

DIRECTIVE

No.: 955

Issued: 09/30/03

Post until: 10/28/03

SUBJECT: JUVENILE COURT OFFICER RESPONSIBILITIES – NOTIFICATION AND REQUIRED DOCUMENTS FOR SUITABLE PLACEMENT, CAMP, AND 241.1 WIC

SUITABLE PLACEMENT NOTICE AND PACKET

When a Bench Officer orders a minor to Suitable Placement, the Court Officer will fax the Suitable Placement Notice form (Prob. 1399 {rev. 4/18/03}) to Placement Headquarters: 323-276-5058 or 323-276-5890 by the end of the court day.

The Court Officer will complete a Suitable Placement Packet which is to be sent to Eastlake/IDC within 24 hours of the court order. The packet is to be sent to:

Eastlake/IDC
Attn: Alicia Redd
1601 Eastlake Ave., Rm. 9
L. A. 90033

The packet is to consist of:

1. The Suitable Placement Minute Order
2. The #11 Minute Order, also known as the FINDINGS or PERMANENCY Minute Order.
3. The Disposition Report/PPR

NOTE: If the minor was ordered to suitable placement on a 777 WIC, 778 WIC, or a progress report, that report will also be attached plus the last complete Disposition/PPR report.

If any of the documents are missing, the Court Officer is to provide a written explanation why the document is missing. The missing documents are to be forwarded to Eastlake/IDC, Alicia Redd, within 24 hours.

CAMP NOTIFICATION AND PACKET

Subsequent to a Bench Officer ordering a minor to Camp Community Placement, the Court Officer will fax the Camp Placement Notice form (Prob. 1097 {revised 12/02}) to Camps Headquarters – 818-890-7930, by the end of that day.

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

The Court Officer will complete a Camp Packet that will be sent to

Camps Headquarters
12653 N. Little Tujunga Cyn. Rd.
San Fernando, CA 91342

The packet is to be sent within 24 hours to Camps Headquarters and is to consist of:

1. The Minute Order which declares the minor detained and camp ordered.
2. The current Conditions of Probation .
3. The Camp Notice (Prob. 1097 {Revised 12/02}) – Please indicate in the "Comments" section information such as a specific length of stay as ordered by the Court, specific camp ordered, or if the minor pled out at the arraignment and there is no Pre-Plea or Disposition Report. This information is extremely important to the Camp Assessment Staff.
4. The Disposition Report/PPR

NOTE: If the minor was ordered to camp on a 777 WIC, 778 WIC, or a progress report, that report must also be attached plus the last complete Disposition/PPR report.

241.1 WIC JOINT ASSESSMENT REFERRAL CASE INFORMATION

When a Bench Officer orders a 241.1 WIC on a minor, the 241.1 WIC Joint Assessment Referral Case Information form (there is no Prob number at this time) and the 241.1 WIC packet are to be handled as follows:

1. For cases **not** handled by AV or KJJC:
 - Receive the Minute Order
 - Complete the 241.1 WIC Joint Assessment Referral Case Information form.
 - E-mail the SIU SDPO at Mike_Zahn@probation.co.la.ca.us and provide essential case information.
 - Fax the 241.1 WIC Joint Assessment Referral Case Information form to SIU SDPO at 323-260-5083 and the DCFS Liaison at 323-881-1869.
 - Forward the 241.1 WIC packet using the designated mailing label (provided by SIU) which indicates: **PLEASE DELIVER TO
EASTLAKE IDC
VIA TRANSPORTATION.
FINAL DESTINATION:
EAST LOS ANGELES
SPECIALIZED INVESTIGATION UNIT**

Juvenile Court Officer Responsibilities
Notifications and Packets
Page Three

2. For Department 285 (AAV0 **non-detained** 241.1 WIC investigations; Departments 264 and 265 (KJJC) **detained** and **non-detained** 241.1 WIC investigations:
 - Receive the Minute Order
 - Complete the 241.1 WIC Joint Assessment Referral Case Information form.
 - **Dept. 285:** E-mail AV SDPO at Gary.Lippman@probation.co.la.ca.us and provide essential case information.
 - **Depts. 264/265:** E-mail KJJC SDPO at Vara.Corbin@probation.co.la.ca.us and provide essential case information.
 - Fax the 241.1 WIC Joint Assessment Referral Case Information form to:
 - AV SDPO at 661-726-9341
 - KJJC SDPO at 323-586-6081
 - DCFS Liaison at 323-881-1869
 - Forward the 241.1 WIC packet to the appropriate office (mailing labels supplied by SIU):
AV SIU SDPO
Antelope Valley Area Office
321 E. Avenue K-4
Lancaster 93535
- OR**
- KJJC SIU SDPO
Kenyon Juvenile Justice Center
7625 South Central Avenue
Los Angeles 90001

The 241.1 WIC packet is to consist of the following documents and forwarded to the appropriate SDPO within 24 hours:

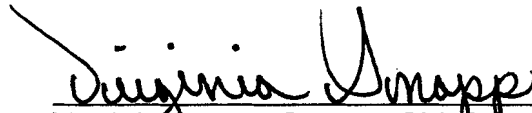
1. The Referral Document
2. The Minute Order requesting 241.1 WIC
3. Police Report
4. Detention Report, if applicable
5. District Attorney's petition
6. Any other pertinent documents

Juvenile Court Officer Responsibilities
Notifications and Packets
Page Four

All questions and inquiries regarding this Directive should be addressed to Donna Rose at 323-226-8501.



Robert Smythe, Bureau Chief
Detention Services



Virginia Snapp, Bureau Chief
Juvenile Field Services



Jitahadi Imara, Bureau Chief
Juvenile Special Services



Richard Saenz, Bureau Chief
Residential Treatment