

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.:	888
Issued:	11/19/02
Post until:	12/19/02

**SUBJECT: NEW JUVENILE DUAL SUPERVISION CASE
MANAGEMENT UNIT**

A new juvenile Dual Supervision Case Management (DSCM) Unit is being established for cases involving minors under legal jurisdiction of both the Department of Children and Family Services and the Probation Department. This specialized unit will be housed at the East Los Angeles Area Office, and will consist of three (3) Deputy Probation Officer II's (Case Managers), who will each have caseloads of approximately 100 minors. The caseloads will be handled on a team basis with DCFS staff, providing for enhanced communication, supervision and monitoring of dual supervision youth (654.2 WIC, 725(a) WIC and 790 WIC). Community Detention Program (CDP) DPO's will support and assist the case management teams in conducting field visits/contacts and in the gathering of casework or court related information.

Case Manager duties and responsibilities include:

- Receiving and reviewing new cases, and maintaining case responsibility;
- Consulting with the assigned Children's Social Worker within five (5) court days of receiving the case plan, to coordinate services for dual supervision;
- Providing CDP with case/contact information to plan for orientation/instruction meeting with youth within five (5) court days of disposition;
- Enforcing conditions of probation;
- Monitoring community service, substance abuse counseling or treatment, collection of restitution, and other conditions of probation ordered by the Delinquency Court not included in duties encompassed by the CSW;
- Consulting with CSW and or Case Manager at MacLaren Children's Center relative to multi-disciplinary planning to meet the minor's needs;
- Preparing reports to the court.

CDP DPO/Support duties and responsibilities include:

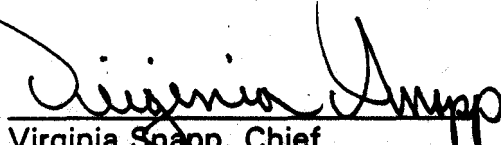
- Receiving/reviewing case information from the DSCM;
- Orienting and instructing minors within fifteen days of disposition;
- Conducting **monthly** field visits/contacts with minors;
- Completing DPO contact Sheet and forwarding to DSCM within 24 hours of contact;
- For minors detained at MacLaren Children's Center, collaborating with Probation/DCFS staff at the facility and conducting **weekly** visits with minors to discuss behavior, etc.;
- Establishing interactive communication with DSCM;
- Securing and providing DSCM with required information, e.g. behavior in placement/home, school, community service, counseling, etc.;
- Transferring all dual supervision case materials to DSCM within two days of termination.

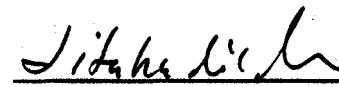
NOTE:

- Specialized Investigations Unit (SIU) will transfer court-ordered dual supervision cases to the Dual Supervision Unit within five court days of the court order.
- Dual supervision cases with less than 30 days from a scheduled court hearing are **not** to be transferred.
- The School Based Supervision Program will retain those dual supervision cases that are enrolled and attending the school.

All other procedures and responsibilities relative to Dual Supervision cases and the Memorandum of Understanding (MOU) between the Department of Children and Family Services and the Probation Department are to be followed.

Questions or inquiries regarding this DIRECTIVE should be directed to Carol Sanchez at (323) 226-8963, or Bill Fenton at (323) 226-8501.


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