

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

DIRECTIVE

No.:	1346
Issued:	11/08/13
Post Until:	12/08/13

SUBJECT: Juvenile Clerical Procedures – 652 WIC Intake Process

The purpose of these procedures are to ensure the correct processing of 652 WIC cases and establish guidelines for clerical staff, which are consistent with the department's policies and procedures.

JAI Central sends the 652 WIC arrest packet to the work location, which includes the JAI Clearance form (Prob.1238), four (4) police reports with "652" stamped in red on the District Attorney's Work Sheet. These documents are sent along with the PDJ folder.

The work location shall time stamp receipt of the 652 WIC arrest packet and accept the case in the Probation Case Management System (PCMS).

Once the 652 WIC investigation is complete the documents are forwarded to clerical for processing, a copy of the JAI clearance form (Prob.1238) and a print out from the automated system (PCMS) that shows the probation disposition is forwarded to the district attorney. This ensures the district attorney's office is notified of the level of intervention taken by the probation department.

The clerical staff shall follow the procedures below for processing 652 WIC referrals:

- a. Intake:** The clerk shall receive the PDJ file, accept the case in PCMS, and assign the intake to the appropriate caseload (*refer to the juvenile clerical outline*).
- b. Review documents and updating PCMS:** The clerk shall review the JAI Clearance form (Prob.1238) and police report for accuracy. The clerk shall ensure the identifiers and the minors address is entered into PCMS correctly. Review the police report to assist with updating the minors address and retrieving pertinent identifies (*refer to the juvenile clerical outline for updating minor's identifiers*).
- c. Forward the file to the SDPO:** The clerk shall forward the PDJ file to the SDPO upon completion of steps "a" and "b".
- d. Probation decision:** Once the 652 WIC has been handled by the DPO and the JAI Clearance form (Prob1238) is signed by the SDPO, the PDJ file and paperwork is forwarded to clerical for processing.
- e. Probation disposition summary screen:** The following steps are necessary in PCMS to ensure data is correctly entered into the automated systems (PCMS).

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- Select the Case Module
- Select the Minor Case Summary from the secondary menu bar
- Click New
- Select Probation Disposition Summary
- Enter the decision from the JAI Clearance form (Prob.1238)
(SDPO and DPO signature required)
- Enter the decision date
- Enter the send date to the District Attorney (*the 652 WIC arrest referral is sent to the applicable DA location*)
- Click Save.

- f. **Notify the District Attorney of the case decision:** The clerk shall sign and date the JAI Clearance form (Prob.1238). Forward the Prob.1238 and a copy of the probation disposition screen that shows the DPO's decision from the automated system (PCMS).

The clerk shall forward the paperwork to the appropriate district attorney's location, which is determined by the following process:

- DPO indicates the DA location on the "District Attorney Non-Detained Petition (Prob. 1120)
- Based on the arresting agency indicated on the police report and citation (please see attachment A for District Attorney's Office and referring law enforcement agencies).

The clerk will then forward the documents by county messenger or by using the green bag.

The following decisions indicate which document the clerk shall forward to the district attorney's office:

- Petition filed – forward a copy of the JAI Clearance form (Prob.1238) and petition, which is submitted by the DPO/SDPO
- The case is closed – forward a copy of the Prob.1238 and a print out of the probation disposition screen in PCMS
- The case is diverted (not filed) – to include 654 WIC, 654 WIC- teen court, and 654 WIC-VORS, forward a copy of the JAI Clearance form and a print out of the probation disposition screen.

- g. **Processing PDJ files for closed dispositions:** The clerk shall review the PDJ folder and ensure the paperwork is filed according to Directive 1093 (issue date 04/18/06), and papers placed in chronological order.

- Follow the process in section "e"
- Update the file location in the automated system (PCMS)
 - Go to the global link and click "File"
 - Select "To Wrk Loc" (Central Records – Vermont)

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- Click “Send”
- Date and code the outside of the PDJ folder
- Send closed files to:

Juvenile Files Section
3965 South Vermont Avenue
Los Angeles, California 90037

- h. **Processing non-court 652 cases.** The clerk shall ensure the correct disposition is entered into the probation disposition summary screen. Including ensuring that the paperwork is filed according to policy.

654 WIC – The minor is on informal probation and supervised by the DPO for six (6) months

The clerk shall ensure the following data is updated in the automated system (PCMS) for Inter and Intra cases.

- The file location shows the current work location
- The case assignment and transfer module reflects the correct DPO/SDPO assignment in PCMS
- The identifiers are correctly entered into the minor’s information module
- The address is entered in the minor information module
- The transfer check sheet is complete and signed by the clerk
- Forward the file to the correct location.

(Refer to the juvenile clerical outline for procedures for entering data)

Questions regarding this process should be directed to the Juvenile Consultant, at (562) 940 -2533.



REAVES E. BINGHAM, Deputy Chief
Field Services Division

District Attorney Office and Referring Agency

District Attorney's Office	Law Enforcement Agency
Antelope Valley Juvenile Office 1040 W. Ave. J., Suite 1132 Lancaster, Ca. 93534 Phone 661-945-6435 Fax 661-945-6457	Antelope Valley Sheriff
Compton Juvenile Office 200 West Compton Blvd., Rm. 703 Compton, Ca. 90220 Phone 310-603-7462 Fax 310-635-6129	Compton Sheriff Carson Sheriff Firestone Sheriff LAPD 77th LAPD Southeast CHP So. LA
Eastlake Juvenile Office 1601 Eastlake Ave., Rm. M Los Angeles, Ca. 90033 Phone 323-226-8955 Fax 323-223-6248	CHP Central CHP East Los Angeles LAPD Central LAPD East Los Angeles LAPD Hollenbeck LAPD Hollywood LAPD Newton LAPD Northeast LAPD Rampart LAPD Southwest LAPD Wilshire Metro Transit Authority Montebello Police Dept. Monterey Park Police Dept.
Inglewood Juvenile Office One Regent Street, Rm. 600 Inglewood, Ca. 90301 Phone 310-419-5255 Fax 310-674-9778	Beverly Hills Police Dept. Culver City Police Dept. El Segundo Police Dept. Gardena Police Dept. Hawthorne Police Dept. Hermosa Police Dept. Inglewood Police Dept. LAPD /West Los Angeles LAPD Pacific Lennox Sheriff Lomita Sheriff Manhattan Beach Police Dept. Marina Del Rey Sheriff Redondo Beach Police Dept. Santa Monica Police Dept. Torrance Police Dept. UCLA Police Department
Long Beach Juvenile Office 275 Magnolia Avenue, Suite 1985 Long Beach, Ca. 90802 Phone 562-256-1200	Long Beach PD Avalon Sheriff CSULB PD LAPD Harbor Palos Verdes Estates PD Signal Hill PD

District Attorney Office and Referring Agency

Los Padrinos Juvenile 7281 East Quill Drive Downey, Ca. 90242 Phone 562-940-8827 Fax 562-803-9646	Bell-Cudahy Police Dept. Bell Gardena Police Dept. Downey Police Dept. Lakewood Sheriff Lynwood Sheriff Pico Rivera Sheriff Maywood Police Dept. Whittier Vernon Police Dept.
Pasadena Juvenile Office 215 North Marengo, Rm. 200 Pasadena, Ca. 91101 Phone 626-356-5785 Fax 626-577-5639	Alhambra Police Dept. Altadena Sheriff Arcadia Police Dept. Burbank Crescenta Valley Sheriff Glendale Police Dept. Monrovia Police Dept. Pasadena Police Dept. San Gabriel Police Dept. San Marino Police Dept. Sierra Madre Police Dept. South Pasadena Police Dept. Temple City Sheriff
Pomona Juvenile 300 South Park Ave., Rm. 770 Pomona, Ca. 91766 Phone 909-868-5322 Fax 909-629-3684	Azusa Police Dept. Baldwin Park Police Dept. CHP Ontario/Baldwin Park City of Industry Sheriff Claremont Police Dept. Covina Police Dept. El Monte Police Dept. Glendora Police Dept. Irwindale Police Dept. La Verne Police Dept. Pomona Police Dept. San Dimas Sheriff Temple City Sheriff (So. El Monte only) Walnut Sheriff West Covina Police Dept.
Sylmar Juvenile 16350 Filbert St., Rm. 370 Sylmar, Ca. 91342 Phone 818-364-2122 Fax 818-364-5448	CSUN PD LAPD Devonshire LAPD Foothill LAPD North Hollywood LAPD Van Nuys LAPD/CHP West Valley Lost Hills Sheriff Malibu Sheriff/CHP Newhall CHP San Fernando PD Santa Clarita Sheriff/CHP West Hollywood Sheriff