

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 staff.

602.2 AUTHORITY AND REFERENCES

- Penal Code §§ 1170(h)(5)(b), 1203.7(d), 1203.12, 3453, and 3454;
- Policy 624 - Case Audit.

602.3 POLICY

Upon receipt of any case for supervision or when assuming an existing caseload, staff are responsible for a thorough review of the file for accuracy, completeness, and making any necessary corrections in accordance with current client management system and procedures. Personnel shall review conditions of supervision with the adult/youth and a client management system contact shall be entered documenting this review.

602.4 CLIENT MANAGEMENT SYSTEM

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

602.5 ADULT CASES

The new case file shall be reviewed by staff to ensure it has the pertinent documents, including the terms and conditions of supervision, sentencing memorandum, charging document, plea form, case print, current California Law Enforcement Telecommunication System (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 client management system.

602.6 JUVENILE CASES

The new case shall be reviewed by personnel to ensure the file has the applicable Riverside County Probation Department documents, including a minute order, informal contract, chronos/

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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 client management system to ensure orders of the court are entered correctly and that time served is calculated appropriately.

Upon receipt of a file, new or transferred, the supervision officer shall ensure the following is completed within 30 days: risk needs assessment, juvenile supervision level/ override, evaluation of imminent risk, the case plan, review the terms and conditions, ensure the youth is enrolled in school and enrolled/registered in any other court ordered/required program. Should the supervision officer fail to complete the above requirements within the 30 days of receiving the file, the respective supervising probation officer shall address the supervision officer and notify the managers, if the supervision officer is not following policy.

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 client management system listing all parties present during such review.

Compliance with conditions shall be monitored by the assigned supervision officer. Conditions requiring an affirmative duty on the client's part shall be prioritized by the case plan and attached to a timeline enforced by the supervision officer. Supervisors shall audit and monitor officers' caseloads for adherence to the above standard pursuant to the Case Audit Policy. Should the supervisor find the assigned officer has failed to meet the above criteria within 30 days unless otherwise directed, the supervisor shall notify the managers.

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