

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

TO: ALL STAFF

BULLETIN #: D-300

APPROVED BY: STEPHANIE L JAMES
CHIEF PROBATION OFFICER

REPLACES: 3/22/2016

ISSUE DATE: 11/1/2018

SUBJECT: INTAKE PROCEDURES

POLICY

The Intake Probation Officer, or in his/her absence the Duty Officer will be responsible for proper intake procedures and appropriate detain/release decisions. Detain/release considerations are assessed through the use of the Detention Risk Assessment Instrument (DRAI) accessed via JJIS. The following procedures shall be adhered to without delay to ensure all youth are properly assessed for detain/release decisions immediately upon booking into the Juvenile Justice Center per Section 628 of the Welfare and Institutions Code. The Intake process shall emphasize respectful and humane engagement with the youth. Staff shall acknowledge that the admission process may be traumatic to youth who may have already experienced trauma.

PROCEDURES

A. Booking

Prior to admitting a youth into the Juvenile Justice Center, the Intake Probation Officer, or in his/her absence, the Duty Officer, shall ensure the following conditions have been met prior to assuming custody of the youth:

1. Juvenile Hall Admission Record (Attachment A)
 - a. All fields on the Juvenile Hall Admission Record (booking sheet) shall be completed, which includes all demographic information regarding the youth and his/her parents/guardians, the arrest, including location, date, time, and the probable cause for the arrest.
 - b. The arresting officer must also complete all relevant information for each crime report in which the youth is being admitted, to include crime report number, location, victim information, elements of the offense, companions, admission by youth, etc.
 - c. Intake staff shall ask the arresting officer about any past, present, or suicidal ideation, comments, or attempts. The Intake Probation Officer, or in his/her absence, the Duty Officer shall document this information in JJIS.
 - d. A signature of the arresting officer and his/her agency is also required. Special attention shall be given to the "Probable Cause" section of the booking sheet

related to the arresting officer's initial contact and subsequent arrest of the youth (e.g. who, what, when, where, why and how).

- e. When booking a youth on a Violation of Probation, the Probation Officer shall indicate the elements of the Violation of Probation on the Juvenile Hall Admission Record.

2. Juvenile Detention Disposition Report (Attachment B)

All required fields under the Arresting Agency heading shall be completed.

3. Booking Criteria

Only misdemeanor and felony arrests will be accepted for booking into the Juvenile Justice Center. The following are examples that are not accepted for booking:

- a. Infractions
- b. 11357(b) HSC, Possession of Marijuana Not More Than 28.5 Grams
- c. Curfew
- d. Section 300 WIC Warrants (refer arresting agency to Mary Graham Children's Shelter)
- e. Section 601 WIC (refer arresting agency to Family and Youth Services "Safe House")
- f. Youth arrested on juvenile warrants over the age of 19 (refer arresting agency to the San Joaquin County Jail)

4. Medical Clearance

If a youth meets any of the following criteria, he/she must be cleared [REDACTED] prior to booking:

- a. Claims or appears to be suffering from a severe illness or injury
- b. Is intoxicated to the extent that they are a threat to their own safety or the safety of others
- c. Claims or appears to be suicidal (Requires medical clearance by a crisis unit worker)
- d. Appears to be mentally impaired (Requires medical clearance by crisis unit worker)

5. Acceptance and Sign-off

- a. If the booking does not meet the criteria set forth above, the Intake Probation Officer or in his/her absence the Duty Officer, may not accept the booking until the matter is satisfactorily resolved.
- b. The Intake Probation Officer, or in his/her absence, the Duty Officer, shall personally sign off on the Juvenile Hall Admission Record.

B. Detention Staff Intake Procedures

1. The Juvenile Detention Officer shall review the Admission Record to assure completion.
2. The Juvenile Detention Officer shall immediately, upon acceptance of the booking, perform a search in JJIS by name and date of birth to ascertain if there is an existing case file.
3. If a case file already exists, the Juvenile Detention Officer shall verify and update in JJIS the correct names, addresses, telephone numbers, and dates of birth, of the youth and his/her parents/guardians. Any gang associations of the youth shall also be updated.
4. If a case file does not already exist, the Juvenile Detention Officer shall create a new case file in JJIS and enter the above mentioned data.
5. The Juvenile Detention Officer shall enter the new booking information into JJIS, including completing the following: booking screen, booking reason, booking questionnaire, observations, and detention decision.
6. The Juvenile Detention Officer shall complete the above procedures immediately upon acceptance of the booking, so the Intake Probation Officer or in his/her absence, the Duty Officer will be able to complete the DRAI to determine whether the youth shall be detained or released.
7. Intake staff shall notify the youth's parent/guardian by telephone that the youth is in custody.
8. Intake staff shall ask the parent/guardian about any past or present suicidal ideation, comments, or attempts. Intake staff shall document this information in JJIS in the Booking Officer's Observation area.
9. The Juvenile Detention Officer shall complete the following:
 - a. Intake Medical Screening Questionnaire
 - b. Unit Face Sheet
 - c. Intake Check Sheet for newly admitted youth (top portion)
 - d. Intake Disposition Sheet
 - e. Daily Report for detention facility
10. The Juvenile Detention Officer shall also enter any property, known medical/security risks, keep aways, or other restrictions under the Detention Management section in JJIS. The property sheet shall be printed out and signed by the youth, with a copy placed in the property storage bag.

11. The Juvenile Detention Officer shall process the youth's personal property and complete the Property Sheet.
 - a. Personal clothing, money, and valuables are itemized and documented on the intake property sheet in the presence of the youth.
 - b. The youth must verify and sign the property sheet.
 - c. Items such as belts, combs, wallets, etc. are placed in a small brown bag labeled with the youth's name and the same corresponding property bag.
 - d. Any jewelry items are sealed in a small manila envelope and placed inside the small brown paper bag. The small brown bag is stored in the assigned property bag.
 - e. Personal clothing is placed in a property bag labeled with the youth's name.
 - f. The assigned property bag is documented on the intake sheet and money envelope, if necessary.
 - g. Any money is to be placed in a small manila envelope labeled with the youth's name and amount.
 - h. The money envelope is to be signed by both the youth and Intake personnel and placed in the drop safe in intake.
 - i. Staff are to refer to any jewelry as gold-colored or silver-colored, not gold or silver. Stones should be described by color only.
 - j. Parents/guardians of those youth committed to the Division of Juvenile Justice, or any adult facility, are sent a notification letter to pick up the youth's personal belongings. Both the youth's clothing and non-valuables are stored in the Intake Property Room and copies of the letter are attached to the bag.
 - k. Items not claimed after 30 days are either donated or destroyed.
12. The youth are to be weighed and measured in the intake processing area. This information is recorded on the Unit Face Sheet and entered in JJIS.
13. Youth are to be thoroughly searched, showered, and observed for any physical abnormalities (to be noted on the intake observation sheet).
14. Youth are to be issued Juvenile Hall clothing and a pair of tennis shoes.
15. The youth should be offered food upon arrival.

16. The Juvenile Detention Officer shall have the youth watch the orientation video and review the Juvenile Justice Center handbook with the youth. Upon completion, the youth and Detention Intake Officer sign and date the Intake Orientation Sheet.
17. The Juvenile Detention Officer shall then scan in the following documents: signed property sheet, Juvenile Hall Admission Record, and Intake Orientation Sheet.
18. In accordance with 627 WIC, youth being booked/admitted to Juvenile Detention must have access to a free telephone to contact parents, notify an employer and contact an attorney.

C. Ancillary Partners Intake Procedures

1. Screening for physical and health and safety issues, intellectual or developmental disabilities will be completed in accordance with Correctional Health Services by clinic staff.
2. Screening for intellectual or developmental disabilities will be completed in accordance with San Joaquin County Office of Education by San Joaquin County of Education staff.
3. Screening for behavioral health and safety issues, intellectual or developmental disabilities will be completed in accordance with Behavioral Health Services by Behavioral Health Services staff.
4. Behavioral Health Services staff shall make contact with the Regional Center for the Developmentally Disabled for youth that are suspected of or identified as having a developmental disability.

Probation Use ONLY
Prob # _____
Ct. # _____

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
APPLICATION FOR JUVENILE COURT PETITION
and JUVENILE HALL ADMISSION RECORD**

Page _____ of _____

Youth's Name LN FN MN SFX DOB AGE
Address City Ph. School
Father's Name Address/City/Zip Phone
Mother's Name Address/City/Zip Phone
Guardian Address/City/Zip Phone
Sex Race Hair Eyes Ht. Wt. Complexion
 D/L# ID# State Status S/S# - -
Birthplace CITY STATE COUNTRY Citizen? Y N AKA
Identifying Marks Gang
 Youth Mirandized by Parent Notified by Date/Time
Was youth involved in an accident or injured to the best of your knowledge? Yes No Does youth claim illness/injury? Yes No
In event of accident, injury, illness, or under the influence of alcohol/drug, has youth been examined by a qualified physician? Yes No
The youth comes within the provisions of Section 602 WIC, and the following information is offered in support of this allegation:
Location of Arrest Date/Time of Arrest
PROBABLE CAUSE FOR ARREST/SOURCES:

CRIME REPORT #:	Warrant #: <input type="checkbox"/> VOP <input type="checkbox"/> OSC <input type="checkbox"/> 737 WIC <input type="checkbox"/> Other
New Offense(s)	
Location of Offense(s) Date/Time of Offense	
Victim Age	
Address Ph.	
ELEMENTS OF OFFENSE:	
ADMISSION BY YOUTH?:	
INJURY/LOSS TO VICTIM:	
COMPANIONS:	
CRIME REPORT #:	Warrant #: <input type="checkbox"/> VOP <input type="checkbox"/> OSC <input type="checkbox"/> 737 WIC <input type="checkbox"/> Other
New Offense(s)	
Location of Offense(s) Date/Time of Offense	
Victim Age	
Address Ph.	
ELEMENTS OF OFFENSE:	
ADMISSION BY YOUTH?:	
INJURY/LOSS TO VICTIM:	
COMPANIONS:	

I request that a Petition be filed in the Juvenile Court on the above-named youth for the offense(s) specified, and declare under penalty of perjury that the facts set forth herein are true and correct to the best of my knowledge and belief.
Arresting Officer _____ Arresting Agency _____

PURSUANT TO SECTIONS 626 AND 626.5 WIC, CUSTODY OF THE ABOVE-NAMED YOUTH IS HEREBY DELIVERED TO THE PROBATION OFFICER FOR DISPOSITION.

Transporting Officer _____ Transporting Agency _____
Youth Rec. By: _____ Date/Time _____

DISTRIBUTION: Original - Probation, Pink - Transporting Agency PROB-J-243 (12/15)

Attachment A

32558727

JUVENILE DETENTION DISPOSITION REPORT
(Print or Type)

Corrected Copy
Page ___ of ___

A. LAW ENFORCEMENT																	
Name (Last, First, Middle) *						DOB (mm-dd-yyyy) *			Age		CII #						
SSN			DL #			PIN			Sex		Race						
Detention Date (mm-dd-yyyy) *			Detaining Agency *			Booking Agency											
Charge 1 (Section, Code) *			Charge 2 (Section, Code) *			FP Card/OCA # *			Booking/Cite #		Disposition Date (mm-dd-yyyy)						
Charge 3 (Section, Code) *			Charge 4 (Section, Code) *			Crime Report #			Warrant #		Disposition Code						
												(Specify Charge #)					
B. PROBATION							C. PROSECUTION										
Date (mm-dd-yyyy)			Disposition Code				Date (mm-dd-yyyy)			Disposition Code							
			Charge 1	Charge 2	Charge 3	Charge 4				Charge 1	Charge 2	Charge 3	Charge 4				
<input type="checkbox"/> Detained <input type="checkbox"/> Not Detained <input type="checkbox"/> Fingerprinted <input type="checkbox"/> Not Fingerprinted																	
D. JUVENILE COURT																	
Date Filed (mm-dd-yyyy)			Judicial District #			Petition #			Consolidated Petition #								
Chrg	Charges & Enhancements at Time of Disposition		Degree	File Level			Final Plea		Dismissal Code	Finding			Date (mm-dd-yyyy)	Disposition Level			
	Section & Code			I	M	F	Admit	Nolo		Sustained	Not Sustained	Not Guilty-Insane		I	M	F	17 PC
1																	
2																	
3																	
4																	
Disposition (Sentencing) Date (mm-dd-yyyy)			<input type="checkbox"/> Firearms Prohibited			PROCEEDINGS SUSPENDED			Date (mm-dd-yyyy)		Code						
Chrg	Disposition Code	Probation		Confinement		Other Programs	Concurrent	Consecutive	Fine	Restitution	Costs						
		Months	CYA Months	Days	Juvenile Hall Days Susp.												
1						(X)	(X)	(X)	(X)	(X)	(X)						
2																	
3																	
4																	
Remarks											<input type="checkbox"/> Court Ordered Booking						
E. ADMONISHMENTS & WAIVERS																	
(Required for Sustained Judgement):																	
<input type="checkbox"/> Minor waived counsel <input type="checkbox"/> Minor represented by counsel																	
(Required for "Admit" or "Nolo" plea):																	
Minor was advised of, and understood:				Yes		No		Minor was advised of, understood and waived:				Yes		No			
• Charges and direct consequences of admission				<input type="checkbox"/>		<input type="checkbox"/>		• Privilege against compulsory self incrimination				<input type="checkbox"/>		<input type="checkbox"/>			
Court found admission was knowledgeable, intelligently made and voluntary				<input type="checkbox"/>		<input type="checkbox"/>		• Right to confront and cross examine witnesses				<input type="checkbox"/>		<input type="checkbox"/>			
Defense counsel concurred in minor's admission				<input type="checkbox"/>		<input type="checkbox"/>											
I certify that the foregoing is a correct abstract of the disposition of arrest and court action in this case. (Certification required for conviction)																	
Clerk of the Court (Print or Type) - Name (First, MI, Last)					Title					Date (mm-dd-yyyy)			County				

JUS 8716 (Rev 06/2001)

Copies: DOJ - Purple

Arresting Agency - Blue

Court - Green

Note: Fields with an asterisk (*) in the Law Enforcement Section are mandatory

Attachment B