

CHRONOLOGICAL FILING IN ADULT CASE FILES

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 1-5-303, dated 01/03/12
- FORMS:**
- | | |
|--|-----------------------------------|
| Chronological History Sheet | (Automated/ICMS Generated) |
| Adult Assessment Packet | (Automated/ICMS Generated) |
| Adult Reassessment Packet | (Automated/ICMS Generated) |
| Instructions for Supervision | (Automated/WORD) |
| Modification Petition Nonappearance, Adult | (Automated/WORD) |
- PURPOSE:** To outline the responsibility for maintaining complete and chronological case file information and to provide guidelines for the location and order in which documents are to be filed in adult case files.

I. GENERAL INFORMATION

It shall be the responsibility of the unit supervisor to make certain that:

- A. Deputized or clerical staff working on a case properly files all loose documents in the case file as soon as possible.
- B. Before a case is transferred from a unit or sent to the File Room, it should be reviewed to assure proper order, verify Probation status (warrant, termination, etc.) and that Deputy Probation Officer is unassigned (9999).
- C. Documents received after a case has become inactive are forwarded to the File Room with the proper file number in the upper right-hand corner.

II. PROCEDURE

- A. Adult Case Files
 - 1. Case files with a single fastener:
 - a. Documents are filed in chronological order with the earliest date on the bottom.
 - b. Exceptions (documents filed above those in chronological sequence):
 - (1) Chronological History Sheet **(Automated), as needed.**
 - (2) Assessment/Reassessment Packet in the following order:
 - (a) Chrono
 - (b) Assessment/Reassessment of Risk

(c) Assessment/Reassessment of Need

2. Case files with double fasteners:

- a. Documents are to be filed in chronological order, with the earliest date on the bottom, as follows:

<u>Left Side</u>	<u>Right Side</u>
-Field book sheet	-Most recent Integrated Case Management System (ICMS) chrono (top)
-Chronological History Sheet (Automated), as needed.	-Most recent assessment/ re-assessment documents
-Probation orders (active cases)	-Earlier assessment/re-assessment packets
-Signed probation instructions	
-Legal documents (see below)	-All other documents

- b. Examples of legal documents are:

1. Probation Violation Reports
2. Warrant Petitions
3. Signed Modification Petitions
4. Progress and Monitor Reviews
5. Probation Orders
6. Protective Orders
7. Complaint
8. Tahl form
9. In instances of multiple formal grants of probation, all cases are filed individually, in chronological order, and clearly identified as separate Court cases.

3. Case files with three fasteners:

Supervised Electronic Confinement (SEC) and Financial paperwork is placed on the bottom **right** fastener only.

REFERENCES:

Procedures:	2-1-104	Chronological History Sheet – Adult
	2-3-004	Adult Modification Petition
	2-6-104	Petition to Change, Modify or Set Aside Order or Terminate Jurisdiction of the Court
Policies:	B-1	Case Confidentiality – Clients' Right to Privacy
	B-3	Case File Management and Security

S. Sandoval

APPROVED BY: