

## **In-Custody Cases**

### **615.1 PURPOSE AND SCOPE**

The purpose of this policy is to set forth the requirements for the assignment and supervision of adults/youth who are serving a period of custody or who are detained in juvenile halls. This policy applies to all designated personnel.

### **615.2 AUTHORITY AND REFERENCES**

- Executive Committee;
- Policy 606: Contact Entries.

### **615.3 POLICY**

Adults pending release from custody may be assigned to an in-custody caseload. Upon the adult's release, the case shall be reassigned to a supervision caseload.

Every youth detained in juvenile hall who is under the supervision of the department shall be seen by a probation officer a minimum of once per month while in custody.

### **615.4 ADULT CASES**

When assigning active supervision cases to an in-custody caseload, personnel shall make the appropriate entry in the Juvenile Adult Management System (JAMS), including updating the file location, detained location, and the adult's expected release date. Each area office is responsible for monitoring the status of the adult's expected release date and for notifying a supervisor or designee. Whenever practicable, the area office will assign designated personnel to contact the adult prior to release to provide reporting instructions and other information.

### **615.5 JUVENILE CASES**

Every youth detained in juvenile hall who is under the supervision of the department shall be seen by a probation officer a minimum of once per month while in custody. During the contact, efforts should be made to address case plan goals and prepare the youth for successful transition into the community/placement.

After visiting a youth at juvenile hall, the officer shall make a contact entry in the JAMS pertaining to the visit in accordance with Policy 606: Contact Entries.

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# Riverside County Probation Department

Policy Manual

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