

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

DIRECTIVE

No.: 1371
Issued: 11/10/2014
Post Until: 12/10/2014

**SUBJECT: JUVENILE - PROCEDURE FOR PROCESSING
NON-DETAINED ARREST REFERRALS**

The purpose of this Directive is to reinforce Departmental policy and work performance expectations of Detention Services Bureau (DSB) and Juvenile Field staff relative to the processing of non-detained arrest referrals received from Law Enforcement agencies (Welfare and Institutions Code or WIC Sections 653.5 and 652).

Legal Basis

Welfare and Institutions Code (WIC Section 660.5).

Background

WIC Section 660.5 authorizes Probation to process all law enforcement arrest referrals. The County of Los Angeles has implemented the following:

- **1998** – ceased the implementation of the Intake and Detention Control (IDC)/Intercept Program; District Attorney's (DA's) Office assumes responsibility for the processing of all law enforcement arrest referrals
- **February 1, 2014** – **revised** implementation of all law enforcement arrest referrals will include (**See Attachment A**):
 1. **Direct Files** – DA will remain responsible for the processing of law enforcement arrest referrals filed in Adult Court
 2. **Detained Cases (Juvenile)** – DA will remain responsible for the processing of detained arrest referrals
 3. **Non-Detained Cases (Juvenile)** – Probation assumes responsibility for processing non-detained arrest referrals

Effective immediately:

Detention Services Bureau (DSB) Staff

Intake and Detention Control (IDC) Locations at the three (3) Juvenile Halls (Barry J. Nidorf Juvenile Hall/BJNJH, Central Juvenile Hall/CJH and Los Padriños Juvenile Hall/LPJH) serve as collection points for arrest packets received from law enforcement. Arrest packets shall be received and logged in, then delivered to designated sorting locations.

IDC Clerical Support Staff:

- Complete the IDC – Non-Detained Arrest Referral Receipt for Law Enforcement (**Attachment B**, Prob. 1613, Rev. 2/14), timestamp the Referral Receipt (Dir. No. 1365, Issued 7/16/2014) and provide a copy to Law Enforcement agency personnel at the time of drop off; Indicate at top of form under "Operation," one of the following:
 - BJNJH IDC
 - CJH IDC
 - LPJH IDC

- Timestamp all non-detained arrest referrals received from Law Enforcement agencies when received
- Log all arrest referrals received on IDC - Non-Detained Arrest Referral Log (**Attachment C**, Prob. 1612, Rev. 2/14); indicate at the top of form under "Operation," one of the following:
 - BJNJH IDC
 - CJH IDC
 - LPJH IDC
- Notify IDC SDPO when assistance is needed to log in non-detained arrest referrals
- Place arrest referrals in IDC Courier bag (**blue**) on the same business date of receipt for Transportation Courier pick-up (see **Attachment D** for scheduled times)
 - BJNJH IDC – Courier bags to be delivered to the Van Nuys-Juvenile Investigation Unit (VNI)
 - CJH IDC – Courier bag to be delivered to the Northeast Juvenile Justice Center (NEJJC)
 - LPJH IDC – Courier bag to be delivered to the Rio Hondo Area Office (RIO A/O)

IDC Officer:

- Assist IDC Clerical Support Staff with log in of all non-detained arrest referrals received on IDC – Non-Detained Arrest Referral Log (Attachment B, Prob. 1612, Rev. 2/14). OD Schedule will be set monthly for this portion of the Intake process

IDC SDPO:

- Schedule IDC Officer OD calendar on monthly basis to provide assistance to IDC Clerical Support Staff regarding the log in of non-detained arrest referrals
- Upon receiving notification from IDC Clerical Support Staff requesting assistance to log in non-detained arrest referrals, instruct IDC Officer(s) as needed

Transportation Couriers:

- Pick-up/Deliver/Return Identified Operation Courier bags according to pre-determined schedule (see **Attachment D** for scheduled times)
 - **Blue bags** – From IDC to Field Area Offices (and returned to IDC)
 - **Red bags** – From Field Area Offices to JAI Central (and returned to Area Offices as labeled)
 - **Green bags** – From Field Area Offices to District Attorney (and returned to Area Offices as labeled)

Field Services Staff

The Sorting Location clerical staff shall follow the procedures in the Clerical Non-Detained Intake Process Directive # 1365 issued 7/16/2014.

Juvenile Field staff shall be responsible for determining which arrest referrals meet the 653.5 Welfare Institution Code (WIC) requirements to be referred to the Office of the District Attorney for filing and which arrest referrals will be retained by Probation and filed as 652 WIC matters.

Packets Received from IDC Collection Points:

<u>To:</u>	<u>From:</u>
Northeast JJC	Central JH
Rio Hondo	Los Padrineros JH
Van Nuys	Barry J. Nidorf JH

Packets Received Directly from Law Enforcement:

Antelope Valley
Centinela
Foothill
Long Beach
Pomona
South Central

The Field Intake DPO shall:

- Review the Arrest Packet:
 - Arrest packets include the citation (with court department and 60-day cite date), Law Enforcement Worksheet, four (4) police reports, and any other pertinent documents applicable to the arrest. No original evidence should be received.
 - Incomplete arrest packets (no worksheet, missing cite dates, etc.) should be refused at the point of contact or returned **as soon as possible** by instructing the submitting agency to retrieve them.
- Review minor's delinquency/dependency history and determine probation status by accessing the Juvenile Automated Index (JAI), Probation Case Management System (PCMS) and Problite information systems.
- Complete the sorting process using the Arrest Referral Evaluation form (Prob. 1611, Rev. 8/22/14)
 - Complete **all** fields on form, except for *SDPO Approval/date* fields
 - **Divert** appropriate arrests to DA "First Step" diversion program, or
 - Make sorting decision based on the provided criteria
- Complete the required sections of the JAI Record Clearance form (Prob. 1238, Rev. 1/14)
 - Complete all fields in the *Field Intake Area Office Use Only* section of the JAI Record Clearance form (Prob. 1238, Rev. 1/14)
 - Review the *Charges on Referral* field for accuracy
 - Complete/review for accuracy the *Initial/Subsequent* field
- Once a sorting decision has been made, clear the matter with the SDPO and obtain approval in the *SDPO Approval* field of the JAI Record Clearance form (Prob. 1238, Rev. 1/14)
- Ensure that a copy of the Arrest Referral Evaluation (Prob. 1611, Rev. 8/22/14) form showing SDPO approval is included in the arrest packet
- Submit sorted arrest packet to SDPO

Field Intake SDPO Shall:

- Conduct case clearance discussion with Field Intake DPO
- Indicate decision approval in the *SDPO Approval* field of the Arrest Referral Evaluation form (Prob. 1611 rev. 8/22/14)
- Submit sorted arrest packet to clerical for processing

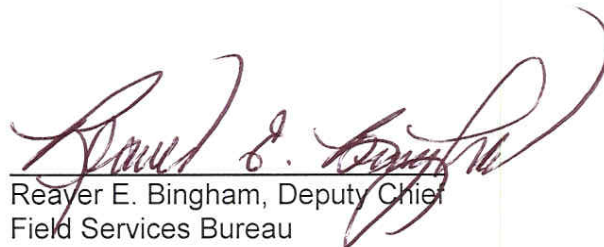
Investigation-Unit-SDPO-to-Field-Intake-SDPO Conferences: In the event that an Investigation Unit DPO/SDPO has questions or issues with an arrest packet or sorting decision received, the SDPO shall immediately contact the sorting location SDPO.

Forms are available on Probnet > Forms > Juvenile Forms or > DSB Forms (Click on the applicable form).

Questions regarding this Directive should be directed to the Detention Services Consultant at (562) 940-2523 or the Juvenile Consultant at (562) 940-2533 or JuvenileConsultant@probation.lacounty.gov.

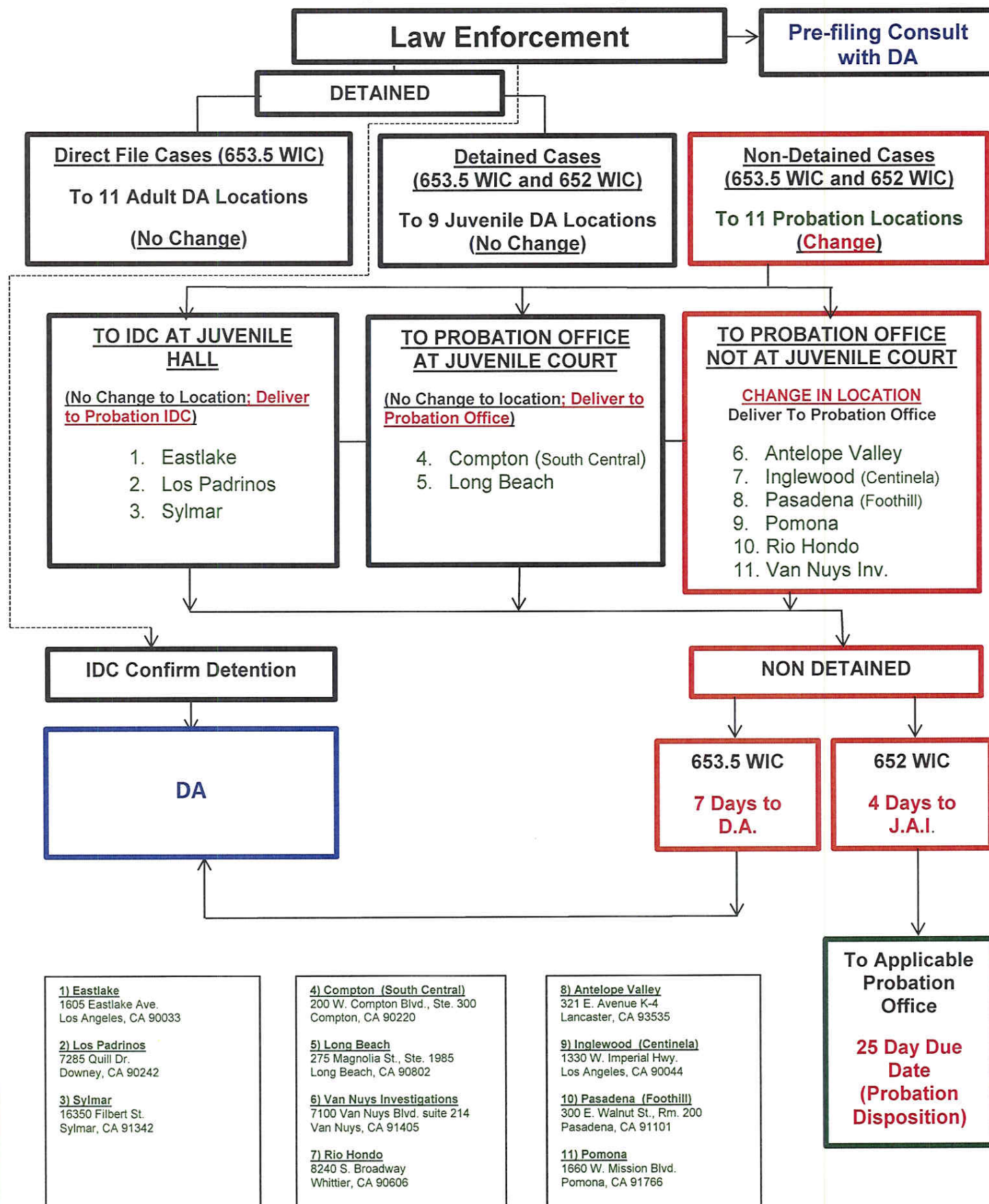


Felicia Cotton, Deputy Chief
Juvenile Institutions



Reaver E. Bingham, Deputy Chief
Field Services Bureau

PROCEDURE FOR THE PROCESSING OF JUVENILE ARREST REFERRALS (653.5 and 652 WIC)



Attachment B

[illegible]

[illegible]

**County of Los Angeles
Transportation Division
Courier Routes to Revised Intake Process**

East Los Angeles			
Pomona Area Office	Drop Off - P/U	Pomona	Drop Off - P/U
Pomona Area Office: 1660 W. Mission Drop-P/U, 1st Floor Clerks Office right side mail wall	8:30 AM	Pick-up location: 300 Park Ave., Pomona Drop-P/U Juvenile DA, 1st Floor, Room 110	8:45 AM
Pomona Area Office	Drop Off - P/U	Pomona	Drop Off - P/U
Pomona Area Office: 1660 W. Mission Drop-P/U, 1st Floor Clerks Office right side mail wall	12:50 PM	Pick-up location: 300 Park Ave., Pomona Drop-P/U Juvenile DA, 1st Floor, Room 110	1:15 PM
West Los Angeles			
Inglewood Court	Drop Off - P/U	CAI/JAI Central	Drop Off - P/U
Pick-up location: 110 One Regent Drop-P/U, Main Floor Juvenile Court, DA Room 600 Go across the street Inglewood Adult Court Drop-P/U, 1st Floor Clerical Office	1:20 PM	Pick-up location: 210 W. Temple St. Drop-P/U, 3rd floor, Probation Office	8:00 AM
Southeast			
Los Padrinos Juvenile Court/LPJH	Drop Off - P/U	Los Padrinos Juvenile Court/LPJH	Drop Off - P/U
Pick-up location: 7285 Quill Drive Drop-P/U, LP Juvenile Court Room E-7 Drop-P/U, LP Juvenile Court DA Office Drop-P/U, LPJH IDC	8:30AM	Pick-up location: 7285 Quill Drive Drop-P/U, LP Juvenile Court Room E-7 Drop-P/U, LP Juvenile Court DA Office Drop-P/U, LPJH IDC	11:40
Long Beach Court	Drop Off - P/U	Compton Court	Drop Off - P/U
Pick-up location: 275 Magnolia Ave. Drop-P/U, 1st Floor, Probation Out Box Drop-P/U, 3rd Floor Juvenile DA Ste. 3195	9:40 AM	Pick-up location: 200 W Compton Drop-P/U, 3rd Floor Room 311 Drop-P/U, 7th Floor Juvenile DA Room 703	12:30 PM
Compton Court	Drop Off - P/U		
Pick-up location: 200 W Compton Drop-P/U, 3rd Floor Room 311 Drop-P/U, 7th Floor Juvenile DA Room 703	10:00 AM		
Southwest			
Inglewood Court	Drop Off - P/U	Rio Hondo Area Office	Drop Off - P/U
Pick-up location: 110 One Regent Drop-P/U, Main Floor Juvenile Court, DA Room 600 Go across the street Inglewood Adult Court Drop-P/U, 1st Floor Clerical Office	10:00 AM	Pick-up location: 82405 Broadway Drop-P/U 1st Floor Probation Office Out Box	2:00 PM
Antelope Valley			
Van Nuys Investigation Unit	Drop Off - P/U	Eastlake Juvenile Hall	Drop Off - P/U
Pick-up location: 7100 Van Nuys Blvd. Ste. #214 First Floor Probation Office Pick-up at the reception desk.	8:00 AM	Pick-up location: 1601/1605 Eastlake Ave., Drop-P/U, NEJC, Main Floor Room 4 Drop-P/U, NEJC Juvenile DA, Room "M" Enter Eastlake Juvenile Hall clerks office. Drop-P/U, Eastlake IDC	12:30 PM
Antelope Valley Anex Building	Drop Off - P/U	Pasadena Court	Drop Off - P/U
Pick-up location: 1040 West Ave. J Drop-P/U Juvenile DA	8:40 AM	Pick-up location: 199 North Euclid Enter Court Building 2nd Floor, Drop-P/U, Probation Office and transcribing.	1:00 PM
San Fernando Valley			
Barry J. Nidorf Juvenile Court	Drop Off - P/U	Barry J. Nidorf Juvenile Court	Drop Off - P/U
Pick-up location: 16350 Filbert St. Drop-P/U, Main Floor Juvenile Court, DA and clerical office Drop-P/U, Inside Juvenile Hall IDC and Camp Headquarters out box.	9:15 AM	Pick-up location: 16350 Filbert St. Drop-P/U, Main Floor Juvenile Court, DA and clerical office Drop-P/U, Inside Juvenile Hall IDC and Camp Headquarters out box.	1:00 PM
Central			
Pasadena Court	Drop Off - P/U	Eastlake Court/Central Juvenile Hall	Drop Off - P/U
Pick-up location: 215 N. Marengo St. Drop-P/U, 1st. Floor clerical office Room 102 Drop-P/U, Juvenile DA, 2nd Floor, Ste. 200	8:00 AM	Pick-up location: 1601/1605 Eastlake Ave., Drop-P/U, NEJC, Main Floor Room 4 Drop-P/U, NEJC Juvenile DA, Room "M" Enter Eastlake Juvenile Hall clerks office. Drop-P/U, Eastlake IDC	11:30 AM