

**WIC 241.1 JOINT ASSESSMENT PROCEDURE AND  
PROBATION OFFICER'S WIC 241.1 DUAL STATUS REPORT TO THE JUVENILE COURT**

**AUTHORITY:** Welfare and Institutions Code (WIC) 241.1  
 California Rules of Court, Rule 5.512 (Joint Assessment Procedure), Rule 5.514 (Intake; guidelines), and Rule 5.516 (Factors to Consider), Rule 5.520 (Filing the petition; application for petition)  
 Superior Court of Orange County Local Rule 903.1 (Exchange of Confidential Information)  
 Superior Court of California County of Orange Miscellaneous Order 524.4 (Authorization for Orange County Probation Department and Social Services Agency to Exchange Information Pursuant to Section 241.1 WIC)  
 Orange County Juvenile Court Administrative Order A-100-1-2021 Dual Status Youth Procedures Protocol  
 Orange County Juvenile Court Dual Status Youth Court Procedures Protocol (WIC 241.1)  
 Orange County Protocol for Welfare and Institutions Code Section 241.1 Proceedings  
 Orange County Welfare and Institutions Code 241.1 Dual Status Team Protocol

**RESCINDS:** Procedure Manual Item 2-5-001, dated 01/13/16 (Major Revision)

**FORMS:**

Petition to Declare Youth a Ward	(Court form)
Investigation Appointment Letter	(Investigations Unit document)
Arresting Officer Letter	(Investigations Unit document)
Victim Restitution Letter	(Investigations Unit document)
Record Check Request – Juvenile	(Automated)
Record Check Request - Adult	(Automated)
Child Abuse Index Information Request	(Automated)
Juvenile Court Report Face Sheet Worksheet	(F057-4086W)
Juvenile Data Sheet	(F057-4193AW)
OCDE Consent to Exchange Personally Identifiable Information	(Probnet-Forms)
HCA Release of Information Waiver	(Probnet-Forms)
Authorization for Release of Medical, Dental, Psychiatric, Psychological Information	(Probnet-Forms)
Placement Referral form	(Juvenile Investigations Shared Drive)
Placement Family Finding form	(Juvenile Investigations Shared Drive)

**PURPOSE:** To provide a guide in the preparation of a WIC 241.1 Dual Status Report to determine the status of a youth who appears to come within the description of both WICs 300 and 601 or 602.

**I. GENERAL INFORMATION**

A. In any case in which a youth appears to come within the description of both WICs

300 and 601 or 602, the Probation Department and the Social Services Agency (SSA) must conduct a joint assessment to determine which status will serve the best interests of the youth and the protection of society.

1. The assessment must be completed as soon as possible after the youth comes to the attention of either department.
  2. Whenever possible, the determination of status must be made before any petition concerning the youth is filed.
  3. The assessment report need not be prepared before the petition is filed, but must be provided to the court for the hearing.
  4. Juvenile Investigations Unit deputy probation officers (DPOs) will use the Orange County Juvenile Court Protocol for WIC 241.1. Proceedings as a guideline when preparing the report.
  5. If a petition requires immediate submission to the District Attorney (DA), in accordance with WIC 653.5, the WIC 241.1 Report will be completed by the Juvenile Investigations Unit.
  6. Generally, dependency will be the preferred status whenever the youth's behavior is such that they will not pose a threat to themselves, others, or the property of others within the control and support/structure of dependency supervision. When a youth's behavior cannot be controlled in dependency settings and sufficient custody time is available, wardship will be used to provide enhanced control.
- B. Communication will be between the assigned social worker and the Juvenile Investigations Unit DPO. The spirit of cooperation, candid communication and exchange of information will prevail in the review of cases.

1. Orange County Dependent

- a. Contact the Orange County SSA WIC 241.1 liaison at [REDACTED] to verify if the youth is a WIC 300 dependent with an open case. Obtain the name and telephone number of the assigned Social Worker. Provide the liaison with the youth's name, date of birth, Probation/Court case number, court date, assigned court room number, report dictation date, assigned DPO name, and telephone number.
- b. Contact the assigned Social Worker to staff case.
- c. When there is no open case with Orange County SSA, call [REDACTED] for additional information. Probation's representative will be the assigned DPO.

2. Dependent in Another County

The assigned Juvenile Investigations Unit DPO will contact the Social Worker in the county of dependency to staff the case and /or follow the protocol required by that county for notification of the ordered WIC 241.1

Report.

II. PROCEDURE

A. Settlement at Intake

1. When an Application for Petition is received for a youth with an active dependency case, the social worker and DPO will evaluate all pertinent information and jointly agree which agency would be more appropriate for the youth. Additional factors to consider at the intake stage:
  - a. Whether there is sufficient evidence of a condition or conduct to bring the youth within the jurisdiction of the court.
  - b. If the alleged condition or conduct is not considered serious, whether the youth has previously presented significant problems in the home, school or community.
  - c. Whether the matter appears to have arisen from a temporary problem within the family that has been or can be resolved.
  - d. Whether any agency or other resource in the community is available to offer services to the youth and the youth's family to prevent or eliminate the need to remove the youth from the home.
  - e. The attitudes of the youth, parent or guardian, and any affected persons.
  - f. The age, maturity, and capabilities of the youth.
  - g. The dependency or delinquency history, if any, of the youth.
  - h. The recommendations, if any, of the referring party or agency.
  - i. Any other circumstances that indicate that settling the matter at intake would be consistent with the welfare of the youth and the protection of the public.
  - j. Whether the alleged conduct involved physical harm or the threat of physical harm to person or property.
  - k. Whether a chronic, serious family problem exists after other efforts to resolve the problem have been made.
2. When dependency is more appropriate,
  - a. The Application for Petition can be dismissed.
  - b. There can be a sanction and dismissal of the Application for Petition.
  - c. A program of informal supervision should be undertaken for not more than six months under WIC 654.

B. Youth on court ordered Informal Probation (WICs 654.2 or 725)

When a new Application for Petition is received regarding a youth on court ordered informal probation, the assigned DPO will staff the case with the assigned social worker and again review the above factors to determine if the youth should remain a dependent or if the matter should be referred for formal court handling.

III. WIC 241.1 DUAL STATUS REPORT FORMAT

A. FACE SHEET

1. The one-page *FACE SHEET* provides a central location to record vital factual case data and should be completed in full, indicating "NA" (not applicable), "NONE", or "UNK" (unknown) where appropriate.
2. All relevant and significant information, such as date of birth, California Driver's License number, school, and employment information, should be verified by documentation or through contact with original sources.
3. Due to Aid to Families with Dependent Children-Foster Care (AFDC-FC) funding requirements for children in foster care, emphasis should be given to obtaining social security numbers for both the youth and parents. A copy of the youth's birth certificate should be obtained and placed in the file.
4. Include the name, address, and other identifying information of any family member with whom the youth is residing or any family member being considered as a placement option for the youth.
5. If the youth is also a dependent of the court, include the Social Worker's name and professional contact information.
6. Much of the information on the *FACE SHEET* will be auto-populated by information in the Integrated Case Management System (ICMS). Verify that the information in ICMS is correct. If it is not, update ICMS with current and accurate information prior to populating the *FACE SHEET*. Once printed, verify that all information is accurately reflected including the youth's and parent's personal information and address, court case number, master list number, name, date of birth, etc. are updated with the most current information prior to printing the *FACE SHEET* and submitting with the report.

B. LEGAL HISTORY

WIC 300 Dependency History

1. Initial Removal Date
2. Date Dependency Ordered
3. Current Permanent Plan (Type/Date)
4. Next Dependency Hearing (Type/Date)

5. Prior Dependency Dates

WIC 602 Delinquency History

Prior Record:

1. Include the youth's full and complete legal history including information obtained from record checks, probation records, police reports for all arrests, other pertinent agencies, and traffic violations.
2. Entries should be listed in chronological order by date of arrest. Each entry should include date of offense, arresting agency and DR number, date filed, disposition date, charges, and disposition, as well as a brief summary (one [1] to two [2] sentences) of the alleged offense.
3. Note if the youth or parent mentions an incident or arrest for which there are no court orders and/or the police reports cannot be located.
4. Incidents handled informally, including grants of informal probation, should be included with the exception truancy or delinquency prevention agreements. Truancy and delinquency should be addressed in the SCHOOL REPORT section.

Petition Information:

For each petition, include the petition number and charges, the date filed, the date and time of the offense, the location of the offense, and the arresting agency name and report number.

C. REASON FOR HEARING

Provide the reason for the WIC 241.1 Dual Status Hearing, as well as address all of the following:

1. Provide a brief summary of the offense, arrest/intake, and allegations filed in the petition.
2. If the youth is a WIC 300 dependent, briefly describe the reasons for dependency.
3. Provide a concise summary of the major elements for the WIC 241.1 referral. Also summarize the major case issues so that the reader has a good understanding of why the case has been brought before the court.

D. ADDITIONAL INFORMATION

Include pending offenses not covered in the police report and not part of the Prior Record section, but which have been discovered during the investigation. Provide current status of these pending offenses.

E. VICTIM INFORMATION AND STATEMENT

1. The California Constitution Article 1 Declaration of Rights Section 28

defines a “victim” and provides examples of persons who can be victims. It also provides specific enumerated rights to victims. See Procedure Manual Item (PMI) 1-1-117 (Juvenile Victim Services) for further information.

2. WIC 656.2 provides guidelines for victim notification and information sharing by DPOs.
3. Confirm through ICMS-Victim’s tab, the victim was sent a Victim’s Rights Notification. If the victim was not sent an initial notification of their rights, send the notification via certified mail as outlined in PMI 1-1-117 (Juvenile Victim Services).
4. If the victim has not previously indicated they do not wish to be contacted and do not wish to assert their victim rights, contact them by telephone (if number available). Explain the purpose of your call and inform them of their right to make a victim impact statement to the court. This statement could include, but not be limited to, feelings about the offense; economic losses; injuries sustained; emotional impact of the offense; has it interfered with their ability to participate in normal daily activities (e.g. participating in school, sleeping, eating, engaging in family/community/extracurricular activities); what they feel would be an appropriate disposition; and anything else they would like the court to take into consideration. This information can be collected verbally or in writing. If no phone number is available for the victim, mail the Victim Letter to their last known address.
5. If the victim is under the age of eighteen (18), obtain a statement from the victim’s parent(s) or guardian(s), including how the crime has affected their child and any actions they have had to have taken (counseling, etc.). In certain situations, the parent(s) may ask that the actual victim, their child, be allowed to make a statement.
6. Inform the victim of their right to be present at the hearing. If the victim expresses interest in attending the hearing, provide the date, time, and location. Advise the victim to check in with the Victim Witness Assistance Program at the Lamoreaux Justice Center upon their arrival on the day of court. Additionally, contact the Victim Witness Assistance Program (714-935-7074) and inform them the victim intends to be present at the juvenile court hearing.
7. In the report, include victim identifier from the police report (e.g. Victim #1, Victim #2). If there are multiple petitions, utilize petition numbers to denote which case includes which victims. Also include the date the Marsy’s Law Advisement Letter was mailed; the date of any written, telephonic, and other contact with the victim; and their response if contact is made. If no contact is made, include the date the letter was mailed and/or telephone contact was attempted. Do not include in the report any identifying information about the victim or the victim’s family that could be used to locate, harass, or retaliate against the victim or the victim’s family.
8. Document all victim information and specific details about communication or attempted communication with the victim in ICMS.
9. In high profile or sensitive cases (e.g. sex offenses, murder, serious or

grave bodily injury, etc.), contact Victim Witness to determine if they are working with the victim and/or the victim's family. Victim Witness may wish to act as a conduit with the victim or the victim's family to avoid retraumatization. Additionally, when attempts to contact the victim and/or the victim's family are unsuccessful, Victim Witness may have updated contact information.

10. Upon contact with a victim that is not working with Victim Witness, but would benefit from Victim Witness services and support, initiate a referral to Victim Witness. Additionally, always make a referral to Victim Witness upon request of a victim.
11. If attempts to contact the victim are unsuccessful, note this information in the report, as well as in ICMS.
12. Unless authorized by the court, the following information may not be released to the victim: the youth's case dynamics, personal information, and prior record.

#### F. FAMILY BACKGROUND AND RELATIONSHIPS

This section contains information on the youth's and family's history. It should include information that can be considered when evaluating the criterion. Information collected will vary but should, at a minimum, address the following:

1. Nature of parent's relationship at time of birth, siblings, birth order, along with parental attitudes regarding their children. If the youth's parents are divorced and/or remarried, inquire as to whether the youth and parents and/or new spouses get along.
2. Youth and parental estimates of the influences/impact of separations, divorces, remarriages, deaths, abandonment, periods of incarceration, or other losses of a parental figure.
3. Youth and parental estimates of the influence/impact of siblings or other significant family members. Include ages and names of siblings. Inquire about the youth's relationship with immediate and extended family members and activities/vacations they enjoy together. Ask about the youth and family's involvement in community groups or faith-based activities.
4. History of substance abuse and/or drug treatment in immediate family.
5. Criminal history of immediate family, as well as others living in the home, including periods of incarceration. If there is information suggesting that an immediate family member has a criminal record, submit the appropriate request for criminal record history. Inquire if any family members were or are on informal/formal probation or parole. Provide the specifics.
6. Describe any community and/or environmental factors that could impact a youth. Be specific and objective.
7. Impact of family's economic status (living conditions, the number of people living in the home, stability of employment, etc.) on youth and family. Things

to consider include whether the youth's parents are employed, if the youth is employed, other sources of income, is the family receiving public assistance, are the youth's basic needs being met (food, shelter, medical, etc.)

8. What is the family's living arrangements (house, apartment, renting a room), who else resides in the home, the number of rooms in the house, pets, and weapons?

## G. DESCRIPTION OF YOUTH

### 1. Medical History/Physical Health

Include significant medical and developmental issues, along with specifics of any treatment(s). It is not necessary to include information regarding minor illnesses/procedures (e.g. tonsillectomies, etc.) that are included in current reports. If there are no significant developmental or health issues, make note of this in a single sentence.

### 2. Mental Health History

This section includes mental health information obtained from youth, parents, and other sources.

- a. For information from the Health Care Agency (HCA), the *Authorization to Use and Disclose Protected Health Information (PIH)* form must first be completed. It is available on Probnets or via the HCA website, <http://www1.ochca.com/ochcahealthinfo.com/docs/admin/Custodian/F346-531.pdf>.
- b. Briefly summarize available information including tests administered, clinical impressions and recommendations. Originals of psychiatric or psychological reports should be placed in the Probation file and not disseminated or attached to copies of court report.
- c. Include information regarding mental health treatment, diagnosis/diagnoses, treatment, medication(s) (including compliance with medication as prescribed and attitude/opinion regarding medications), treatment, hospitalizations, and source of information such as parents, CEGU, therapist, care provider, etc. If the youth is participating in therapy and/or treatment, do the youth and parent(s) feel that treatment is helping.
- d. If the information is requested, but not received, this should be noted in the report.
- e. Parents can also provide a letter from a therapist/provider regarding the youth's participation.
- f. Also include information from any reports (Evidence Code 730 Evaluations, forensic psych reports, etc.).



- g. If there is no psychiatric or psychological history involving the youth, indicate this in the report.

3. Substance Abuse History

Include information about the youth's reported drug/alcohol use including age of first use, frequency, method of use, and date of most recent use. Note any discrepancies in information provided by the youth and other sources.

4. Child Abuse History

Provide a summary of referral/dependency history. Referrals can be presented in the following table format. When available/appropriate, the referral history can be reprinted/pasted from the SSA Juris/Dispo Report.

<u>Date</u>	<u>Jurisdiction</u>	<u>Allegation</u>	<u>Disposition</u>
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For the *Comments* section of the Child Abuse History, use this section to note significant circumstances, themes, and patterns from the referral history.

5. School Data

- a. This section should cover the youth's prior and current school attendance, academic standing, attendance, grades, discipline history, and progress toward graduation. Do not rely on the youth's account of their school history. If the youth has already passed the General Equivalency Diploma (GED) or received a high school diploma, the investigating DPO is still required to look into their school history. Be inclusive of both positive and negative aspects of their school history.
- b. If available, provide the number of credits earned and if the youth has passed the tests to receive their GED. If the youth has not earned their high school diploma, indicate how many credits they have earned. Foster youth are only required to complete 160 credits to graduate from high school.
- c. If the youth is attending an alternative education program, indicate why the youth was referred to the program (e.g. behavioral issues, disciplinary transfer, history of truancy, credit deficient, etc.).
- d. Indicate if the youth has ever been identified as an individual with special education needs, the qualifying disability or unique learning issue, testing information, educator remarks, what services the youth has received and/or accommodations have been made, and the date of their most recent Individualized Education Program (IEP) or 504 Plan. Summarize findings of psycho-educational evaluations, pertinent testing information, educator remarks, services received, and accommodations made.
- e. If the youth does not have an IEP or 504 Plan, include any

previously requested psycho-educational evaluations and outcomes.

- f. Include the youth's education goals and their attitude toward their prior school experience. Include information on any extracurricular school activities (sports, clubs, student body involvement, etc.), as well as the youth's attitude and goals toward school and their future aspirations (college, vocational studies, career goals).
- g. If the youth is in juvenile hall, provide the court with the youth's grade level equivalent upon the most recent entry into juvenile hall. Remember that the youth's grades at juvenile hall or one of the other facility schools does not represent the youth's history in school. As such, the youth's full school history needs to be included to provide the court with an overall perspective of the youth's level of functioning.
- h. If youth has already received their GED or high school diploma, this section should still contain information about their prior school history (e.g. special education student with an IEP or 504 Plan, behavioral issues, discipline history, etc.).
- i. Include additional information about the youth's involvement in extracurricular activities such as sports, clubs, faith-based organizations).
- j. If the investigating DPO cannot obtain school records due to confidentiality, efforts to obtain those records must be articulated.

#### 6. Significant Developmental Events

Describe significant developmental events/milestones in the youth's life, and the impact and/or outcome. This section shall also address any trauma.

The existence of childhood trauma and the impact on the youth. The following should be considered when interviewing a youth and/or their parent(s) regarding exposure to childhood trauma.

- a. Trauma is the experience of a real or perceived threat to life or bodily integrity, or the life or bodily integrity of a love one and causes an overwhelming sense of terror, horror, helplessness, and fear.
- b. Information related to trauma or traumatic events can surface during a review of the probation file, child abuse reports, school reports, interviews, etc.
- c. Exposure to traumatic events does not necessarily cause maladaptive behavior. It is an individual's experience of the event, not necessarily the event itself that is traumatizing. Trauma can be experienced in a single incident (acute trauma) or repeatedly over a long period of time (chronic trauma).

- d. Exposure to trauma can impact the physical, social, behavioral, emotional, and cognitive development of youth.
- e. A youth's response to trauma may be mitigated by personal resiliency and protective factors present (strong social supports, supportive family relationships, social competence, emotional competence, higher cognitive functioning, etc.). When these factors are present, they should be noted in the report.
- f. Youth and their parent(s) may be experiencing shame or stigma surrounding traumatic event(s). They may be highly sensitive to these topics. As always, the investigating DPO should demonstrate tact, objectivity, and sensitivity when addressing these issues.
- g. Childhood trauma can include, but is not limited to, the following:
  - Sexual abuse/assault
  - Physical abuse/assault
  - Neglect by parent or caretaker
  - Witness to domestic violence
  - Medical issues
  - Loss of or separation from a parent or family member
  - Having a parent or caretaker with a mental illness or substance abuse disorder
  - Victim/witness to community violence
  - Victim/witness to school violence
  - Victim of bullying
  - Involved in a car accident
  - Serious accident/illness
  - Exposure to war, political violence, and/or terrorism
  - Experiencing a natural or man-made disaster

#### 7. Foster Care Placement History

This information can be obtained and reprinted directly from SSA documentation, which includes placement type/facility and dates.

#### H. CUSTODY ADJUSTMENT (if applicable)

1. Review ICMS notes, the facility file, and [REDACTED] records to obtain information about general behavior and program participation. This includes reviewing the treatment plan, behavioral log notes, CEGU log, treatment session notes, school information, weekly staff notes, folder comments, ICMS activity log notes, treatment notes, and case plan for the youth. When writing the report, provide specifics about positives and negatives.
2. If the youth remains in juvenile hall, contact the unit supervising juvenile correctional officer (SJCO) for a statement about the youth's participation in unit programs, interactions with staff and peers, and overall behavior. If the unit supervisor is unavailable, contact the assistant division director (ADD) overseeing the unit.

3. If the youth has been transferred to the Orange County Jail, access [REDACTED] for information about rule violations.

I. ADJUSTMENT ON THE PRE-DETENTION AND PRE-DISPOSITION PROGRAM (PPP) (if applicable)

If the youth has been released on PPP, review ICMS notes for the date released on PPP, progress on PPP, and any other pertinent information. Contact the assigned PPP DPO and request information regarding the youth's progress on PPP.

J. ADJUSTMENT ON PROBATION (if applicable)

This section should include all prior and current probation/parole information.

1. Review ICMS regarding prior probation orders.
2. Contact the most recent supervision DPO for input regarding the youth's progress and overall adjustment on probation, compliance with court and probation orders, associations, and utilization of provided resources. Include how long the youth has been supervised on probation/parole and specifics as to any violations and sanctions or incentives given. Also, include how long the youth has been supervised on probation.
3. If the youth is on probation in another county/state, contact should be established with that agency and information included in this section.
4. Examine what court orders the youth has met, including counseling, payment of financial obligations, and completion of specific terms and conditions (e.g. counseling, community service). Include the youth's level of cooperation and compliance with probation directives, including scheduled office appointments, and attending/completing counseling. If the youth has made poor progress on probation, include efforts made to redirect behavior (informal sanctions, probation violation, etc.) and note effectiveness of those sanctions. Also address delinquency issues of concern.
5. Present both positive and negative progress, as well as include information about the parent's cooperation with the DPO and any notable environmental issues such as living arrangement and neighborhood (gang area, etc.).
6. Do not ask the DPO for their recommendations as to an appropriate disposition for the case at hand.

K. STATEMENT OF THE YOUTH

This is a statement provided by the youth regarding the circumstances of the offense, their perception of factors that contributed to their delinquency, issues that need to be addressed for successful rehabilitation, and their feelings and willingness regarding disposition and court orders. The statement should always start with the date and location of the interview (e.g. Juvenile Hall or Probation Department area office). If an interpreter is used, or the interview is conducted in

a language other than English, it should be reported.

Prior to interviewing the youth, verify the content of any protective orders prohibiting the youth from discussing the offense or specific topics. If a protective order does prohibit discussion of specific topics, make sure it is noted in the below-referenced prohibited section(s) that apply.

Additionally, review court orders to confirm whether the youth's attorney wishes to be present at the time of the interview. If the attorney wishes to be present, contact them regarding the date, time, and place of interview - afternoon appointments are generally preferred and this will be noted on the Disposition Sheet and Minute Order as well. Upon meeting with the youth and attorney, list what counsel requests the youth not to discuss (e.g. offense, substance abuse, gangs, and behavior at school). This information should also be noted in other relevant sections of the report such as social history or school report. A written statement should only be accepted with the approval of counsel and can be attached to the report for the court's consideration.

The following include some of the items to include in this section:

1. Date/Location of Interview (and if counsel was present)

Date and location where the youth was interviewed, as well as name and title/relationship (parent, attorney, interpreter) of anyone else who was present.

Note any restrictions placed on the interview (e.g. the attorney/parent indicate that the youth will not be permitted to answer specific questions, etc.). If, during the interview, the youth's attorney objects to the youth responding to a question, note in the report what questions the youth was not permitted to answer. This will ensure that the court is made aware that missing information was not an oversight.

If the youth provides a written statement, document in this section that it is attached for the court's consideration and summarize pertinent information from the written statement.

2. Version of the Offense (if permitted to discuss)

The youth's version of the offense.

3. Motive and/or Contributing Factors

The youth's perception of what potentially led to their delinquency (e.g. strained family relationships, bullying, succumbing to peer influences, anger management difficulties), as well as contributing factors.

The youth's expressed attitude, remorse, and feelings toward the victim(s), as well as the youth's demeanor during the interview and expectations regarding consequences.

4. Impact of Court Referral

The youth's feelings and willingness regarding disposition and court orders. Also, cover the impact of the court ordered referral on the youth. This includes whether or not the youth has disassociated from unsavory friends, improved grades, stopped using drugs, etc. If the youth or former youth has been detained or incarcerated for a lengthy period (e.g. in Juvenile Hall, jail or prison), include the impact of that experience as well.

For WIC 707 cases, ask whether the youth prefers to have the matter heard in juvenile court or the court of criminal jurisdiction, the expectations regarding consequences, the reasons for the youth's decision, and the youth's evaluation of their level of maturity.

5. Relations with Parent(s)/Guardian(s)

The youth's assessment of communication, trust, and honesty in the home, as well as their reason/explanation for any conflict or tension.

6. Behavior at Home

The youth's assessment of their degree of compliance and responsibility with house rules. Include any history of theft, destructive/aggressive behaviors, curfew issues, or running away.

7. Peer Relationships

Are the youth's friends on any type of probation supervision? Do they use alcohol or drugs? Has the youth made any changes to their social network since the offense (if applicable)?

8. Interest/Involvement in Prosocial Activities

Is the youth involved in any formal sports or club organizations (debate club, soccer, baseball, community activities, etc.)?

9. Short and Long-Term Goals

This section addresses the youth's education and career orientation (professional, vocational, occupational, etc.), as well as any other personal goals he aspires to achieve.

10. Willingness to Abide by Court Orders and Perceived Rehabilitative Needs

If specific court orders and terms and conditions of probation are ordered, what is the youth's assessment of their ability to comply with these orders? What orders, services and/or support does the youth feel are necessary for their long-term rehabilitation?

11. Comments

This section includes the DPO's impressions/observations of the youth, as well as anything additional the youth wishes the Court to know.

L. STATEMENT OF THE PARENT(S)/GUARDIAN(S)

This section contains similar information as above, but from the perspective of the parent(s)/guardian(s). It can be modified based on whatever interview factors may be present (e.g. parent/guardian unavailable or information being stated in the previous section).

1. Date/Who was Present/Location of Interview
2. Aware of Circumstances of Offense
3. Feelings About Offense
4. Reasons for Youth's Behavior
5. Youth's Behavior at Home
6. Youth's Peer Relationships
7. Behavior in Community/Involvement in Prosocial Activities
8. Previous Efforts to Discipline/Counsel Youth
9. Relationship With Youth
10. Disposition Requested by Parent(s)/Guardian(s)
11. Comments

Include DPO's impressions/observations of parents and their interactions with the youth. This section can also be used for anything additional the parent(s)/guardian(s) wish to have considered.



M. STATEMENT OF INTERESTED PARTIES

1. Interested parties can include the arresting officer, other agency's personnel, clergy, caretakers, family members, friends, etc. This section also pertains to a person without legal guardianship who accompanies the youth to the interview.
2. In the case of gathering statements from law enforcement or other agencies, at a minimum, the assigned DPO will send out letters to them. However, the DPO does not need to make a follow-up phone call to the officer unless the case is more serious in nature or the officer is listed as the victim.
3. The letter and our phone call to the arresting officer(s) requests a statement regarding how cooperative the youth was during the contact, the booking process, the questioning/interview, etc. It is also good to find out if the officer has had other contact with the youth/and or the youth's family prior to the current offense, as well as how the parents conducted themselves during their encounter with the officer, if any contact was made. The officer typically will also be asked for an opinion as to the disposition of the matter. If the officer(s) do respond, include the officer's name and phone number

in the report in case the Court has any additional questions for the officer.

4. In cases where there appears to be gang involvement, gang allegations, the offense is gang-related, or there are gang enhancements, the DPO will contact a representative from the local police department gang unit, the police department's record unit, or the probation gang DPO assigned to that police department and request a history of field identification cards, Street Terrorism and Prevention (STEP) notices, or any other documented history of gang involvement by the youth.
5. The *Interested Parties' Statement* section can also be used to include information provided by the youth's family, friends, or other individuals from the community who, at the bequest of the youth or the youth's family can provide a statement regarding the youth's behavior or interaction in the community. If the statement is provided in written form, the letter(s) are paraphrased in the report and it is noted whether they are attached to the report for the court to consider, or if the statements are located in the youth's probation file. If the statement is taken over the phone or in person, note in the report how the statement was given and include a name and contact number for the court if they wish to contact the statement provider.
6. Another, less frequently used use, for this section is when a youth lives with another party, and the parent(s) have provided a statement and the guardian, relative, social worker, group home staff, etc. would also like to provide a statement.
7. Identify the source(s), summarize their input, and describe their relationships to the youth or to the case.
8. Document these communications in ICMS.
9. Statements from the youth's counsel and Court Appointed Special Advocate (CASA) are provided under the WIC 241.1 Joint Assessment Criteria.

N. CRITERIA AFFECTING PLACEMENT AND PREPLACEMENT PREVENTATIVE EFFORTS

1. Complete the *Placement Referral* form and the *Placement Family Finding* form. Email them to:  
. A completed copy is also attached to the WIC 241.1 Court Report for the court and all parties to review and another copy is scanned by the Juvenile Investigations Unit clerk into the youth's file in .
2. The Placement Unit Officer of the Day will then contact the assigned DPO to staff the matter and determine if the youth is suitable for placement. This discussion should include the youth's attitude toward placement, the level of delinquent sophistication, and the youth's social history.

Based upon the above attached documents, if a Child and Family Team (CFT) meeting is needed, the Placement Coordinator will provide



assistance in facilitating this.

3. In the WIC 241.1 Dual Status Report, explain the reasons behind this determination (e.g. the youth's parents are unable to take custody of the youth as they are both serving a prison commitment.)
4. Also list any preplacement alternatives previously utilized or that may currently be options for the youth (e.g. extended family members available and willing to care for the youth).

O. WIC 241.1 JOINT ASSESSMENT CRITERIA

Pertinent facts will be discussed under each criteria/heading listed below. The narrative should reflect all issues discussed by Probation and SSA, should convey the opinions of both entities, and should logically correlate to the joint recommendation. If a joint recommendation cannot be reached, the matter shall be staffed with the WIC 241.1 Dual Status Team prior to submission of the report.

1. Nature of the Referral
2. Age of Youth
3. History of any Physical, Sexual or Emotional Abuse of the Youth
4. Prior Record of Youth's Parents for Abuse of Youth or Any Other Child
5. Youth's Prior Record of Out-of-Control or Delinquent Behavior
6. The Parent's Cooperation with the Youth's School
7. Youth's Functioning at School
8. The Nature of the Youth's Home Environment
9. The History of Involvement and Records of Other Agencies or Professionals with the Youth and the Youth's Family.
10. Services, Community Agencies, or Appropriate Out-of-Home Care Resources Available to Assist the Child and Their Family, Including Suitable Placement Resources.
11. A Statement by any Counsel Currently Representing the Youth
12. A Statement by any CASA Currently Appointed for the Youth
13. Applicability of the Indian Child Welfare Act (ICWA).
14. The recommendation and rationale of Probation and SSA (including alternative views, such as the WIC 241.1. Dual Status Team), as to the status of the youth.
15. If dual status will be recommended, a recommendation as to which agency, Probation or SSA, will be designated as the primary placing agency, and

the reasons for this recommendation.

P. EVALUATION

The evaluation should briefly summarize the case facts and through a logical, etiological and socio-behavioral approach, provide an in-depth understanding of the case dynamics, which should lead to a relevant dispositional recommendation. The evaluation must be based upon facts and material provided throughout the report, the probation officer's opinion must be fashioned from this, along with the reasoning by which they progress from the material to their conclusion.

1. Summarize the essential "high points" of the case. However, a mere "rehash" of information should be avoided. Do not restate the narrative or prior sections of the report.
2. Analyze causal factors in terms of the information presented in the report.
3. Do not introduce new information.
4. Discuss the degree of criminal sophistication exhibited by the youth.
5. Factors in mitigation and aggravation, including exposure to trauma, should be discussed, although they need not be labeled as such.
6. The differential treatment plan which appears indicated in terms of solutions to the problems. If incarceration is involved, reflect why custody time would be therapeutic. Justify your recommendation.
7. Include a statement regarding the home environment.
8. Reports must also include a school notification statement when a youth has been found to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, sex offenses listed in PC 290, assault and battery, and larceny.
9. Include the amount of loss or damage committed or the extent of the victim's injuries. With drug-related offenses, if available, include the total weight of the substance. These factors may be considered as aggravating factors.
10. For a WIC 241.1 Dual Status Reports, in addition to summarizing case facts and providing a logical understanding of case dynamics, this section should convey the joint assessment of both Probation and SSA. The assessment should emphasize the analysis of the above criteria and the rationale for the recommended status; elements of the WIC 602 offense/petition are considered in the evaluation, but should not necessarily take up more content than the other factors.
11. Include discussion in support of appropriate terms and conditions. For example, if drug testing is to be recommended, the evaluation should include mention of the youth's substance abuse history and need to monitor sobriety. If counseling is to be recommended, specify if it is to address anger management, depression or family conflict.

12. Evaluate what terms and conditions are needed to address rehabilitative factors and protection of the community.

**Q. RECOMMENDATION**

The recommendation should follow from the evaluation and delineate the suggested differential treatment plan. The recommendation should be based upon the totality of the information collected in the investigation and an analysis of what was presented. Three significant factors should always be kept in mind:

1. The promotion of the youth's welfare and the safety and protection of the public.
2. The rehabilitation potential of the youth.
3. Whether the welfare and safety of the youth is endangered by the youth remaining in his home setting.
4. Procedure Manual Item (PMI) 2-5-003 (Juvenile Court Report Recommendations) outlines the juvenile court recommendations.
5. Make sure to include recommendations relevant to the offense, as well as to the needs or the youth.
6. Some offenses have mandated requirements associated with them. Be aware of these and ensure that they are recommended.

**REFERENCES:**

Procedures:	2-5-002 2-6-201	Probation Officer's Report to the Juvenile Court Juvenile Placement Referral Process
Policies:	E-3 E-5 E-7 F-2	Disclosure of Court Recommendations Advisement of Rights Restitution Recommendations to the Court for Dispositions/Sentencing and Commitments for Minors

C. Ronald

**APPROVED BY:**