

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT  
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-300

APPROVED BY: STEVE JACKSON  
CHIEF PROBATION OFFICER

REPLACES: 11/1/2018

ISSUE DATE: 10/14/2022

**SUBJECT: INTAKE PROCEDURES**

**POLICY**

The Intake Probation Officer, or in their absence the Duty Officer will be responsible for proper intake procedures and appropriate detain/release decisions. Detain/release considerations are assessed through the use of the Detention Risk Assessment Instrument (DRAI). The following procedures shall be adhered to without delay to ensure all youth are properly assessed for detain/release decisions immediately upon booking into the Juvenile Justice Center per Section 628 of the Welfare and Institutions Code. The Intake process shall emphasize respectful and humane engagement with youth. Members shall acknowledge that the admission process may be traumatic to youth who may have already experienced trauma.

**PROCEDURES**

A. Booking

Prior to admitting a youth into the Juvenile Justice Center, the Intake Probation Officer, or in their absence, the Duty Officer, shall ensure the following conditions have been met prior to assuming custody of the youth:

1. Juvenile Hall Admission Record (Attachment A)
  - a. All fields on the Juvenile Hall Admission Record (booking sheet) shall be completed, which includes all demographic information regarding the youth and his/her parents/guardians, the arrest, including location, date, time, and the probable cause for the arrest.
  - b. The arresting officer must also complete all relevant information for each crime report in which the youth is being admitted, to include crime report number, location, victim information, elements of the offense, companions, admission by youth, etc.
  - c. Intake staff shall ask the arresting officer about any past, present, or suicidal ideation, comments, or attempts. The Intake Probation Officer, or in his/her absence, the Duty Officer shall document this information in the case management system.

- d. A signature of the arresting officer and his/her agency is also required. Special attention shall be given to the "Probable Cause" section of the booking sheet related to the arresting officer's initial contact and subsequent arrest of the youth (e.g., who, what, when, where, why and how).
- e. When booking a youth on a Violation of Probation, the Probation Officer shall indicate the elements of the Violation of Probation on the Juvenile Hall Admission Record.

2. Juvenile Detention Disposition Report (Attachment B)

All required fields under the Arresting Agency heading shall be completed.

3. Booking Criteria

Only misdemeanor and felony arrests will be accepted for booking into the Juvenile Justice Center. The following are examples that are not accepted for booking:

- a. Infractions
- b. Municipal Codes
- c. Section 300 WIC Warrants
- d. Section 601 WIC
- e. Adults arrested on juvenile warrants who have aged out of the Juvenile Court's jurisdiction.
- g. Any youth who is under 12 years of age when he or she is alleged to have committed the offense with EXCEPTIONS pursuant to Section 602(b) of the Penal Code:
  - Murder
  - Rape by force, violence, duress, menace, or fear of immediate and unlawful bodily injury
  - Sodomy by force, violence, duress, menace, or fear of immediate and unlawful bodily injury
  - Oral copulation by force, violence, duress, menace, or fear of immediate and unlawful bodily injury
  - Sexual penetration by force, violence, duress, menace, or fear of immediate and unlawful bodily injury

4. Medical Clearance

If a youth meets any of the following criteria, he/she must be cleared at the San Joaquin County General Hospital prior to booking:

- a. Claims or appears to be suffering from a severe illness or injury

- b. Claims or appears to be intoxicated or under the influence of drugs
- c. Claims or appears to be suicidal (Requires medical clearance by a crisis unit worker)
- d. Appears to be mentally impaired (Requires medical clearance by crisis unit worker)

5. Acceptance and Sign-off

- a. If the booking does not meet the criteria set forth above, the Intake Probation Officer or in his/her absence the Duty Officer, may not accept the booking until the matter is satisfactorily resolved.
- b. The Intake Probation Officer, or in his/her absence, the Duty Officer, shall personally sign off on the Juvenile Hall Admission Record.

B. Detention Staff Intake Procedures

- 1. The Juvenile Detention Officer shall review the Admission Record to ensure completion.
- 2. The Juvenile Detention Officer shall immediately, upon acceptance of the booking, search the case management system to determine if there is an existing electronic case file.
- 3. If a case file exists, the Juvenile Detention Officer shall verify and update information in the case management system, such as names, addresses, telephone numbers, demographic information of the youth, any gang associations and parent/guardian contact information.
- 4. If a case file does not exist, the Juvenile Detention Officer shall create a new electronic case file with the above-mentioned information.
- 5. The Juvenile Detention Officer shall complete the booking processing in the case management system. All data elements required for the booking process, shall be completed including the date and time of the arrest and the booking, the reason for the booking, crime report information, youth questionnaire responses and officer observations.
- 6. The Juvenile Detention Officer shall complete the above procedures immediately upon acceptance of the booking, so the Intake Probation Officer or in his/her absence, the Duty Officer will be able to complete the DRAI to determine whether the youth will be detained or released.

7. Intake staff shall notify the youth's parent/guardian by telephone that the youth is in custody and document in the case management system, the name of the parent/guardian with whom contact was made and their relationship to the youth.
8. Intake staff shall ask the parent/guardian about any past or present suicidal ideation, comments, or attempts. Intake staff shall document this information in the case management system.
9. The Juvenile Detention Officer shall complete the following:
  - a. Intake Medical Screening Questionnaire
  - b. Unit Face Sheet
  - c. Intake Check Sheet for newly admitted youth (top portion)
  - d. Intake Disposition Sheet
  - e. Daily Report for detention facility
10. The Juvenile Detention Officer shall enter alerts for medical risks, security risks, stay away information, or other high risk needs or restrictions in the case management system.
11. The Juvenile Detention Officer shall process the youth's personal property and complete the Property Sheet in the case management system.
  - a. Personal clothing, money, and valuables are itemized and documented on the intake property sheet in the presence of the youth.
  - b. The youth must verify and sign the property sheet and a copy shall be placed in the property storage bag.
  - c. Items such as belts, combs, wallets, etc. are placed in a small brown bag labeled with the youth's name and the same corresponding property bag.
  - d. Any jewelry items are sealed in a small manila envelope and placed inside the small brown paper bag. The small brown bag is stored in the assigned property bag.
  - e. Personal clothing is placed in a property bag labeled with the youth's name.
  - f. The assigned property bag is documented on the intake sheet and money envelope, if necessary.

- g. Any money is to be placed in a small manila envelope labeled with the youth's name and amount.
  - h. The money envelope is to be signed by both the youth and Intake personnel and placed in the drop safe in intake.
  - i. Staff are to refer to any jewelry as gold-colored or silver-colored, not gold or silver. Stones should be described by color only.
  - j. Parents/guardians of those youth who are transferred from another facility, are sent a notification letter to pick up the youth's personal belongings. Both the youth's clothing and non-valuables are stored in the Intake Property Room and copies of the letter are attached to the bag.
  - k. Items not claimed after 30 days are either donated or destroyed.
- 12. The youth are to be weighed and measured in the intake processing area. This information is recorded in the case management system.
  - 13. Youth are to be thoroughly searched, showered, and observed for any physical abnormalities, which are to be noted.
  - 14. Youth are to be issued Juvenile Hall clothing and a pair of shoes.
  - 15. The youth shall be offered food upon arrival.
  - 16. The Juvenile Detention Officer shall have the youth watch the orientation video and review the Juvenile Justice Center handbook with the youth. Upon completion, the youth and Detention Intake Officer sign and date the Intake Orientation Sheet.
  - 17. The Juvenile Detention Officer shall then scan in the following documents in the case management system: signed property sheet, Juvenile Hall Admission Record, and Intake Orientation Sheet.
  - 18. In accordance with 627 WIC, youth being booked/admitted to Juvenile Detention must have access to a free telephone to contact parents, notify an employer and contact an attorney.

C. Ancillary Partners Intake Procedures

- 1. Screening for physical and health and safety issues, intellectual or developmental disabilities will be completed in accordance with Correctional Health Services by clinic staff.

2. Screening for intellectual or developmental disabilities will be completed in accordance with the San Joaquin County Office of Education by San Joaquin County Office of Education staff.
3. Screening for behavioral health and safety issues, intellectual or developmental disabilities will be completed in accordance with Behavioral Health Services by Behavioral Health Services staff.
4. Behavioral Health Services staff shall contact the Regional Center for the Developmentally Disabled for youth that are suspected of or identified as having a developmental disability.

Probation Use ONLY

Prob # \_\_\_\_\_

Ct. # \_\_\_\_\_

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT  
APPLICATION FOR JUVENILE COURT PETITION  
and JUVENILE HALL ADMISSION RECORD**

Page \_\_\_\_\_ of \_\_\_\_\_

Youth's Name L/N \_\_\_\_\_ F/N \_\_\_\_\_ M/N \_\_\_\_\_ SFX \_\_\_\_\_ DOB \_\_\_\_\_ AGE \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Ph. \_\_\_\_\_ School \_\_\_\_\_  
Father's Name \_\_\_\_\_ Address/City/Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Mother's Name \_\_\_\_\_ Address/City/Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Guardian \_\_\_\_\_ Address/City/Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Sex \_\_\_\_\_ Race \_\_\_\_\_ Hair \_\_\_\_\_ Eyes \_\_\_\_\_ Ht. \_\_\_\_\_ Wt. \_\_\_\_\_ Complexion \_\_\_\_\_  
☐ D/L# ☐ ID# \_\_\_\_\_ State \_\_\_\_\_ Status \_\_\_\_\_ S/S# \_\_\_\_\_ - \_\_\_\_\_  
Birthplace CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTRY \_\_\_\_\_ Citizen? ☐ Y ☐ N AKA \_\_\_\_\_  
Identifying Marks \_\_\_\_\_ Gang \_\_\_\_\_  
☐ Youth Mirandized by \_\_\_\_\_ ☐ Parent Notified by \_\_\_\_\_ Date/Time \_\_\_\_\_  
Was youth involved in an accident or injured to the best of your knowledge? Yes ☐ No ☐ Does youth claim illness/injury? Yes ☐ No ☐  
In event of accident, injury, illness, or under the influence of alcohol/drug, has youth been examined by a qualified physician? Yes ☐ No ☐  
The youth comes within the provisions of Section 602 WIC, and the following information is offered in support of this allegation:  
Location of Arrest \_\_\_\_\_ Date/Time of Arrest \_\_\_\_\_  
**PROBABLE CAUSE FOR ARREST/SOURCES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|   |  |
|---|--|
| <b>CRIME REPORT #:</b> _____                            | Warrant #: _____ <input type="checkbox"/> VOP <input type="checkbox"/> OSC <input type="checkbox"/> 737 WIC <input type="checkbox"/> Other _____ |
| New Offense(s) _____                                    |  |
| Location of Offense(s) _____ Date/Time of Offense _____ |  |
| Victim _____ Age _____                                  |  |
| Address _____ Ph. _____                                 |  |
| <b>ELEMENTS OF OFFENSE:</b> _____<br>_____<br>_____     |  |
| <b>ADMISSION BY YOUTH?:</b> _____                       |  |
| <b>INJURY/LOSS TO VICTIM:</b> _____                     |  |
| <b>COMPANIONS:</b> _____                                |  |
| <b>CRIME REPORT #:</b> _____                            | Warrant #: _____ <input type="checkbox"/> VOP <input type="checkbox"/> OSC <input type="checkbox"/> 737 WIC <input type="checkbox"/> Other _____ |
| New Offense(s) _____                                    |  |
| Location of Offense(s) _____ Date/Time of Offense _____ |  |
| Victim _____ Age _____                                  |  |
| Address _____ Ph. _____                                 |  |
| <b>ELEMENTS OF OFFENSE:</b> _____<br>_____<br>_____     |  |
| <b>ADMISSION BY YOUTH?:</b> _____                       |  |
| <b>INJURY/LOSS TO VICTIM:</b> _____                     |  |
| <b>COMPANIONS:</b> _____                                |  |

I request that a Petition be filed in the Juvenile Court on the above-named youth for the offense(s) specified, and declare under penalty of perjury that the facts set forth herein are true and correct to the best of my knowledge and belief.

Arresting Officer \_\_\_\_\_ Arresting Agency \_\_\_\_\_

**PURSUANT TO SECTIONS 626 AND 626.5 WIC, CUSTODY OF THE ABOVE-NAMED YOUTH IS HEREBY DELIVERED TO THE PROBATION OFFICER FOR DISPOSITION.**

Transporting Officer \_\_\_\_\_ Transporting Agency \_\_\_\_\_

Youth Rec. By: \_\_\_\_\_ Date/Time \_\_\_\_\_

DISTRIBUTION: Original – Probation, Pink – Transporting Agency

PROB-J-243 (12/15)

Attachment A



32558727

# **JUVENILE DETENTION DISPOSITION REPORT** (Print or Type)

☐ Corrected Copy  
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|   |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
|---|---|-----------|---------------|--------------------|------------|--|----------|--|----------------------------|--------------------------|--------|-------------------------------|----------|---|-----------------------|-------------------|-------------------|-----------------|-----------------------|--|----------------------|-------------------|-------------------------------|--------------------------|----------|--------------------------|--|--|----------|--|--|
| <b>A. LAW ENFORCEMENT</b>   |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| Name (Last, First, Middle) *  |   |           |               |                    |            |  |          |  |                            | DOB (mm-dd-yyyy)*        |        |                               | Age      |   | CII #                 |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| SSN   |   |           |               | DL #               |            |  |          | PIN  |                            |                          |        | Sex                           |          | Race  |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| Detention Date (mm-dd-yyyy) *   |   |           |               | Detaining Agency * |            |  |          | Booking Agency                               |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| Charge 1 (Section, Code) *  |   |           | I             |                    | M          |  | F        |  | Charge 2 (Section, Code) * |                          |        | I                             |          | M   |                       | F                 |                   | FP Card/OCA # * |                       |  | Booking/Cite #       |                   | Disposition Date (mm-dd-yyyy) |                          |          |                          |  |  |          |  |  |
| Charge 3 (Section, Code) *  |   |           | I             |                    | M          |  | F        |  | Charge 4 (Section, Code) * |                          |        | I                             |          | M   |                       | F                 |                   | Crime Report #  |                       |  | Warrant #            |                   | Disposition Code              |                          |          |                          |  |  |          |  |  |
| (Specify Charge # _____)  |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| <b>B. PROBATION</b>   |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   | <b>C. PROSECUTION</b> |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| Date (mm-dd-yyyy)   |   |           |               | Disposition Code   |            |  |          |  |                            |                          |        |                               |          |   | Date (mm-dd-yyyy)     |                   |                   |                 | Disposition Code      |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
|   |   |           |               | Charge 1           |            |  | Charge 2 |  |                            | Charge 3                 |        |                               | Charge 4 |   |                       |                   |                   |                 |                       | Charge 1                                       |                      |                   | Charge 2                      |                          |          | Charge 3                 |  |  | Charge 4 |  |  |
| <input type="checkbox"/> Detained <input type="checkbox"/> Not Detained <input type="checkbox"/> Fingerprinted <input type="checkbox"/> Not Fingerprinted |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| <b>D. JUVENILE COURT</b>  |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| Date Filed (mm-dd-yyyy)   |   |           |               |                    |            |  |          | Judicial District #                          |                            |                          |        |                               |          |   |                       | Petition #        |                   |                 |                       |  |                      |                   |                               | Consolidated Petition #  |          |                          |  |  |          |  |  |
| Chrg  | Charges & Enhancements at Time of Disposition<br>Section & Code |           |               |                    |            |  |          |  |                            |                          | Degree | File Level                    |          |   | Final Plea            |                   | Dismissal<br>Code | Finding         |                       |  | Date<br>(mm-dd-yyyy) | Disposition Level |                               |                          |          |                          |  |  |          |  |  |
|   |   |           |               |                    |            |  |          |  |                            |                          |        | I                             | M        | F   | Admit                 | Nolo              |                   | Sus-<br>tained  | Not<br>Sus-<br>tained | Not<br>Guilty-<br>Insane                       |                      | I                 | M                             | F                        | 17<br>PC |                          |  |  |          |  |  |
| 1   |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| 2   |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| 3   |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| 4   |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| Disposition (Sentencing) Date (mm-dd-yyyy)  |   |           |               |                    |            |  |          | <input type="checkbox"/> Firearms Prohibited |                            |                          |        | <b>PROCEEDINGS SUSPENDED:</b> |          |   |                       | Date (mm-dd-yyyy) |                   |                 |                       | Code   |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| Chrg  | Disposition<br>Code   | Probation |               | Confinement        |            |  |          | Other Programs                               |                            | Concurrent               |        | Consecutive                   |          | Fine  |                       | Restitution       |                   | Costs           |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
|   |   | Months    | CYA<br>Months | Juvenile Hall      |            |  |          |  |                            |                          |        |                               |          | Suspend<br>(X)                                    |                       | (X)               |                   | (X)             |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
|   |   |           | Months        | Days               | Days Susp. |  | (X)      |  | (X)                        |                          | (X)    |                               | (X)      |   | (X)                   |                   | (X)               |                 | (X)                   |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| 1   |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| 2   |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| 3   |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| 4   |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| Remarks   |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       | <input type="checkbox"/> Court Ordered Booking |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| <b>E. ADMONISHMENTS &amp; WAIVERS</b>   |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| (Required for Sustained Judgement:)   |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| <input type="checkbox"/> Minor waived counsel <input type="checkbox"/> Minor represented by counsel   |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| (Required for "Admit" or "Nolo" plea:)  |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| Minor was advised of, and understood:   |   |           |               |                    |            |  |          |  |                            | Yes                      |        | No                            |          | Minor was advised of, understood and waived:      |                       |                   |                   |                 |                       |  |                      |                   |                               | Yes                      |          | No                       |  |  |          |  |  |
| • Charges and direct consequences of admission  |   |           |               |                    |            |  |          |  |                            | <input type="checkbox"/> |        | <input type="checkbox"/>      |          | • Privilege against compulsory self incrimination |                       |                   |                   |                 |                       |  |                      |                   |                               | <input type="checkbox"/> |          | <input type="checkbox"/> |  |  |          |  |  |
| Court found admission was knowledgeable, intelligently made and voluntary   |   |           |               |                    |            |  |          |  |                            | <input type="checkbox"/> |        | <input type="checkbox"/>      |          | • Right to confront and cross examine witnesses   |                       |                   |                   |                 |                       |  |                      |                   |                               | <input type="checkbox"/> |          | <input type="checkbox"/> |  |  |          |  |  |
| Defense counsel concurred in minor's admission  |   |           |               |                    |            |  |          |  |                            | <input type="checkbox"/> |        | <input type="checkbox"/>      |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| I certify that the foregoing is a correct abstract of the disposition of arrest and court action in this case. (Certification required for conviction)    |   |           |               |                    |            |  |          |  |                            |                          |        |                               |          |   |                       |                   |                   |                 |                       |  |                      |                   |                               |                          |          |                          |  |  |          |  |  |
| Clerk of the Court (Print or Type) - Name (First, MI, Last)   |   |           |               |                    |            |  |          |  |                            | Title                    |        |                               |          |   | Date (mm-dd-yyyy)     |                   |                   |                 |                       | County   |                      |                   |                               |                          |          |                          |  |  |          |  |  |

JUS 8716 (Rev 06/2001)

Copies: DOJ - Purple

Arresting Agency - Blue

Court - Green

**Note: Fields with an asterisk (\*) in the Law Enforcement Section are mandatory**

Attachment B