

## JUVENILE COURT OFFICER

- AUTHORITY:** Welfare and Institutions Code (WIC) Sections 202, 255, 256, 280, 281, 702, and 737  
Administrative Order re: Adoption of Southern California Intercounty Transfer Protocol, dated August 25, 2018
- RESCINDS:** Procedure Manual Item 2-5-007, dated 12/04/18
- FORMS:**
- |   |  |
|---|--|
| Disposition Sheet Citation Form                   | (F057-4174.4)                          |
| Interstate Compact Form                           | (YA 3.503)                             |
| Court Disposition Sheet                           | (F057-4158)                            |
| Warrant Information Sheet                         | (F057-9037.10)                         |
| Detention Report                                  | (F057-4122)                            |
| Petition for Modification                         | (F057-5120)                            |
| Juvenile Court Work Program                       | (F057-5152)                            |
| Information to Court Officer                      | (F057-9099)                            |
| Request for Citation                              | (F057-4174)                            |
| Juvenile Court Transfer Orders                    | (JV 550)                               |
| Southern California Intercounty Transfer Protocol | (JV548, JUVICT-001A, JV550, and JV552) |
- PURPOSE:** Outline the duties and responsibilities of the Juvenile Court Officers.

### I. GENERAL INFORMATION

- A. The Deputy Probation Officer (DPO) is required by law (WIC 280 and 281) to be present during all Juvenile Court hearings, to represent the interests of each youth who is the subject of a petition, to furnish information and assistance as the Court may require and to take charge of the youth before and after the hearing if so ordered (local practice is for the bailiff to do this).
- B. Juvenile court officers may also be required to hear cases in the Informal Juvenile and Traffic Court, pursuant to WICs 255 and 256, under the title of, "Juvenile Hearing Officer" (JHO). Court officers may serve as a JHO, dependant on experience and must submit to oath by the court, prior to service.
- C. The court officer is a liaison between the Court and the DPO in the field and is a representative of the Probation Department.
- D. **When the Court requests to have** Juvenile Hearing Officers, **they** are assigned to hear Informal Juvenile and Traffic Court matters and rotate every six months.
- E. Court officers are assigned to **delinquency** courtrooms.
- F. Abbreviations used:
- |     |  |
|-----|--|
| CTS | – Credit <b>for</b> Time Served            |
| DA  | – District Attorney                        |
| DCM | – Detention Calendar Memo/Detention Report |
| H&S | – Health and Safety Code                   |

ICO – Information for Court Officer  
JCOC – Juvenile Court Officer Clerk  
JHO – Juvenile Hearing Officer  
PC – Penal Code  
PD – Public Defender  
PMI – Procedure Manual Item  
P&S – Probation and Sentencing Report/Disposition  
PPP – Pre-Detention and Pre-Disposition Program  
PSR – Placement Suitability Report  
PV – Probation Violation  
WIC – Welfare and Institutions Code  
WSR – Wardship Status Review Hearing

## II. PROCEDURE

### A. Preparation

1. Case files and related documents are available on the afternoon preceding the day of court. They are filed by courtroom in the metal shelving unit located at the back door of the clerical area (JJC/5).
2. Notify the Juvenile Contested Office Clerk (JCOC) of any missing files or documents.
3. Match each Disposition Sheet to the file. The heading should be filled out as completely as possible. The number of the courtroom, the name of the Bench Officer calling the case, the court officer's name, and the name of the assigned DPO shall be noted. If the youth is not a ward, the word CONTESTED should be used. The appearances and the names of the attorneys will be filled in at the time of the hearing.
4. The Credit for Time Served (CTS) should be computed for each youth who has been in custody on any pending matter. The number should be recorded in the lower left-hand corner of the Disposition Sheet.
5. If the youth has been released on PPP, the number of days served before release should be noted (**e.g.** 3/PPP). The number of days on PPP does not count as CTS.
6. First hearing on the petition:
  - a. If the case was filed as a felony, the defense packet will consist of a copy of the petition. The DA already has the petition and the police report and the Court has the petition. The Court does not receive a copy of the police report. The DA will provide the Defense with a copy of the police report and any relevant discovery.
  - b. If the case was filed as a misdemeanor, the defense packet will consist of a copy of the petition and a copy of the Pretrial Report. **If the case pertains to a current ward or a non-ward on informal probation, the DA will receive a copy of the Pretrial Report. A Pretrial Report is not completed for youth who are not on formal or informal probation.** The Court will receive the original

of the Pretrial Report. The DA will provide the Defense with a copy of the police report and any relevant discovery.

- c. If the case is a PV, a Notice of Hearing and the original of the PV Memo are given to the Court. The DA and the PD receive copies of the Notice of Hearing and the PV Memo. The PD also receives a copy of the supporting documents (discovery) **from the DA.**
  - d. On the Probation copy of the Pretrial Report, the date the Court, DA, and PD copies were distributed is noted.
7. If this is not the first hearing on this petition, check to see that there is no updated information that needs to be distributed. Emails may not be distributed. They are not official documents and may not be given to other parties. Their contents must be shared verbally. If a DPO wants written information shared, insist that it be on an ICO form. An ICO would be filed in the court file and available for future reference. The court officer should deliver the original of the ICO and a copy each to the defense and the DA. The probation copy shall be retained in the file.
  8. As discovery is removed from a file, it must be reviewed carefully. Reports must be read with special attention paid to the Recommendation section. Some recommendations will require the completion of additional forms. As many forms as possible should be completed prior to the hearing.
  9. The packets for Contested Restitution Hearings will have been distributed prior to the court date if the process was initiated through Probation. There will be a file, Probation's copy of the packet, and a Disposition Sheet. If counsel requests a hearing, the matter is continued for preparation of a report by Probation.
  10. The files should be alphabetized in the cart and left in the courtroom.

B. The Morning of Court

1. The detention packets are delivered to JJC/5 between 8:00 and 8:15 a.m. the morning of the hearing. They are filed by courtroom in the metal shelving unit located at the back door of the clerical area (JJC/5)
2. Compare the packets to the calendar and call the Custody Intake Officer of the Day at 714-935-7632 if any are missing.
3. Detention packets need to be separated.
  - a. The Court is given one copy of the Detention Calendar Memo (DCM) and the pretrial report. The PD receives one copy of the DCM, the pre-trial report and police reports. The DA receives one copy of the DCM and **Pretrial report, if a Pretrial Report was completed.**
  - b. If the pending matter is a PV, the Court receives one copy of the DCM, the original of the PV Notice, and the original of the PV Memo. The DA receives the DCM, a copy of the PV Notice, a copy of the

PV Memo, and all supporting materials provided. The PD receives the DCM, a copy of the PV Notice, a copy of the PV Memo, and all supporting materials provided.

- c. If the pending matter is a Court Replacement (CR), the Court receives two copies of the DCM, the DA and the PD each receives one (1) copy of the DCM.

4. Review the DCM and fill in the heading on the Disposition Sheet.

C. Private Attorneys

1. If a youth is represented by private counsel, assist **them** in retrieving the defense packet from the PD.
  - a. Note the attorney's name on the top of the Disposition Sheet.
  - b. Obtain **the attorney's** business card and staple it to the white copy of the Disposition Sheet or the file.
2. In the event of a conflict, a conflict attorney will be appointed. The Juvenile Defenders are the primary conflict appointment and the **Law Office of Linh Redhead** is the secondary conflict appointment. If the youth is/was a 300 WIC dependent, Harold LaFlamme **or the Law Office of Denise Schleicher** will be appointed. Both the Juvenile Defenders **Office** and the **Law Office of Linh Redhead** have boxes in the courtroom where their documents may be left, pending their appearance. Note on the Disposition Sheet the distribution of the defense packet, as well as the appointment.

D. Pretrial Negotiations

1. All parties will discuss the cases in chambers with the Judge/Commissioner. These discussions may take place on the detention, pretrial and/or the trial date.
  - a. The DA and PD will discuss the facts of the case. The Court does not have a copy of the police report or any supporting materials for a PV.
  - b. The court officer will provide the prior record and social history information for both law violations and PVs. The court officer will also offer information on probation programs and resources.
  - c. The court officer's role is neutral, but active. They represent the Probation Department, are the liaison between the field and the Court, and are a resource for the Court and counsel.
2. Based on the conversation, the DA or the Court will make an offer, which the Defense will convey to the youth. The youth will decide whether or not to accept the offer. If the youth accepts the offer, a plea will be taken pursuant to the negotiated settlement. If the youth does not accept the plea, the matter will be set for trial.

E. Pleas

1. The Court or counsel will take the waivers of the right to trial.
2. The youth and parent may be asked to confirm the accuracy of **biographical** information on the petition.
3. The Court will advise the youth of the charges to which they have agreed to plead guilty. The youth will enter their plea. The Court may ask for a “factual basis” which is the youth’s description of what they did. The Court may not accept **an admission** for an act the youth says they did not commit.
4. The DA will move to dismiss any charges agreed by negotiation. The Court can reduce counts from felony to misdemeanor, but cannot dismiss counts as part of a plea negotiation.
5. The following are examples of some, but not all, of the agreements, which should be avoided:
  - a. Release of the youth to a non-parent prior to an investigation of the appropriateness of that individual.
  - b. Orders for reports with insufficient time for preparation.
  - c. An order for a report for a youth whose whereabouts are unknown.
  - d. Orders for Disposition Reports for youth whose families do not live in Orange County.
  - e. Wardship for youth whose families do not live in Orange County.
  - f. Orders which are inconsistent with the guidelines for probation programs.
  - g. Declaration for wardship without a restitution fine.
  - h. Orders for Deferred Entry of Judgement without search and seizure.
  - i. A disposition that does not include restitution, if there is one or more identifiable victims.
  - j. A Placement Order made without benefit of a Placement Suitability Report.
  - k. Orders for Progress Reviews, **searches, testing, supervision, etc.** for youth over whom the Probation Department has no jurisdiction.
  - l. Commitments for periods that exceed the youth’s available custody time.
  - m. Commitments for periods radically different than the time

recommended.

- n. Orders for specific placements or institutions.
- o. Incomplete placement orders.
- p. A commitment to DJJ without a current Probation and Sentencing Report.
- q. A commitment to DJJ with fewer than six (6) months left on the commitment after subtraction of CTS.
- r. Orders for PPP as a part of a disposition.

F. Dispositions

- 1. The Court will order the Disposition:
  - a. The matter may be continued for the preparation of a Disposition Report. The Court and counsel may agree upon a negotiated "lid" (maximum sentence). The Probation Department is not a party to the stipulation.
  - b. The youth may be diverted via court ordered WIC 654.2.
  - c. The youth may be diverted via WIC 725(a).
  - d. The youth may be diverted via Deferred Entry of Judgment (DEJ), pursuant to WIC 790.
  - e. The youth may be declared a ward pursuant to WIC 602.
  - f. The youth may be continued a ward pursuant to WIC 602.
  - g. The disposition may include a local commitment.
  - h. Custody may be vested with the probation officer for suitable placement.
  - i. The disposition may include a commitment to DJJ.
  - j. The case may be transferred to the county of the youth's residence as outlined in **the Superior Court of Southern California Intercounty Transfer Protocol and Procedure Manual Item (PMI) 2-5-005 (Intercounty Transfers of Wardship Jurisdiction)**.
  - k. The case may be accepted from out of county or out of state if the Court finds Orange County to be the county of the youth's legal residence. This should be in response to an Acceptance of Transfer Report.
  - l. The youth may be sent to the state of their legal residence. The disposition may be a terminal one or supervision may be requested

in that state via Interstate Compact (see PMI 2-6-005 [Interstate Compact for Juveniles (Out-of-State Courtesy Supervision) Rules of Interstate Compact for Juveniles]).

m. The petition may be dismissed.

2. The Disposition Sheet

- a. A Disposition Sheet will be completed during each hearing. The Court's orders will be recorded completely, legibly, and neatly. The heading will include the number of the courtroom, the name of the Bench Officer hearing the case, the name of the court officer recording the Disposition Sheet, the name of the assigned DPO, or the word **CONTESTED** if the youth is not **on probation**. The name of the attorney representing the youth and the name of the DA will be included. All applicable boxes will be checked, including the record of the youth's custodial status and the name of the person to whom they are released **if given a commitment or released on PPP**. The specific conditions of probation are noted and any special orders are included. Special orders will be described in as careful detail as possible.
- b. The green copy will be given to the youth, if out of custody, or the parents if the youth is in custody.
- c. The goldenrod copy will go to juvenile hall if the youth is in custody. It will serve as the basis for juvenile hall actions for release or detention as well as the communication of any special orders for the youth's care and treatment. If the youth is out of custody, the goldenrod copy will be placed in the Juvenile Hall box at JJC/5.
- d. The remaining copies are returned to the Probation file. The original remains in the file, the pink is retained in Contested Case functions, and the yellow is the DPO's copy and may be destroyed when no longer needed.

G. Orders Requiring Attention

1. Private providers perform psychological evaluations (Evidence Code Section 730). The court clerk contacts the providers who will be offered the appointment. The defense attorney prepares the referral packet. Notation of the order for evaluation should be noted as well as any orders made facilitating access to an in-custody youth.
2. Disposition Reports, Pre-plea Reports, WIC 241.1 Reports, and Placement Suitability Reports (PSRs) all require **two (2) weeks** preparation time, if the youth is in custody. If the youth is out of custody, the time is **six (6) weeks**.
3. A PSR is required for placement orders. A current Disposition Report is required for a DJJ commitment. A Suitability Investigation Report will be ordered when a WIC 707(b) violation is alleged.
4. A restitution order should be made any time there is a victim. If the amount

of restitution is not known at the time of disposition, the Probation Department shall investigate and report to the Court **once a disposition has been imposed**. The Court shall set the amount and Probation will collect pursuant to Penal Code (PC)1202.4(f).

5. A restitution fine will be ordered as a part of all dispositions. Misdemeanors carry a fine of up to \$50 and felonies carry a fine of \$100. Restitution fines may not be stayed [PC 1202.4(b)(1)] unless it is a DEJ case.
6. If an in custody youth is ordered transported in custody or transported by probation, allow seven (7) days for the Transportation Review Hearing.
7. If suitable placement orders are made, a Fifteen-Day Review and a Six-Month **Placement** Review are needed.
8. Orange County Probation Department has a contract with DJJ for 90-Day Diagnostic Evaluations.
9. The court officer is responsible for the computation of time served. The Court may ask for the CTS for only the matters pending, or may request the total for the youth's entire record, if DJJ has been alleged. The court officer should be prepared to provide both numbers. The Court and counsel are responsible for the aggregation of available custody time [see PMI 2-6-107 (Time in Custody Computation-Juvenile)].
10. If a youth is out of custody and is ordered taken into custody, note "in court booking" on the Disposition Sheet, as well as checking "youth detained..."
11. It is the policy of juvenile hall that visiting is by parents only, that there be no more than two (2) visitors at a time and that all visitors be age eighteen (18) or over. Visitation by anyone other than parents must be authorized by the Court or the assigned DPO. If a special visit is authorized by the Court, or if the Court orders the addition of someone to the visiting list, note it on the Disposition Sheet. If there is a question, ask the age/DOB of a potential visitor. Try to discourage the authorization of visits by non-family members. All visitors must have a picture ID. After court visitation on an in-court booking cannot take place until the youth has completed all booking procedures, which can take from one (1) to four (4) hours.
12. If a youth does not appear for the Initial Petition Not Detained Hearing, Counsel will not be appointed in the youth's absence.
13. Youth may bring receipts showing payment on restitution, restitution fines and/or fines. The receipt number should be noted on the Disposition Sheet or a copy made for the file. If it is the final payment and payment was made by personal check, three weeks should be allowed to assure the check's clearance.
14. Youth should not be released to anyone other than parents, guardians, or relatives without an investigation into the appropriateness of such release.



## H. Forms

1. Citations – Set a court date **four (4)** weeks away for an Orange County address and six (6) weeks away for an out-of-county address. Note the pretrial date and the issuance of the citation on the Disposition Sheet. Citation form (F057-4174.4) is completed and the original given to the clerk. The copy is placed in the file.
2. Warrants – The issuance of the warrant is noted on the Disposition Sheet. The Warrant Information Sheet is completed including the Warrant Officer's name and telephone number (714-935-**6627**). The original is given to the **court** clerk and the copy placed in the file.
3. Transfers of proceedings and/or wardship – The JV 550 form is completed for transfers that occur outside the Intercounty Transfer Protocol. If proceedings are being transferred to another county, the court officer provides a copy of the police report for the clerk, to be sent with the **Juvenile Court Transfer Orders (JV 550) form which is prepared by the assigned DPO or court officer if it is a contested case**. If wardship is being transferred and the packet from the field is in the file, the packet and the **Motion for Transfer Out (JV 548) and JV 550 forms** are given to the clerk. If the packet is not available, the form alone is given to the clerk. A notation is made at the bottom of the Disposition Sheet of all that is given to the clerk (see PMI 2-5-005 [Inter-County Transfers of Wardship Jurisdiction]).
4. Transfers of proceedings and/or wardship within the Intercounty Transfer Protocol (Counties Los Angeles, Riverside, San Bernardino, Orange, Imperial and San Diego) – If the transfer is initiated by the Court, the designated court forms are completed and given to the court clerk. If the transfer is initiated by probation, a Modification Petition requesting a transfer out hearing is submitted along with the completed court forms. All relevant probation file paperwork that needs to be sent to the receiving probation department is given to the Juvenile Court Officers Unit (Unit 077) Supervising Probation Officer (SPO) as described in PMI 2-5-005 (Inter-County Transfers of Wardship Jurisdiction).
5. Interstate Compact – When a youth run-away/fugitive is being returned to their state of residence, Custody Intake will include the appropriate Juvenile Interstate Compact forms (I, II, or III) in the detention packet. The forms (four [4] originals) require the signature of the youth, counsel, and the Bench Officer. Transportation will be set up through Interstate Compact and by the department's Transportation Unit.

When a ward is moving to another state and the Court orders the youth to be supervised on probation via Interstate Compact, Interstate Compact Forms IA-VI (four [4] originals) should be completed and signed by the youth, their parent(s), and the Bench Officer. If the youth is a new ward of the court, the case will be transferred to the Juvenile Administrative Unit where the Admin. DPO will complete four (4) packets, which will then be sent to the Division of Juvenile Justice-Interstate Compact on Juveniles Unit. If the youth is already being supervised by a field DPO, then that DPO will complete the four (4) packets and submit them to Interstate Compact. In all cases, the youth must

be issued an Interstate Compact Travel Permit before they move to another state. The Travel Permit and other forms should be filled out prior to the court hearing by the assigned DPO. The court officer will give the completed forms to the Bench Officer to sign.

6. Gang Terms – If ordered, the words GANG TERMS are written at the top of the Disposition Sheet, in addition to being noted at the bottom in the Comments section. The youth is indoctrinated to the gang terms by the facility or assigned field DPO.
7. If a youth is ordered or authorized released on PPP, the parents should be given a copy of the instructions for release procedure.
8. If a youth is declared a ward **or placed on WIC 654, 725, or 790 non-ward probation**, they should be given the **F057-5185 form which instructs the youth where to report**.

I. Non-Appearence Hearings

1. Fifteen-Day Reviews – All copies of the Fifteen-Day Review are given to the clerk. Once signed by the Court, the clerk will remove the original for the Court file and return the remaining copies. Counsel may be given their copy after it has been signed. The court officer will not have the Probation file and will not complete a Disposition Sheet.
2. Six-Month Reviews, Twelve-Month Reviews, and Periodic Reviews – The assigned DPO will provide a report rather than a single page form. Distribute copies of the report to the Court, DA, and defense counsel. The court officer will have the Probation file. A Disposition Sheet will be completed.
3. Transportation Reviews – This is a single page form, which should be given to the court clerk. The court officer will not have the Probation file and will not complete a Disposition Sheet.
4. Petitions for Modification **are initially given to the DA. The DA can then submit or request the matter be put on calendar. If they submit, the youth's attorney will review the proposal and submit or request the matter be put on calendar. Once the two parties sign off, the bench officer will review and either agree or add the matter to calendar for further discussion.** If the Petition for Modification requests transfer of wardship and proceedings to another county, the field DPO should send the packet **and Motion to Transfer Out form (JV 548)**, along with the **Petition for Modification**. If approved, a JV550 form, along with the packet, is given to the court clerk by the court officer.

J. After Court

1. All files and case materials are returned to the JCOC at JJC/5. All cases completed in the morning are returned at noon. Any afternoon cases should be delivered expediently.
2. The “expedite” files are separated and placed on the desk immediately opposite the JCOC. “Expedite” cases are:

- a. All detentions
  - b. All warrants, issued, recalled and outstanding
  - c. Orders for reports, Probation and Sentencing, Placement Suitability, Suitability Pursuant to WIC 707, Pre Plea, WIC 241.1 Reports.
  - d. Commitments
  - e. PPP, ordered or authorized
  - f. Gang Terms ordered
  - g. Court ordered changes in name and/or DOB
  - h. **Cases returning to Court within three (3) days.**
3. All other cases are placed on the table under the sign out board.
  4. Unusual cases/orders may be placed in the Juvenile Court Officers Unit SPO's mailbox, after the JCOC has finished with it.
  5. If a case is trailed or continued to the following day, it is not necessary to bring the file to the JCOC. The file should be left in the courtroom and the pink copy of the Disposition Sheet given to the **Disposition Clerk**.
  6. All requests for discovery received in the courtroom should be matched with the file/detention packet. They should be brought to the attention of the JCOC and the request and the file/detention packet placed in the Juvenile Court Officers Unit SPO's mailbox. If the discovery request is for something out of the ordinary, the Custodian of Records (714-937-4558) or the Subpoena Specialist (714-937-4736) should be notified. Probation provides Discovery only on WIC 777 cases, not on new law violations, unless the offense involved Probation staff or facilities.
  7. Contact should be made with the field DPO if there are special instructions, questions, or new information that was revealed in Court. These contacts may be made by telephone or email.
  8. All protective orders are placed in the expedite box of the JCOC. Juvenile hall is faxed a copy of the order on all "in custody" youth and the hard copy is placed in the JH mailbox in the Contested Case office for pick-up/delivery two times a day. The JCOC notifies the assigned DPO about the protective order, via email.
  9. Continue any investigations caused by questions from the Court or counsel.
  10. Prepare for the next court day.
- K. Juvenile Hearing Officer
1. WIC 255 allows the Court to appoint "persons of suitable experience," including DPOs, to hear certain types of juvenile cases. When a DPO sits

in this capacity, they are called a Juvenile Hearing Officer. The Court is called the Informal Juvenile and Traffic Court.

2. In order to be appointed, the Chief Probation Officer must consent to the appointment. Once the DPO is appointed, they serves at the pleasure of the Court until the rotation is completed or terminated and a successor is appointed.
3. As the name implies, the Informal Juvenile and Traffic Court is informal. A court reporter is not required. However, the Orange County Presiding Judge has provided a courtroom (L21), a bailiff, and a clerk.
4. WIC 256 lists the types of offenses may be heard in the Informal Traffic Court. These include, but are not limited to:
  - a. Any violation of the Vehicle Code (VC), except Sections 23136, 23140, 23152, or 23153 of that code, not declared to be a felony;
  - b. A violation of the Fish and Game Code not declared to be a felony;
  - c. A violation of any of the equipment provisions of the Harbors and Navigation Code or the vessel registration provisions of the Vehicle Code or;
  - d. Any infraction.
5. The Court may empower Juvenile Hearing Officers to hear some or all of the offenses listed in WIC 256, including youth offenses of varying types as well as less serious traffic violations. The following offenses may also be heard in the Orange County Informal Juvenile and Traffic Court:
  - a. Loitering and Curfew Violations
  - b. Business and Professions Code Section 25662 – Possession of alcohol
  - c. PC 602(m) – Trespass
  - d. PC 647(f) – Drunk in public
  - e. Vehicle Code (VC) Section 12500.5 – Driving without a license
  - f. VC 21200.5 – Drunk on a bike
  - g. VC 21221.5 VC – Drunk on a motor scooter
  - h. VC 23222 VC – Open container less/less than an ounce of marijuana
6. Hearing Officer's Duties
  - a. Check in with Courtroom staff.

- b. Review the cases. The files are brought to the courtroom by the clerk or bailiff. The clerk will place them on the bench.
- c. Give one traffic advisement to the group. After the advisement, explain the range of possible sanctions for the citations before individual cases are called that morning.
- d. Begin to call the cases. Courtroom etiquette is to call the cases with an attorney first. A Spanish-speaking interpreter has been assigned to the courtroom. All other language interpreters are requested as needed, practice is to call them at the beginning along with the attorney cases.
- e. If a youth is on formal probation, refer the case to the 602 Court of origin for disposition.
- f. Call each case individually. Hear the youth's explanation for the citation/offense. Counsel with the youth and parent/representative.
  - (1) Should the youth admit to the offense, offer an appropriate sanction, given the parameters of the bail schedule, and particular code section.
  - (2) Discuss with the youth and/or youth's parents/legal guardians, in general terms, the possible recommendations and outcomes in the pending case, including, as close as possible, the full amount of the fine, including penalty assessment.
- g. If the youth chooses a trial, the clerk's office will calendar a date. Trials will be held under the direction and supervision of the Presiding Judge or designee.
- h. Allow two (2) months for the youth to complete sanctions. They may request and be granted additional time to complete sanctions.
- i. Complete the Minute Order form and sign the document. The clerk will double-check all paperwork.
- j. Be available to review practices and procedures with the courtroom staff.
- k. Upon completion of each days JHO duties, report to the Juvenile Court Officer Unit SPO for other duties as needed, if not already assigned.

#### REFERENCES:

Procedures:	2-1-205	Warrants of Arrest for Juveniles
	2-1-206	Juvenile Court Work Program Juvenile Restitution and Other Financial Obligations
	2-4-105	Transportation of Youth Detained at Juvenile Hall

2-5-001	241.1 WIC Joint Assessment Procedure and the Probation Officer's 241.1 WIC Report to the Juvenile Court
2-5-002	Probation Officer's Report to the Juvenile Court
2-5-004	Juvenile Court Suitability Investigation Pursuant to WIC 707
2-5-005	Intercounty Transfers of Wardship Jurisdiction
2-5-006	Juvenile Commitments to the California Department of Corrections and Rehabilitation, Division of Juvenile Justice (DJJ)
2-6-005	Interstate Compact for Juveniles (Out-of-State Courtesy Supervision) Rules of Interstate Compact for Juveniles
2-6-012	The Pre-Detention and Pre-Disposition Program
2-6-104	Petition to Change, Modify, or Set Aside Order or Terminate Jurisdiction of the Court
2-6-107	Time in Custody Computation-Juvenile
2-6-202	Out-of-Home Residence or Vacations for Juveniles Fifteen-Day Reviews Private Residential Placement

Policies:	F-4	Visits with Minors in Juvenile Institutions; Placements
	E-1	Conferences with a Judge or Commissioner
	E-3	Disclosure of Court Recommendations
	E-5	Advisement of Rights
	E-7	Restitution

A. Mahar

**APPROVED BY:**