memorial Youth Center
5300 West Avenue I
Lancaster, CA 93536

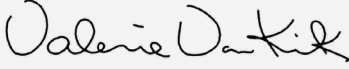
EMERGENCY AND DISASTER PROCEDURES

- South / West Region:
Los Padrinos Juvenile Hall
7285 Quill Drive
Downey, CA 90242

At Home Or Off Duty

- Personnel who have good reason to believe a disaster has occurred, but have not been notified to report for work, should turn on their radio to the Emergency Broadcast System for information and instructions.
- Personnel, who have been designated as essential to emergency operations, are to use their own initiative to report to work.
- Personnel without emergency assignments should listen to the Emergency Broadcast System for special announcements. If none are forthcoming, employees are to report to their regular assignment at the regular time.
- Telephone communication may be severely impaired and its use should be restricted to emergency calls only.
- Personnel are not expected to report to work until their critical personal and family emergency responsibilities have been met.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL Emergency Evacuation	Section Number: IDC - 4200
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

4201 GENERAL

In the event of a major emergency such as a fire or bomb threat, it may be necessary to evacuate one or all of the buildings. It is essential that those in charge of the movement remain calm and ensure that all occupants have been removed from the buildings.

Staff will alert the youth and instruct them to leave through doors that provide a safe exit. Staff will assemble youth in the nearest safe field before making a count to ensure that everyone has been evacuated. The youth should then be moved to a specifically designated evacuation area.

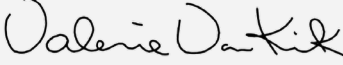
4202 OPERATION F.L.E.E. (FIRST LEAVE EMERGENCY EVACUATION)

In the case of a catastrophic event, such as an earthquake or toxic spill, requiring the evacuation of an entire facility, the juvenile hall Superintendent will order the implementation of Operation F.L.E.E., resulting in the dispatch of all transportation vehicles garaged at juvenile hall. On-duty staff will begin an immediate evacuation of the facility, rather than awaiting response from Transportation, MTA, or backup Transportation Services. An Operation F.L.E.E. locker, containing keys to all vehicles garaged at the facility, is located in either the OD's office or the Administration office.

Evacuation will be to the other juvenile halls and Challenger with the evacuation sites communicated to Transportation and Headquarters. A command post will be set up at the direction of the senior manager on duty to ensure proper allocation of youth to the receiving facilities, an accurate accounting of all youth, and proper notifications. Behavior and Medical records will accompany youth on any evacuation.

IDC staff may be temporarily reassigned and utilized where needed in times of emergencies.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL EMPLOYEE CONDUCT	Section Number: IDC - 4300
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

4301 GENERAL

All employees are expected to conform to the policies and procedures of the Department and Bureau as well as the instructions of their supervisors. Failure to do so may result in disciplinary action, up to and including dismissal.

4302 PERSONAL RELATIONS

Employees are expected to work cooperatively and harmoniously with other staff. Physical confrontations, vulgar language, profanity, sarcasm, or ridicule constitute a violation of this policy.

In dealing with youth, staff must understand that control is an indispensable factor in maintaining acceptable behavior and in fostering habits of good conduct. Staff must set an example of courtesy and consideration in their contacts with youth as well as with fellow staff members. Care must be taken to avoid scolding or directing personalized criticism that may embarrass or antagonize a youth. When it is necessary to reprimand youth for misconduct, it should be done without personal involvement on the part of staff. Staff will not use sarcasm, ridicule, profanity, or threats. Praise and encouragement, on the other hand, can promote desired behavior.

4303 GROOMING AND DRESS

As stipulated in the dress code agreed to between the department and Local 685, staff is required to be neat, clean and well groomed. Their attire must conform to considerations of safety, professionalism, and modesty. Logos or messages on clothing that could cause offense to individuals or groups are not allowed.

Items of clothing or accessories not permitted include:

- Shoes that do not cover the entire foot;
- Shoes with heels over 2" in height
- Tank tops

EMPLOYEE CONDUCT

- Spandex
- Shorts
- Culottes
- Bandanas
- Unauthorized and unsanctioned caps
- Jewelry that can be pulled loose

As stipulated in the dress code agreed to between the department and Local 660, while on duty and in the conduct of county business, employees shall be appropriately attired for their assigned worksite, specific tasks, and contact with the Courts and public generally.

4304 USE OR POSSESSION OF ALCOHOL AND/OR ILLEGAL DRUGS

Use or possession of alcoholic beverages and/or illegal drugs on county property is strictly prohibited. Staff reporting to work under the influence will be subject to disciplinary action.

4305 HORSEPLAY

Staff shall not engage in horseplay with youth or other employees.

4306 CORPORAL PUNISHMENT

Corporal punishment is defined as any use of force intended only to inflict pain or suffering on a youth. Staff is forbidden to strike, push, shove, paddle, kick, or choke any youth or in any other way abuse or inflict corporal or psychological punishment upon any youth detained in juvenile hall. Staff is forbidden to be verbally abusive toward a youth.

4307 CHANGE OF ADDRESS

Staff shall notify their supervisor and submit an *Employee Information Update Statement (EIUS)* any time their address or telephone number changes. Staff must provide a means by which their supervisor can contact them in the event of an emergency.

4308 SMOKING POLICY

All probation work locations are designated as smoke-free facilities. In addition, smoke-free access to buildings shall be maintained by disallowing smoking within

EMPLOYEE CONDUCT

twenty (20) feet of any entrance to a probation facility unless the design of the entrance is such that secondary smoke would not impact employees or the general public entering or leaving the facility.

4309 PROPERTY DAMAGE

Employees are to promptly submit a written report of any damage to county or personal property resulting from the execution of their official duties.

Willful or negligent abuse, mutilation, or destruction of county property will be grounds for disciplinary action.

4310 EQUIPMENT

Employees are accountable for equipment issued to them by the department and are required to properly maintain it when necessary. Loss or damage to any departmentally issued equipment is to be reported immediately.

4311 COUNTY VEHICLES

Only employees who meet the following criteria may drive a county vehicle: the employee must possess a valid driver's license appropriate to the vehicle; the employee must have no departmental restrictions; the employee must have specific authorization from the supervisor.

Prior to operating the vehicle, employees are to conduct a proper safety check of the vehicle. Safety deficiencies shall be reported immediately to the supervisor.

4312 POST POSITION COVERAGE

Staff is not allowed to leave their post assignment unless properly relieved or given specific authorization by the supervisor. Staff is not allowed to engage in any activities that interfere with the proper execution of their duties.

4313 CONFLICT OF INTEREST

Employees will not engage in any paid employment outside of the department when such employment is in conflict with their position within the department or conflicts with their assigned hours of work.

4314 CONFIDENTIALITY OF JUVENILE RECORDS

In accordance with WIC 827, all employees must maintain the confidentiality of juvenile records as listed under Criminal Offenders Records Information (CORI). Employees will safeguard the confidentiality of such records, releasing information only to authorized agencies and only with the prior approval of the Director or designee.

EMPLOYEE CONDUCT**4315 PROBATION BADGES OR IDENTIFICATION CARDS**

Use of badges and identification cards is strictly limited to official duties. Identification cards shall be worn and visible at all times while staff is on duty. Unauthorized use of the badge or identification card by the employee is prohibited.

Loss of identification card or badge is to be promptly reported to the immediate supervisor via the DPO *Badge Declaration Form*.

4316 CLIENT - EMPLOYEE RELATIONSHIPS

Staff is prohibited from communication with youth after they are released. Staff is prohibited from knowingly entering or engaging in a business or social relationship with youth on Probation or Parole or with their relatives.

Staff shall not give their home address or telephone number to any youth.

All correspondence from released youth addressed to individual staff members will be turned over, unopened, to the unit supervisor.

Chance contacts with formerly detained youth within the community will be reported to the unit supervisor in writing.

Staff is not allowed to accept any gift of material value from Probation Department clients, relatives of clients, or any person connected with a case. Offers of such gifts are to be immediately reported to the supervisor.

4317 PUBLIC INFORMATION

Normally, only the Director or the designee will issue statements to the media. In the event that staff is asked to make a statement, they must indicate that they are expressing their personal opinion and not speaking for the department. This ensures the department's position is clearly stated and that information given out to the media is accurate. All efforts will be taken to safeguard youth from harmful publicity.

4318 SUBPOENAS

All work-related subpoenas shall be routed through the supervisor's office so that a log can be maintained before going to the employee. In the event that a staff receives a subpoena directly, it is their responsibility to provide a copy to their immediate supervisor.

4319 OUTSIDE EMPLOYMENT

Staff is required to report any outside employment, including overtime outside of the institution, to their immediate supervisor. Outside employment is limited to no more than twenty-four (24) hours in any workweek.

EMPLOYEE CONDUCT**4320 PUBLIC CONTACT**

Employees will maintain a courteous, respectful, and civil demeanor when dealing with the public, who may sometimes request information. In the event staff is unable to provide the requested information, staff shall refer the party to the appropriate agency or person who can provide additional assistance.

4321 MANDATORY NOTIFICATIONS

Staff is required to notify their supervisor of any matter that is likely to impact the Bureau or the Department. In turn, supervisors and managers are required to notify the Bureau Chief via a Preliminary Incident Notification Form.

The following list provides some examples of incidents requiring mandatory notification:

- Injuries to staff or youth requiring hospitalization
- Calls to paramedics or other emergency personnel
- Suicides or serious attempts
- Riot situations
- Escapes or serious attempts
- Visits by Probation Commission, Board members, or other dignitaries
- Bomb threats or other serious threats to the facility
- Major mechanical break-downs impacting the operation of the facility
- Child abuse allegations
- Citizen or parental complaints that could negatively affect the image of the department
- Deaths
- Matters for which the supervisor or department may be held accountable
- Matters which are, or are likely to become, controversial
- Matters that require either guidance by the supervisor or that will require coordination with another operation
- Matters that involve a deviation from policy or procedure.

4322 ARRESTS

An employee who is arrested, cited, or otherwise ordered to appear before any court for other than a youth traffic violation will immediately contact the Supervisor. As soon as possible following this contact, the employee shall provide a written statement, including the facts of the incident. However, the

EMPLOYEE CONDUCT

employee need not provide any information that may jeopardize them in any future criminal proceedings stemming from the incident.

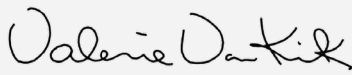
Within twenty-four (24) hours of receipt of the initial information, the SDPO will inform the director via the *Employee Arrest Data Sheet* and forward a copy to the bureau chief.

4323 DISCRIMINATION / HARASSMENT

Employees shall not be treated differently because of race, gender, age, disability, political beliefs, organizational affiliation, marital status, sexual orientation, or medical condition, where that difference in treatment adversely affects the employee's employment or conditions of employment. Such behavior constitutes disparate treatment.

Harassment is a form of discrimination wherein the behavior directed against an employee is repeated or severe and is based on the same protected categories listed above. Harassment affects the term or condition of employment and/or creates a hostile or offensive work environment.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL ASSIGNMENT PREFERENCES	Section Number: IDC - 4400
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

4401 GENERAL

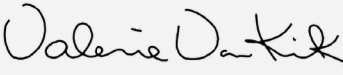
Assignments within IDC are made exclusively by Probation Department management. When an employee prefers one assignment over another, the employee may submit a *Preference Assignment Request*. However, it is clearly understood that the final decision rests with management. Further, management has no responsibility to consult any preference request list, nor is it bound by any lists at the time it makes an assignment decision.

4402 ELIGIBILITY FOR REASSIGNMENT

- Employee must have an *Assignment Preference Form*, on file, in the Payroll Office, and this form is provided by management and completed and signed by the employee. All *Assignment Preference Forms* on file are automatically canceled after one (1) year from date filed.
- Employee must be a permanent employee, not on probation status, and rated *Competent* or above on the last performance evaluation.
- Employee must have served at least one (1) year in the current assignment.
- Employee must be able to serve at least one (1) year in the new assignment.

NOTE: Supervisors or managers may unilaterally waive any or all of the eligibility requirements with sufficient justification.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL STAFF DRESS CODE AND GROOMING STANDARDS	Section Number: IDC - 4500
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

4501 INTRODUCTION

It shall be the policy of the Probation Department that staff will dress and groom themselves in a manner that is professionally acceptable and meets appropriate business standards. Dress and grooming play a significant role in the image we project for the department, the respect we have for the duties we are entrusted with performing, and the professionalism we convey to our coworkers, partner agencies, and clients.

All staff are required to be neat, clean, well-groomed and must conform to considerations of safety, professionalism, and modesty. Visible piercings (eyebrows, tongue, lip, etc.) shall not be permitted during work hours except for a maximum of two (2) earrings per ear. Earrings or other jewelry should be of modest size. Juvenile Hall and camp staff shall not wear large dangling earrings due to potential safety concerns. Visible body tattoos must be covered during work hours except tattoos on hands and above the neckline, which practicality dictates cannot be covered. All facial hair shall be neatly groomed.

4502 DRESS CODE FOR LINE STAFF ASSIGNMENTS

Non-supervisory staff assigned to field offices or community programs, schools, partner agencies, all staff attending training, and staff conducting business at Probation Headquarters shall dress in a manner appropriate for interfacing with the public, colleagues, and clients. The appropriate standard of attire for field staff is defined as business casual and shall consist of the following properly fitted attire:

- Slacks (Dockers-type or other business casual slacks)
- Dress shirts, collared polo-type shirts (does not include Hawaiian-style shirts)
- Dress or casual shoes in good repair (does not include athletic footwear)
- Dresses, blouses, sweaters, slacks, dress sandals
- Socks, stockings, or hose (as appropriate)
- Appropriate outerwear commensurate with weather conditions

STAFF DRESSCODE AND GROOMING STANDARDS**4503 COURT ATTENDANCE**

Employees required to appear in court are expected to dress in business attire consistent with the formal atmosphere of the judicial environment.

Business attire includes a dress shirt and tie, slacks, a suit, a sports coat or blazer, a dress or ensemble skirt and top, and dress shoes. A turtleneck, mock-T, or open-collared shirt accompanied by a coat is not business attire.

Business casual attire is not appropriate for court appearances. Field staff shall be cognizant of the possibility of being called before the court and shall have an appropriate change of business clothing readily available. Institutional staff may appear in court in uniforms if they are on duty and unexpectedly summoned to appear before the court. In all other instances, staff should dress appropriately for scheduled court appearances.

4504 DRESS CODE FOR SUPERVISORS AND MANAGERS

Business attire is required work apparel Monday through Friday for all managers and supervisors. The attire of supervisors and managers (Directors, etc.) affects the public's impression of the Probation Department and should exemplify a professional standard for subordinate staff. Supervisors and managers must present a professional image to the department's customers, clients, and fellow employees.

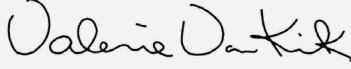
Business casual attire may be worn for offsite training unless the training is sponsored by external agencies that specify the attire appropriate for the training program.

4505 PROHIBITED CLOTHING

Business casual attire does not include revealing clothing of any type, military/fatigue-type clothing, clothing commonly attributed to gang culture, spandex pants, sweat pants, sweatshirts, sweat suits, tracksuits, t-shirts, oversized shirts, sagging or baggy pants, exposed undergarments, shorts, athletic shoes (except as specified in Directive 1113), or baseball-type hats (except those issued by the department), flip-flops, casual sandals, revealing midriffs or necklines, sports team jerseys, or clothing printed with graphics. Clothing graphics and artwork, such as silk-screening, designer labels, or embroidery, shall be restricted to Probation Department approved logos or small (no bigger than $\frac{3}{4}$ " letter height) unobtrusive clothing designer labels.

Note: See Directive 1113 - "Staff Dress Code and Grooming Standard" for more details.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL GENERAL DUTIES OF STAFF	Section Number: IDC - 4600
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

4601 GENERAL DUTIES OF ALL STAFF

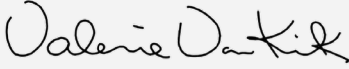
Detailed specifications for each class are found on the LA County Department of Human Resources website at <http://dhr.mylacounty.info/>. In addition to the specific duties dictated by their assignments, all staff are responsible for some general duties. During their initial orientation and training program, staff are advised that duties include, but are not limited, to the following:

- Maintaining order;
- Creating and maintaining a safe and secure setting;
- Protecting the community by preventing escapes;
- Contacting any person in the facility who does not have a visible, proper identification;
- Ensuring the proper locking of all doors;
- Reporting any breaches of security;
- Protecting youth from physical, sexual, or verbal abuse;
- Protecting youth from self-injury or suicide;
- Protecting youth from fires and other disasters;
- Taking appropriate action in case a youth becomes ill or injured;
- Tending to the basic needs of youth;
- Protecting County property from damage or destruction;
- Complying with all policies of confidentiality related to youths' records;
- Completing all mandatory reports and records;
- Treating the public with courtesy at all times;
- Treating fellow employees with courtesy and consideration;

GENERAL DUTIES OF STAFF

- Providing immediate notification to the supervisor upon being served with a notice to appear before any judicial or legislative body;
- Avoiding the use of profanity and verbal abuse;
- Maintaining proper hygiene and sanitation; and
- Wearing visible, authorized identification while at work

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL STAFF GRIEVANCE PROCESS	Section Number: IDC - 4700
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

4701 LOCAL 685 - GRIEVANCE PROCEDURES (ARTICLE 19)

A grievance is any dispute concerning the interpretation or application of the Memorandum of Understanding or rules or regulations governing personnel practices or working conditions that the employee and their supervisor have not been able to resolve.

Section 1 - Responsibilities and Restrictions

- Management of the department has the responsibility to:
 - Inform an employee of any limitation of the department's authority to fully resolve the grievance; and
 - Supply the employee with the necessary information to process the grievance to the proper agency or authority.
- The immediate supervisor will, upon the request of an employee, discuss the employee's complaint.

Section 2 - Responsibilities

- AFSCME agrees to encourage employees to discuss any complaints with the immediate supervisor prior to filing a grievance.
- The immediate supervisor will, upon the request of an employee, discuss the employee's complaint with them at a mutually satisfactory time.
- Further, AFSCME agrees to encourage an employee who files a formal written grievance to state clearly and concisely the specific action(s) being grieved, the article(s) violated, and the specific remedy requested.

Section 3 - Waivers and Time Limits

- Failure by Management to reply to the employee's grievance, within the time limits specified, automatically grants to the employee the right to process the grievance to the next level.

STAFF GRIEVANCE PROCESS

- Any level of review, or any time limits established in this procedure, may be waived or extended, by mutual agreement confirmed in writing.
- If an employee fails to appeal from one level to the next level within the time limits established in this grievance procedure, the grievance shall be considered settled based on the last decision and the grievance shall not be subject to further appeal or reconsideration.
- By mutual agreement, the grievance may revert to a prior level for reconsideration.

Section 4 - Employee Rights to Representation

The employee may select a person to represent them in scheduled grievance meetings at Levels I and above. However, if a fellow employee is selected, that person must be from the same work location.

- If the employee selects the Union to represent them at Level 1, the local steward will be their representative; at Levels 2 and above. The representatives will be any two of the following: The Union President, the Vice-President from the functional area, the Union Chief Steward, the grievant' s local steward, the Union's Business Representative or it's Staff Attorney.
- In the event an employee does not wish to be represented by the Union in processing a grievance involving the interpretation or application of this Memorandum of Understanding, a representative of the Union shall have the right to be present as an observer at any formal meeting with the employee at Levels 1 or 2.
- An employee involved in the processing of their grievances may do so without loss of compensation, however, they must complete all phases of preparation and presentation in a reasonable and expeditious manner.
- Only County employees in this Unit or authorized representatives as specified in Article 27, Work Access, may be selected by an employee to represent them in formal grievance meetings.
- A County employee selected as a representative in a grievance is required to obtain the permission of their immediate supervisor to absent them from their duties to attend a grievance meeting and must apprise their supervisor where they can be reached and their approximate time of return to their regular work location.
- A County employee selected as a representative in a grievance shall not receive compensation from Los Angeles County for any time spent

STAFF GRIEVANCE PROCESS

investigating or processing the grievance unless the employee's name is supplied to Management as required in Article 22.

*Section 5 - Employee Grievance Procedures***Informal Complaint**

- Within five (5) business days from the occurrence of the matter on which the complaint is based or within five (5) business days from their knowledge of such occurrence, an employee may discuss their complaint in a meeting with their immediate supervisor.
- Within five (5) business days from the day of the discussion with the employee, the immediate supervisor shall verbally reply to the employee's complaint.

Formal ComplaintLevel 1 - Office or Institution Head

- Within five (5) business days of the receipt of the answer from the immediate supervisor, if the informal step is followed or within five (5) business days from the occurrence of the matter on which a complaint is based or within five (5) business days from their knowledge of such an occurrence, an employee shall file a formal written grievance. Three (3) copies of the departmental grievance form shall be completed by the employee stating the nature of the grievance and the remedy they requests.
- The employee shall submit two (2) copies to their office or institution head and retain the third copy.
- Within five (5) business days, the office or institution head shall give a decision in writing to the employee on the original copy of the grievance.

Level 2 - Chief Probation Officer

- Within five (5) business days from their receipt of the decision at Level 1, the employee may appeal to the Chief Probation Officer, using the original copy of the grievance form.
- Within ten (10) business days from the receipt of the employee's grievance, the Department Head or their designated representative who has not been involved in the grievance in prior levels, shall make a thorough review of the grievance, meet with the parties involved and give a written decision to the employee.

STAFF GRIEVANCE PROCESS

- If the Department Head or their designated representative fails to give a decision within the specified time limit, the Union shall have the option of referring a grievance alleging a violation of the negotiated agreement between the parties to arbitration.

For employees of the Department of Children Services, the Formal Complaint procedure of Section 5, Paragraph 2 of this Article shall be as follows:

Level 1 - Section Head

Level 2 - Office or Institution Head

Level 3 - Department Head or designated representative

Exception to Standard Grievance Procedure

Notwithstanding the foregoing, Management and the Union agree that grievances involving disciplinary suspensions will be immediately processed to Level 2 of the grievance procedure.

Section 6 - Arbitration

- Within thirty (30) days from the receipt of the written decision of the Department Head or designated representative, the Union may request that the grievance be submitted to arbitration as provided for hereinafter.
- Only those grievances that directly concern or involve the interpretation or application of the specific terms and provisions of this Memorandum of Understanding may be submitted to arbitration hereunder. In no event shall such arbitration extend to:
 - The interpretation, application, merits or legality of any state or local law or ordinance, including specifically all ordinances, adopted by County's Board of Supervisors; unless the arbitrator, in their discretion, finds it necessary to interpret or apply such State or local law in order to resolve the grievance which has been submitted to the arbitrator.
 - The interpretation, application, merits or legality of any or all of the County of Los Angeles Civil Service Rules nor matters under the jurisdiction of the Civil Service Commission for which said Commission has established procedure or processes by which employees or employee organizations may appeal to, or request review by, said Civil Service Commission, including, but not limited to, discharges, reductions, discrimination.
 - Competent or better performance evaluations that meet the guidelines set forth at the Employee Relations Commission meeting on December 19, 1986.

STAFF GRIEVANCE PROCESS

- The interpretation, application, merits on legality of the rules or regulations of the department head, the Chief Administrative Office, Human Resources or any other department, agency, or commission, unless the arbitrator, in their discretion, finds it necessary to interpret or apply such rules or regulations in order to resolve the grievance which has been submitted to the arbitrator.
- The Union may desire to request a grievance be submitted to arbitration. That grievance will meet the requirements of Paragraph 2 hereof. Within the time requirements set forth above, the Union shall send a written request for arbitration to the Employee Relations Division of the Chief Administrative Office, which request shall:
 - Set forth the specific issue or issues still unresolved through the grievance procedure and which are to be submitted to arbitration;
 - The parties shall select an arbitrator by mutual agreement and recommend to the Employee Relations Commission that the individual be appointed for the purpose of conducting the arbitration proceeding. In the event the parties cannot agree on a choice within thirty (30) working days from the date of receipt of the request for arbitration, the parties shall request that the Employee Relations Commission provide them with a panel of five (5) arbitrators. Upon receipt of the Employee Relations Commission panel, the
 - parties shall alternately strike one name each from the panel and the last name left will be appointed as the arbitrator in the case by the Employee Relations Commission.
 - Arbitration procedures conducted under the authority of this Article shall be held at an appropriate location in the County Hall of Administration except when another location is mutually agreed upon by the parties to the case.
- Arbitration of grievances hereunder will be limited to the formal grievances as originally filed by the employee to the extent that said grievance has not been satisfactorily resolved. Arbitration hereunder shall be conducted in accordance with applicable rules and procedures adopted or specified by County's Employee Relations Commission, unless the parties hereto mutually agree to other rules or procedures for the conduct of such arbitration. The fees and expenses of the arbitrator shall be shared equally by the parties involved, it being understood and agreed that all other expenses including, but not limited to, fees for witnesses, transcripts, and similar costs incurred by the parties during such arbitration, will be the responsibility of the individual party involved.
- Prior to a hearing by an arbitrator, a representative of the County and the Union shall meet and prepare a submission statement setting forth the

STAFF GRIEVANCE PROCESS

issue(s) to be determined which shall be submitted to the arbitrator. In the event the County and the Union cannot jointly agree on a submission statement, then at the hearing, each party shall present to the arbitrator its own submission statement, in which case the arbitrator shall determine the issue(s) to be resolved.

- The decision-of an arbitrator resulting from any arbitration of grievances hereunder shall not add to, subtract from, or otherwise modify the terms and conditions of this Memorandum of Understanding.
- The decision of the arbitrator shall be binding upon the Union. To the extent the decision and award of the arbitrator does not require legislative action by the Board of Supervisors, such decision and award shall be binding upon the County. If, within 60 days of receiving notice of a decision and award requiring legislative action by the Board of Supervisors, such legislative action is not taken, the arbitrator's decision and award shall have no force or effect whatsoever. The Union may then resort to a court of competent jurisdiction to pursue whatever other legal remedies are available to it under the provisions of this Memorandum of Understanding.
- A written decision of an arbitrator resulting from the arbitration of a grievance under the following articles shall be entirely advisory in nature and shall not be binding upon any of the parties:
 - Recognition
 - Purpose
 - Implementation
 - Term
 - Renegotiating
 - Non-Discrimination
 - Safety
 - Payroll Deduction and Dues
 - Leave of Absence for Union Business
 - Authorized Agents
 - Provisions of Law

STAFF GRIEVANCE PROCESS**4702 LOCAL 721 - GRIEVANCE PROCEDURES (ARTICLE 9)***Section 1 - Purpose*

The purpose of the grievance procedure is to provide a just and equitable method for the resolution of grievances without discrimination, coercion, restraint, or reprisal against any employee or employees who may submit or be involved in a grievance.

Section 2 - Definitions

- Wherever used the term "employee" means either employee or employees as appropriate.
- "Grievance" means a complaint by an employee concerning the interpretation or application of the provisions of this Memorandum of Understanding or of rules and regulations governing personnel practices or working conditions, which complaint has not been resolved satisfactorily in an informal manner between an employee and their immediate supervisor.
- "Business Days" means calendar days exclusive of Saturdays, Sundays, and legal holidays as designated by the Board of Supervisors. For employees in camps and juvenile facilities, "Business Days" means calendar days exclusive of regular-days off and/or shifts off.

Section 3 - Responsibilities

- LACEA, Local 721, SEIU, agrees to encourage an employee to discuss their complaint with their **immediate** supervisor. The immediate supervisor will, upon request of an employee, discuss the employee's complaint with him/her at a mutually satisfactory time.
- Departmental management has the responsibility to:
 - Inform an employee of any limitation of the department's authority to fully resolve the grievance; and
 - Supply the employee with the necessary information to process their grievance to the proper agency or authority.
- The Union agrees to encourage an employee, who files a formal written grievance, to state clearly and concisely the specific action(s) being grieved, the Article(s) violated and the specific remedy requested. If the grievance is returned to the employee, Management will state in writing the reasons for the return. If the grievance was filed timely, new time limits will be established in accordance with Section 7, Level 1 of this grievance procedure.

STAFF GRIEVANCE PROCESS*Section 4 - Waivers and Time Limits*

- Failure by Management to reply to the employee's grievance within the time limits specified automatically grants to the employee the right to process the grievance to the next level.
- Any level of review, or any time limits established in this procedure, may be waived or extended by mutual agreement confirmed in writing.
- If an employee fails to appeal from one level to the next level within the time limits established in this grievance procedure, the grievance shall be considered settled on the basis of the last decision and the grievance shall not be subject to further appeal or reconsideration.
- By mutual agreement, the grievance may revert to a prior level for reconsideration.

Section 5 - Employee Rights and Restrictions

- The employee has the right to the assistance of a Union representative in the preparation of a written grievance, and to represent the employee in formal grievance meetings.
- The grievant may be required by either party to be present in meetings with Management for purposes of discussing the grievance.
- A County employee selected as a representative in a grievance is required to obtain the permission of their immediate supervisor to be absent from their duties to attend a grievance meeting. The employee representative shall give their supervisor reasonable advance notice to ensure the absence will not unduly interfere with Departmental operations.
- An employee may present their grievance to Management on County time. In scheduling the time, place and duration of any grievance meeting, both the employee and Management will give due consideration to the duties each has in the essential operations of the department. No employee shall lose their rights because of Management imposed limitations in scheduling meetings.

Section 6 - The Parties' Rights and Restrictions

- Only a person selected by the employee and made known to Management prior to a scheduled formal grievance meeting shall have the right to represent or advocate as an employee's representative.
- If the employee elects to be represented in a formal grievance meeting, the department may designate a representative from management to be present at such meeting.

STAFF GRIEVANCE PROCESS

- Management shall notify local 721, SEIU of any grievance involving the terms and conditions of this Memorandum of Understanding.
- The Local 721, SEIU representative has the exclusive right to represent employees at any formal grievance meeting concerning a grievance that directly involves the interpretation or application of the specific terms and provisions of the Memorandum of Understanding.
- If the Local 721, SEW representative elects to attend any formal grievance meeting, he/she must inform departmental management prior to such meeting. The department may also designate a representative from management to be present at such meeting.
- Only County employees who have direct, first-hand knowledge of the event giving rise to the grievance may be called on as witnesses by the grievant. Such witness may attend formal grievance hearings on paid County time.

Section 7 - Procedures

Level 1 - Supervisor

- Within ten (10) business days from the occurrence of the matter on which a complaint is based, or within ten (10) business days from their knowledge of such occurrence, an employee who has discussed their complaint in a meeting with their immediate supervisor and has not had their complaint resolved, may file a formal written grievance with their supervisor.
- Three copies of the departmental grievance form shall be completed by the employee stating the nature of the grievance and the remedy they request. The employee shall submit two copies to their immediate supervisor and retain the third copy.
- Within ten (10) business days, the immediate supervisor shall give their decision and reasons in writing to the employee on the original copy of the grievance.

Level 2 - Chief Probation Officer

- Within ten (10) business days from their receipt of the decision at Level 1, the employee may appeal to the Chief Probation Officer, using the original copy of the grievance form.
- Within ten (10) business days from the receipt of the employee's grievance, the Chief Probation Officer or their designated representative who has not been involved in the grievance in prior levels shall make a thorough review of the grievance, and present a written decision and the reasons therefore to the employee and the Union representative; however a grievance involving

STAFF GRIEVANCE PROCESS

discharge of an employee will be heard by the Chief Probation Officer at a meeting to be held within ten (10) business days after receipt of the grievance by the Chief Probation Officer.

If the Chief Probation Officer or their designated representative fails to give a decision within the specified time limit, the Union shall have the option of referring a grievance alleging a violation of the negotiated agreement between the parties to arbitration.

Section 8 - Arbitration

- Within thirty (30) business days from the receipt of the written decision of the department head, or their designated representative, local 721, SEIU may request that the grievance be submitted to arbitration as provided for hereinafter.
- Only those grievances which directly concern or involve the interpretation or application of the specific terms and provisions of this Memorandum of Understanding, may be submitted to arbitration hereunder. In no event shall such arbitration extend to:
 - The interpretation, application, merits or legality of any state or local law or ordinance, including specifically all ordinances adopted by County's Board of Supervisors; unless the arbitrator, in their discretion, finds it necessary to interpret or apply such state or local law in order to resolve the grievance which has been submitted to the arbitrator.
 - The interpretation, application, merits, or legality of any or all of the County of Los Angeles Civil Service Rules, nor matters under the jurisdiction of the Civil Service Commission for which said Commission has established procedures or processes by which employees or employee organizations may appeal to, or request review by, said Civil Service Commission, including, but not limited to, discharges, reductions, and discrimination; nor
 - The interpretation, application, merits or legality of the rules or regulations of the department head, the Chief Administrative Office, or any other County Department, agency, or commission, unless the arbitrator, in their discretion, finds it necessary to interpret or apply such rules or regulations in order to resolve the grievance which has been submitted to the arbitrator.
 - Grievances on competent or better performance evaluations which do not meet the guidelines set forth at the Employee Relations Commission meeting of December 19, 1986. Management shall notify the Union within fifteen (15) business days prior to hearing if it intends to argue arbitrability.

STAFF GRIEVANCE PROCESS

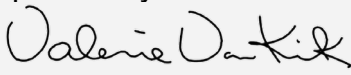
Both parties reserve the right to challenge a Commission decision in other forums.

- In the event Local 721, SEIU desires to request that a grievance, which meets the requirement of Paragraph 2 hereof, be submitted to arbitration, it shall, within the time requirements set forth above, send a written request to County's Employee Relations Commission, with a copy thereof simultaneously transmitted to County's Chief Administrative Officer and to the County Department Head or Officer affected.
 - The written request shall set forth the specific issue or issues still unresolved through the grievance procedure and which are to be submitted to arbitration.
- The parties shall select a mutually acceptable arbitrator and request the Employee Relations Commission to appoint the arbitrator pursuant to their applicable rules and regulations. If the parties cannot agree on an arbitrator, they shall notify the Employee Relations Commission and request that they provide the parties with a list of five names from which the parties will attempt to mutually select an arbitrator. If the parties cannot mutually agree upon an arbitrator from the lists of arbitrators provided by the Employee Relations Commission, they will select an arbitrator through an alternate striking of names from that list. The party to strike the first name will be determined by chance.
- Arbitration of a grievance hereunder shall be limited to the formal grievance as originally filed by the employee to the extent that said grievance has not been satisfactorily resolved. Arbitration hereunder shall be conducted in accordance with applicable rules and procedures adopted or specified by County's Employee Relations Commission, unless the parties hereto mutually agree to other rules or procedures for the conduct of such arbitration. The fees and expenses of the arbitrator shall be shared equally by the parties involved, it being understood and agreed that all other expenses including, but not limited to, fees for witnesses, transcripts, and similar costs incurred by the parties during such arbitration, will be the responsibility of the individual party involved.
- Prior to a hearing by an arbitrator, a representative of the County and the Union shall meet and prepare a submission statement setting forth the issue(s) to be determined which shall be submitted to the arbitrator. In the event the County and the Union cannot jointly agree on a submission statement, then at the hearing, each party shall present to the arbitrator its own submission statement, in which case the arbitrator shall determine the issue(s) to be resolved.
- The decision of an arbitrator resulting from any arbitration of grievances hereunder shall not add to, subtract from, or otherwise modify the terms and conditions of this Memorandum of Understanding.

STAFF GRIEVANCE PROCESS

- The decision of the arbitrator shall be binding upon the Union. To the extent the decision and award of the arbitrator does not require legislative action by the Board of Supervisors, such decision and award shall be binding upon the County. If, within sixty (60) days of receiving notice of a decision and award requiring legislative action by the Board of Supervisors, such legislative action is not taken; the arbitrator's decision and award shall have no force or effect whatsoever. The Union may then resort to a court of competent jurisdiction to pursue whatever other legal remedies are available to it under the provisions of this Memorandum of Understanding.
- A written decision of an arbitrator resulting from the arbitration of a grievance under the following Articles shall be entirely advisory in nature and shall not be binding upon any of the parties:
 - Purpose
 - Recognition
 - Non-Discrimination
 - Implementation
 - Term
 - Renegotiation
 - Safety and Health
 - Payroll Deductions and Dues
 - Authorized Agents
 - Provisions of Law
 - Workplace Retraining
 - New Employee Orientation

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL IDC LEAD DESK DUTIES	Section Number: IDC - 4800
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

4801 GENERAL INFORMATION

The Lead Desk at Eastlake IDC is responsible for tracking all IDC admissions to final resolution. The primary goal is to avoid over-detention and correct errors. The Lead Desk submits detained petition requests from Eastlake IDC to all D.A. Offices, identifies which cases were filed or rejected by the D.A., and notifies IDC DPOs to release Police No Filings, D.A. Rejects, Held Pendings, or No Probable Cause Declarations (PCD).

4802 LEAD DESK DPO DUTIES AND PROCEDURES:

- Print the "D.A. Due List" for that day from PCMS shortly after 7:00 a.m. Check-off clearances received. The "D.A. Due List" is a control device that reflects all IDC admissions due for D.A. review and filing on a given day. For use by Lead Desk DPO, it is printed by the court venue to facilitate talking to each D.A. location.
- Check submitted detention reports for problems such as incorrect court departments or dates.
- Receive telephone calls and questions after the calendar clerk faxes the D.A. Due List to all D.A. filing venues at about 9:00 a.m.
- Obtain new JAI numbers from Clearance Desk Clerk and record them on detention reports.
- Contact follow-up DPOs for any reports due that day that have not been received in the Lead Desk report basket. Organize reports by D.A. locations and notify Senior Typist Clerk of locations needing deliveries.
- Print Probable Cause Declaration (PCD) list, check all PCDs due for signatures and complete reports and submit those that are due to court by 10:00 a.m. Identify the appropriate court responsible for reviewing PCDs and submit them for review each day.
- Track and record on the "D.A. Due List" from the last several days all actions taken on every case on every list. Individual cases are cleared from the list only as actions have been confirmed. Ensure all releases have been released, no releases-in-error, all scheduled youth went to court, and that missed court dates are rescheduled. Search PCMS, JAI,

IDC LEAD DESK DUTIES

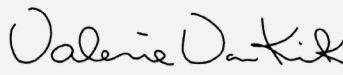
and CLETS computer systems. Call responsible parties to make corrections and update records.

- At 3:00 p.m., call all eight D.A.'s Offices (telephone numbers and names are on a list on the wall in front of the Lead Desk) to ask what has been filed, rejected, held pending, or is a no police filing. Specifically, ask if there were any new detained 777 WIC filings or any other filings not mentioned. Account for all cases on the "D.A. Due List" of each venue by asking what happened to any cases the D.A.'s office did not mention. Clarify "held pendings" on serious cases and call back if D.A. did not give all decisions (they have until 4:30 p.m.).
- The D.A.'s Office does not get warrants, suitable placements, certifications, or 777 WIC filings. These must be tracked using JAI's CC10 and calling court officers and clerk's offices.
- Update the "D.A. Filing Status" list on the computer with the information received from the D.A.'s offices that day.
- Print the "D.A. Reject" list and make notations on additional warrants, 777 WICs, or CDP violations that would preclude release. Call the two (2) IDC locations to notify each to release D.A. rejects, "held pendings", and no filings.
- Give the "D.A. Reject" list to the calendar clerk before 5:00 p.m. to fax to IDC locations and distribute within the office.
- Track filing of 777 WIC petitions. If not filed, the youth must be released. Prepare a 777 WIC Tracking Log and submit to the IDC-SDPO within two business days after the end of each month.

4803 SAMPLE FORMS

- D.A. Due List
- D.A. Reject List
- PCD Log
- Broadcast

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL IDENTIFICATION BADGE PROCEDURES	Section Number: IDC - 4900
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

4901 GENERAL INFORMATION

All persons entering juvenile hall, probation offices, and court buildings are required to wear proper identification, either an identification badge or a visitor's badge. Visible identification is to be worn at all times. The identification is to be worn on the chest area with the picture showing.

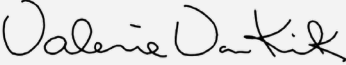
4902 GUIDELINES

Staff shall observe the following:

- Probation employees will have their identification badges properly secured before they are issued keys;
- Those employees without Probation identification will be issued a temporary identification;
- A record of temporary identification issued, including staff's name, date, identifications number, time of issuance, and return, will be maintained;
- Visitors who are agency representatives or volunteers must also display appropriate identification or obtain a visitor's pass. A record of issuance will be maintained;
- Parents must register and obtain temporary identification; parents are then provided a Juvenile Hall Visiting Pass during visiting hours;
- No one is to be admitted onto facility grounds unless they are wearing the required identification;
- General Relief Workers without identification are to be directed to the lobby until called for by a representative of the General Services Director; and
- The loss of an identification badge is to be immediately reported to the staff's supervisor.

NOTE: To ensure the return of temporary identification, a driver's license or other appropriate items, such as pictured identification, will be required.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL INVESTIGATIONS	Section Number: IDC - 5000
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

5001 GENERAL INFORMATION

It is the responsibility of the bureau to investigate all allegations of misconduct on the part of its employees. Investigations may be initiated either directly or indirectly by or through referral to Internal Affairs from other offices within the Probation Department or local law enforcement agencies. All investigations aim to determine whether the allegation is founded or unfounded and to take appropriate action. Investigations differ as to scope, process, and consequences. In all such matters, the Bureau Chief will be consulted.

5002 RIGHTS AND RESPONSIBILITIES

Employees under investigation are accorded all rights and privileges as established by the Public Safety Officers Procedural Rights Act, the Weingarten Rights, and applicable Memorandum of Understanding.

Employees are presumed innocent until proven guilty. They are not denied pay or accrual of any benefits. However, they may be reassigned or placed on administrative leave while the investigation is conducted.

During the investigative process, the employee, at the discretion of administration, may remain on the job, be administratively reassigned, or in the case of a post arraignment felony charge, may be placed on leave without pay pending the outcome of the criminal process (Civil Service Rule 18.01).

Prior to any interview, the interviewer will clearly state to the employee the nature of the investigation. Additionally, the employee who is the subject of an investigation will be notified in writing relative to the allegations and that an investigation has been initiated.

Whenever an investigation focuses on matters that are likely to result in disciplinary action, the employee identified as the subject of the investigation has the right to a representative of their choice who is not involved in the investigation. The employee is expected to obtain representation within a reasonable length of time. If the employee fails to obtain timely representation, an investigator will give written notice of the date and time of the mandatory fact-finding interview.

INVESTIGATIONS

NOTE: Failure to respond to questions or submit to an interview shall be regarded as insubordination.

The representative may consult with the employee prior to the interview. The representative may ask that a question be clarified and can, upon the end of questioning, provide additional information. However, the representative does not have the right to bargain over the purpose of the interview, nor may the representative tell the employee not to answer questions or give false answers.

The employee will be required to provide a written statement for the investigation. The investigator will inform the employee that while the investigation is ongoing, the employee is not to discuss this matter with anyone other than their representative, immediate supervisor, or other personnel as directed by department's management.

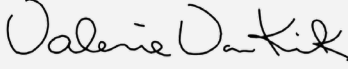
Employees under investigation will not contact alleged victims or witnesses to discuss the matter in any way.

In all instances, the employee will be advised in writing of the completion and outcome of the investigation by the investigator.

5003 WITNESS STATEMENTS

Any employee (witness) called upon to provide a written statement or answer questions during an interview relevant to the investigation shall comply or face charges of insubordination. A statement to the effect that the employee has no statement is not acceptable. The subject(s) or witness(es) may be asked to augment incomplete statements by providing additional information or responding to specific questions.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL TIMECARDS (eCAPS)	Section Number: IDC - 5100
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

5101 GENERAL INFORMATION

Staff are required to input their time accurately into eCAPS at [MYLacounty – Los Angeles County Intranet](#) to claim the number of hours worked, hours of overtime earned, and report the number of hours of absence during a given pay period. Timesheets are entered via eCAPS on or before the 15th and 30th of each pay period.

Supervisors will review the timesheets against records for any errors prior to approving them. Any discrepancies necessitating changes in the number of hours claimed are rejected and returned to the employee to correct. Supervisors will also ensure accurate codes, funding organizations, pay locations, and item numbers are indicated for overtime.

NOTE: The workweek begins on Sunday and ends on the following Saturday.

5102 TIMESHEET PROCEDURES

- Enter Username using small e and employee number – e123456
- Enter password
- Click Login
- Click “My Info”
- The system will automatically display the current timesheet with hours populated according to the employee’s work schedule; if the current timesheet does not appear, click ‘My Time’ under the Quick Link located at the bottom of the screen.
- If there is no variance (i.e., vacation, sick time, and family leave) to be recorded, Click “Validate” and then “Submit”.
- If there is variance (i.e., vacation, sick time, and family leave) to be recorded, click “Insert New Line”, enter event code and hours accordingly, Click “Validate” and then “Submit”.

TIMECARDS (eCAPS)**5103 OVERTIME**

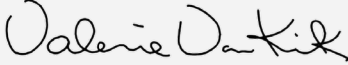
The Overtime column is used by permanent staff to record approved hours worked in excess of forty (40) hours within a given week.

5104 SUPERVISOR RESPONSIBILITIES

Supervisors must ensure timesheets accurately reflect time worked.

- Review timesheet for errors.
- If no errors, click Approve.
- If errors present, click Reject, and inform employee.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL AMERICANS WITH DISABILITIES ACT (Youth are Deaf and Hearing-Impaired)	Section Number: IDC - 5200
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

5201 GENERAL INFORMATION

The Americans with Disabilities Act, the State of California Unruh Civil Rights Act, and the Los Angeles County Policy of Nondiscrimination on the Basis of Disability - call for the Probation Department Office of Ombudsman to provide persons with disabilities equal opportunity and access to services, programs, and activities. In meeting with the Greater Los Angeles Agency on Deafness Inc. (GLAD) on November 15, 2000, the Los Angeles County Probation Department entered into a Consent Decree with the following provisions germane to IDC.

5202 PROCEDURES FOR INTAKE AND DETENTION OF YOUTH WHO ARE DEAF AND HEARING-IMPAIRED

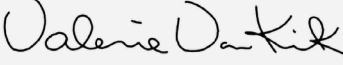
The following procedures shall be adhered to by IDC staff upon the arrival of a youth who is deaf or hearing impaired or suspected of possessing such a disability:

- Complete the Hearing Assessment Intake Form – form # ____ and email it to the Ombudsman@probation.lacounty.gov. The Ombudsman is responsible for tracking services for the deaf and hearing-impaired youth.
- The Ombudsman has a TDD and can send and receive communications from the deaf and hearing impaired.
- Questions regarding the interpreter service may be directed to the Ombudsman by calling (877) 822-3222 or emailing ombudsman@probation.lacounty.gov.
- Contact the Office of Ombudsman at **(877-822-3222)**, Monday - Friday 8:00 a.m.- 8:00 p.m., (exception of County observed holidays); mail or in-person at Probation Headquarters **(9150 East Imperial Highway, Downey, California 90242 Attention: Ombudsman)** or email ombudsman@probation.lacounty.gov
- Give the Hearing Assessment form to Movement and Control staff to be added to the youth's behavior chart.
- Document that the youth is deaf or hearing impaired on the Entrance Record
- Inform Movement Control verbally of the youth's disability.

AMERICANS WITH DISABILITIES ACT

- Arrange for the services of a Qualified Interpreter with a Specialty in Legal Terminology to ensure effective communication with the youth during the intake interview. The intake interview may not proceed without the assistance of a qualified interpreter unless emergency or legal mandates require otherwise.
- Record information regarding the youth's deafness or hearing impairment on the Detention Report (which goes to the courts).
- Record on the Juvenile Hall Entrance Record when the service of an interpreter is requested and used during the interview and when a Telecommunication Device for the Deaf (TDD) is requested and used in contacting the youth's parent/guardian.
- Arrange for the sign language interpreter to remain with the detained youth until the youth is assigned a living unit.
- At any time during the process, youth who is deaf and hearing impaired shall have access to a TDD and/or a sign interpreter.
- The County shall not rely on family members, friends, or any other individuals who are not qualified interpreters to interpret for deaf or hearing impaired youth except where requested by the youth in visiting situations or in emergency situations.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL BLOOD-BORN PATHOGENS	Section Number: IDC - 5300
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

5301 GENERAL INFORMATION

The bureau has established safeguards and procedures to protect both staff and youth who come in contact with blood-borne pathogens (including HIV and Hepatitis B) and other communicable diseases. These procedures are meant to protect youth and staff from exposure and delineate the appropriate actions to take when exposure has occurred.

5302 DECONTAMINATION KIT

To protect both youth and staff from possible infection, each building that houses youth will be provided with a decontamination kit to be used to clean up any blood or other bodily fluids.

The decontamination kit will contain hydrogen peroxide, rubber/latex gloves, gauze cloth, plastic bags for disposal of cleanup materials, and a CPR airway device with backflow. The kit is to be stored in a specified location in the unit.

5304 IMMEDIATE ACTION UPON EXPOSURE

The following cleanup procedures are followed whenever there is an incident in which blood or other body fluids are exposed:

- All skin surfaces affected by blood/body fluids are cleaned with soap and water;
- Eyes affected by blood/body fluids are flushed repeatedly with water;
- Mouths affected by blood/body fluids are rinsed with plain water, available mouthwash, or hydrogen peroxide;
- Contaminated clothing is removed and placed in a red plastic bag labeled "Infectious Waste." Staff will be provided with clean clothing to wear. The "Infectious Waste" bag is then placed into the "Infectious Waste" containers for disposal. The bags are obtained from the infirmary, and the containers are centrally located within the institution;
- To prevent further exposure when cleaning up blood/body fluids, staff shall wear protective rubber/latex gloves and use hydrogen peroxide.
- Cleanup materials contaminated with blood/body fluids are disposed of in the same fashion as contaminated clothing;

BLOOD-BORN PATHOGENS

- Following the cleanup, staff are to disinfect themselves with hydrogen peroxide and wash their hands thoroughly with soap and water;
- All incidents involving the possibility of blood/body fluid contamination shall be reported immediately to the OD; and
- Staff shall immediately notify the SDSO of the incident, reporting the names of the person(s) involved.

SIRs shall be completed by the affected individuals and include the following:

- Names of all individuals involved in the incident;
- Names of all witnesses; and
- Requests by staff for the Chief Medical Officer (CMO) to test the youth, if applicable.

Staff shall complete an *Industrial Accident Report* as well as *State Department of Health Services Form (DHS) 8459*. The *SIR*, the *Industrial Accident Form*, and *DHS 8459* are to be submitted to the SDSO as soon as possible (*DHS 8459* may be obtained from the Medical Services Department).

Additionally, copies of the *DHS 8459* and the *SIR* are submitted to the CMO no later than two (2) days after the incident. An exception can be made if staff requested a petition and if it was rejected by the DPO or dismissed by the court. The CMO should be contacted to determine if the request would be accepted.

5305 EMPLOYEE TESTING AND COUNSELING

It is highly recommended that any employee who may have been exposed to blood/body fluids be tested and that they seek medical advice for Hepatitis B and HIV as soon as possible after the incident. In the case of HIV, the test will establish a baseline for further testing, which should be completed on the sixth week and the third, sixth, and twelfth month following the incident.

In the event that an employee experiences an occupational exposure and requests to be tested, both pre and post-test counseling is available through the Los Angeles County Health Department and/or the individual's private physician. It is highly recommended that the employee seeks such counseling as soon as possible.

5306 LAWS GOVERNING TESTING OF YOUTH

Laws specifically prohibit involuntary HIV testing. If the staff requests a youth be tested, and the youth refuses, it may be necessary to petition the court or request the CMO of the facility to test the youth.

BLOOD-BORN PATHOGENS

Authority for petitioning the court for involuntary testing resides in Health and Safety Code 199.7, which states that if there is interference with a peace officer acting in the line of duty by the accused and body fluids are exchanged, the peace officer has the right to petition the court for an order to have the accused person's blood tested for the AIDS virus and other communicable diseases.

Authority for requesting an HIV test through the CMO resides in PC 7510.

In either event, no one may disclose the results of an HIV antibody test except physicians, authorized in writing by the person tested, and those specifically authorized by law to transmit such results.

Anyone who deliberately discloses the identity or health status of the person who was tested for HIV antibodies or other communicable diseases beyond the disclosures required by specific laws is guilty of a misdemeanor, punishable by imprisonment in county jail for up to six (6) months, a fine of up to \$10,000, or both.

5307 VOLUNTARY TESTING

In the event of suspected exposure, staff shall complete the *Report of Possible Communicable Disease Exposure* form, and the youth will be asked to sign the *Consent for the HIV Antibody Test Form*. Youth age twelve (12) and over can sign the consent form. Parents or guardians need to sign for all youth under the age of twelve (12).

5308 INVOLUNTARY TESTING THROUGH THE JUVENILE COURT

If a youth refuses to consent to testing, staff can petition the Juvenile Court requesting that the youth be tested for HIV antibodies. Requests to court are submitted via the *Application for Juvenile Court Petition, WIC 653*. Staff shall complete the *Juvenile Investigation Report (JIR)* section. The narrative portion must include the following:

- A description of the incident that resulted in the obstruction of a peace officer in the performance of his duties;
- A description of the contact made with the youth which could have resulted in an exchange of body fluids such as biting, scratching, or being spat upon; and
- Identification of the body fluid that may have been exchanged, such as blood, saliva, semen, or other bodily fluids.

The SDPO shall review the *JIR* and the *Witness List* and then will submit an original and three (3) copies of the *JIR* packet to the Deputy District Attorney (DDA) serving the facility. A copy of the *JIR* packet will be forwarded to the IDC Director and Superintendent and is to be maintained in a confidential file. The

BLOOD-BORN PATHOGENS

SDPO will track the petition and inform the employee if a decision is made not to file the petition or deny the testing request.

5309 INVOLUNTARY TESTING BY CHIEF MEDICAL OFFICER (CMO)

Should the DDA refuse to file the petition request for testing or should the court reject the request, staff may request that the CMO conduct a test. The incident is reported to the CMO via a completed *DHS 8459*, a request for testing, and a copy of the *SIR* within two days of the incident.

Pursuant to PC 7514, the youth is to receive pre and post counseling regarding HIV at a location determined by the CMO.

The CMO will review the request and decide within five (5) calendar days of receiving the reports as to whether or not to initiate the testing pursuant to PC 7511.

5310 REQUEST BY YOUTH TO HAVE ANOTHER YOUTH TESTED

A youth in a juvenile hall may request HIV testing of another youth if it is alleged that body fluids were exchanged.

Youth fifteen (15) years or older may file the request through a staff member, or a staff member on his own volition may file a request on behalf of the youth if there is belief that the criteria of PC 7512(a) have been met.

When a request is filed on behalf of the youth, the SDSO/SDPO will notify the parents or guardian of the youth to be tested to request permission for the test to be completed.

If the parent/guardian cannot be located, the Superintendent will approve or disapprove the request for the test and submit it to the CMO.

If the youth's parent/guardian refuses permission, the Superintendent may request the court to rule on whether the test will be given.

The Juvenile Court will make a ruling within five days of bringing the case before the court.

5311 APPEAL PROCESS

Either the person requesting the test, the youth to be tested, or the youth's parent/guardian may appeal the decision of the CMO. The appeal must be filed within three (3) working days of receipt of the decision, or the decision is final.

BLOOD-BORN PATHOGENS

The appeal panel consists of three members. The hearing is closed to all except the CMO, the employee, the youth, and parent/guardian.

A unanimous vote of the entire panel is necessary to require the subject of the hearing to be tested.

The panel will render a written decision within ten days of receipt of filing.

The panel's decision may, in turn, be appealed to the Superior Court pursuant to PC 7516.5.

5312 DISSEMINATION OF TEST RESULTS

The CMO will inform the Superintendent of the test results.

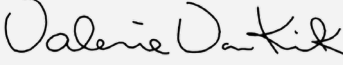
The Superintendent or designee will, in turn, inform the youth tested, the person requesting the test, and the parent/guardian of the youth tested of the results.

The CMO or designee will generate a list of youth within the facility who test positive for HIV antibodies or other communicable diseases. However, the nature of the youth's disease will not appear on the *Communicable Disease List*.

The List will be given to the Superintendent to be maintained in a confidential file. It will be the Superintendent's or designee's responsibility to inform those persons who have a "right to know" of the names of the youth appearing on the *Communicable Disease List*; and to identify, upon request, the disease of the youth, if the person making the request has come into contact with any of the youth's body fluids.

NOTE: According to the Penal Code, "right to know" describes all employees of the facility, Transportation Deputies, medical and contract personnel, and volunteers providing services at the facility.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL DEATHS	Section Number: IDC - 5400
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

5401 GENERAL INFORMATION

The Probation Department will take appropriate action to fulfill mandated reporting requirements when a death occurs at a Detention Service Bureau facility.

5402 DEATH OF YOUTH

Once the death of a youth has been determined by medical staff or paramedics, the parents or legal guardians shall be notified in person by the Director or designee whenever possible. Telephone or written notification is permissible only in situations where the parents or guardian are not in the local area. Immediate notification will also be made to the Juvenile Court by telephone and by Detention Observation Report. In addition, the Director or designee is responsible for doing the following:

- Secure and preserve the area and body until police arrive;
- Inform the police, Assistant Superintendent, Superintendent, Bureau Chief, Chief Deputy of Operations, Chief Probation Officer, and DPO of record so that requisite notification can be given to the court;
- Ensure all staff that witnessed or were involved in circumstances surrounding the death or discovery of the body remain on duty until coordination with the police indicates they may be released;
- Coordinate with the Chaplain, so that next of kin notification occurs; and
- Convene a Death Review Team to investigate and submit a written report of findings, within ten days of the death, to the Corrections Standards Authority.

5403 DEATH OF PROBATION EMPLOYEE OR NON-PROBATION EMPLOYEE

These procedures are applicable once the death of an employee or non-employee has been determined by medical personnel or paramedics. When the death is confirmed, the Director or designee will take the following actions:

- Immediately notify the police so they can prepare the mandated death report. The police will notify the Coroner to claim the body when appropriate;

DEATHS

- Preserve the site of death and the body until police arrive;
- Coordinate with police and chaplain relative to notify next of kin; in most cases, the police will be the notifying agent. Relative to personal property and a vehicle, secure these items after consultation with the police until they can be properly turned over to the next of kin or appropriate authority;
- If the decedent worked for another agency, coordinate with the police relative to the notification of this agency; and
- If the decedent is a Probation employee, refer the next of kin to the Personnel Department in Downey for information concerning benefits.

5404 DEATH REVIEW TEAM

The Death Review team, overseen by the Director, consists of the Health Administrator, attending physician, the Assistant Director, Division Director, Unit Supervisor, and other parties appointed as necessary.

When the death of a youth occurs, this team is responsible for submitting a report to the Attorney General in accordance with Government Code Section 12525. A second copy will be sent, within ten (10) days of the death, to the Bureau of Corrections and Standards. An additional copy of this report is forwarded to the Bureau Chief, Chief Probation Officer, and finally, one is retained at the facility/office.

In instances where the death involves an employee or non-employee, the team will convene, investigate, and submit a report to the Bureau Chief and Chief Probation Officer within ten days. A copy is retained at the facility/office.

5405 CONTENTS OF REPORTS PREPARED BY DEATH REVIEW TEAM

The report of death for a youth will contain the following information:

- Name;
- Date of birth;
- Sex;
- Race;
- Date and time of admission to juvenile hall;
- Reason for admission;
- Physical description and condition on admission;
- Copy of autopsy report, if any, or facts relating to death, including but not necessarily limited to the following:
- Date and time of death;

DEATHS

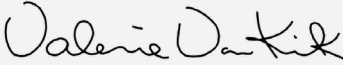
- Cause of death;
- Any incidents related to death;
- Name of physician in attendance;
- Name of juvenile hall;
- Name and title of employee making report; and
- A copy of the police report, if available, and any pertinent information deemed necessary to complete the investigation report.

The report of death for an employee or non-employee will contain the following information:

- Name;
- Date of birth;
- Sex;
- Race;
- Date and time of death;
- Cause of death;
- Any incident or circumstances related to death;
- Name of attending physician;
- Time and date next of kin notified and by whom;
- Name of persons preparing the report; and
- Name of police agency preparing the report.

Additionally, the report will include both the autopsy report and the police report.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL MEDICAL CONSENT	Section Number: IDC - 5500
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

5501 INTRODUCTION

According to Directive 1243 dated 10/30/10, the provision of routine medical and dental care to youth under 18 years of age requires the consent and signature of the parent/guardian on the Authorization for Medical Care. Detention staff shall attempt to obtain a signed *Medical Consent form* from a youth's parent/guardian for each youth detained in Los Angeles County.

5502 IDC RESPONSIBILITIES

The process for obtaining medical consent shall be as follows:

- The Intake and Detention Control (IDC) staff shall provide a hearings list of all youth scheduled for detention hearings to the Medical Consent Coordinator (MCC) at each juvenile hall.
- The list shall include the youth's name, PDJ Number, DOB, Court Date, and the court department in which the hearing is scheduled.
- IDC shall attach a copy of the *Medical Consent form* to the detention report that is forwarded to the court by the IDC staff (See Appendix A: Medical Consent Form – English version and Appendix B: *Medical Consent Form* – Spanish version). The forms are located on Probnets>Forms>Detention Services Bureau (DSB) Forms

MEDICAL CONSENT

Name of Youth: _____ Date of Birth: _____

In the event the parent or guardian does not consent or the youth is not authorized by law to consent to their own treatment: The Probation Department will obtain consent as required by WIC 739 and WIC 739.5.

The following procedures will require a Court order if a parent or guardian refuses or is not available to consent to treatment:

Surgery, general anesthesia, spinal tap, blood transfusion, HIV testing, and non-emergency surgery. Per WIC 739.5, a Court order is always required for the administration of psychotropic medications.

In addition, I understand that in some limited circumstances an HIV test can be obtained without consent and the results may be released to agencies with legal authority to obtain the HIV test results.

(I) (WE) understand that in case of serious illness, psychiatric incident, or accident, which requires informed consent a reasonable effort to contact me or my child's other parent or guardian will be made before medical, dental, or mental health care is begun if the time and conditions permit or if the youth is not otherwise authorized by law to consent. However, in an emergency situation the treating facility will provide medical care as permitted by law.

List any known allergies or reactions to medication:

Name of Family Physician: _____

Telephone: _____

Type of Medical Insurance: _____

Policy Number: _____

List of Current Medications _____

Summary of Known Medical History _____

MEDICAL CONSENT*Los Angeles County**Probation Department***Attachment A**

IT IS EXTREMELY IMPORTANT THAT YOU FILL THIS FORM OUT AND MAIL IT BACK IN THE ENCLOSED ENVELOPE AS SOON AS POSSIBLE!!!

CONSENT FOR MEDICAL TREATMENT – PARENT OR GUARDIAN OR YOUTH OF AGE MAJORITY.

Name of Youth: _____ **Date of Birth:** _____

This child is: My Son My Daughter A Child in My Legal Custody Self
 This child is in placement: Voluntarily Placed by Dependency or Juvenile Court

(I) (WE) the undersigned parent(s) or guardian(s), Probation Officer designee, or youth who has reached the age of majority hereby authorize and consent for medical, developmental, dental, and mental health care to be given to the above-named child for health or mental health care and or treatment which he or she is not otherwise authorized by law to consent to on his or her own while he or she is in any facility operated by the Probation Department or Health and Human Services Agency of the County of Los Angeles; or any licensed/certified foster home or public or private institution designated by the Juvenile Court; or any of the following non-profit organizations providing services in collaboration with the Probation Department: Department of Mental Health, and Juvenile Court Health Services, Department of Health Services.

Medical, developmental, dental, or mental health care can include but is not limited to, all items listed below except for those crossed out or otherwise not permitted by law to be performed:

- Routine admission and placement examinations including blood test, immunization, and pelvic examination (when indicated);
- Medication administration;
- X-ray examination, laboratory examination local anesthesia, medical or psychiatric diagnosis, or treatment by a licensed physician; or, X-ray examination, local anesthesia, dental or surgical diagnosis or treatment by a licensed dentist;
- Developmental, speech, occupational and physical therapy evaluation and educational and therapeutic interventions;
- Psychotherapy and counseling within the practitioner's scope of practice; or
- Release of clinical information to clinical or child care providers as needed to provide continuity of care or for treatment planning purposes.

Page 2

Revision 8/24/10

APPENDIX A-3: MEDICAL CONSENT FORM- ENGLISH VERSION

MEDICAL CONSENT

Page 3

This consent will expire one year from the date it was signed.

X _____
(Signature)

- Parent /Guardian Youth between 12 and 17 years of age
- Youth age of majority (18 years or older) Probation Officer Designee

Signed at: _____ Date Signed: _____

Telephone: _____ Address of Signee: _____

X _____
(Signature)

- Parent /Guardian Youth between 12 and 17 years of age
- Youth age of majority (18 years or older) Probation Officer Designee

Signed at: _____ Date Signed: _____

Telephone: _____ Address of Signee: _____

X _____
(Signature of Medical Consent Coordinator)

X _____
(Signature of Facility Director Approved Telephone Consent)

- Parent /Guardian Approved by Telephone Minor's Information Verified by Parent/
Guardian

Signed at: _____ Date Signed: _____

Telephone: _____ Address of Signee: _____

Original Signatures by the parent/guardian shall still need to be obtained as indicated in policy.

Revision 8/24/10

APPENDIX B-1: MEDICAL CONSENT FORM (SPANISH VERSION)

MEDICAL CONSENT

Condado de Los Angeles
Departamento de Libertad Condicional

ATTACHMENT A-1

¡ES MUY IMPORTANTE LLENAR ESTA FORMA Y ENVIARLA POR CORREO LO MÁS PRONTO POSIBLE EN EL SOBRE INCLUIDO!

AUTORIZACIÓN PARA TRATAMIENTO MÉDICO – PADRE(S) O TUTOR(ES) DEL JOVEN QUE HA ALCANZADO LA MAYORIA DE EDAD

Nombre del Joven: _____ **Fecha de Nacimiento:** _____

El/La joven es: Mi hijo Mi hija Un joven bajo mi custodia legal

El/La joven está en casa de crianza: Voluntariamente

Colocado(a) por el Tribunal de Dependencia o Justicia Juvenil

(Yo) (Nosotros) como padre(s) o tutor(es), el Oficial de Libertad Condicional designado, o joven que ha alcanzado la mayoría de edad, por este medio autorizo y doy mi consentimiento para que el/la joven cuyo nombre aparece en este documento, reciba tratamiento médico, dental y de salud mental, o tratamientos que por ley el/ella no pueden dar su consentimiento mientras se encuentre en cualquier facilidad operada (manejada, administrada) por el Departamento de Libertad Condicional o la Agencia de Servicios de Salud y la Agencia de Servicios Humanos del Condado de Los Ángeles; o cualquier hogar de crianza público o privado con certificado o licencia designado por el Tribunal Juvenil. O cualquier de las siguientes organizaciones no lucrativas que proporcionen servicios en colaboración con el Departamento de Libertad Condicional, Departamento de Salud Mental y Servicios Médicos del Tribunal Juvenile del Departamento de Salud.

Los servicios médicos, de desarrollo, dentales o de salud mental pueden incluir, pero no son limitados a los servicios/tratamientos mencionados abajo a excepción de los servicios que por ley no son permitidos para ser ejecutados:

- Admisión rutinaria y exámenes de colocación incluyendo exámenes de sangre, inmunizaciones y cultivos cervicales o exámenes pélvicos (cuando este indicado);
- Administración del medicamento;
- Exámenes radiológicos (rayos x), exámenes de laboratorio, anestesia local, diagnosis médicas o psiquiátricas, o tratamiento por un doctor licenciado; o exámenes radiológicos (rayos x), anestesia local, diagnosis quirúrgicas o dentales, o tratamiento por un dentista licenciado;
- Evaluación terapéutica del desarrollo (de crecimiento), del habla, ocupacional y física e intervenciones terapéuticas educativas.
- Psicoterapia y asesoramiento(consejería) dentro del alcance permitido del médico o personal autorizado; o
- Suministrar de información médica a clínicas o a los proveedores del cuidado de jóvenes, cuando sea necesario para proveer continuidad en el tratamiento con propósitos de planificación.

Revised 070210

PAGE 1

APPENDIX B-2: MEDICAL CONSENT FORM (SPANISH VERSION)

MEDICAL CONSENT

Nombre del Joven: _____ Fecha de Nacimiento: _____

En caso que los padres o tutores no den su consentimiento, o por ley el/la joven no tenga la debida autorización para consentir su propio tratamiento: El Departamento de Libertad Condicional obtendrá el consentimiento como es requerido por los código de Instituciones y del Bienestar Social WIC 739 y WIC 739.5.

Los siguientes procedimientos requieren una orden tribunal si un padre o tutor se rehúsa o no se encuentra disponible para autorizar dicho tratamiento:

Cirugía, anestesia general, perforacion leve de la columna, transfusión de sangre, pruebas de VIH (Virus de SIDA), y cirugía simple (de no emergencia). Por medio del código de Instituciones del Bienestar Social WIC 739 y WIC 739.5, una orden tribunal siempre es requerida para la administración de medicamentos psicotrópicos.

Adicionalmente, entiendo que en algunas circunstancias limitadas un exámen de SIDA se puede obtener sin autorización y los resultados pueden ser disponibles a agencias con la autoridad legal de obtener resultados del exámen de SIDA.

(Yo) (Nosotros) Entiendo que en caso de una enfermedad grave, incidente psiquiátrico o accidente que requiere consentimiento un esfuerzo razonable será hecho para comunicarse conmigo o con el otro padre o tutor antes de que se servicios médicos, dentales o de salud mental sean iniciados si el tiempo y las condiciones lo permiten, o si el/la joven no está autorizado(a) por ley para consentirlo (autorizarlo). Sin embargo, en una situación de emergencia el centro de tratamiento proveerá servicios médicos como permitidos por ley.

Liste (enumere) todos los medicamentos que le producen alergias o reacciones adversas:

Nombre del Médico Familiar: _____

Teléfono: _____

Tipo de Seguro Médico: _____

Numero de Póliza: _____

Lista de medicamentos que se encuentra tomando: _____

Historial médico de enfermedades: _____

MEDICAL CONSENT

Nombre del Joven: _____ Fecha de Nacimiento: _____

Esta autorización se vencerá dentro de un año a partir de la fecha que fue firmada.

X _____
(Firma del Padre o Tutor)

- Padre o Tutor Joven de 12- 17 años de edad
- Joven que ha alcanzado la mayoría de edad Oficial designado de liberación condicional

Firmado en: _____ Fecha Firmado : _____

_____ Teléfono: _____
(Domicilio del Padre / o tutor) (código) número

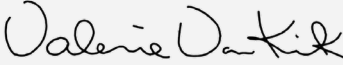
X _____
(Firma del Padre o Tutor)

- Padre o Tutor Joven de 12- 17 años en edad
- Joven que ha alcanzado la mayoría de edad Oficial designado de liberación condicional

Firmado en: _____ Fecha Firmado: _____

_____ Teléfono: _____
(Domicilio del Padre / o Tutor) (código) número

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL COMMUNITY DETENTION PROGRAM VIOLATIONS (CDP Violations)	Section Number: IDC - 5600
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

5601 COMMUNITY DETENTION PROGRAM (CDP) VIOLATIONS

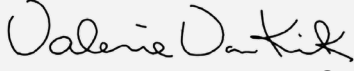
When a youth is brought to juvenile hall for violation of the Community Detention Program (CDP), IDC will assist either the CDP Officer or law enforcement officer in admitting the youth into custody. CDP violations require approval from the CDP SDPO and/or a court order indicating youth is to be 'Detained on first' violation.

CDP Intake Procedures:

- IDC will review the Juvenile Hall Entrance Record, ensuring it has been properly filled out, and will verify the youth is on CDP.
- IDC will check for CDP SDPO approval or court order indicating 'Detain on first' violation.
- If no approval is noted, IDC will contact CDP to gain approval.
- After approval is received, IDC will make an entry in PCMS Case Notes advising of violation, court date, and court location.
- IDC will advise the youth of their Miranda Rights, provide youth with a phone call to parent/guardian, and inform them of court date and location of hearing.
- IDC shall interview the youth, ensure the CDP violation hearing is calendared with appropriate court location, and enter case information and basis for detention in PCMS.
- CDP violation hearings are calendared forth-eight (48) hours from the time the youth is taken into custody.

The CDP Officer prepares the violation report and delivers it to the appropriate court venue - prior to the court date.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL NOTIFICATION TO THE DPO OF RECORD	Section Number: IDC - 5700
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

5701 GENERAL INFORMATION

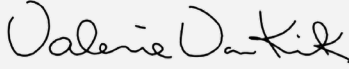
IDC DPOs are responsible for calling the DPO of Record when a youth has been detained. Messages may be left via voice mail or email with the SDPO, the Officer of the Day (O.D.), the Director, or the Director's secretary.

It is important that the DPO of Record is notified of Warrant Detentions in a timely manner so that, if appropriate, they have time to submit a 777 WIC Violation Report.

The IDC DPO should have a discussion with the DPO of Record regarding the youth's conduct under supervision and their treatment plan or case management expectations for the youth.

If the IDC DPO is unable to get feedback from the DPO of record, all efforts made to contact the DPO of Record should be documented in the "Interested Parties" section of the Detention Report and in PCMS Case Notes (e.g., messages left with O.D., SDPO, voice mails left, emails sent, etc.). Be sure to include the dates and times of attempted contact and the court information.

LOS ANGELES COUNTY PROBATION DEPARTMENT

Subject: INTAKE AND DETENTION CONTROL (IDC) MANUAL OUT-OF-COUNTY RESIDENTS DETENTION PROCEDURES	Section Number: IDC - 5800
	Effective Date:
	Approved By:  Valerie Van Kirk, Bureau Chief Detention Services Bureau

5801 THREE WAYS IN WHICH OUT-OF-COUNTY YOUTHS WILL COME TO IDC

- On an Out-of-County Warrant/Want
- The IDC DPO is to conduct a detention investigation. Existence of a warrant must be established, and a warrant abstract must be received within forty-eight (48) hours or the youth is to be released. Upon receipt of the warrant the youth may be detained an additional five days during which time he/she must be transported to the requesting county (See 641 WIC).
- If the IDC DPO, in communication with the other county, discovers that the youth is wanted by that county, the DPO may detain the youth up to the forty-eight (48) hour limit. The requesting county must submit a court report, secure a warrant, and forward the abstract to Los Angeles County within those same forty-eight (48) hours or arrange for the return of the youth within forty-eight (48) judicial hours.
- A thorough detention worksheet must be completed in every case. The worksheet must include the name, address and complete phone numbers of probation officers, parole agents, police officers, etc., from the youth's county of origin, along with the warrant number and any case information. The names, addresses and phone numbers of the parent/guardian are also to be included. Notify the parent/guardian only that the youth is in custody in Los Angeles County and will be returned to the county of legal residence within five days.
- IDC is responsible for all case follow-up, including arranging for the return of the youth to the county of their legal residence. The assigned IDC DPO is responsible for contacting the other county, arranging for the other county to pick up the youth within five (5) days, and to coordinate procedures between the other county and Probation Transportation (Transient Desk).
- Out-of-County Resident Arrested on a New Offense
- Conduct a detention investigation. When interviewing the youth, it is important to obtain the names, addresses and phone numbers of any local relatives, responsible adults or officials to whom the youth may be released, and to record this information on the worksheet.

OUT-OF-COUNTY RESIDENTS DETENTION PROCEDURES

- If the decision is to detain the youth, in the Reason for Recommendation section of the Detention Report, recommend that if the petition is sustained, the matter is transferred to the youth's county of legal residence for the disposition hearing per 750 WIC.
- If the decision is to release, the IDC DPO making the release decision is responsible for all case follow-ups including verifying that the youth is released from custody from Juvenile Hall.
- In the event of a police non-filing or a D.A. reject, the IDC DPO, so notified by the Eastlake Lead Desk, is responsible for immediately initiating the youth's release.
- Out-of-County Resident Arrested on a New Offense and who has a Warrant Outstanding in Another County.
- Conduct a detention investigation.
- If the decision is to detain on the new offense, the IDC DPO conducts a regular investigation and completes the Detention Report.
- If the decision is to detain on the warrant, the IDC DPO proceeds to handle the warrant as outlined in 2A.

5802 OUT-OF-STATE TRANSIENTS / 1400 WIC - GENERAL

- Out-of-State residents may be arrested by law enforcement personnel under the following circumstances:
- A new 602 WIC offense committed within the County of Los Angeles.
- On an out-of-state warrant.
- On an out-of-state requisition order through the Interstate Compact.
- On any combination of the above.

602 Offense Committed in LA County

- Conduct a detention investigation, if the decision is to detain, complete case per detention policy. The procedures are similar to out-of-county procedures (see Section B, above). However, the case cannot be transferred to another state for disposition. IDC retains full
- Responsibility of the case until the matter is sent to the Area Office for Pre-Plea Report or for disposition on adjudicated cases. In the event of a police non-filing, a D.A. reject, or if the petition is not sustained, the IDC DPO is notified and is responsible for immediately arranging for the youth's release.

OUT-OF-COUNTY RESIDENTS DETENTION PROCEDURES

- If the decision is to release, the IDC DPO making the release decision is responsible for all case follow-ups, including verifying that the youth is released from custody at the station or at Juvenile Hall.

Out-of-State Warrants

- The IDC DPO conducts a detention investigation. Existence of an out-of-state warrant must be established and an abstract should be received from that state. The DPO proceeds to complete their worksheet and detention report. If the warrant is for a 602 WIC offense, youth may be detained in juvenile hall. If for a 601 WIC offense, youth must be sent to Central Juvenile Hall (CJH) 601 WIC Unit.
- In addition, the DPO must record on their worksheet the names, addresses and phone numbers of probation officers, parole agents, social workers, etc., that were contacted during their investigation.
- The Worksheet and Detention Report are then forwarded to the Transient Function (at Eastlake IDC) or to the assigned DPO at Barry J. Nidorf or Los Padrinos IDC.
- The Worksheet should also indicate if the youth is willing or unwilling to return to their legal residence.
- The appropriate IDC DPO is responsible for all case follow-up. He/she must re-interview the youth to determine if the youth will agree to a voluntary return to the state that issued the warrant.
- If consent is obtained, the assigned DPO arranges for the youth to appear in court within 48 hours to subscribe, in the presence of a judge, a consent for immediate return to the state that issued the warrant.
- If the youth does not return voluntarily, the assigned DPO files a 1400 WIC petition request to the County Clerk within forty-eight (48) hours from the time of arrest. Ideally, a copy of the warrant abstract accompanies the petition. However, the petition can be submitted minus the abstract (if still in route) with the usual consequence being that the case is continued five (5) days to allow for arrival of the abstract. In these cases, it is imperative to have all the information obtained in communications with the other state available to the court.
- Upon the court ordering the youth detained pending their return to the requesting state it is the responsibility of the assigned DPO to contact the requesting state and coordinate transportation arrangements.

Out of State Requisitions

- If upon communication with the other state, the DPO discovers that the youth is wanted by the other state; he/she instructs that state to forward to

OUT-OF-COUNTY RESIDENTS DETENTION PROCEDURES

Los Angeles County a requisition for the youth's return. The case is then handled as detailed above dealing with out-of-state warrants (See Article V, 1400 WIC).

Out-Of-State Absconders or Escapees Arrested for a New Offense in Los Angeles County:

- Conduct a detention investigation. The fact of the youth being an escapee or absconder must be verified and the information documented on the worksheet. Names, addresses, and phone numbers contacted in the other state must be written on the worksheet.
- If the decision is to detain on the new offense, follow regular detention procedures.
- If the decision is to detain the youth only as an absconder or escapee and the other state is requesting the return of the youth, handle as an Out-of-State Warrant (see Section 6102B). IDC is responsible for all case follow-ups, including arranging for youth's return to the requesting state in those cases in which the IDC DPO clearly indicates that no new 602 petition will be submitted to the District Attorney.
- In the event of a "Police No Filing" or "D.A. Reject," the IDC/DPO making the decision to detain may telephone the appropriate IDC location and request assistance in returning the youth to the requesting state.
- Youth may also be released if the new offense does not warrant detention and the other state is not requesting the youth's return.