
Screening and Placement

510.1 PURPOSE AND SCOPE

To set forth guidelines and procedures for screening a minor and processing a case for placement. This policy applies to all deputy probation officers.

510.2 AUTHORITY AND REFERENCES

- Executive Committee;
- 727 WIC;
- 737 WIC.

510.3 POLICY

Minors being considered for placement are screened before the designated screening committee.

510.4 PROCEDURE

When a deputy has a case that is being considered for placement, the following steps are to be taken:

- (a) Screening:
 1. Review the case with the unit supervisor to ensure the case meets at least one of the following criteria:
 - (a) Minor and family have not responded to casework.
 - (b) Non-custodial parent and all other relatives have been considered.
 - (c) Minor has severe emotional or behavior problems.
 - (d) Adjudicated offense(s) warrant removal from the community and/or the family.
 - (e) Community resources have been exhausted.
 2. Prepare the required number of screening packets consisting of:
 - (a) Interagency Screening form (form J-341) initialed by the unit supervisor.
 - (b) Copy of the updated legal history (chronos).
 - (c) Copy of the social history section of the probation officer's report and most recent dispositional report (even if in progress).
 - (d) Any psychological evaluations, Individualized Education Programs or information from previous mental health contacts.
 - (e) Specific information regarding previous offenses, particularly those regarding violence, arson and inappropriate sexual behavior.
 3. Present the packets to the screening committee. Be in possession of the minor's file and be prepared to answer questions.

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(b) Placement:

1. Ensure the following documents are in the file:
 - (a) Placement order;
 - (b) Court report;
 - (c) Interagency Screening form;
 - (d) Psychological evaluations, if available;
 - (e) Copy of birth certificate;
 - (f) Medical insurance information and signed medical consents or medical ex-parte;
 - (g) Copy of the social security card or an application for a social security card;
 - (h) Conditions of wardship;
 - (i) Shot/immunization record;
 - (j) Copy of school transcripts including IEP, if available;
 - (k) Change of school district notification per Section 827(b)(3) WIC; and,
 - (l) Mental Health authorization for services, if not screened by a multi-disciplinary screening committee.
 - (m) Information releases.
2. Ensure availability of the minor's clothing or a clothing order request. Place clothes in small boxes marked with minor's name, J#, DPO name and date, in the placement storage closet and log on the storage list.
3. Submit 15-Day Reviews until the minor is placed.
4. Transfer the file to the Placement Unit not more than 30 days after the minor has been placed.
5. Any subsequent court action becomes the responsibility of the Placement Unit thirty days after placement occurs.
6. A placed minor who has run away from placement and has been at large ninety days, reverts to the responsibility of the sending unit. Placement Unit supervisor promptly returns the file to the sending unit supervisor.
7. When a minor absconds from placement, the facility (if County placement) or the Placement Unit (if private facility) will notify the sending unit when a warrant has been issued.

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