

JUVENILE ADMINISTRATIVE CASELOAD

AUTHORITY:	Administrative Directive	
RESCINDS:	Procedure Manual Item 2-6-013, dated 11/20/19	
FORMS:	Admin Criteria	(Computer Generated)
	Application for Petition	(F057-4024AF)
	Community Service Letter	(F057-5041AF)
	Cover Letter for Interstate Compact On Juveniles	(Computer Generated Letterhead)
	Delinquent Payment Letter	(F057-5044AF)
	15-Day Review Form	(F057-5157AF)
	Interstate Compact on Juveniles Out of State Travel Permit and Agreement to Return Form VII	(Probnets-Forms)
	Guide to Sending Juvenile to Admin Unit 075	(Attachment)
	Interstate Compact on Juveniles Parole or Probation Investigation Request Form IV	(Probnets-Forms)
	Juvenile Risks/Needs Reassessment Packet	(F057-5048AF)
	Monthly Payment Letter	(F057-5043AF)
	New Case Letter	(Computer Generated)
	Notice of Restitution Hearing	(Computer Generated)
	Notice of Restitution Hearing - Victim	(F057-5054AF)
	Notice of Hearing on Juvenile Probation Violation	(F057-2001AF)
	Notification of Termination	(F057-9078AF)
	One Time Payment Letter	(F057-4301AF)
	Overdue Verifications Letter	(F057-4303AF)
	Pay Agreement	(F057-9247.7)
	Petition for Modification	(F057-5120AF)
	Probation Violation Memo	(Computer Generated)
	Records Check	(F057-9914)
	Record Check Request – Adult	(F057-1064)
	WIC 602 Conditions Letter	(F057-4302AF)

PURPOSE: To provide guidelines for probation services short of regular supervision, for terminal, out-of-County, 790 WIC (DEJ), or Court-ordered 727 WIC and for processing California Department of Corrections and Rehabilitation (CDCR), Division of Juvenile Justice (DJJ) cases.

I. GENERAL INFORMATION

- A. The Juvenile Administrative (Admin) **Unit** caseloads are centralized at the Manchester Office Building (MOB), 5th Floor.
- B. By design and intent, most of the cases require **minimal** deputy probation officer (DPO) contact, **including** monitoring for compliance with Court Orders or probation directives.

II. PROCEDURE

A. Routing, Review, and Assignment of Cases:

In accordance with Juvenile Admin **Unit** Criteria, Aftercourt (via the Financial Unit) or the **Admin Unit** DPO routes the file through the Juvenile Admin Unit **Supervising Probation Officer (SPO)**.

1. The SPO reviews cases for appropriateness and assignment and initials those approved.
2. On incoming field transfer cases, the **field unit** SPO verifies that an automated Juvenile Termination Chrono and, as applicable, Termination of Title IV-E Chrono were prepared **prior to sending to the Juvenile Admin Unit**.
3. The **Juvenile Admin Unit** SPO designates for **the unit clerk** the **Integrated Case Management System (ICMS)** classification for statistical purposes, as follows:

A – Ward, no relief of supervision (ROS)

C – Monitored Division of Juvenile Justice (DJJ)

G – Ward, ROS, and termination pending completion of specific court orders

J – **WIC790** Deferred Entry of Judgment (**DEJ**)

R – Ward, ROS

and:

602 A – Regular Admin Cases (low risk score*, ROS, terminal disposition, out of county, DJJ)

Refer to **Guide to Sending Juvenile to Admin Unit 075 (Attachment) for numerical assessment/reassessment values.*

602 B – Cases sent to Admin for workload relief (high risk score and over 18, in-custody)

790 – DEJ (entry of judgment deferred one year, maximum 3 years)

B. Casework Responsibilities of **the Juvenile Admin Unit** DPO:

1. Review the case file to determine whether all pertinent chrono entry information, forms, and court documents are included and current.
2. Review **ICMS Electronic Contact Report (ECR)** client identification data for consistency.
3. Discuss any discrepancies regarding a Minute Order with the **Juvenile**

Admin Unit SPO and reconcile through the Juvenile Court Officers Unit SPO with a Nunc Pro Tunc.

4. **Monitor status of applicable financial obligations as outlined** Procedure Manual Item (PMI) 2-1-207 (Juvenile Restitution and Other Financial Obligations).

Review client financial information in **the Integrated Financial System (IPFS)**. Evaluate the youth's ability to pay restitution. Establish payment schedule and **as agreed to in the Pay Agreement (F057-9247.7) that was** completed by the field DPO prior to transferring to **the Juvenile Admin Unit**.

Serve copies of Restitution Order and Abstract of Judgment to youth and parents by certified mail or in person, if practicable.

5. Send appropriate new case letter(s) to the youth delineating **their** responsibilities and establishing deadlines for completion.
6. Request applicable Adult/Juvenile Record Checks on all cases returning to court, to **field supervision, or that are pending termination.**
7. Monitor out-of-county cases:

Contact the receiving/sending agency, as required in out-of-county Courtesy Supervision and/or Interstate Compact **Juvenile** (ICJ) cases, in order to assure timely progress reports.

Submit appropriate **Interstate Compact for Juveniles** Out of State Travel Permit and Agreement to Return **Form VII**, as needed.

Complete, assemble, and submit (electronically is preferred) all mandated documents/forms via Interstate Compact for Juveniles (ICJ) on all out-of-state **WIC 602** wards and **WIC 790** DEJ non-wards. Refer to PMI 2-6-005 (**Juvenile Interstate Compact [Out-of-State Courtesy Supervision] Rules of Interstate Compact for Juveniles**) for specific information on processes.

8. Review **Applications for Petition** on subsequent law violations and determine whether to refer to the District Attorney, handle informally, or dismiss, as appropriate.
9. Submit an Application for Petition alleging a **WIC 777 (Probation Violation)** in formal cases where the ward has failed to abide by the court order and interim sanctions are exhausted. Prepare Notice of Hearing on Juvenile Probation Violation and Probation Violation Memo for the Court. (Refer to PMI 2-6-101 [**Juvenile Probation Violations**])
10. When the **WIC 602** ward **satisfactorily** completes the assigned conditions and/or the Court has ordered termination, submit an automated Juvenile Admin Termination **Chrono** and verify that a Notification of Termination letter was sent to the ward. For cases with a Sealing of Records order, a Sealing of Records process is to be initiated.

11. Review IPFS accounting records regularly to maintain current financial records on assigned cases, coordinating with **the** Probation Financial Unit as needed to collect obligations.
12. Perform caseload audits at minimum every **one-hundred-eighty (180)** days to evaluate the status of each case.
13. Forward Overdue Verification letters to those who have failed to complete their conditions and/or court orders.
14. Complete an automated Juvenile Admin Termination **Chrono** on cases returning to the field, ensuring the file is in order and all pertinent information has been updated.
15. Prepare Petitions for Modification for any cases requiring modification due to changed circumstances, or to request relief of supervision, termination, or civil judgment, as appropriate. Complete record checks on all such cases.
16. Prepares Marsy's Law **Notification** letters as necessary.
17. Prepare reports to the Court for Probation Violations, **Progress Review s**, DEJ Dispo/Dismissals or **Motions**, misdemeanor **Pretrial Reports**, **Contested Restitution Hearings**, **Transportation Review Hearings**, Information to Court Officer (ICO), Wardship Status Review **Hearings**, etc.
18. Record new cases, terminations, and transfers on monthly supervision log, and report monthly workload statistics to the SPO, utilizing the manual tracker, ICMS, and ECR **notes**.
19. Update clients' personal data in ICMS as changes occur.

C. Additional DPO Assignments

1. Complete Transportation Reviews on DJJ cases awaiting transfer. In some cases, make necessary contact with DJJ Intake to obtain acceptance.
2. To obtain Health Care Agency/Orange County Mental Health records for **youth housed at DJJ or the Orange County Jail**.
3. Enter the DJJ delivery date on the chronological history sheet when the ward has been delivered to DJJ **and to enter the entry date** into ICMS.
4. Destroy or redact certain juvenile records in accordance with **H&S 11361.5**. Refer to PMI 2-6-008 (**Destruction or Redaction of Juvenile Records Pursuant to Health and Safety Code 11361.5**).
5. Submit an automated Juvenile Admin Termination **Chrono** upon termination of wardship.

D. Cases Meeting Criteria for Workload Relief for the Field

1. The intent is to relieve the **field DPO** of supervision responsibility for wards

and DEJ **youth**, while monitoring cases until termination. The criteria established for sending cases to Admin are determined by current policies and may be modified periodically to meet the needs of the department. Cases are subject to review and acceptance by the Juvenile Admin Unit SPO.

Criteria used to send cases to **the Juvenile Admin Unit** may include a low/medium risk score on the automated NIC Assessment/Reassessment Chrono, in addition to determination by the Field DPO that the no longer requires active supervision or Field Monitored caseload supervision. Cases meeting the criteria are routed to the **Juvenile Admin Unit** for assignment. (Refer to **Guide to Sending Juvenile to Admin Unit 075 [Attachment]**).

2. In some instances, serious offense cases meeting department policy requiring field supervision (high score/override) may be submitted to the Admin Unit for monitoring.
3. **(Eighteen) 18+-year-olds with** cases that cannot be terminated due to legal restrictions or outstanding obligations/sanctions (**e.g.**, restitution, fines, **facility** commitments, DEJ Disposition/Dismissal, etc.) should be sent to **the Juvenile Admin Unit** for monitoring of completion of the outstanding conditions and/or court orders.
4. Those cases wherein the Court orders Probation relieved of supervision while the ward is out of the United States, and those wherein the ward is ordered released to ICE, should be sent to the **Juvenile Admin Unit** for monitoring.
5. Interstate Compact for Juveniles (ICJ) cases should be sent to the **Juvenile Admin Unit** for monitoring once Interstate Compact is established.
6. When a youth is committed to CDCR-DJJ and sentenced out of the Orange County Juvenile Court the case should be forwarded to the **Juvenile Admin Unit**. Cases should be transferred to **the Juvenile Admin Unit** after they have been accepted by DJJ.

E. No-Supervision Cases (**WIC 790** DEJ Cases, ROS)

1. Non-wards on probation (**WIC 790** DEJ) should be routed directly to the **Juvenile Admin Unit** for assignment, with the exception of sex offender cases which go to a field DPO. Newly declared wards for whom the Court orders no supervision, and/or the PO relieved of supervision, also should be routed directly to the Admin Unit.
2. The field DPO may transfer cases (Refer to **Guide to Sending Juvenile to Admin Unit 075 [Attachment]**) in which at a subsequent hearing the Court ordered Probation relieved of supervision, with a terminal disposition upon completion of conditions and/or court orders.

Prior to transfer to the **Juvenile Admin Unit**, the field **DPO** should prepare the case for monitoring of the outstanding conditions and/or Court Orders (i.e., verify address and phone, set restitution, sign pay agreement, submit ASMR with appropriate pay schedule, prepare an automated Juvenile

Termination Chrono, etc.). Complete the Automated Termination from Field Chrono and include in case file.

F. Youths Residing Outside of Orange County

1. Interstate Compact cases (all **WIC** 602 wards and **WIC** 790 DEJ non-wards), after interstate compact is established and **the** case has stabilized.
2. Out-of-County cases in which the Court orders 602 wardship or informal probation (under **WICs** 725a or 727) and does not order transfer of wardship, will be assigned to and monitored by the **Juvenile** Admin Unit.
3. ICE deportees and those pending Federal hearing while detained by ICE and/or housed by Office of Refugee Resettlement (ORR).
4. If the **youth** returns to Orange County, the Admin DPO may transfer the case back to the field for supervision.

REFERENCES:

Procedures:	1-1-118	Federal Agency Request for Juvenile Record Information and Character References (Including Military Recruiter, Department of Defense, and Job Corps)
	2-1-205	Warrants of Arrests for Juveniles
	2-1-207	Juvenile Restitution and Other Financial Obligations
	2-5-002	Probation Officer's Report to the Juvenile Court
	2-5-012	Deferred Entry of Judgment
	2-6-005	Juvenile Interstate Compact (Out-of-State Courtesy Supervision) Rules of Interstate Compact for Juveniles
	2-6-008	Destruction or Redaction of Juvenile Records Pursuant to Health and Safety Code 11361.5
	2-6-019	Inter-County Courtesy Supervision (Juvenile)
	2-6-101	Juvenile Probation Violations
Policies:	B-2	Inter- and Intra-Agency Confidentiality
	E-3	Disclosure of Court Recommendations
	E-4	Clients with Legal Residence Outside of Orange County
	E-6	Extradition
	E-7	Restitution

C. Ferraiz/C. Ronald

APPROVED BY:

GUIDE TO SENDING JUVENILE TO ADMIN UNIT 075

TERMINATE WHENEVER POSSIBLE!!! However, there are situations in which the youth does not meet the criteria for termination. There is an alternative that may be considered by the DPO that can assist with caseload management.

I. Forward the active case to the JUVENILE ADMIN Unit via a termination-transfer to Admin Chrono if:

Note: The following criteria do not apply to sex offender cases:

- Youth scores 6 or less at initial assessment or 14 or less at re-assessment and;
- Recent termination request denied by the Court
- Youth has restitution established and signed payment agreement with 60 days of payment history
- Youth is transferred from FM (60 days of stability with no PV or new law violation).
- Youth is committed to DJJ and sentenced out of Orange County Juvenile Court (terminated 707 remands).
- A youth is out-of-state but still an Orange County ward and Interstate Compact has been requested or has been deported by ICE.
- There is a Relief of Supervision (ROS). ROS is not required nor preferred because it limits our ability to reactivate the case if supervision becomes necessary.
- Youth has been charged as an adult and held in custody pending serious charges and there is no pending probation violation report due.

ADMIN DOES NOT:

- Violate Gang Terms or rules violations
- Meet face-to-face with probationers (indoc, etc)
- Make home calls, enforce S&S, drug test
- Accept cases in violation
- Attend school meetings/IEPs/case reviews
- Accept cases without required DNA
- Accept "no informal sanctions" on previous Minute Order
- Accept cases pending Court Hearing within 45 days

REQUIREMENTS (prior to transfer to Juvenile Admin.):

- Include a recent record check
- DNA collected
- Updated ICMS information and documents current (address, work, school, birth certificate, CDL, pay agreement)
- Give the youth a "Juvenile Administrative Status" letter and placed signed copy in file

IMPORTANT ITEMS TO INCLUDE ON TRANSFER CHRONO:

- Outstanding Court orders to monitor and balance of days/hours due (VCS, YDDP)
- Any upcoming court dates, reports due
- Commitment status – where housed, release date

****All transfers to the Juvenile Administrative Unit are subject to review and acceptance by the SPO of the Juvenile Administrative Unit. Any case may be returned to the sending DPO if the ward does not continue to meet the Admin criteria.