

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

DIRECTIVE

No.: 1375

Issued: 03/10/15

Post Until: 04/10/15

SUBJECT: JUVENILE CLERICAL PROCEDURES – RATIONALE AND PROCESS FOR CLOSING CASE IN PCMS WHEN JURISDICTION IS MODIFIED FROM WIC 602 TO WIC 450 – TRANSITION JURISDICTION OR WIC 303 – GENERAL JURISDICTION

The purpose of this Directive and the procedures outlined herein, are to ensure that youths whose juvenile jurisdiction are modified from WIC 602 to WIC 450 – Transition Jurisdiction, have their delinquency cases properly closed in the Probation Case Management System (PCMS), and their PDJ file sent to Central Records – Closed Files.

Pursuant to Assembly Bill 12 (AB 12), which passed in 2010 and went into effect on January 1, 2012, youth who are 17 years and five months or older and on a Suitable Placement Order for foster care and have completed their terms of probation and elect to remain in foster care, may have their probation under WIC 602 terminated and come under a new Juvenile Jurisdiction, WIC 450 – Transition Jurisdiction. Although Juvenile Court Bench Officers will often list a future court date on the Minute Order terminating probation and modifying jurisdiction to WIC 450, since the youth is no longer on probation pursuant to WIC 602, the case status must be closed in PCMS. By failing to do so, the youth delinquency file cannot be sent to Central Records – Closed Files and improperly remains in the field. Moreover, youth who have their juvenile jurisdiction modified to WIC 450 are no longer case managed in PCMS since they are not on probation. Case management occurs in the foster care case management and data system, CWS/CMS.

The same policy and procedures apply when jurisdiction under WIC 602 is terminated and the court *retains* General Jurisdiction, pursuant to WIC 303. General Jurisdiction, as described in AB 12, is retained to allow the youth to re-enter foster care at a later date. The youth is not on probation or in foster care if he/she is only under WIC 303 – General Jurisdiction. The case status, therefore, must also be closed in PCMS.

Clerical staff shall follow the procedures outlined below when processing cases for youth whose probation is terminated and jurisdiction is modified or retained to WIC 450 – Transition Jurisdiction or 303 – General Jurisdiction:

- Click the Case Module
- Click the applicable court number
- Click the “Crt Hrg/Crt Rpt Summary” link. For cases with a future court hearing in PCMS, the date is advanced and vacated by completing following steps:
 - Click the edit icon for the future court hearing
 - Go to “Status” and select “Advance and Vacated”
 - Click the Save button

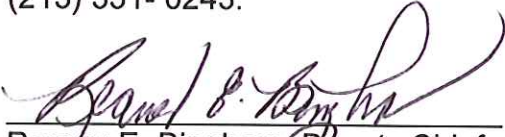
MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE

PROBATION DIRECTIVE
JUVENILE CLERICAL PROCEDURES – CLOSING CASES IN PCMS ON AB 12 CASES
PROBATION DEPARTMENT POLICY/PROCEDURE
PAGE 2 OF 2

- Click the Court Order/ COP Summary link and update the case status by completing the following steps:
 - Click the New button
 - Select the Court Order Date
 - Select the Petition Date
 - Go to the Disposition Field and select the disposition "Jurisdiction Terminated"
 - Click the Save button
- Once the case status is closed in PCMS and the file location is updated, the PDJ file can be sent to Central Records.

For questions regarding the protocol to close cases contact the Probation Area Office Head Clerk.

For questions regarding AB 12, contact the Transition Jurisdiction Services Director, at (213) 351- 0243.


Reayer E. Bingham, Deputy Chief
Field Services Division