

PROBATION DEPARTMENT DIRECTIVE

No.	738
Issued	01/08/99
Post until	02/05/99

SUBJECT: JUVENILE CALENDAR CONTROL

The Juvenile Caseload Management System (JCMS) is under development to provide court report control for juveniles much like APS presently does for adults. In the interim, each office must implement a manual clerical system (independent of PCAL or any systems in place by DPOs and SDPOs) to track when reports are due and when they are sent to court. The designated Juvenile Calendar Clerk must record information on cases for all DPOs assigned/housed in the office.

Each office will be provided a loose leaf binder with date dividers to be used by the Juvenile Calendar Clerk. A supply of forms to record data will be included with the binders. Until forms are available from Property and Supply, photo-copies of the form will be needed. Once the binder is received, the following steps must be followed:

MINUTE ORDER REVIEW

- ☐ Each juvenile minute order is time stamped and reviewed by Juvenile Calendar Clerk.
- ☐ If the minute order indicates no report is due, it is given to the assigned DPO.
- ☐ If the minute order indicates that a report is due, an entry is made in the calendar control system.
- ☐ If the minute order is not clear and clerical is not certain if a report is due, the minute order is given to the appropriate SDPO (as determined by the local manager) to determine if a report is due. The SDPO notifies clerical if an entry needs to be made in calendar control.

CALENDAR CONTROL ENTRIES

- ☐ A separate page must be used for each potential court date.
- ☐ The following entries are made for the court date:
 1. The name of the minor
 2. JAIN
 3. The DPO caseload number
 4. The Court Department
 5. The type of report
- ☐ After the entry is made, the Calendar Clerk initials the top left corner on the minute order to indicate the information is in calendar control.

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE

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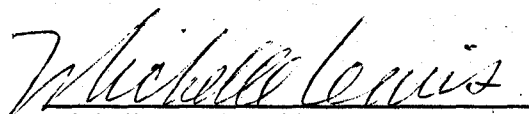
SDPO/DPO REVIEW OF MINUTE ORDERS

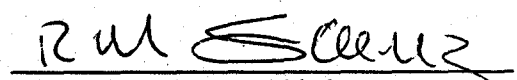
- ☐ SDPOs and DPOs review minute orders given to them by clerical as in the present system. (The ultimate responsibility to insure reports are sent to court remains with the SDPO and DPO.) SDPOs and DPOs make the appropriate entries in the control systems they presently use to control future court dates.
- ☐ After a court date is entered in the calendar control system, only an SDPO or Director may authorize the removal of the court date from calendar control. SDPOs must initial a lined out court date on the calendar control.

COURT REPORT LOG OUT

- ☐ After the DPO prepares the report and it is approved and signed by the SDPO, the report is given to Juvenile Calendar Clerk.
- ☐ The Calendar Clerk makes an entry in the calendar control to reflect the date the report actually leaves the office. (For example if the report is given to the Calendar Clerk on a Monday after the courier has picked up reports, the report would actually leave the office on Tuesday and calendar control would reflect that date.) The Calendar Clerk also updates the DPO number or other information as required.
- ☐ Department practice is that all reports are delivered to court by the courier service. If the report is delivered to court by any other method (such as hand carried by DPO), the Calendar Clerk makes a brief notation in the comments section.
- ☐ Law requires all reports to be in court two days before the hearing and one day is needed for delivery. Therefore, each day the Calendar Clerk reviews the pages for the next three court dates. The Calendar Clerk photo-copies all pages of the calendar book which reflect any reports that have not been sent three days before the court date. The Calendar Clerk distributes a copy of the page(s) to the local manager and the SDPO of any DPO missing a report.
- ☐ The SDPO takes appropriate action to insure all reports are delivered prior to the court date. For late reports, the departure date and method of delivery is entered in calendar control.

Any questions regarding this Directive should be referred to Rich Mac Mahon, Juvenile Services Bureau, at (562) 940-2856.


Michelle Lewis, Chief
Juvenile Services Bureau


Richard M. Saenz, Chief
Juvenile Special Services Bureau