

JUVENILE MONTHLY REPORTS

- AUTHORITY:** Section 727 Welfare and Institutions Code
- RESCINDS:** Procedure Manual Item 2-6-003, dated 01/07/15 (Recertified)
- FORMS:** Juvenile Monthly Report Form (F057-5045)
- PURPOSE:** To describe the philosophy and use of the Juvenile Monthly Report Form

I. GENERAL INFORMATION

- A. In the discretion of the court, a ward may be ordered to be on probation without supervision of the probation officer.
- B. The Monthly Report Form is a discretionary supervision tool. Any deputy may utilize it with selected probationers, of any classification.
- C. The Monthly Report Form can be a valuable probation tool when properly used.
1. When regular contacts with the probationer occur less frequently than probation contact standards require.
 2. When the probationer is temporarily out of the area.
 3. When the individual is placed on a non-supervised (Field monitor or Admin.) level of probation.
 4. When the probationer reports for a scheduled appointment and the officer is not available.
- D. Information noted on the Monthly Report Form by the probationer should be complete and accurate.
1. A probationer failing to provide complete information should be contacted and informed of the requirement to complete the report form with all requested information.
 2. The manner in which a minor responds to the requirement of submitting written reports may be an indication of his willingness to accept responsibility and of his adjustment effort in other areas.
 3. Failure to answer specific questions may reveal problem areas to the Probation Officer.
 4. The need to report, in writing, a failure to pay a financial obligation can motivate regular payments.
 5. The rationale for utilizing this form with a particular minor should be recorded in the Integrated Case Management System (ICMS).

II. PROCEDURE

A. Review with Minor and Parent(s)

1. At the time of indoctrination, the Monthly Report Form should be reviewed with the minor and the parent(s). It is important for the parent(s) to understand their responsibility to review and certify the accuracy of information submitted.
2. Emphasis should also be placed on the importance of completing the form in a timely manner.

B. Record in ICMS

1. The requirement of submitting monthly reports is recorded in the ICMS and in the next chrono.
2. Receipt of forms is recorded within ICMS.
3. Information supplied on the report form, which is significant to the case, is to receive appropriate notice in ICMS.

C. Retain Forms

Monthly report forms are retained in the minor's case file and are to remain there until the case file is destroyed in its entirety.

REFERENCES:

Procedure: 2-6-020 Juvenile Chronological Filing in Case Files

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APPROVED BY: