

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

DIRECTIVE

No.:	1365
Issued:	07/16/14
Post Until:	08/16/14

**SUBJECT: Clerical Intake Procedure for Processing Non-Detained
653.5 WIC and 652 WIC Arrest Referrals**

The purpose of this Directive is to develop uniformity regarding the processing of non-detained 653.5 and 652 of the Welfare and Institution Code involving arrest referrals received at the area office intake locations.

The Law Enforcement agencies will deliver arrest packets to the area office. The arrest packet will include the Citation, Law Enforcement Worksheet, four (4) police reports, and any other pertinent documents applicable to the arrest.

Both new and subsequent arrests will require the clerical staff to review the automated systems to check if the minor has a delinquency or dependency record.

All arrest referrals shall be processed and submitted to the Field Intake Deputy Probation Officer (DPO) within (1) one business day of receipt by the field intake location.

Field Clerical

Clerical staff shall complete the following intake process regarding the handling of arrest packets.

Step One:

- Timestamp the document that list the cases delivered by law enforcement agencies or complete the Non-Detained Arrest Referral Receipt for Law Enforcement (**Prob. 1613 Rev. 01/14**). Including indicating at the top of the form the receiving Area Office. Retain a copy, and return the document to Law Enforcement immediately.
- Retrieve the arrest packet from the intake basket upon receipt
- Timestamp the Law Enforcement Worksheet on the back of the form
- Complete a records check by accessing the following automated systems
 - **Juvenile Automated Index (JAI)**
 - Juvenile Search by Name (JNAM), enter the minor's Last, First name, DOB, and gender
 - Juvenile Inquiry search by JAI no. (JINQ)
 - Juvenile Search by number (JNUM) enter the PDJ, Court, or CII no.

- **Probation Case Management System (PCMS)**
 - Go to Search and enter the minor's name and DOB
 - Go to Search and enter the JAI no. or PDJ no. if applicable
- If the minor has a record in JAI; the staff shall print the following screens
 - JINQ
 - PINQ
- Access the Juvenile Automated Index Record Clearance Form (**Prob.1238**), located on Probnets >Juvenile Forms > Juvenile Record Clearance and complete the following sections in the automated system:
 - The minor's name
 - DOB
 - PDJ (if applicable)
 - JAI number (if applicable)
 - Referral Date (the date that the arrest referral was time-stamped)

Step Two:

Access the Non Detained Arrest Referral Evaluation (nDARE) tracking System and update the minor's record. Forward the JAI Clearance Form (Prob. 1238) and arrest packet to the Intake SDPO/DPO.

Note: Before staff can update the minor record in the nDare system the minor must have an existing PDJ. If the minor is a new intake, follow the below process.

- Go to PCMS and conduct a minor search (including JAI)
- If the minor has no PCMS record (or PDJ), click the "Next" PDJ
- Click "Next PDJ" again, the system generates the PDJ no.
- Write the PDJ no. on the JAI Clearance Form
- Enter the PDJ no. in the nDARE system and update the record

Step Three:

The Deputy Probation Officer indicates the applicable 653.5 and 652 Welfare and Institution Code application status on the JAI Clearance Form (Prob. 1238). The clerk refers to the Prob. 1238 to determine the arrest referral type and completes the following steps:

653.5 WIC Applications for cases assigned to the Field Intake Location

Clerical Staff Shall:

- Review the referral type indicated on the Prob. 1238; if the referral status checked is 653.5 continue to the next process
- Review the Prob. 1238 to determine the appropriate investigation work location
- Review the Prob. 1238 to determine the designated District Attorney's Office

- Update the nDARE system from the completed JAI Clearance Form
- Forward the original Citation (minor and parent), Law Enforcement Worksheet, three (3) Police Reports, and a copy of the Arrest Referral Evaluation form (Prob. 1611) to the designated District Attorney's office using the District Attorney (green) bag
- Forward the Prob. 1238, a copy of the Citation, Law Enforcement Worksheet, and one (1) police report to JAI Central in the (red) courier bag
- All documents pertaining to the arrest packet remain at the intake location
- Keep a copy of the Prob. 1238 in an organized file for tracking purposes
- File the arrest packet, one (1) police report (clerical will need to make a copy), copy of the Prob. 1238, and the original Prob. 1611 in a temporary file. The pending folder is filed in the 653.5 drawer until the intake of the new arrest by JAI Central in the automated systems. Once the PDJ folder is received at the work location the temporary folder will be pulled to combine the paperwork with the original PDJ folder
- Clerical staff shall proceed with updating the automated system:
 - Accept the case in PCMS and assign the record to DA00
 - Go to the "File" link in PCMS and receive the PDJ
 - Place the paperwork in the PDJ folder and file the PDJ folder in the 653.5 drawer

**653.5 WIC Applications for cases assigned to other Field Work Locations
(Not the Intake Location):**

Clerical Staff Shall:

- Review the referral type indicated on the Prob. 1238; if the referral status checked is 653.5 continue to the next process
- Review the Prob. 1238 to determine the appropriate investigation work location
- Review the Prob. 1238 to determine the designated District Attorney's Office
- Update the nDARE system from the completed JAI Clearance Form
- Forward the original Citation (minor and parent), Law Enforcement Worksheet, three (3) Police Reports, and a copy of the Arrest Referral Evaluation form (Prob. 1611) to the designated District Attorney's office using the District Attorney (green) bag
- Forward the Prob. 1238, Citation, Law Enforcement Worksheet, one (1) police report, and the Juvenile Arrest Referral Evaluation form (Prob. 1611) to JAI Central in the (red) courier bag
- Keep a copy of the Prob. 1238 in an organized file for tracking purposes.

Receiving 653.5 WIC Cases in which the Work Location was not the Field Intake Location

Clerical Staff Shall:

- Accept the case in PCMS and assign the record to DA00

- Go to the "File" link in PCMS and receive the PDJ
- File the PDJ folder in the 653.5 drawer

All Work Locations shall Monitor the 653.5 drawer by ensuring the following process:

- If the 653.5 arrest referral indicates a future pre-plea or disposition report is due by notification of minute order or automated system, retrieve the case from the 653.5 drawer for processing.
 - Review/update the "Case Module" with the court date and disposition
 - Forward the PDJ and case information to the SDPO for assignment
- Purge 653.5 cases if there is no District Attorney Response after 90 calendar days.
 - Check JAI for the District Attorney's Decision
 - Update PCMS with the applicable disposition, such as DIE, DLL, etc.

If "No District Attorney Response" (NDR) after 90 calendar days; clerical staff updates PCMS with the disposition only after checking the automated system for the applicable disposition.

- Complete a records check in JAI to obtain the District Attorney's Decision
 - If No District Attorney Response
 - Go to the Case Module in PCMS
 - Select the appropriate arrest
 - Go to Petition/DA Summary Link
 - Click "New"
 - Click the Pending Arrest
 - Click Refresh
 - Select "No DA Response"
 - Status is Not Filed
 - Update the count
 - Click "Save"

652 WIC Pre-filings for cases assigned to Field Intake Locations

Clerical Staff Shall:

- Review the referral type indicated on the Prob. 1238; if the referral status checked is 652 continue to the next process
- Update the nDARE system from the completed JAI Clearance Form
- Copy the Citation, Law Enforcement Worksheet, and forward one (1) police report to JAI Central in the (red) courier bag

- All original documents pertaining to the arrest packet remain at the intake location
- Keep a copy of the Prob. 1238 in an organized file for tracking purposes
- Within two (2) business days of forwarding the arrest referral to JAI the clerk will review the Probation Case Management System (PCMS) to check if the arrest is entered into the automated system
- File the arrest packet, which includes three (3) police reports, copy of the Prob. 1238 and the original Prob. 1611 in a temporary file; pending the intake of the new arrest by JAI Central in the automated systems

The 652 referral is assigned once the minor's arrest is entered into PCMS and the pending assignment shows on the "Case Assign & Transfer Screen.

- Clerical staff shall proceed with updating the automated system:
 - Accept the case in PCMS and assign to the applicable SDPO
 - Forward the 652 WIC arrest packet to the SDPO
- Once the PDJ folder is received at the work location; the clerk shall access PCMS, update the file location, and forward the PDJ folder to the assigned DPO.

**652 WIC Pre-Filings for cases assigned to other Field Work Locations
(Not the Intake Location)**

Clerical Staff Shall:

- Review the referral type indicated on the Prob. 1238; if the referral status checked is 652 continue to the next process
- Forward the Prob. 1238 Citation, Law Enforcement Worksheet, one (1) police report, and the Juvenile Arrest Referral Evaluation form (Prob. 1611) to JAI Central in the (red) courier bag
- All original documents are forwarded to JAI Central to be sent to the appropriate Investigation location
- Keep a copy of the Prob. 1238 in an organized file for tracking purposes

(For complete instructions regarding processing 652s, refer to Directive No. 1346 Issued 11/08/2013).

Follow-up process for adding and updating arrests referrals in the automated systems for new and subsequent arrests.

Clerical Staff Shall:

- Within two (2) business days of forwarding the arrest referral to JAI the clerk **(determined by the date to JAI on the Prob. 1238)** accesses PCMS and JAI and conducts a search to verify if the arrest is entered into the automated system.

If the arrest is not entered in the automated systems:

- The field clerk contacts JAI Central and inquiries regarding the status of the arrest
 - Requests the update of the arrest
 - When necessary fax or scan/email a copy of the JAI Clearance form; including the citation and police report if the documents remain at the field intake location
- The JAI Clearance Form will be retained by the area office for 90 days before purging

JAI Central

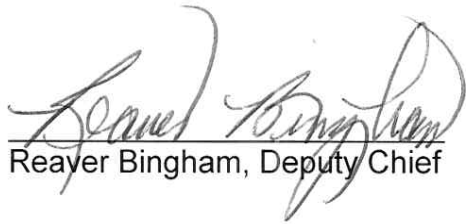
Clerical Staff Shall:

- Review and process the arrest packets received in the (red) courier bags from the Field Intake Locations within the business day.
- Arrest Packets include the following paperwork
 - Citation (Minor and Parent)
 - JAI Clearance Form (Prob. 1238)
 - Juvenile Arrest Referral Evaluation (Prob. 1611) (for cases sent to non-sorting locations only)
 - Law Enforcement Worksheet
 - Police Report
- Reference the JAI Clearance Form attached to the arrest packet sent by the Field Intake Locations to assist with updating the minor's arrest referral information in PCMS and JAI, which includes the following information.
 - Minor's name
 - DOB
 - PDJ, JAIN, DCFS JAIN when applicable
 - Intake referral status (653.5 or 652)
 - Investigation Location
- Return the red courier bag to the appropriate office indicated on the label; the courier bag may be returned empty or include new or subsequent arrests to the appropriate Intake Field Location.
- Refer to the intake instructions for adding and updating arrests in the automated systems

Note: Arrest Referrals sent from the Field Intake Locations must include the JAI Clearance Form. If the Prob. 1238 form is not included with the arrest packet, the staff shall follow the below process:

- Contact the appropriate Field Intake Location
- Request the clerical staff to scan/email the Prob. 1238
- Continue with the intake process

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



Reayer Bingham, Deputy Chief