

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT  
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF BULLETIN #: D-152

APPROVED BY: STEPHANIE L JAMES  
CHIEF PROBATION OFFICER

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**SUBJECT: RECORD KEEPING AND FILE STORAGE**

**POLICY**

To ensure confidential and appropriate storage of records, files, and other documentation; Juvenile Detention records (record-keeping, statistics, and communications, etc.) are maintained in administrative files located in the Office Secretary's office.

**PROCEDURES**

- A. Upon request, records will be made available to:
  - 1. The Board of State and Community Corrections
  - 2. The Juvenile Justice/Delinquency Prevention Commission
  - 3. The Grand Jury
  - 4. The Judge of the Juvenile Court
  
- B. All reports submitted to the Board of State and Community Corrections (population and profile surveys, crowding reports, etc.) shall be retained by the Detention Office Secretary.
  
- C. Case File Security and Storage
  - 1. Juvenile Hall Case Records
    - a. Juvenile Hall case records consist of an intake file and a unit file for each youth. Juvenile Hall intake files remain in the Intake/Booking area, unit files are maintained on the youth's assigned unit. Upon completion of a youth's detention, the unit file is returned by staff to the Intake/Booking area, then filed in the closed file section of the property storage room.
  
    - b. Following a youth's 18<sup>th</sup> birthday, if he/she is not detained, the physical files are scanned and purged.
  
    - c. After five years from the date on which the jurisdiction of the Juvenile Court over the youth is terminated, his/her case records may be destroyed..

## 2. Juvenile Camp Case Records

- a. Juvenile Camp case records consist of four files and are handled as follows:

Juvenile Detention Intake File	Remains in Detention Intake/Booking Unit; transported by staff only; upon youth's release is mated with unit file and filed in the closed files section of the property storage room.	Following the youth's 18 <sup>th</sup> birthday, if he/she is not detained, will be scanned and purged  After five years from the date on which the jurisdiction of the Juvenile Court over the youth is terminated, his/her case records may be destroyed.
Juvenile Detention Unit File	Is maintained at the Camp during youth's commitment; transported by staff only; upon resident's release, is mated with the intake file and then filed in the closed files section of the property storage room.	
Camp File (=Camp Program File)	Originates at Camp and remains in the Camp office; upon youth's release, remains in the Camp office.	
Juvenile Probation Case File (=Probation Officer's File)	Secured in Camp Office during youth's commitment; when youth is released to Camp Aftercare, probation file is secured in Aftercare Office. Upon release or termination from Camp Residential Program or Aftercare, the probation file is returned to the Juvenile Probation Division and is handled via Juvenile Division protocols.	

## 3. Juvenile Probation Case Files

- a. Intake probation officers and clerical staff assigned to the Detention Division secure their files in the Intake Probation Office in Juvenile Hall.