

JUVENILE CHRONOLOGICAL HISTORY SHEET ENTRIES

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 2-6-015, dated 07/07/16
- FORMS:** Chronological History Sheet (ICMS Generated)
- PURPOSE:** To obtain uniformity in the frequency, content and method of recording chronological entries in juvenile files.

I. GENERAL INFORMATION

- A. The Chronological History Sheet is used to record all court action, including petitions filed, hearings scheduled, and a summary of the Court's findings and orders. Staff should not rely upon these chrono entries to verify the specific content of a Court Order. Only a copy of the actual findings and order should be used for that purpose.
- B. The Chronological History Sheet also records dates when juvenile Risk/Needs Assessments, Interim, Transfer, Warrant, Violation/Incident, or Termination chronos are placed in the case file.
- C. Non-routine events, or circumstances which are significant to the case, are also to be recorded in narrative form on the Chronological History Sheet (e.g., when case file information had been provided to another jurisdiction).

II. PROCEDURE

A. Types of Chronological Entries

1. Court Orders

Entries made on Chronological History Sheet pertain to orders which are made by the Juvenile Court of this County. These chronos include findings and orders, modification of orders, warrants, dismissals, detention hearings, etc. These chrono entries are routinely inserted by department clerical staff upon receipt of court orders or modification petitions signed by a judge or commissioner of the juvenile court.

2. Assessments of Juvenile Risk/Needs (including Initial, Reassessment, Interim, Transfer, Warrant and/or Termination).

At the time an Assessment or Reassessment of Juvenile Risk and Needs, Interim Transfer, Warrant, Violation/Incident or Termination chrono is entered in the case file, a chrono entry is made on the Chronological History Sheet. That **entry** will include the date, type of assessment or reassessment, and the Deputy Probation Officer's name.

3. Miscellaneous Chronological Entries

Chronological entries are placed on the Chronological History Sheet when legal documents are prepared for judicial consideration (e.g. modification petitions and warrant petitions). Chronological entries are also placed on the History Sheet to record non-routine events or circumstances that are significant to the case, such as case file information being provided to another jurisdiction (i.e., release of CORI to an authorized source)

- a. Case assignment
- b. Case transfer
- c. Title IV entries (Initial, Reassess, Term)
- d. Modification petitions: type, date submitted, and date returned with action taken

4. The entry will include the date, type of chrono entry and assigned Deputy Probation Officer's name.

B. Removing Chronological Entries

1. **Chronological History entries are to be permanently removed from the Chronological History Sheet when the entry is made regarding a case that has since been ordered sealed by the Court. Directions for removal of such entries can be found within the related Sealing of Record PMI.**

REFERENCES:

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| Procedure: | 1-1-101 | Access to and Release of Criminal Offender Record Information (CORI) |
| | 2-5-009 | Sealing/Release/Destruction of Juvenile Court Records Pursuant to WIC 781 |
| | 2-5-110 | Sealing/Release/Destruction of Juvenile Court Records Pursuant to WIC 786 |
| | 2-6-002 | Juvenile Risk/Needs Assessment and Reassessment Packet |
| | 2-6-008 | Destruction or Redaction of Juvenile Records Pursuant to Health and Safety Code 11361.5 |

NIC Instruction Booklet for the Juvenile Risk and Needs Assessment Process

J. Schryver

APPROVED BY: