
Closing the Case File

371.1 PURPOSE AND SCOPE

It is the policy of the San Diego County Probation Department to complete case closings in a timely manner.

371.2 APPLICABILITY

This policy shall be applicable to all Department Employees.

371.3 CLOSING THE INVESTIGATION CASE FILE

Cases in the investigation phase may, on occasion, require immediate closing following the disposition hearing if the Court did not order formal probation, or did not grant the Probation Officer jurisdiction over a youth.

371.4 CLOSING THE SUPERVISION CASE FILE

When an client is being supervised by the Probation Department, and the case is due to expire or has been terminated, the procedure on case closing varies according to the level of supervision and circumstances of closing. However, the Officer of Record is responsible for purging the file of unnecessary material(s) and submitting the case for closing.

Note: An AFS probation case expires on midnight on the day before the grant's termination date: e.g., probation granted for three years on October 1, 2008 would expire on midnight on September 30, 2011.

371.5 RECORD CLEARANCES

In all cases, a record clearance is required to close a Supervision Case File and must be documented in PCMS. The purpose of the record clearance is to ensure that the client is in compliance with existing terms of supervision and has no pending matters, such as active warrants, multiple cases, etc. that would affect the case closing. Record clearance issues, if present, are to be discussed with the Unit Supervisor prior to allowing supervision to expire.

371.6 ACCOUNTING CLEARANCES

On all cases, an Accounting Clearance is required to close a supervision case and must be documented in PCMS. To complete an accounting clearance the Officer of Record is tasked to review Revenue and Recovery Records for any outstanding balances on victim restitution, restitution fine(s), and fine(s).

371.6.1 OUTSTANDING VICTIM RESTITUTION

If any outstanding balances on victim restitution, restitution fine(s), officers must complete a CR-110/JV-790 form prior to closing a case. This form is for any restitution owed by the client and must be signed by the court.

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Once the victim has received a certified copy of the order and abstract of judgment, officers must inform the victim that they can record the form with the County Recorder in San Diego County or in any other county where the client or his parent/guardians may have assets.

Recording the CR-110/JV-790 form with the County Recorder places an automatic lien against any of the client (or his/her parent's) real property and is the foundation for future collection efforts such as obtaining wage garnishment or Writs of Execution.

371.6.2 LETTER TO VICTIM

A Victim Restitution Letter after Termination/Expiration should be mailed out to the victim if the client has an outstanding balance for victim restitution. The letter will notify the victim to advise them that Court terminated jurisdiction, the probation grant expired, or that the probation grant will soon be expiring. Additionally, this will provide the victim with information to request a copy of the Form CR110/JV790 "Order of Restitution/Abstract of Judgement" for a civil judgement.