

Notice of New Arrests

614.1 PURPOSE AND SCOPE

To set forth the guidelines and procedures for responding to the arrest of an adult/youth on active supervision for a new offense. This policy applies to all authorized personnel.

614.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Welfare and Institutions Code §§ 202, 653, 777;
- Penal Code §§ 1203.2, 1203.2a, 3455 PC.

614.3 POLICY

The arrest of anyone under supervision for a new offense shall be recorded in the Juvenile Adult Management System (JAMS) and the responsible designated staff will monitor whatever new proceedings may evolve and take action as appropriate under the circumstances; those actions shall also be recorded in JAMS. Based upon the nature of the arrest, chain of command notification may also be necessary.

614.4 ADULT NOTICE OF ARREST

Notices of adult arrests are generated daily via the California Law Enforcement Telecommunications System (CLETS) and are distributed to the designated personnel monitoring the case. Upon becoming aware of a new adult arrest, personnel will attempt to secure a copy of the arrest report and record the circumstances of the arrest, identification of the offense code number, the arresting agency and the booking number (if applicable) in JAMS.

To determine whether the new arrest will be handled formally or informally, the designated staff shall confer with the unit supervisor or designee and provide information related to the facts of the new arrest and the adult's progress on supervision.

- If it is decided the matter will be addressed informally, designated staff shall impose sanctions and document those actions in JAMS.
- If it is decided the matter will be addressed formally, designated staff shall ensure that a timely violation is alleged, filed in court, and documented in JAMS.

614.5 JUVENILE NOTICE OF ARREST

Notices of juvenile arrests are generated by law enforcement via the Application for Petition (J-132) and may be in-custody or out-of-custody. When a J-132 is received by the Probation Department, it is processed by support staff and will have an intake screen, a case screen and an entry of its receipt in JAMS under Legal History. The J-132 is given to the Juvenile Intake Officer who shall make an investigation to determine whether proceedings in the juvenile court shall be commenced.

Riverside County Probation Department

Policy Manual

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- (a) File all referrals in compliance with 653 WIC.
1. Information forwarded to the District Attorney's office is to include:
 - i. All copies of the J-132 EXCEPT the top white copy;
 - ii. Two copies of the crime report;
 - iii. DOJ form, if a felony;
 - iv. Evidence form, if applicable;
 - v. CLETS printout, if provided by law enforcement.
 2. Should the District Attorney decline to file charges on subsequent referrals, the entire J-132 packet shall be forwarded to the youth's Deputy Probation Officer for review and/or to complete the Ex-Parte process to modify conditions of supervision, if applicable.

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