

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

TO: ALL STAFF PROCEDURE #: D-302

REPLACES: 10/12/2009

APPROVED BY: STEPHANIE L JAMES
CHIEF PROBATION OFFICER ISSUE DATE: 5/2/2016

SUBJECT: INTAKE RELEASE/DETAIN PROCEDURES

POLICY

Per Section 628 of the Welfare and Institutions Code, upon acceptance of a youth into the Juvenile Justice Center, the Probation Officer shall immediately investigate the circumstances of the youth and the facts surrounding his/her being taken into custody and shall immediately release the youth to the custody of his/her parent, guardian, or responsible relative unless it can be demonstrated upon the evidence before the Court that continuance in the home is contrary to the youth's welfare. The Probation Officer, or in his/her absence the Duty Officer, shall utilize the Detention Risk Assessment Instrument (DRAI), which is a validated evidence-based assessment tool, to guide their decision regarding whether the youth shall remain detained or be released.

PROCEDURES

The Probation Officer, or in his/her absence the Duty Officer, shall complete a DRAI on each admission into the Juvenile Justice Center, with the exception of transfer-in's, commitments, violations of probation, and remands (Attachment A). The Probation Officer, or in his/her absence the Duty Officer, shall complete the DRAI with information obtained in JJIS, from the current booking, and by speaking with the youth.

A. Completing the DRAI:

1. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



9. All prefilled data on the DRAI shall be verified for accuracy. If corrections are needed, the DRAI must be unassigned, the changes must be updated in JJIS, and a new DRAI must be assigned.
10. Any applicable boxes in the Mandatory Detention section must be checked. Special attention must be given to identify if the youth is being booked on any 707(b) WIC offense. Although there may be a check in the Mandatory Detention section, the rest of the DRAI shall still be completed.
11. The most serious type of offense for which the youth is being committed, shall be checked in the Presenting Offense section.
12. The next four sections (History of Delinquency, Probation Status, Warrant History, and History of Escape) of the DRAI are prefilled from JJIS; however, this information needs to be verified for accuracy.
13. Under the Most Serious Pending Charge, check the applicable box in this section for any open referral in JJIS that has not been adjudicated. If there are not any open referrals, check the “none” box. Do not include the charges for which the youth is currently being booked.
14. Check the appropriate box under Prior Commitments unless it does not apply.
15. Check all appropriate boxes in the Aggravating Factors, Mitigating Factors, and Good Community Ties sections of the DRAI.

B. Scoring the DRAI:

1. After completing the above mentioned steps, the DRAI will produce a DRAI Score for the consideration of detain/release decisions.
2. If there is a score [REDACTED], the youth is released on a Promise to Appear (Attachment B) to the Assessment Unit of the Probation Department. The PTA shall be scheduled a minimum of twenty-one days out on a Tuesday, Wednesday, or Thursday at 1:30 p.m.
3. If there is a score [REDACTED], the youth is released on Home Supervision/House Arrest (HS/HA), with a Promise to Appear to the Assessment Unit. The PTA shall be scheduled a minimum of twenty-one days out on a Tuesday, Wednesday, or Thursday at 1:30 p.m.

4. All scores [REDACTED] detained.
5. The above shall be adhered to unless the Intake Probation Officer/Duty Officer can articulate reasons to override the DRAI results.

C. Overriding the DRAI:

1. If the Intake Probation Officer/Duty Officer decides to override the DRAI results, he/she shall check the “yes” button in the Screener Override section and mark the corresponding reasons.
2. If the reason is not listed, the Intake Probation Officer/Duty Officer shall mark “other” and then explain the decision.
3. If a youth that [REDACTED], consideration should be given for a recommendation at arraignment for release to the youth’s parent or guardian on the appropriate alternative to secure detention (i.e. PTA, HS/HA, EMP, GPS).

D. Criteria for Consideration of Overriding the DRAI Results

1. [REDACTED]

8. If additional criteria is used, the Intake Probation/Officer shall indicate the reason in the “Explain Decision” in the “Screening Override Recommendation” section of the DRAI.

E. Screener Recommendation

1. The Intake Probation Officer/Duty Officer shall indicate the release/detain recommendation in the “Screener Recommendation” section.
2. The “Additional Comments” section shall be used for any relevant information regarding the decision to detain/release.

F. Data Collection/Outcome Measures

1. The San Joaquin Community Data Co-Op (Data Co-Op) will develop an Excel Spreadsheet to be prepared by the assigned Juvenile Detention staff.
2. The Data Co-Op will prepare a monthly Dashboard and a Quarterly Report for the Probation Department.

DRAI 2.0

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General/Demographics		
Screening Date: [REDACTED]	Time: [REDACTED]	Screener: [REDACTED]
Name: [REDACTED]	DOB: [REDACTED]	Age: [REDACTED]
Sex: [REDACTED]	Ethnicity: [REDACTED] ▼	

DRAI Tool/Recommendation	
Minor presented on new offense: * [REDACTED]	Arrest Date/Time: * [REDACTED]
Minor presented on FTA Warrant: * [REDACTED]	Criminal History: [REDACTED]

Mandatory Detention (check all that apply)

[REDACTED]

Presenting Offense (check one)*

[REDACTED]

History of Delinquency (check one)*

[REDACTED]

Probation Status*

[REDACTED]

Warrant History [REDACTED]
History Of Escape [REDACTED]
Most Serious Pending Charge (check one)* [REDACTED]
Prior Commitments (check all that apply) [REDACTED]
Aggravating Factors (check all that apply) [REDACTED]
Mitigating Factors (check all that apply) [REDACTED]
Good Community Ties (check all that apply) [REDACTED]
[REDACTED]

Screener Override**		
Reason For Screening Override Recommendation (check all that apply)**		
Screener Recommendation **		
Intake Officer's signature **		
<input type="text" value=""/>		
Smith, James ▼		
Detention Risk Officer's signature **		
<input type="text" value=""/>		
Thomson, Jeff ▼		
Approval Information		
Sent for approval:	<input type="checkbox"/>	
Sent By: <input type="text"/>	Sent On: <input type="text"/>	Sent At: <input type="text"/>
Approval:	<input checked="" type="checkbox"/> Approved	
Approved By: <input type="text"/>	Approved On: <input type="text"/>	Approved At: <input type="text"/>
top		
exit		

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN JOAQUIN STREET ADDRESS: 535 W. Mathews Road MAILING ADDRESS: 535 W. Mathews Road CITY AND ZIP CODE: French Camp, CA 95231 BRANCH NAME:	FOR COURT USE ONLY
CASE NAME: ISD CORPORATION D TEST	
<p align="center">PROMISE TO APPEAR—JUVENILE DELINQUENCY</p> <p align="center">[REDACTED]</p>	
LAW ENFORCEMENT AGENCY: REPORT NUMBER:	

Name of child: **ISD CORPORATION D TEST**

Date of birth of child: 07/20/1991

Address of child: [REDACTED]

Phone number of child: [REDACTED]

Name of parent, legal guardian, or adult relative:

Address of parent, legal guardian, or adult relative (if different from that of child):

Phone number of parent, legal guardian, or adult relative (if different from that of child):

1. I have been arrested for one or more of the following felony offenses (list code violations alleged):

2. The police officer probation officer is releasing me to (name):
who is my mother father legal guardian relative (state relationship):

3. I PROMISE TO APPEAR

on (date):	at (time):	in Dept.:	Room:
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located at courthouse address above other (specify address):

4. I understand that if I do not come to court on the date and at the time indicated, the court may order that a warrant be issued for my arrest.

Date:

(TYPE OR PRINT NAME)

▶ _____
(SIGNATURE OF CHILD)

(TYPE OR PRINT NAME)

Witnessed by:

▶ _____
(SIGNATURE OF PARENT LEGAL GUARDIAN RELATIVE)

(TYPE OR PRINT NAME)

▶ _____
(SIGNATURE OF PROBATION OFFICER
 POLICE OFFICER (agency):



Request for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the proceeding. Contact the clerk's office or go to www.courtinfo.ca.gov/forms for Request for Accommodations by Persons With Disabilities and Order (form MC-410). (Civil Code, § 54.8.)

• ORIGINAL—Transmitted to court • Copy to youth • Copy to parent, guardian, or relative • Copy to probation
