

JUVENILE HALL FORMS CONTROL

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-2-306, dated 08/01/13 (Recertified)
- FORMS:** Request for New or Revised Form (057-9233)
Juvenile Hall Forms Request (057-6316)
- PURPOSE:** To establish a method of originating, revising, numbering and supplying forms for use at Juvenile Hall.

PROCEDURE:

I. JUVENILE HALL FORMS

- A. Requests for new or revised forms will be submitted to the Juvenile Hall Business Office Supervisor for review. The Business Office Supervisor will:
1. Submit the request to the Probation Division Director for approval.
 2. Forward the request to the Personnel Clerk who will make a photocopy of the request for filing.
 3. If the request is approved, forward the request to Forms Control at the Santa Ana Office (SAO). Forms Control will assign the form a Juvenile Hall series control number.
- B. Forms Room
1. Maintain a six-month supply of all forms in the Forms Room.
 2. Fill forms orders as they are received.
 3. Maintain a catalog of available forms.
- C. Each unit's Deputy Juvenile Correctional Officer I (DJCO I) will, at regular intervals or when requested, order forms to maintain a one-month supply within his/her unit by completing a Juvenile Hall Form's Request.

REFERENCES: None

K. Burnham

APPROVED BY: