

COUNTY OF LOS ANGELES PROBATION DEPARTMENT **DIRECTIVE**

No.	985
Issued:	06/29/04
Post Until:	07/27/04

SUBJECT: JUVENILE – PROCEDURES FOR CLOSING CASES IN JCMS

Effective immediately, all Juvenile Area Office and Camp Directors shall ensure that every case is properly closed in the Juvenile Caseload Management System (JCMS) and sent to Central Records/Closed Files Section. This applies to those cases where:

1. Jurisdiction is terminated
2. Dismissed/Closed
3. DA rejected for filing
4. DA declined to file
5. Probation expired (on 654 WIC cases)

Procedures For Closing Cases in JCMS:

There are five (5) primary steps involved in closing cases in JCMS. Each step must be followed in the proper order to ensure that cases are closed properly.

The five (5) steps are listed as follows:

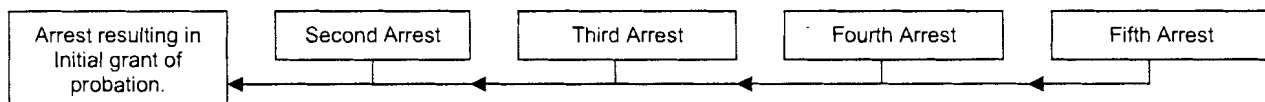
1. Combine cases (when applicable)
2. Enter and record orders for jurisdiction terminated, case dismissed/closed, DA Reject, DA Decline to File or Probation Expirations (654 WIC cases).
3. Close Case/Contact.
4. Send PDJ File to Central Records/Closed Files Section.
5. Central Records/Closed Files Section receives the PDJ File.

The following lists detailed instructions on how to close cases in JCMS:

STEP 1 – COMBINE CASES

IMPORTANT NOTES ON COMBINING CASES

- i. All cases should be combined at the time the court makes a subsequent order – not at the time the case is set to be terminated/closed/dismissed.
- ii. Utilize the *Combine Cases Screen* to combine arrest records related to the same court case.
- iii. Combine only **two (2)** arrest records on a single Combine Case entry. All related cases must be combined into the initial active arrest record, one at a time.



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- iv. When combining a subsequent arrest record into an initial arrest record, JCMS automatically copies the subsequent case events and offenses into the initial arrest record and maintains an **"Active"** status for the initial arrest record. The subsequent arrest records will change to a **"Combined"** status. Only **"Active"** charges will copy into the initial arrest record.
- v. Do not combine any arrest records that show "Inactive."
- vi. Do not combine cases that have active probation grants from different courts. Each grant must be closed separately, based on the court order.

Clerical Staff shall:

Each time a minor is arrested, an arrest record entry is made listing the information in the **Case/Info # Block**, *Legal Cases Screen*.

1. Query for minor by name or PDJ number
2. From the main menu, click **Case Management > Legal Information > Legal Case History** to enter information in the *Legal Cases Screen*.
3. Check in the **Case/Info # Block** to see if there is more than one arrest record with a status of **"Active"**.
4. If there is **only one** arrest record with an **"Active"** status, continue to **STEP 2**. If there is more than one arrest record with an **"Active"** status, continue as follows.
5. To begin the **Combine Cases** function, click on the **Combine Cases** button located at the bottom right of the **Cases block**. This will open the *Combine Cases Screen*.
6. Click on the **Combine Case/Info# List of Values (LOV)** button and select the subsequent arrest record to combine into the initial arrest record.
7. Click on the **Into Case/Info# LOV** button and select the **Into Case/ Info#** (arrest date) that resulted in the initial grant of probation. This is the initial **Active** arrest record where all other **Active** arrest records will be combined.
8. Click on the **Location LOV** button and select the location (court) where the order was issued.
9. Click on the **"Combine"** button to complete the combining cases.
10. Repeat steps 6-9 until all related cases are combined into the initial arrest record.
11. When completed, click on the exit door icon to exit the *Combine Cases screen*.

Once all related arrest records have been combined, the *Legal Cases Screen* should show **one "Active"** case (the arrest date resulting in the initial grant) and all other cases should show a **"Combined"** status (unless there are multiple grants from multiple courts).

EXAMPLE: Multiple arrest records resulting in orders from a single Court Department that have never been combined in JCMS.

During the course of minor's probation, he/she may be arrested more than once; therefore, there may be multiple "Active" arrest records entered into JCMS as illustrated in **Diagram A**.

Diagram A

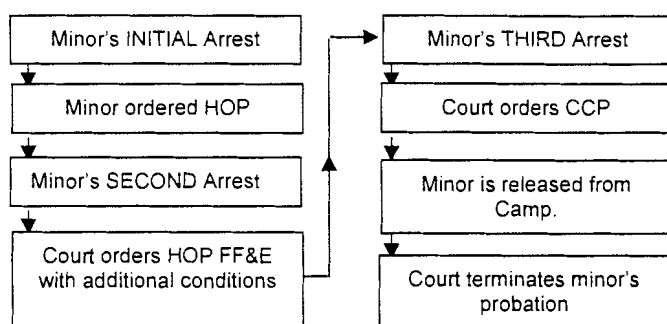


Diagram A is an example of an entire case from initial order to termination. Each of the 3 arrests will be entered into JCMS and show in the **Case/Info # Block** as separate entries in the *Legal Cases Screen*. Since they are all part of one court case, each of the three arrests in the **Case/Info # Block** will show an "Active" status. Combine these arrest records in order to close out the case in JCMS.

At the time the minor was ordered HOP FF&E, the second arrest record should have been combined into the original arrest record; when the third arrest resulted in a CCP order, that arrest should have been combined into the original arrest record prior to entering the CCP disposition into JCMS.

STEP 2 – ENTER AND RECORD ORDER TERMINATING JURISDICTION, CASE DISMISSED/CASE CLOSED, OR DA REJECT, DA DECLINE TO FILE OR PROBATION EXPIRATIONS (654 WIC CASES)

Jurisdiction Terminated or Case Closed/Dismissed:

After combining all related cases, record the jurisdiction terminated or case dismissed/closed order.

1. From the *Legal Cases Screen*, click on the "Active" **Case Info #** (arrest date) located in the **Case/Info # Block**.
2. Click on the **Case Event** in the **Case Event Block** that corresponds with the minute order terminating jurisdiction or case dismissed/closed.

NOTE: There may be cases where the termination order under **Case Events** has not been entered. In this event, clerical staff are to enter the information under **Case Events** and save before proceeding with the next step. There may also be cases where future hearings have been entered. Advance and vacate future hearings to discharge court reports.

3. Click on **Supervision Orders** button located at the bottom of the **Offenses Block**. This will open the *Orders Screen*.
4. Check the **Events Block** to ensure that the information is correct, (corresponds with the minute order terminating jurisdiction or case dismissed/closed).

5. Click in the "**Type**" field in the **Orders Block**.
6. Click on the **Type LOV** button and select the Order Type.
7. Click on the **Code LOV** button and select the code for the Order Type. Your selection automatically fills in both Code and Description lines.
8. Counts will populate automatically.
9. System will default to the hearing date; do not enter Commence date.
10. Click on **SAVE** to save entry.
11. Proceed to Step 3. (The current court case should now show a status of "**Active-Term**").

DA Reject or DA Decline to File

This information should be entered in JCMS through an interface. If this does not:

- 1) From the main menu, Click **Case Management > Legal Information > Legal Case History** to enter information in the *Legal Cases Screen*.
- 2) Click on the **Case/Info # Block** of the applicable arrest record.
- 3) Click on the **Case Events**, Event Type DA and Click on the **Status LOV** button to select applicable "**DA Reject**" or "**DA Declined to File**" selection (e.g. DA Reject – Insufficient Admissible Evidence)
- 4) Click on **SAVE** to save entry.

Probation Expirations (654 WIC Cases)

1. From the main menu, Click **Case Management > Legal Information > Legal Case History** to enter information in the *Legal Cases Screen*.
2. Click on the **Case Events** and add a new line.
3. Enter date from the Expiration Report, Event Type PROB, Sub-type DIS, your LOCATION, and then click on **Status LOV** button to select EXP and **Save** entry.
4. Click on **Supervision Orders** button and go to **Orders**. Type PROB, Code EXP and Order Expiry date from the Expiration Report.
- 5) Click on **SAVE** to save entry. (A window will pop-up requesting a Commence Date. Disregard this message and click OK).
- 6) Proceed to Step 3.

STEP 3 – CLOSE CASE/CONTACT

IMPORTANT NOTES ON CLOSING CASES

- i. When closing a **Case/Contact**, JCMS will check to make sure that all of the minor's legal cases have been closed and initiate a paper file transaction so that minor's PDJ folder can be sent to Central Records/Closed Files Section. *Note: If minor's file is not at the current location in JCMS, transfer the file prior to closing the Case/Contact.*
- ii. Although the PDJ File transfer process is initiated, the sending office will need to log out the file using the *PDJ File Delivery Screen* and Central Records/Closed Files Section must receive and allocate the file to a storage location. **The file transfer process is not complete until this is accomplished.**

Before closing a **Case/Contact**, close all of the minor's legal cases. To close a case, use the *Close Contact Screen*.

1. From the main menu, click on **Intake > Open/Close Case > Close Case**. This will bring you to the *Close Contact Screen*.
2. Query for minor if necessary.
3. Click on the Next button (**down arrow**) in the toolbar at the top of the screen.
4. Click on the **Agency Location LOV** button and select the office location where minor's case is assigned.
5. Click on the **Reason LOV** button and select the reason for closing the Case/Contact.
6. Click on the **Comment** field and type in comment (optional).
7. Click on **SAVE** to save entry.

Once STEP 3 is completed, all cases for minor in the *Legal Cases Screen* should have an "Inactive" status. If the file is not assigned to the current location in JCMS or there is an active case, the system will stop here until these matters have been resolved.

STEP 4 – SEND PDJ FILE TO CENTRAL RECORDS/CLOSED FILES SECTION

Use the **Send PDJ Files** function when the PDJ file is ready to be physically sent to Central Records/Closed Files Section. Do not use this function until you are ready to send the PDJ file to Central Records.

1. From the main menu, click on **File Management > Send PDJ Files**. This will bring you to the *Paper File Delivery Screen*.
2. Select "**From**" and "**To**" to identify work locations by using the **LOV** drop down menu.

3. Click on the Flashlight icon to search for all files that are ready to be sent to Central Records/Closed Files Section.
4. Click in the **"Include in Next Delivery"** box next to the specific file to be sent.
5. Click on **"Populate Details"** button.
6. Enter a delivery method in the **"Delivery Method"** field in the Details Section at the bottom of the screen.
7. Click on **SAVE** to save the entry.

STEP 5 – CENTRAL RECORDS/CLOSED FILES SECTION RECEIVES THE PDJ FILE.

Central Records Staff shall:

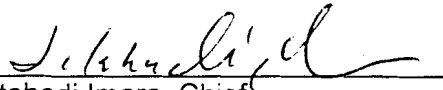
In order to complete the process, Central Records shall receive the PDJ file at their location:

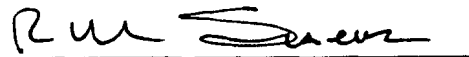
1. Click on **File Management** off the main menu.
2. Click on **Receive PDJ Files**.
3. Click on the **Location LOV** button and select Central Records Files Section.
4. Enter PDJ and Click on **Save** to receive PDJ File.

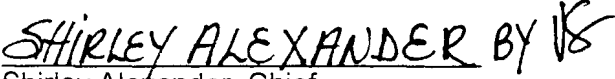
Note: If the file is not received at Central Records and the minor sustains a subsequent arrest, JCMS will try to create another file in the system.

All questions and inquiries regarding this Directive should be directed to the Juvenile Consultant at (562) 940-2533 or the Juvenile Staff Assistant at (562) 940-2856.


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