Deputy Probation Officer Core Training  
Topic 6.0: Booking, Receiving and Releasing  
Class 6.1: Booking and Intake (7 hours)  
Class 6.2: Releasing (1 hour)

1. Welcome and Introductions
2. Objectives
   a. Booking and Intake
      i. Define the roles of law enforcement and probation when a minor is taken into custody.
      ii. Identify the necessary components of a valid warrant.
      iii. Define "status offense."
      iv. Identify when a juvenile must be advised of their constitutional rights.
      v. Given a list of juvenile offenses, identify for each offense the information required to make a detention decision.
      vi. Given a detention risk assessment, make appropriate detention decisions that might involve overriding an assessment score.
      vii. Given a scenario, determine whether to detain or release a juvenile.
      viii. Given a sample case description, classify the case as a violation of WIC section 300, 601, or 602.
      ix. Given a sample police report on a juvenile taken into custody under WIC section 602, generate a list of appropriate questions or points of information to cover with the juvenile and their parent.
      x. Given a scenario, generate a report documenting and supporting the decision for filing a petition or handling informally.
      xi. Identify the statutory responsibility to notify the victim and the parent/guardian of the juvenile’s custody status and next court hearing.
      xii. Identify the notification requirements pertaining to developmentally disabled juveniles
      xiii. Identify the agency and personal liability associated with failing to comply with medical clearance procedures.
   b. Releasing
      i. Identify key factors that influence the decision to release a juvenile.
      ii. Identify the persons to whom a juvenile may be released.
      iii. Identify the possible consequences of releasing the wrong juvenile.
3. Roles of Law Enforcement
4. WIC 202
5. Intake Guidelines / Policy / Procedure
6. Warrants
7. Status Offenses
8. WIC 300 vs. WIC 601 vs. WIC 602
9. Constitutional Rights
10. Detention Decisions
11. Detention Intake and Assessment
12. Activity: Using Sample Reports
13. WIC 626
14. Notice to Parents and Telephone Calls
15. Time Constraints
16. Scenarios: Identify the WIC code
17. File a Petition? Or Handle Informally?
18. Victim’s Rights
19. Developmentally Disabled Juveniles
20. Releasing Juveniles
21. Review / Closing / Evaluations