

JUVENILE CHRONOLOGICAL FILING IN CASE FILES

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedural Manual Item, 2-6-020, dated 01/07/15 (Recertified)
- FORMS:** None
- PURPOSE:** To outline the responsibility for securing, and maintaining complete and chronological case file information, and to provide guidelines for the location and order in which documents are to be filed in juvenile case files.

I. GENERAL INFORMATION

A. Deputy Probation Officer (DPO) Responsibility

It shall be the responsibility of the assigned DPO to make certain that:

1. The case file is maintained in proper order and that documents are placed in the file as soon as possible.
2. Case files and documents in their possession or under their control are kept secure from unauthorized access.
3. If another employee needs an assigned case file, it is checked out properly with adequate notice as to the location of the "borrowed" file.
4. When a case is no longer in active status, the complete file and all related documents are forwarded to the File Room for storage and reference, in a timely manner.
5. All documents or notes containing any client identifying data are kept in the case file or other approved work location.

B. Supervising Probation Officer (SPO) Responsibility

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

1. Deputized or clerical staff working on a case properly files all loose documents in the case file as soon as possible.
2. Before a case is transferred from a unit or sent to the File Room, that the supervisor verifies that the case file is in proper order.
3. 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 FOR JUVENILE CASE FILES

A. Case files with a single fastener (Courtesy Supervision)

1. Documents are filed in chronological order with the oldest date on the bottom.
2. Exceptions (documents filed above those in chronological sequence)
 - a) The Chronological History Sheet
 - b) Court Documents, Minute Orders, Terms and Conditions of Probation
 - c) Reassessment Chrono
 - d) Initial Chrono

B. Case files with double fasteners (F057-4006)

Documents are to be filed in chronological order, with the earliest date on the bottom, in the following order:

Left Side (Legal Documents)

| | |
|---|------------------|
| Juvenile Chronological History Report | (ICMS Generated) |
| Signed Gang Terms and Conditions of Probation (if applicable) | (F057-5083) |
| Signed Usual Terms and Conditions of Probation | (F057-5030) |
| Custody Computation sheet | (F057-5033) |
| 1095 Eligibility Form | |
| Signed Modification Petitions | (F057-5120AF) |
| Probation generated reports | |
| Court Reports (chronologically) | |
| Minute order | |
| DEJ/TAHL form (as applicable) | |
| Court Disposition Sheet | (F057-4158) |
| Notice of Hearing on Petition | |
| Petition | |
| Prior Grants of Wardship (chronologically) | |
| 725 WIC grants | |
| 654 WIC grants | |

Right Side

| | |
|--|-------------|
| Juvenile Case File Checklist | |
| Juvenile Risk/Needs Reassessment Packet | (F057-5049) |
| Juvenile Risk/Needs Assessment Packet | (F057-5048) |
| Alternative Confinement/ Home Confinement Chrono | |
| Reassessment of Title IV Case plan | |
| Initial Title IV Case plan (pages 7-9) | (F057-4195) |
| Minor and Family Data Sheet (pages 1-4) | (F057-4193) |
| Assessment of Minor (pages 5-6) | (F057-4194) |
| AB 1695 Review/ Home Assessment | |
| Pending Applications for Petition | (F057-4024) |
| Birth Certificate | |
| Copy of Social Security number | |

All Other Document on the right side (Chronological order)

Completed Record checks (F057-1064)
School Records
Completed Sanctions documents
 VCS
 Essays
 Counseling
 Employment Stubs
Social services reports (300 cases)
Psych. Evaluation
Placement Documentation
Child Abuse Reports
DNA verification form
Signed Release of Information form (F057-7004)
Signed Medical Consent Form
Police Contact reports (Field Contacts/ FI's)
Victim restitution response
 Accounting packet
 Signed Pay agreement (F057-9247)
Juvenile Monthly Report Form (F057-5045)
Drug tests (Positive and negative)
Probation Department Narcotic Evaluation (F057-1887)
JCWP program information
Institution Documentation
 Institutional Case Work Report (F057-6309)
 Special Incident Reports (SIR) (F057-7018)
 Child Evaluation and Guidance (CEGU) contacts
Completed Arrest Report Packet (one copy only)
 Juvenile Intake Assessment Report
 Detention Memo
 PC Declaration form (ICMS Generated)
 Application for Petition (F057-4024)
 Police or Crime Report (Any supporting documentation)
All other miscellaneous documents

REFERENCES:

| | | |
|-------------|---------|---|
| Procedures: | 2-6-002 | Juvenile Risk/Needs Assessment and Reassessment Packet |
| | 2-6-015 | Juvenile Chronological History Sheet Entries |
| | 2-6-104 | Petition to Change, Modify or Set Aside Order or Terminate Jurisdiction of the Court |
| Polices: | B-1 | Case Confidentiality-Client's Right to Privacy |
| | B-3 | Case File Management and Security |

Attachment

J. Schryver

APPROVED BY:

Juvenile Chronological Case Filing

| CONTENTS LEFT SIDE (Top to Bottom) | CONTENTS RIGHT SIDE (Top to Bottom) |
|---|--|
| Juvenile Chronological History Report | Juvenile Case File Checklist |
| Signed Gang Terms (if applicable) | Juvenile Risks/Needs Reassessment Packet |
| Signed Terms and Conditions | Juvenile Risks/Needs Assessment Packet |
| Custody Computation sheet | Alternative Confinement Chrono |
| 1095 Eligibility Form | Title IV Case plan documentation |
| Court Reports (chronological) | AB 1695 Review/ Home Assessment |
| Minute order | Pending Applications for Petition |
| DEJ/TAHL form (as applicable) | Intake Assessment/ Data Sheet |
| Court Disposition Sheet | Birth Certificate |
| Notice of Hearing on Petition | Copy of Social Security number |
| Petition | |
| Prior Grants of Wardship | ALL OTHER DOCUMENTS (Chronological order) |
| CABS Photograph | Completed Record checks |
| | School Records |
| | Social services reports (300 cases) |
| | Psych. Evaluation |
| | Placement Documentation |
| | Child Abuse Reports |
| | DNA verification form |
| | Signed Release of Information form |
| | Signed Medical Consent Form |
| | Police Contact reports (FI) |
| | Victim restitution response/ Accounting packet |
| | Signed Pay agreement |
| | Monthly report forms |
| | Drug tests (positive and negative) |
| | Narcotic Evaluation |
| | JCWP program information |
| | Institution Documentation (SIR's, etc.) |
| | Completed Police Reports with Application for Petition, Detention Memo, and PC Declaration form (one copy only). |