

Deputy Probation Officer Core Training

Topic 11.0: Report Writing and Record Keeping

Class 11.7: Juvenile Reports

Instructional Time: 8 hours

1. Welcome and Introductions
2. Objectives
 - a. Identify the required elements for writing juvenile court reports.
 - b. Identify the legal basis for the use of informal probation.
 - c. Identify minors eligible for informal probation.
 - d. Identify Welfare and Institutions Code requirements for making a recommendation to remove a juvenile from the home.
 - e. Identify reasons why a juvenile would be removed from their home.
 - f. Identify the information to be obtained during an interview with a significant family member of a juvenile.
 - g. Identify the range of alternative dispositions available locally for juveniles.
 - h. Given sample case information for a juvenile, identify the aspects of a prior record that would affect eligibility for different dispositional alternatives.
 - i. Identify the circumstances under which a dispositional continuance would be requested.
 - j. Identify the contents included in a transfer report to adult court.
 - k. Identify different types of credits used in computing time served.
 - l. Given sample case information, identify if the juvenile would earn custody credits.
 - m. Identify the circumstances under which a juvenile would receive conduct credit.
 - n. Given a sample case file for a juvenile and a list of community providers, identify an appropriate program for the juvenile.
 - o. Given a complete investigation file on a juvenile, generate a written court report.
 - p. Identify the procedure for sealing juvenile records.
3. Juvenile Intake Process
 - a. Detention Control Unit
 - b. Custody Intake Unit
 - c. Community Intervention Officer
 - d. Juvenile Court Process
 - e. Diversion / Informal Probation
 - f. Probation Without Wardship
 - g. Deferred Entry of Judgement
 - h. WIC 602 Wardship
 - i. WIC241.1 Dual Jurisdiction
4. Scenario #1: WIC654 Contract
5. Juvenile Programs
6. Resource Family Approval
7. Sealing Records
8. Scenario #2: Disposition
9. Report Deadlines / Screenings / Continuances
10. Custody Credits
11. Social Study
12. Written Skills Test
13. Review / Closing / Evaluations