

San Diego County Probation

Juvenile Institutions Core Training

Unit 9: Intake, Classification, and Release Procedures

Module(s): 9.1-Intake/Receiving Juveniles

9.2-Admitting and Orientation

9.3-Classification and Case Planning

9.4-Release Procedures

Instructional Time: 4 hours

1. Welcome and Introductions
2. Objectives
  - a. Module 9.1: Intake/Receiving Juveniles
    - i. Generate a list of steps required of the juvenile corrections officer in the intake and receiving process.
    - ii. Given a sample police report and/or intake sheet of charges against a juvenile taken into custody, identify the juvenile's age/date of birth, jurisdiction, type of offense, misdemeanor or felony, gender, and co-defendants.
    - iii. Given sample intake forms and court documents, identify: notification of parents/guardians, minor's name, minor's address, minor's social security number, minor's driver's license number, parents/guardians name and address, likely to flee, danger to self, danger to property/persons, phone rights, time deadlines, time taken into custody of police, violation of juvenile court order, monitored visits, contact orders, no contact orders, Miranda warning/rights, and time frames of release.
    - iv. Explain the reasons for following proper procedure during intake and receiving.
    - v. Identify steps to take and the reasons for completing the medical/psychological assessment form.
  - b. Module 9.2: Admitting and Orientation
    - i. Explain the major reasons for orientation during initial stages of confinement.
    - ii. Identify the important communication skills during the orientation process.
    - iii. List the major areas to cover during the orientation process.
    - iv. Explain the process of taking an inventory of a juvenile's clothing, property, and/or money.
    - v. Identify steps in supervising showers of new juveniles and issuing clothing and bed supplies to new juveniles.
    - vi. Given Descriptions of a juvenile's behavior in the receiving/holding room, identify potential behavioral problems.
    - vii. Given sample questions commonly asked by juveniles at orientation, discuss appropriate answers.
    - viii. Per Title 15, identify juvenile's rights with respect to bathrooms, meals, showers, clean clothes, privileged communication with attorney or clergy, correspondence, religion, visiting, recreation, school, large muscle exercise, and bedding.
  - c. Module 9.3: Classification and Case Planning
    - i. Explain the purpose and intent of classification.
    - ii. Given a sample case description indicate those factors that would affect classification/housing.
    - iii. Identify the consequences of incorrectly classifying a juvenile.
    - iv. Identify sources of information for classification decisions.
    - v. Given a sample intake profile and a sample classification plan, classify the juvenile and assign housing according to key classification factors, and justify your decision.
    - vi. Describe the procedures taken for ongoing in-custody classification.

