

## FORMS CONTROL – JUVENILE HALL

**AUTHORITY:** Administrative Directive

**RESCINDS:** Procedure Manual Item 3-2-306, dated 10/29/15

**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.

### I. PROCEDURE:

#### A. JUVENILE HALL FORMS

1. Requests for new or revised forms will be submitted to the Juvenile Hall Business Office Supervisor for review. The Business Office Supervisor will:
  - a. Submit the request to the Probation Division Director for approval.
  - b. Forward the request to the Personnel Clerk who will make a photocopy of the request for filing.
  - c. 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.
2. Forms Room
  - a. Maintain a six-month supply of all forms in the Forms Room.
  - b. Fill forms orders as they are received.
  - c. Maintain a catalog of available forms.
3. Each unit's Deputy Juvenile Correctional Officer (DJCO) will, at regular intervals or when requested, order forms to maintain a one-month supply within **their** unit by completing a Juvenile Hall Form's Request.

### REFERENCES:

None

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**APPROVED BY:**