

**REPORTING VERIFICATION FORM**

<b>AUTHORITY:</b>	Section 727 Welfare and Institutions Code	
<b>RESCINDS:</b>	Procedure Manual Item 2-6-003, dated 07/07/16	
<b>FORMS:</b>	Reporting Verification Form Petition for Modification	(F057-10031) (F057-5150AF)
<b>PURPOSE:</b>	To describe the philosophy and use of the Juvenile Reporting Verification Form	

## I. GENERAL INFORMATION

- A. In the discretion of the court, a **youth** may be ordered to be on probation without supervision of the deputy probation officer.
- B. The **Reporting Verification** Form is a discretionary supervision tool. Any deputy may utilize it with selected **youth** of any classification.
- C. The **Reporting Verification** Form can be a valuable probation tool when properly used.
  - 1. When regular contacts with the **youth** occur less frequently than probation contact standards require.
  - 2. When the **youth** is temporarily out of the area.
  - 3. When the **youth** is placed on a non-supervised (field monitored or admin.) level of probation.
  - 4. When the **youth** reports for a scheduled appointment and the **assigned** officer is not available.
- D. Information noted on the **Reporting Verification** Form by the **youth** should be complete and accurate.
  - 1. A **youth** failing to provide complete information should be contacted and informed of the requirement to complete the report form with all requested information.
  - 2. The manner in which a **youth** responds to the requirement of submitting written reports may be an indication of **their** willingness to accept responsibility and of **their** adjustment or effort in other areas.
  - 3. Failure to answer specific questions may reveal problem areas to the deputy probation officer.

4. The rationale for utilizing this form with a particular **youth** should be recorded in the Integrated Case Management System (ICMS).

**E. Youth who fail to submit Monthly Verification Reports as directed should be evaluated for reinstated direct supervision. In cases where the court has ordered relief of supervision, the court should be made aware of the failed reports and a request to reinstate supervision should be made via a modification for petition.**

1. In some cases, having a small intervention, such as requiring the youth to report to the office and reinforcing the importance of submitting the forms in a timely manner may be all that is required. Each case should be evaluated on their own merit and dynamics.

## II. PROCEDURE

A. Review with **Youth** and Parent(s)

1. At the time of indoctrination, the **Reporting Verification** Form should be reviewed with the **youth** and the parent(s). It is important for the parent(s) to understand their responsibility to review and certify the accuracy of information submitted.

2. Emphasis should also be placed on the importance of completing the form in a timely manner.

B. Record in ICMS

1. The requirement of submitting monthly reports is recorded in the ICMS and in the next chrono.

2. Receipt of forms is recorded within ICMS.

3. Information supplied on the report form, which is significant to the case, is to receive appropriate notice in ICMS.

C. Retain Forms

**Reporting Verification** forms are retained in the **youth's** case file and are to remain there until the case file is destroyed in its entirety.

## REFERENCES:

Procedure: 2-6-020 Juvenile Chronological Filing in Case Files

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**APPROVED BY:**