

PROBATION DEPARTMENT DIRECTIVE

No:	786
Issued:	07/18/00
Post until:	08/18/00

SUBJECT: CROSS-REFERENCE OF 300 WIC AND 602 WIC JAI RECORDS

In order to track dual supervision cases, it is essential that records be cross-referenced in JAI. Effective immediately, the 300 WIC JAI numbers shall be noted in the JUPD screen for all juvenile investigation cases with 300 WIC records. At the time of assigning a case or upon learning that a minor has a 300 WIC record, the investigation unit Supervising Deputy Probation Officer shall notify the clerk to enter the required information in the JUPD screen.

Dual supervision cases are active 300WIC minors who are placed on probation pursuant to sections 654 WIC or 725(a) WIC. When these cases are assigned to a supervision DPO, the SDPO shall check the JINQ screen in JAI to verify that the records have been cross-referenced. The clerk shall be instructed to update the JUPD screen if the cross-reference does not appear in JINQ.

Questions regarding this Directive should be directed to the Juvenile Consultant at (562) 940-2523.

Jitahadi Imara, Chief
Juvenile Special Services

Virginia Snapp, Chief
Juvenile Field Services

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