
Detention Control Unit (DCU): Initial Screening, Detention and Release Processing

802.1 PURPOSE AND SCOPE

The Detention Control Unit (DCU) is comprised of Probation Officers assigned to Detention Control through Juvenile Field Services (JFS) and stationed at Kearny Mesa Juvenile Detention Facility. All youth brought to a Detention Facility by law enforcement officers, probation officers, or any other authorized person, with the intent of having the youth detained pending a court hearing or the filing of a petition, must be screened by the Detention Control Unit Probation Officer to determine suitability for continued detention. The Detention Control Unit Probation Officer considers the circumstances surrounding the youth being brought to the facility, evaluates case facts and decides whether the youth will be detained or released based on a variety of factors. After the Detention Control Unit Probation Officer completes the case screening, it is required that the youth be processed for either continued detention or release. This section will outline the procedures for processing custody referrals.

802.2 APPLICABILITY

This policy shall be applicable to Juvenile Field Services Officers.

802.3 POLICY

Detention Control Unit Probation Officers will process all youth brought to the facility by law enforcement, Probation Officers and other authorized persons by applying this policy, facility policy and statutes to determine if continued detention is necessary or if the youth can be safely released pending further proceedings. Once the release/detention decision is made, the Detention Control Unit Probation Officer will process the youth for release or booking.

802.4 DETENTION CONTROL UNIT OFFICER DUTIES

The primary responsibility of the Detention Control Unit Probation Officer is to implement the detention policy by conducting an individual assessment/screening of all youth referred. The general duties and responsibilities of the Detention Control Unit Probation Officer are as follows:

- Document all referrals in the In-Custody Intake Log.
- Collect all required documentation for admittance (Declaration of Probable Cause, Arrest/Crime Report, Affidavit, Warrant Order, Juvenile Detention Order, etc.)
- Review all required documentation and ensure it is routed to the proper office/agency.
- Assess the record check as provided by the Index/Booking Clerk.
- Complete the Risk Screening Criteria in PCMS on all cases.
- Every attempt will be made to fingerprint and photograph youth admitted before they are assigned to a unit. If this cannot be done, it must be completed at the earliest possible time.

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- Confirm youth's age, telephone number and address, as noted on the Arrest Report.
- Advise the youth of their legal right to make telephone calls (per WIC 627), monitor the phone calls and document completed calls.
- Check the police report for documentation that the arresting person has notified the youth's parent/guardian of the youth's detention status (WIC 627). The Detention Control Unit Probation Officer will attempt to contact the parents as well.
- Advise the youth of their constitutional rights (per WIC 627.5).
- Determine the appropriate detention decision and disposition.
- If the youth is an active ward or has a pending investigation case, notify the youth's assigned Probation Officer regarding the detention and consider requests for detention based upon an assessment of the pending matter and the facts and circumstances surrounding the current arrest.
- Notify the Social Worker on active WIC 300 cases. Leaving a message is sufficient after normal business hours.
- Provide the Booking Clerks with information and completed forms for booking.
- Begin the Unit Classification forms for Intake, Booking and Release (IBR) staff.
- Complete the forms for Suicide Watch status, Single Room status, Unit Confinement (UC) status and "Keep Separate" status.
- Refer the youth for psychological assessment with the medical/mental health clinic if the nature of the offense is extremely serious or bizarre in nature.
- Maintain and update the "Hot Sheet" for AWOL youth.
- Answer telephone inquiries and make necessary phone calls to parents/guardians, attorneys, etc.
- Determine whether a subject is on Post Release Community Supervision (PRO Active) or Mandatory Supervision (MSO Active) when local law enforcement officials request for this information.
- Place holds on PRO or MSO offenders if required.
- Complete the Prison Rape Elimination Act (PREA) Risk Screening Tool (Section One (1) only).

802.5 DETENTION POLICY

The detention policy provides the basic guidelines for admission of youth to the facility. In general, youth who are referred to the Detention Control Unit, with the appropriate paperwork, will be admitted on a temporary basis.

However, youth are then required to meet the legal requirements for continued detention, and undergo a screening process by the Detention Control Unit Probation Officer to determine whether continued detention is authorized or necessary.

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802.6 REQUIREMENTS FOR DETENTION

In addition to the requirement that a youth must have an underlying WIC 601 or 602 charge, WIC 628 specifies that certain other conditions must exist to detain a youth. Pursuant to WIC 628, the following conditions may justify a youth's detention:

- (a) The youth is in need of proper and effective parental care or control and has no parent/guardian providing or willing to exercise control;
- (b) The youth is without means of providing for himself/herself and there is no one providing for the youth the necessities of life or suitable home for the youth;
- (c) The youth's home is unfit due to neglect, cruelty, depravity or abuse from parent or caretaker.

Note: A youth with a WIC 602 charge may be accepted for detention in the facility based on any of the above three criteria. Youths meeting only any one of the preceding conditions and not having a WIC 602 charge shall be referred to the Polinsky Children's Center and the Health and Human Services Agency (HHSA) or to an appropriate community service agency.

- (a) For the protection of the youth, other persons or property of another, continued detention is a matter of immediate or urgent necessity.
- (b) The youth is likely to flee the jurisdiction of the Court. Youths detained solely for this condition must have a history of runaway behavior or have expressed the intention to flee.
- (c) The youth has violated a court order.
- (d) The youth is physically dangerous to the public due to a mental or physical deficiency, disorder or abnormality.

Note: Any youth brought to the facility on the basis of their "potential danger" to the public, which stems from a mental or physical disability, must have a certification or declaration of that fact from a qualified physician, psychiatrist or psychologist. If any of these conditions exist, the county mental health facility shall be the first detention choice.

A youth may be accepted for detention based on any of the four preceding criteria, along with an underlying charge which has a period of custody attached

802.7 TYPES OF REFERRALS

In addition to detention for a new arrest, there are various other categories into which youth fit, and certain conditions which must be met, in order for the youth to qualify for continued detention. Suitability for detention is primarily determined by examining the underlying request for detention.

802.7.1 NON-WARDS

Youths who are referred for detention on misdemeanor or felony charges will be accepted only if they are accompanied by documentation, which supports the filing of a WIC 602 petition.

Subsequent detention shall be determined when qualifying conditions, pursuant to WIC 628, are met.

The Detention Control Unit will determine whether WIC 628 criteria has been met, based on the seriousness of the offense and risk assessment factors.

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802.7.2 WIC 602 WARDS

Law enforcement referrals: Will be accepted only if they are accompanied by documentation (Arrest Report, Probable Cause form and Affidavit) which supports the filing of WIC 602 petition. Release or detention shall be determined based on the case/youth meeting criteria in WIC 628.

Probation Officer referrals: Youths, who are referred for detention when a new WIC 602 law violation has occurred, will be accepted for continued detention based on meeting the criteria in WIC 628. Youths will be accepted in rare circumstances for certain detainable violations of probation (AWOL, placement failure, violation of Home Supervision), with approval from the assigned Supervising Probation Officer.

802.7.3 PRIVATE PLACEMENT AGENCY REFERRALS

Private placement agency referrals (residential treatment facilities, foster homes) may be accepted provided the youth has custody time available and with the assigned Probation Officer's and the Supervisor's approval. Acceptance may be cleared in advance by the youth's assigned Probation Officer, pursuant to the requirements of WIC 777. Placement failures shall be detained pending a Juvenile Court hearing or other action by the assigned Probation Officer.

802.7.4 INSTITUTION REFERRALS

Camp Barrett/ Girls Rehabilitation Facility referrals: Youths will be accepted for detention that have been "Administratively Removed" (AR) from camp due to behavior issues, and subsequently returned to camp for a repeat opportunity for successful completion of the camp program. Youths will also be accepted for detention in conjunction with the filing of a petition pursuant to WIC 881 or a violation hearing.

Youths facing a reassessment of custody status or who have been "Administratively Removed" (AR) from camp due to petitions filed pursuant to WIC 881 or a violation hearing (i.e. Breaking Cycles, GRF, Youth Day Center, Camp Barrett, Reflections), shall be detained pending a Juvenile Court hearing. A detention hearing is not required for Administrative Removals from Camp Barrett or Breaking Cycles reassessments.

802.7.5 COURT COMMITMENTS

Any youth committed to the facility by the Juvenile Court shall be accepted and is not eligible for release except when expressly ordered by the Court.

802.7.6 CERTIFICATION FROM ADULT COURT

Any youth brought to the facility from the county jail, which has been certified to Juvenile Court and is under eighteen (18) years of age, shall be detained until he or she appears in the Juvenile Court.

802.7.7 AWOL AND ESCAPES

Any youth brought to the facility who is AWOL from placement or is an escapee from placement, shall be detained in the detention facility pending a Juvenile Court hearing.

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802.7.8 JFS SUPERVISION CASES

Youth assigned to a JFS Supervision caseload will be accepted with approval from the assigned Probation Officer's Supervisor and the Division Chief.

In GSU cases, the DCU officer will contact the GSU case carrying PO who will then screen the case with his Supervisor to determine suitability for detention. The GSU officer will then notify the DCU officer of the detention decision. Any youth identified as a GSU case referred for detention on a probation violation shall be detained only if the violation has been verified, detention is requested and approved by a GSU Supervisor or the Division Chief.

802.7.9 FEDERAL DETAINEES

Youths brought to the facility by authorized United States government agencies (i.e. Border Patrol, U.S. Marshals, etc.) are accepted and admitted to the facility by contract, and only if there are criminal charges, excluding illegal entry. Responsibility for detention, court appearances and release of these youth lies with the Federal Court. If the Federal Agency files State charges, the youth is treated the same as any new entry.

802.7.10 WIC 750 INTER-COUNTY TRANSFERS

Any youth in custody who is brought to the facility as an inter-county transfer, pursuant to WIC 750, shall be admitted and detained pending a Juvenile Court hearing. Transfer documents, court documents and case documents will be forwarded or taken to the Court as soon as possible. The Detention Control Unit will also notify the Intake Supervisor or the CIU Officer of the case.

802.7.11 CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION, DIVISION OF JUVENILE JUSTICE (DJJ) PAROLEES

- **WIC 602 Violations:** A DJJ parolee booked into the facility on a felony or misdemeanor charge shall be detained and processed through normal procedures. Parolees brought in on either felony or misdemeanor charges will be held until the Detention Control Unit is instructed otherwise by the Parole Officer.
- **DJJ Holds/Warrants:** All youth referred for detention with a DJJ Hold/Warrant shall be detained. The Detention Control Unit Probation Officer is required to contact the parolee's Parole Officer, during regular business hours, when the youth has been referred for any reason. If a "Hold" is to be initiated within the required twenty-four (24) hours, excluding weekends, the Parole Officer will give verbal authorization, generally followed by written authorization (usually by fax).

802.7.12 COURTESY HOLDS

A "Courtesy Hold" typically refers to detention of a ward from another jurisdiction when the ward does not currently have a warrant issued, and the resident jurisdiction assures custody will be taken and wishes the youth to be detained pending issuance of a warrant. "Courtesy Holds" are limited to 24 hours without a warrant. With a warrant, a youth may be held for up to five (5) calendar days, pending transportation to the county of jurisdiction. A non-petition Detention Hearing must be calendared after 48 hours for non-warrant matters and after five (5) calendar days for warrant cases.

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Local law enforcement requests for “Courtesy Holds” for youth brought to the facility will be honored when the release of a youth would hinder an ongoing criminal investigation. Local law enforcement requests will only be honored if the necessary reports supporting the filing of a WIC 602 petition accompany the youth. “Courtesy Holds” are limited to 24 hours. The detention facility Watch Commander shall be notified when a youth is detained on a “Courtesy Hold”.

802.7.13 WARRANTS AND JUVENILE DETENTION ORDERS (JDO)

All youth entering the facility based on a warrant issued by the Juvenile Court or a JDO shall be automatically detained pending a Juvenile Court hearing.

- **Traffic Warrants:** Youths detained on a bailable Juvenile Traffic Warrant may be released on a Promise to Appear (PTA), with a new hearing date, or the Juvenile Traffic Court may handle the matter forthwith. If a youth is released with a PTA, a copy of the PTA will be sent to the issuing court. The arresting agency should provide an abstract indicating that the warrant has been cleared. The Detention Control Unit Probation Officer may contact the Sheriff’s Court Services office to clear the warrant, if the arresting agency fails to do so.
- **Warrants for Youth 18 Years or Older:** Persons eighteen (18) years or older who are arrested on juvenile warrants: During normal business hours, those eighteen (18) or older are referred directly to Juvenile Court. Outside of normal business hours, those eighteen (18) but not yet nineteen (19), will be held. Outside of business hours, those nineteen (19) and older are to be detained in county jail or the arresting agency may cite the individual to Juvenile Court if county jail refuses custody. With express approval of the Facility Division Chief, those twenty-one (21) or older may be detained in the facility in order to facilitate an expeditious court hearing. However, these individuals must be segregated from the general population.
- **HHSA Originated Warrants:** WIC 601 wards brought to the facility on an HHSA-originated JDO may not be detained in the facility unless the warrant or JDO specifies detention in a juvenile facility. Youths with detention orders which originated with HHSA shall be referred to the Polinsky Children’s Center. Transportation shall be provided by the referring law enforcement agency.

802.7.14 RUNAWAY YOUTH

Out-of-County/Out-of-State runaway youth will be admitted to the facility and held for return home. Youths will be held for up to twenty-four (24) hours in order to locate the youth’s parent/guardian who is out of state and to arrange their return. The custody period may be extended by no more than seventy-two (72) hours when the return of the youth cannot reasonably be accomplished within twenty-four (24) hours. Occasionally, Interstate Compact Services must be initiated to effect return of a youth to their custodial parent/guardian. If transportation cannot be arranged within the twenty-four (24) hour time frame, a non-petition detention hearing shall be calendared.

802.7.15 TRANSIENT YOUTH

Procedures for transient youth referred to the facility for WIC 601 or 602 offenses follow standard policy. No local transient youth brought to the facility, without a basis for detention, shall be admitted. (Refer the law enforcement agency to Polinsky Children’s Center or to a Community

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Based Organization). Out-of-State/Out-of-County transients, without a basis for detention, are occasionally booked into the facility.

Either DCU or Custody Intake Probation Officers will arrange for transportation within twenty-four (24) hours. If transportation cannot be arranged within the twenty-four (24) hour time frame, a non-petition detention hearing shall be calendared and Interstate Compact forms must be signed.

802.7.16 STATUS OFFENDERS AND WIC 601 WARDS

Youths committing status offenses may only be held for the following reasons:

- For up to twelve (12) hours for the purpose of determining whether any outstanding warrants or holds exist.
- For up to twenty-four (24) hours in order to locate the youth's parent/guardian and to arrange their return.

Truant and incorrigible/beyond control youth are not admitted to the facility unless there is a JDO, warrant or a contempt of court ruling specifying detention. No youth, including WIC 601 wards and WIC 300 Dependent Children, brought to the facility as a result of a WIC 601 offense shall be admitted unless there is a JDO, warrant or a contempt of court ruling specifying detention in the facility. Any youth so detained shall be separated from the general population per WIC 207(c) and WIC 207 (d).

Out-of-State WIC 601 wards and/or Out-of-State youth who have committed a WIC 601 offense may be held for the following reasons:

- For up to twenty-four (24) hours in order to locate the youth's parent/ guardian, who is out of state and to arrange for the youth's return.
- The custody period may be extended by no more than seventy-two (72) hours, for 602 wards only, when the return of the youth cannot reasonably be accomplished within twenty-four (24) hours, for a total of four days. Occasionally, Interstate Compact Services must be initiated to affect the return of a youth to their custodial parent/guardian. If Interstate Compact does not occur the youth cannot be held at the facility.

Per WIC 207(c), any WIC 601 youth detained in the facility must be provided housing arrangements and activities separate (in sight and sound) from the WIC 602 population

802.7.17 WIC 300 DEPENDENT CHILDREN

Release or detention of a WIC 300 Dependent Child, who is brought to the facility on a WIC 602 referral, will be determined based on meeting the criteria in WIC 628.

Youths with a JDO/warrant originating with HHS shall be referred to Polinsky Children's Center and transportation shall be provided by the referring law enforcement agency.

WIC 300 Dependent Children from other jurisdictions, with no local WIC 602 charges pending, shall be referred to Polinsky Children's Center. Dual jurisdiction youth (WIC 300 and 601/602) with a truancy warrant or commitment order shall be admitted to the facility.

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Note: Any exceptions to the above policy must receive authorization from the Intake Supervisor or the Facility Watch Commander.

802.7.18 YOUTH UNDER TWELVE (12) YEARS OLD

Youths who are under the age of twelve (12) shall be processed by the Detention Control Unit to determine the need for detention and may not be admitted unless express authorization has been obtained from a Juvenile Court Judge. If detention is warranted, DCU shall immediately contact the 24 hour on call Juvenile Court Judge directly to receive authorization to detain the youth.

802.7.19 SICK OR INJURED YOUTH

Youths referred for detention who are sick, injured or under the influence of alcohol/drugs are screened by the facility nurse upon arrival. The facility nurse makes the determination whether the youth can be accepted or if medical clearance is required prior to acceptance.

- **Minor Injuries:** Youth with minor injuries (i.e. an injury which can be attended to by the nurse with routine first aid measures) may be admitted by the facility nurse following medical attention and clearance. Youth with minor injuries will only be accepted if they are accompanied by documentation which supports the filing of a WIC 602 petition, when a new law violation has occurred and criteria in WIC 628 is met.
- **Serious Injuries:** Youth with a serious injury (i.e. condition requiring the services of a physician such as severe bleeding, broken bones, unconsciousness, internal injuries, etc.) may be refused admittance by the facility nurse. Law enforcement officers may be directed to transport the youth to the nearest hospital for treatment. Law enforcement officers may return to the facility with a youth who has received medical clearance from the hospital. The youth may then be admitted by the facility nurse after review and clearance.

802.7.20 BOOKING IN ABSENTIA

When a youth is taken to any hospital by the arresting agency, the youth may be booked in absentia by the facility Booking Clerks. If detention is requested, the arresting agency contacts DCU and provides the Arrest Report, Declaration and the Affidavit. DCU consults with the Facility Watch Commander who decides if the youth should be booked in absentia. If the youth is booked in absentia, the facility will provide a guard for the youth at the hospital. The facility Booking Clerk will notify the facility Clinic the day of booking and will note on the Booking Slip the name of the person notified and the date/time of notification. The Facility Watch Commander shall ensure that notification was made.

Note: Case processing procedures are the same as if the youth were physically detained in the facility (i.e. review of charges, setting detention hearing, etc.)

802.8 INITIAL CASE SCREENING

The Detention Control Unit Probation Officer shall conduct a preliminary screening in order to temporarily retain a youth in custody pending a custody intake interview and determination of an appropriate disposition. The initial intake duties include recording all new entries in the Custody Intake Log and the collection of Arrest Reports, Declaration of Probable Cause and Affidavits from law enforcement personnel. The Detention Control Unit Probation Officer will review information

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contained in case log notes with respect to probation performance, run away history, and parental concerns along with other factors to determine the risk to the community for release.

Obtain a record check on the youth from the Booking Clerk. Only after the preliminary screening has been conducted can the DCU Probation Officer proceed to complete the Risk Screening Criteria form and reach a decision regarding the need for continued detention. The DCU Probation Officer then provides formal notice to the arresting/referring agency that the youth has been accepted for temporary detention.

802.9 RECORD KEEPING

The Detention Control Unit Probation Officer will maintain a Custody Intake Log of all new entries into the facility. When a youth is delivered by a law enforcement officer to the facility, the DCU officer will immediately record the youth's information on the log which includes name, time of arrest, referring agency, time of entry and assigned Probation Officer.

The Detention Control Unit Probation Officer is responsible for obtaining and screening all reports and documents which accompany youths brought to the facility. After the arresting officer has turned the youth over to IBR staff and logged the youth into the Booking Log, the arresting officer delivers the reports and documentation necessary to make a determination regarding detention or release of the youth to the DCU officer.

802.10 PHYSICAL AND MENTAL HEALTH ASSESSMENT

A physical and mental health assessment is necessary in order to determine the youth's present state of health.

The Initial Health Screening Questionnaire is completed by facility IBR staff. All youth shall be checked for injury or illness prior to acceptance and admission. Law enforcement officers shall be asked if the youth sustained any injuries or is under the influence of alcohol or a controlled substance. If the youth sustained any injury, or is under the influence of a controlled substance, the facility nurse will be notified by IBR staff to conduct a medical assessment and provide clearance for admittance.

If the youth is charged with being under the influence of a controlled substance, or drugs are discovered during the intake search procedure, the facility nurse will be notified to conduct a medical assessment and provide clearance for admittance.

802.11 NOTIFICATION OF ACCEPTANCE

The Detention Control Unit Probation Officer shall not allow the arresting officer to leave until it has been determined that the youth is medically acceptable. The DCU Probation Officer is required to provide the arresting/referring agency with formal notice that the youth has been accepted for temporary detention. If the youth is not accepted and admitted to the facility, the arresting/referring agency must be advised of the reasons for rejection and whether there are any additional requirements. Verbal notification is sufficient.

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802.12 DETENTION SCREENING FORM

Only after reviewing all information obtained during the preliminary screening can the DCU officer proceed to complete the Detention Screening Criteria Form and reach a decision regarding the booking or release of a youth. The basis for detention must be clearly established from the nature of the charges brought against the youth, the circumstances of the offense and/or the personal history of the youth and, will be substantiated by the Discretionary Detention-Risk Assessment score and any override factors.

After the Detention Screening Form has been completed, the Detention Control Unit Probation Officer must determine whether or not the youth will remain detained.

802.13 DETAIN ON HOME SUPERVISION/ESP/GPS (WIC 628.1)

After evaluation of the entirety of the youth's circumstances and occasionally regardless of the Risk Screening Criteria Form, score, a youth may be released from the facility on Home Supervision/ESP/GPS status. Release on HS/ESP/GPS status should be considered if it is determined that a secure detention is not essential, but it is believed that supervision is necessary to ensure protection of the youth, community or to ensure the youth does not flee the jurisdiction of the court.

802.14 RELEASE OPTIONS

After evaluation of the entirety of the youth's circumstances and overriding the Risk Screening Criteria score, a youth may be released from the facility with a Promise To Appear (PTA) and in some cases, informal handling. Again, the final detention decision by the Detention Control Unit Probation Officer requires personal adjustment and discretion. An intake interview will be conducted by the DCU officer if the decision is made to release the youth under any circumstances.

802.15 INTAKE INTERVIEW

After the Risk Screening Criteria Form has been completed and particularly if it appears to the Detention Control Unit officer that the youth is borderline for either detention or release, DCU may proceed to conduct an intake interview. Often, a brief intake interview will greatly assist the DCU officer in making a final detention decision.

Additionally, an intake interview will also be conducted if the youth will be released on Home Supervision/ESP status, on a PTA, or if DCU will release the youth with an informal handling.

The intake interview with a youth and/or parent/guardian will be similar to the investigation interview, which is conducted in preparation for a social study and dispositional hearing. The most significant difference between an intake interview and an investigation interview is the length and scope of the interview.

802.16 RE-ARREST OF POST RELEASE OFFENDERS (PRO) AND OFFENDERS ON MANDATORY SUPERVISION (MSO)

When local law enforcement officials contact a subject and attempt to determine the supervision status of the subject through the use of ARJIS/ONS, they will be directed to contact DCU after

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normal business hours. Below are the procedures for initiating a “re-arrest” on a subject who is a PRO or an offender on Mandatory Supervision (split sentencing) and in violation of the terms of their supervision.

In order to determine whether a subject is a PRO or MSO, DCU staff should enter the offenders name in PCMS and look at the subject’s face sheet. Under the section of “Assignment Status”, next to the verbiage of “Caseload” it will state either “PRO Active” or “MSO Active.” It will also list the assigned supervision probation officer.

DCU staff should attempt to contact the supervision probation officer to notify him/her of the law enforcement inquiry and to determine the appropriate course of action. If DCU is unable to make contact with the probation officer, the following steps are to be taken after confirming the offender’s supervision status:

- (a) If the offender is being arrested on a new charge, then the offender has failed to remain law abiding and is therefore in violation of any form of supervision
 1. DCU staff should then obtain a Probable Cause Declaration (PC Dec) from the law enforcement agency documenting the facts of the event.
 2. Once the “PC Dec” has been received, DCU staff are authorized to place a Re-Arrest on the offender.
 3. The Re-Arrest can be faxed to either the jail or to the law enforcement agency directly.
- (b) If the offender is not being arrested on a new charge but the law enforcement agency believes the offender may be in violation of his/her terms of supervision, DCU staff will need to review the conditions of Post Release Community Supervision or the Court orders for Mandatory Supervision. It is also recommended that staff review the last several contact notes on PCMS to attempt to identify if there are any current violation or if the offender is in a pre-warrant status.
 1. If DCU staff believe the offender is in violation of the terms of his/her conditions/court orders, it is requested that DCU staff obtain a Probably Cause Declaration “PC Dec” from the law enforcement agency documenting the events or actions of the offender.
 2. Once the “PC Dec” has been received, DCU staff is authorized to place a Re-Arrest on the offender.
 3. The Re-Arrest can be faxed to either the jail or to the law enforcement agency directly.

802.17 POST RELEASE OFFENDERS (PRO)

- (a) DCU staff is to create and complete the PRO Community Supervision Offender Re-Arrest Group form in PCMS (first page only) and fax it to County Jail or the law enforcement agency requesting it.
- (b) Staff completing the form should check the block indicating the booking is an “INITIAL HOLD,” add the date and time, check the box indicating PC 3453(Q) PRO FLASH INCARCERATION, the box as to which jail the offender is being taken to and enter the

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- release date (10 days starting the date of the arrest) and enter "SELF" in the section "RELEASE TO."
- (c) DCU staff must also check the box below indicating the offender is to serve 10 days. "The above named PRO offender, now in your custody is to serve ___ days of flash incarceration. You are requested to detain the PRO pursuant to PC4353(q).
 - (d) The "case number" will be the CPR number listed on the offender's face sheet as well as the underlying charge (the offense they are currently on supervision for).
 - (e) DCU staff should then document in PCMS contact notes the action taken (indicate which agency/officer requested the Re-Arrest, their contact information, indicate if the Re-Arrest was applied, and what alleged violations the offender had committed).
 - (f) DCU staff is then to send an email to the assigned supervision officer notifying them that the Re-Arrest was placed on the offender and to refer to PCMS notes for further information.

802.18 MANDATORY SUPERVISION OFFENDERS (MSO)

- (a) DCU staff is to create and complete the form MSO RE-ARREST REPORT (Mandatory Supervision (PC1170(h)(5)(b)/1203.2(A), Re-Arrest) which is the first page of the MS-Re-Arrest package in PCMS and fax it to County Jail Booking or the law enforcement agency.
- (b) DCU staff should document in PCMS contact notes the action taken (indicate which agency/officer requested the hold, if the hold was applied, and what the alleged violations the offender committed).
- (c) DCU staff is then to send an email to the assigned supervision officer notifying them that a hold was placed on the offender and to refer to PCMS notes for further information.