

JUVENILE CHRONOLOGICAL FILING IN CASE FILES

AUTHORITY:	Administrative Directive
RESCINDS:	Procedural Manual Item, 2-6-020, dated 07/07/16
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.
6. **Documents received during supervision will be provided to the unit clerk for uploading to the Integrated Document Management System (IDMS).**

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.

C. Unit Clerk Responsibility

It shall be the responsibility of the unit clerk of each function that has the first point of contact with juvenile case documents to make certain that:

1. **Juvenile case documents are scanned and uploaded to IDMS.**
2. **After the document is scanned and uploaded to IDMS, the document is stamped "scanned" in the lower right-hand corner of the document prior to putting the document in the file.**
3. **For new cases, most of the scanning will be completed by the support staff assigned to Juvenile Court Services Division.**
4. **For existing cases being sent to court by the field units or returned to the field from Contested, the scanning will be completed by the assigned field unit clerk.**

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 Risk/Needs Reassessment Packet (F057-5049)
Juvenile Risk/Needs Assessment Packet (F057-5048)
Alternative Confinement/ Home Confinement Chrono
Title IV-E **Pre-Placement** Case Plan (Automated)
Youth and Family Data Sheet (F057-4193)
Title IV-E Risk Candidacy Assessment (Automated)
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 (Automated)
School Records
Completed Sanctions documents
VCS
Essays
Counseling
Employment Stubs
Social Services reports (**in separate envelope with confidential notice- see attachment**)
Psych. Evaluation
Placement Documentation
Child Abuse Reports (**in separate envelope with confidential notice- see attachment**)
DNA verification form
Signed Release of Information form Prob-Net
Signed Medical Consent Form Prob-Net
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)
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
Police or Crime Report (Any supporting documentation)
All other miscellaneous documents (F057-4024)

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

Attachments

I. White

APPROVED BY:

Juvenile Chronological Case Filing

<p style="text-align: center;">CONTENTS LEFT SIDE (Top to Bottom)</p>	<p style="text-align: center;">CONTENTS RIGHT SIDE (Top to Bottom)</p>
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
	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
	Institution Documentation (SIR's, etc.)
	Completed Police Reports with Application for Petition, Detention Memo, and PC Declaration form (one copy only).

The records contained in this envelope is confidential in accordance with PC Section 11167.5 and/or WIC Sections 827 and 10850.



**THIS ENVELOPE SHALL NOT
BE OPENED BY ANY
NON-PROBATION EMPLOYEE.**

If you have any questions, contact the
Custodian of Records at
(714) 937-4558.

Name: _____

Probation #: _____