

Case Review and Conditions of Supervision

602.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth the guidelines and procedures for case review and the review of conditions of supervision with adults and youth. This policy applies to all designated personnel.

602.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Penal Code §§ 1170(h)(5)(b), 1203.7(d), 1203.12, 3453, & 3454.

602.3 POLICY

Upon receipt of any case for supervision or when assuming an existing caseload, personnel are responsible for a thorough review of the file for accuracy, completeness, and making any necessary corrections in accordance with current Juvenile and Adult Management (JAMS) procedures. Personnel shall review conditions of supervision with the adult/youth and a JAMS contact shall be entered documenting this review. When reviewing conditions of supervision with a youth, the parent/guardian shall be present.

602.4 JUVENILE AND ADULT MANAGEMENT SYSTEM

All personnel assigned to a caseload will promptly review the JAMS screens to ensure they are thorough and accurate. Additionally, personnel will complete a case summary in a timely manner prior to commencing supervision. Any questions regarding the JAMS entries shall be addressed with the unit supervisor or designee.

602.5 ADULT CASES

The new case will be reviewed by personnel to ensure it has the pertinent documents, including the terms and conditions of supervision, sentencing memorandum, charging document, plea form, case print, current CLETS (within 90 days), crime report, photograph of the adult, field card, and pre-sentence report (if applicable).

In addition, if applicable, the following shall be reviewed: the probation officer's report, a current risk/needs assessment (including, but not limited to, a Static 99-R), case plan, California Department of Corrections and Rehabilitation (CDCR) paperwork, and any documents in the file that would assist in developing a supervision strategy to meet case plan goals and to rehabilitate the adult.

If any pertinent documents are not present, personnel should make appropriate requests to secure them and document his/her actions in the JAMS.

Riverside County Probation Department

Policy Manual

Case Review and Conditions of Supervision

602.6 JUVENILE CASES

The new case will be reviewed by personnel to ensure the file has the applicable Riverside County Probation Department documents, including a minute order, informal contract, Chronos/Legal History, the conditions of probation, the probation officer's report(s), signed medical consent forms, victim restitution documents, a photograph of the youth, a field card, and copies of the youth's birth certificate, social security card, and immunization records.

Personnel shall review the Chronos/Legal History node in the JAMS to ensure orders of the court are entered correctly and that time served is calculated appropriately.

The supervision officer shall complete the risk needs assessment, juvenile supervision level/override, evaluation of imminent risk, and case plan for each new case.

602.7 CONDITIONS OF SUPERVISION

During the initial interview with the adult or youth, personnel shall review and explain the conditions of supervision, and the adult/youth shall be provided a copy of their specific conditions. In the event an adult has multiple cases, personnel shall review each set of conditions. When reviewing conditions of supervision with a youth, the parent/guardian shall be present. A contact shall be entered into the JAMS listing all parties present during such review.

Date(s) revised:

04/09/2019

09/21/2016

06/26/2013

03/02/2010

07/28/1998

09/19/1994

Created: 11/15/1987

Attachments: None