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## Juvenile Court Report

### 509.1 PURPOSE AND SCOPE

To set forth the guidelines and procedures for preparing an investigative report for the court. This policy applies to all authorized personnel.

### 509.2 AUTHORITY AND REFERENCES

- Executive Committee;
- California Welfare and Institutions Code §§ 281, 706;
- California Rule of Court 5.785 and Local Rule of Court 5280.

### 509.3 POLICY

Investigations ordered by the Juvenile Court shall be in accordance with Section 281 of the Welfare and Institutions Code and the directions of the court.

### 509.4 JUVENILE COURT REPORT

- (a) The Juvenile Court Report shall be prepared in a manner consistent with the department approved format.
- (b) Upon receipt of a referral for an investigation and recommendation, clerical staff shall prepare a file, including:
  1. Information reflecting previous law enforcement referrals and contacts with diversion programs on J-132;
  2. The Juvenile Court Application for Petition (Form J-132);
  3. Law enforcement reports;
  4. Copy of the District Attorney's response on J-132;
  5. Record check information on J-132;
  6. Copy of petition(s);
  7. Detention Hearing report (if a hearing was held);
  8. Copies of all previous court orders; and,
  9. Chronos.
- (c) The file shall be routed to the appropriate supervisor for assignment.
- (d) The assigned deputy is responsible for obtaining and completing the draft copy, case plan, youth assessment, imminent risk assessment, and top portion of the J-132. Upon completion of the juvenile court report, the deputy shall submit the report on or before the draft due date, unless otherwise approved by the unit supervisor. The report shall be proofread and signed by the deputy, and referred to the appropriate supervisor, for review and signature. If the supervisor is not available, the deputy shall refer the report

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to a designee. The designee shall be a senior probation officer or above and shall only be utilized in extenuating and articulable circumstances, and only after management has been advised. The name of the designee shall be printed and signed above the supervisor's name on the report.

- (e) Any recommendation for a commitment to DJJ be reviewed by the division managers and the appropriate CDPO prior to submittal to the court.
- (f) Any recommendation for a youth to serve time pursuant to Ricardo M. (RM time) shall be reviewed and approved by the division manager(s).
- (g) All cases presented to the Interagency Screening Committee (ISC) must be reviewed and approved by division manager(s) prior to scheduling a case to be heard by the ISC.
- (h) The report shall be delivered to the court and legal counsel no later than noon, at least three court days prior to the court hearing.

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