

FORMS CONTROL – JUVENILE HALL

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item **3-15-010**, dated **08/18/23**

FORMS: Request for New or Revised Form (057-9233)
Juvenile Hall Forms Request (057-6316.1)

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 **Probation Administration** Office (**PAO**). 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 **Probation** Correctional Officer (**DPCO**) will, at regular intervals or when requested, order forms to maintain a one-month supply within their unit by completing a Juvenile Hall Forms Request.

REFERENCES:

None

T. Duran/M. Valencia

APPROVED BY: