

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

No.: 1367
Issued: 8/22/14
Post Until: 9/22/14

DIRECTIVE

SUBJECT: JAI Central – Intake Process for Adding and Updating Arrest Referrals in the Automated Systems

The purpose of these instructions is to establish guidelines for adding and updating intake data in the Probation Case Management System (PCMS) and the Juvenile Automated System (JAI), and to ensure that the arrest and case information are entered into the automated systems accurately.

The process includes new, reactivated, and active cases (subsequent arrests), in which clerical staff shall check the automated systems to identify if the minor has a current or prior delinquency history. The policy is to assist with entering correct data into PCMS and JAI to ensure that the automated systems properly reflect the minor's true arrest history.

New Intake

A new intake refers to a minor with no prior delinquency history in JAI or PCMS, which requires creating a new PDJ number. Clerical staff reviews AJIS to determine if the arrest is in JAI before creating a new intake. If the arrest is not in JAI or AJIS; clerical staff creates the arrest record in JAI before creating a new intake in PCMS. Once the record is saved in PCMS; the system generates the PDJ number; clerical staff updates the record in JAI with the PDJ number.

Subsequent Intake

A subsequent intake refers to a minor with a prior delinquency history, who has a record in the Juvenile Automated System and/or the Probation Case Management System. Minors' with a subsequent arrest have an existing JAI number and/or PDJ number.

Clerical staff shall adhere to the following process to ensure the correct intake steps are completed:

- **Documents received from the Field Intake Location**
 - Citation(s) Minor and Parent
 - JAI Clearance Form (Prob. 1238)
 - Juvenile Arrest Referral Evaluation Form (Prob. 1611)
 - Law Enforcement Worksheet
 - Police Report,
- **Handling Type:** 652 and 653.5 is indicated on the Prob. 1238 submitted by the Field Intake Area Office, which identifies the intake referral status; additional handling types include 601i, 601t, and Inter-State Compact. It is important to make sure the correct handling type is updated into PCMS once the record moves over via interface.

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

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- **Reference:** Refer to the JAI Clearance Form received from the Area Office to assist with updating the minor's arrest referral information in PCMS and JAI. Further access the Non-Detained Arrest Referral Evaluation (nDARE) System and complete the following steps.
 - Enter the PDJ
 - Update the minor record by completing the appropriate fields
 - Save the document
 - Print the completed JAI Clearance Form (Prob. 1238)
- **Search:** Conduct a search following the procedures outlined below for updating minor records in the automated systems.
 - Access JAI and go to (JNAM) enter the minor's name (Last, First, Middle), gender, and DOB. Proceed to PCMS and click the "Search" link. Click the "advanced" tab and enter the minor's name (Last, First, Middle), gender, and (DOB)
 - Minor has no record in both systems continue to the new intake process
 - Minor has a record in JAI or PCMS proceed to the steps for minors' with a prior or current arrest history
 - Minor has a new PDJ number issued from the field intake Area Office
- **Identifiers:** Update the automated systems with the minor's identifiers, which include the following:
 - Juvenile Automated Index no.
 - State Identification no./CII
 - Social Security no.
 - Main no.
 - Department of Children and Family Services (DCFS) Juvenile Automated Index no.
- **Aliases:** Update the minor's record in JAI and PCMS with applicable aliases, which include the following:
 - Name (last or first)
 - DOB

Note: The minor's case in most instances will already have an assigned PDJ no. issued from the field intake location. Therefore, the PDJ no. indicated on the Prob. 1238 shall be used to complete the intake process.

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- A. New Intake that has no record in JAI, AJIS, or PCMS:** Access JAI and go to the (JADD) screen to add the minor's arrest. The clerical staff shall enter information pertaining to the minor's arrest from the Citation, JAI Clearance form, Law Enforcement Worksheet, and Police Report.
- Go to JAI and access (JADI) the (AJIS) Booking Master Index screen to verify that the minor's arrest is not in (AJIS)
 - Go to the (JADD) screen and enter the required arrest information
 - Go to PCMS and click the "New Intake Button" (prior to this step the staff has searched the minor in PCMS)
 - Update the minor's arrest information
 - Update the following fields under "Intake Decision Information"
 - Citation Date
 - Court Location
 - Court Address
 - Court Date
 - Court Department
 - Go to JAI and access the (JADD) screen, enter the PDJ number, and press enter
 - The Juvenile Index Automated number is assigned (located at the bottom of the screen)
 - Go to PCMS and enter the JAI number under "Minor Profile Summary"
 - Go to (JUPD) to add or update the following:
 - Sex, descent, hair, eyes, height, weight, and DOB
 - The minor's address and zip code
 - Mother, father's name, and phone number
 - Caseload type, legal, and probation status
 - Access the (JPDD) screen and enter the minor's zip code and "FLAG" by entering (I) for initial or (S) for subsequent (653.5 cases only)
 - Go to PCMS and review the arrest by clicking the "Intake Module" to determine if the data pertaining to the arrest is accurate
 - Click the "Minor Information Module" to ensure the physical char/marks, address, and identifiers are updated
 - Go to the "File Link" (receive the file), select the work location, reason code, and send
 - Go to the "Reports Module" and print the routing slip

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B. The arrest is in JAI with a JAI no., no assigned PDJ no., and no record exists in PCMS:
Clerical staff shall search the minor in JAI and PCMS. Identify the correct arrest in JAI before proceeding to the next steps.

- Go to JAI and access the (JNAM) screen and search the minor by name
- Select the correct (JAIN) for the minor
- Go to PCMS and search the minor's name if the record is not in (AJIS) proceed to step "1" if the record is in (JADI) or (AJIS) Master Index, proceed to step "2" go to step "3" if the arrest is not in (AJIS) and no record shows in PCMS

Step One:

- Go to (JINQ, P1) and access the (JASS) screen to retrieve the arrest (if the "A" is not next to the arrest history)

Place "X" next to the name

- Press F2
- Type "Y" next to flag
- Go to PCMS and click "NEXT PDJ" twice
- Enter the "PDJ" number in (JAMS)
- Enter the work location (press enter)

Step Two:

- Go to (JINQ, P1) and access the (JAPI) screen when the "A" is next to the arrest
- Go to (JAPI) and search by arrest date or name. Locate the minor by name

- Enter the "NEXT PDJ"
- Enter the "PDJ" number into (JAPI)
- Enter the work location (press enter)

Step Three:

- Go to PCMS search the minor by name
 - Click "New Intake"
 - Update the minor's arrest information
 - Update the following fields in the "Intake Module" under "Intake Decision Information"
 - ✓ Citation Date
 - ✓ Court Location
 - ✓ Court Address

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- ✓ Court Date
- ✓ Court Department

- Add the JAI number
- Go to JAI and update the (JUPD) screen with the “PDJ” number
- Go to the (JUPD) screen to add or update the caseload number, minor’s address, zip code, mother, father’s name, and phone number(s)
- Go to the (JPDD) screen and enter the minor’s zip code and “FLAG” by entering (I) for initial or (S) for subsequent
- Go to PCMS and review the arrest entry by clicking the “Intake Module” to determine if the data pertaining to the arrest is accurate
- Click the “Minor Information Module” to ensure the physical char/marks, address, zip code, and identifiers are updated
- Go to the “File Link” (receive the file), select the work location, reason code, and send
- Go to the reports module and print the routing slip by the arrest date

C. The intake process for minor’s on active probation: Clerical staff shall ensure that the correct minor is identified in the automated systems before completing the below steps.

- Search the minor in JAI and PCMS
- Verify the information is accurate and the record is the correct minor; click the “Minor Information Module” and review identifiers
- Go to JAI enter the JAI no. and access the (JARA) F1 screen to add the new arrest when the arrest is not in (JAI)
- Go to PCMS, click the “Intake Module” to add the arrest by clicking the “New Button” (when necessary)
- Update the following fields in the Intake Module under “Intake Decision Information”
 - Citation Date
 - Court Location
 - Court Address
 - Court Date
 - Court Department
- Go to (JUPD) to add the caseload number, minor’s address (including valid zip code), mother, father’s name, and phone number(s)
- Go to (JPDD) and enter the minor’s zip code and “FLAG” by entering (I) for initial or (S) for subsequent; enter the date and caseload (if applicable)

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- Click the “Minor Information Module” to ensure the physical char/marks, address, and identifiers are updated
- Go to the “File Link”(receive the file) select the work location and send
- Go to the “Reports Module” and print the routing slip by the arrest date

***If the arrest is not in PCMS but the arrest is in JAI follow the steps below:**

Step One:

- Go to (JINQ, P1) and access the (JASS) screen to retrieve the arrest (if the “A” is not next to the arrest history)
 - Place “X” next to the name
 - Press F2
 - Type “Y” next to flag
 - The PDJ number and work location will populate (press enter)

D. The minor’s case is in PCMS, the record is closed. The arrest is in JAI and the minor has an assigned JAI and PDJ number; the process requires reactivation.

- Go to JAI and access the (JNAM) screen and search the minor by name
- Select the correct (JAIN) for the minor
- Go to PCMS and search the minor’s name, if the record is not in (AJIS) proceed to step “1” if the record is in (JADI) (AJIS) Master Index proceed to step “2.” Go to step “3” if the arrest is not in (AJIS) and no record shows in PCMS

Step One:

- Go to (JINQ, P1) and access the (JASS) screen to retrieve the arrest (if the “A” is not next to the arrest history)
 - Place “X” next to the name
 - Press F2
 - Type “Y” next to flag
 - Go to PCMS and click “NEXT PDJ” twice
 - Enter the “PDJ” number in (JAMS)
 - Enter the work location (press enter)

Step Two:

- Go to (JINQ, P1) and access the (JAPI) when the “A” is next to the arrest
- Go to (JAPI) and search by arrest date or name. Locate the minor by name
 - Enter the “NEXT PDJ”
 - Enter the “PDJ” number into (JAPI)
 - Enter the work location (press enter)

Step Three:

- Go to PCMS search the minor by name
 - Click “New Intake”
 - Go to JAI and update the (JUPD) screen with the “PDJ” number
- Go to (JUPD) to add or update the following:
 - The minor’s address and zip code
 - Mother, father’s name, and phone number
 - Caseload type, legal, and probation status
- Go to (JPDD) and enter the minor’s zip code and “FLAG” by entering (I) for initial or (S) for subsequent
- Go to PCMS and review the arrest entry by clicking the “Intake Module” to determine if the data pertaining to the arrest is accurate
- Update the following fields in the Intake Module under “Intake Decision Information”
 - Citation Date
 - Court Location
 - Court Address
 - Court Date
 - Court Department
- Click the “Minor Information Module” to ensure the physical Char/marks, address, zip code, and identifiers are updated
- Go to the “File Link” (receive the file) select the work location, reason code, and send
- Go to the ‘Reports Module’ and print the routing slip by the arrest date

E. The minor's status in PCMS is closed and the arrest is not in AJIS; the referral is a reactivated case in the automated system.

- Search the minor by name in JAI and PCMS
- Verify the information is accurate and the record is the correct minor; click the "Minor Information Module" and review identifiers
- Go to JAI and access the (JARA) screen, enter the required arrest information and press enter
- Go to PCMS and click the "Intake Module" in (PCMS) and add the arrest by clicking the "New Button"

- Update the following fields in the Intake Module under "Intake Decision Information"
 - Citation Date
 - Court Location
 - Court Address
 - Court Date
 - Court Department

- Go to (JUPD) to add or update the following:
 - The minor's address and zip code
 - Mother, father's name, and phone number
 - Caseload type, legal, and probation status

- Go to the (JPDD) screen and enter the minor's zip code and "FLAG" by entering (I) for initial or (S) for subsequent (653.5 cases only); enter the date and caseload (if applicable)
- Click the "Minor Information Module" to ensure the physical char/marks, addresses, and identifiers are updated.
- Go to the "File Link" (receive the file) select the work location, the reason code, and send
- Go to the "Reports Module" and print the routing slip

F. The minor's arrest shows no record in JAI or PCMS but the arrest is in

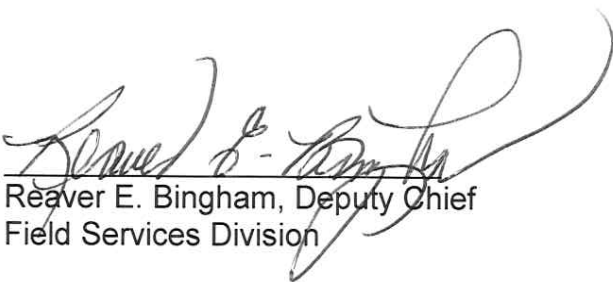
AJIS: The clerical staff shall review the AJIS Master Index (booking system) to determine if the arrest is in the AJIS system.

- Go to JAI and access the (JASS) screen and enter the arrest date and minor's name
- Place an "X" next to the minor's name then press F2 (JAMS)

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- Go to PCMS and click next “PDJ” and click next “PDJ” again
- Return to JAI and enter the “PDJ” number into the “PDJ” field
- Enter the work location, press enter, and the JAI number is issued
- Go to (JUPD) to add or update the following:
 - The minor’s address and zip code
 - Mother, father’s name, and phone number
 - Caseload type, legal, and probation status
- Go to the (JPDD) screen and enter the minor’s zip code and “FLAG” by entering (I) for initial or (S) for subsequent; enter the date and caseload (if applicable)
- Go to PCMS and review the arrest by clicking the “Intake Module” to determine if the data pertaining to the arrest is accurate
- Click the “Minor Information Module” to ensure the physical char/marks, address, and identifiers are updated
- Go to the “File Link” (receive the file), select the work location, the reason code, and send
- Go to the “Reports Module” and print the routing slip by the arrest date

Questions regarding the process should be directed to the Head of Central Records (213) 974 – 9035.



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