

**Multnomah County Juvenile Services Division
Counseling and Court Services
Assessment Model**

Data Services Police Report Processing Guidelines

Approved April 27, 2010

The following are business practice guidelines for processing mainly delinquency police reports by Data Services, Juvenile Services Division. A police report is known as a referral. The words 'police report' and 'referral' are used interchangeably. There may be one or more allegation(s) within a referral.

According to these guidelines:

- Some police reports may be returned to the law enforcement agency that is the source of the referral (case by case basis only).
- Some police reports are recorded and some are not.
- Some police reports are recorded and closed with no further action.
- Some police reports are recorded and closed by:
 - Sending a warning/resource letter to the parent/guardian and the youth, or
 - Referring the matter to another agency.
- Some police reports are recorded and sent to:
 - The DA's Office for a Legal Sufficiency Review or a Formal Screening Decision and diversion, petition filing or case rejection as deemed appropriate, or
 - To the Intake, Assessment, and Intervention Unit for Probable Cause Review and determination of appropriate intervention, informal, or formal handling.

By processing referrals according to these guidelines, the Juvenile Services Division intends to:

1. Use resources effectively by:
 - Focusing on youth with the highest likelihood to re-offend
 - Focusing on more serious criminal behavior
 - Using a research-proven assessment to evaluate risk, and
 - Using informal options including diverting the case to a community-based program whenever possible and appropriate.
2. Respond to crime victim's needs by:
 - Providing them information, and
 - Including them in the process as required by law
3. Improve outcomes for youth who come in contact with the Multnomah County Juvenile Services Division.

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SECTION 1: YOUTH 12 TO 17 YEARS OLD

A – DELINQUENCY POLICE REPORT (LAW NUMBER KNOWN)¹

A1 – LSR or FSD: Enter in JJIS and Send to DA’s Office

Per DA’s Office policy, the DA’s Office may review but will not issue or prosecute misdemeanor cases except those that include physical injury, resisting arrest, menacing and major traffic cases. Exceptions may be made in extreme cases with prior approval of the Sr. DDA or the Chief DDA, and communication with the assigned JCC/designated CJM before the petition is filed.

- Any Person FEL
- Major Traffic
 - Driving Under the Influence of Intoxicants
 - Fleeing or Attempt to Elude A Peace Officer
 - Reckless Driving
 - Failure to Perform the Duties of a Driver (Hit and Run)
 - Driving While Suspended/Revoked
- Firearm, including:

<ul style="list-style-type: none"> ▪ Unlaw ESG, T-Gas, Mace 2 ▪ Crim Trespass w/ Firearm ▪ Att/Unlaw Mfg Destruct Device ▪ Attempted/Carry/Use Dangerous Weapon ▪ Attempted/Poss Expl/Firearm Public Bldg ▪ Poss Slug/Stab Weapon ▪ 	<ul style="list-style-type: none"> ▪ Felon Possess Restrictd Weapon ▪ Att/Unlaw Possess Destruct Dev ▪ Unlawful Possession of Firearm ▪ Unlawful Purchase Firearm ▪ Unlawful Sell/Traffic Firearms ▪ Att/Unlawful MFG Destruct Device
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Note: Exceptions in A10 - Unlawful Discharge of a Weapon (specifically BB gun, soft air gun, pellet gun), and Carry concealed Weapon (specifically non-gun, e.g., metal knuckles, pocket knife) unless the youth is on probation or gang affiliated. These will be reviewed by a JCC.

- Tri-Met – IPT – at the advice of the Tri-Met DA
- Person MIS: menacing, resist arrest, physical injury, (no harassment)
- Exception referrals determined at the DA’s discretion and/or in consultation with the Community Justice Manager that the referral needs to be reviewed by the District Attorney’s Office.
- Any referrals that resulted in a youth being brought to Custody Services. These referrals are known as ‘Night Intake.’

A2 – NO LSR/FSD AND NO JCC REVIEW: Enter in JJIS for Electronic Record Only.

Do not send these reports to the DA’s Office or IAI for review. No social file created. File report if there is an existing social file. Also see a supplemental list of ORS Violations required by JJIS Policy.

ENTRY IN JJIS (electronic record only)

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Runaway (419B.100F) <input type="checkbox"/> Curfew (419C.680) | <ul style="list-style-type: none"> <input type="checkbox"/> MIP – Tobacco (167.400) <input type="checkbox"/> Minor Purchase Tobacco (167.401) |
|--|---|

¹ The referrals listed are assumed to be the most severe allegation on the police report.
 Revised 04/15/2010, TDang
 Additional revisions 05/24/2010

<input type="checkbox"/> Truancy (339.010)	
A3 – WARNING/RESOURCE LETTER: Enter in JJIS and Close Without LSR/FSD or JCC REVIEW. These referrals don't meet the criteria for LSR/FSD or JCC REVIEW. Close as Warning/Resource Letter. These referrals are generally non-person, non-weapons, non-sex offense misdemeanors or violations, and there is no restitution and the youth has no other pending LSR/FSD or assignment UNLESS there is a pattern of public safety issues and continued threats. These referrals come in the form of a custody, investigation, or incident report.	
U VIO Non-Criminal <input type="checkbox"/> Attempt/Theft 3 <input type="checkbox"/> Unlawful Possession of Graffiti Implement <input type="checkbox"/> Unlawful Street Obstruction A MIS Behavioral <input type="checkbox"/> 1 st Interfere w/ Peace Officer (and no other offenses) C MIS Behavioral <input type="checkbox"/> Telephonic Harassment <input type="checkbox"/> Attempt Harassment B MIS Property <input type="checkbox"/> Attempt Theft 2 <input type="checkbox"/> Attempt UEMV C MIS Property <input type="checkbox"/> Criminal Mischief 3 w/ no damage/restitution <input type="checkbox"/> Criminal Trespass 2 on public property (excludes schools)	<input type="checkbox"/> Theft 3/business – No restitution/damage <input type="checkbox"/> Theft 2/business – No restitution/damage <input type="checkbox"/> 1 st Attempt Assault 4 <input type="checkbox"/> 1 st Disorderly Conduct <input type="checkbox"/> Repeat Disorderly Conduct if 12 months have elapsed <input type="checkbox"/> Any Disorderly Conduct that already been addressed in the community, e.g., school discipline <input type="checkbox"/> 1 st Harassment <input type="checkbox"/> Repeat Harassment if 12 months have elapsed <input type="checkbox"/> 1 st Crim Trespass 1 & 2 (except schools) <input type="checkbox"/> Repeat Crim Trespass 1 & 2 if 12 months have elapsed (except schools) <input type="checkbox"/> Initiate False Report <input type="checkbox"/> Furnishing False Information on a citation <input type="checkbox"/> Other _____

A4 – TRI-MET PROCESS: Enter in JJIS and Warn/Resource Letter With or Without JCC REVIEW. Send Tri-Met referrals to the DA's Office for LSR/FSD if requested by the DA's Office. Otherwise, these referrals are to be handled as outlined.	
Warnable (Close Warning/Resource Ltr w/o JCC REVIEW)	Not Warnable Send to IAI Unit for JCC REVIEW
<input type="checkbox"/> 1 st Tri-Met disorderly conduct <input type="checkbox"/> 1 st Interfere with Public Transportation <input type="checkbox"/> Other _____	<input type="checkbox"/> Repeat disorderly conduct <input type="checkbox"/> Repeat Interfere with Public Transportation <input type="checkbox"/> Other _____

A5 – MIP/LTO PROCESS: Enter In JJIS and Warn/Resource Letter.

Close Warning/Resource Ltr unless meets exceptions criteria.

Warnable (Close Warning/Resource Ltr w/o JCC REVIEW)	Not Warnable Send to IAI Unit for JCC REVIEW
<input type="checkbox"/> 1 st and subsequent MIP Alcohol <input type="checkbox"/> 1 st and subsequent LTO <input type="checkbox"/> 1 st LTO w/in 1000ft school	<input type="checkbox"/> MIP/LTO accompanies delinquency allegation(s) <input type="checkbox"/> Another jurisdiction has contacted JSD about the referrals <input type="checkbox"/> 2 nd and subsequent LTO w/i 1000ft school within 12 months

A6 – SOTT PROCESS: Enter in JJIS and Send to IAI for JCC REVIEW.

If a sex offense meets the LSR/FSD criteria, then send to the DA's Office just like any other referrals. If a sex offense does not meet the LSR/FSD criteria, then send to the IAI for JCC REVIEW. The assigned CJMs for SOTT and IAI Unit will consult on a case by case basis to determine the best case management strategies.

<input type="checkbox"/> Failure to Report As A Sex Offender MIS <input type="checkbox"/> Intimate Attempted/Sexual Abuse 3 <input type="checkbox"/> Harassment Touch Intimate Part <input type="checkbox"/> Other _____

A7 – DOMESTIC VIOLENCE (DV)² PROCESS: Enter In JJIS and Send to IAI for JCC REVIEW.

DV Assault 4 generally comes through detention for prelim but in the event that it comes through normal police report paper routing, send these to the DA for LSR/FSD (also see A1). All other referrals (see examples below), send to IAI for JCC Review.

<input type="checkbox"/> DV Harassment <input type="checkbox"/> DV Attempted Assault 4	<input type="checkbox"/> Other _____
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A8 – SCHOOL AND OTHER MOU PROCESSES: Enter in JJIS and Send to IAI for JCC REVIEW.

(See specific MOU and handle accordingly). *Note: For charges that meet the LSR/FSD criteria, enter in JJIS and send to the DA's Office for LSR/FSD.*

<input type="checkbox"/> CM 3, 2 (with restitution or loss) <input type="checkbox"/> CT 1, 2 <input type="checkbox"/> Harassment	<input type="checkbox"/> Assault 4 (non-injury) <input type="checkbox"/> Other _____
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A9 – FDDP PROCESS: For Filed Petitions Only

FDDP Process only applies at the point of petition filing by the DA's Office. These referrals usually come through Detention Intake. For these Detention Intake referrals, follow the protocols of sending for LSR/FSD. Referrals with a filed petition will be assigned to Adjudication. For non-detention referrals, send these referrals to IAI for JCC Review and assessment just like other referrals in Section A10. For Detention Intake diverted by the DA's Office, follow the diverted prelims process. Also see FDDP document for policy/procedure details.

<input type="checkbox"/> Any Felony PCS	<input type="checkbox"/> DCS w/o consideration
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² See Case Processing Agreement for definition.
Revised 04/15/2010, TDang
Additional revisions 05/24/2010

PCS w/i 1000ft school

Other _____

A10 – JCC REVIEW AND ASSESSMENT: Enter in JJIS and Send to IAI for JCC Review and Assessment Process.

These referrals are opened to Pend Assign, JCC Review to determine sufficient basis to proceed. Then open to Pend Assign, Assessment when there is basis to open the case and proceed on the referral. The list is reflective of the most commonly occurring allegations and is not inclusive of all possible allegations in this processing. For allegations not listed, consult with Data Services Lead.

Exceptions

- Unlawful Discharge of a Weapon (BB gun, soft air gun, pellet gun)
- Carry concealed Weapon (non-gun, e.g., metal knuckles, pocket knife)
- Repeat Interfere with police (and no other offenses)

By policy, these offenses may be closed with a Warn/Resource Letter after JCC Review.

A MIS Person

- Child Neglect 2
- Attempted/Coercion
- Criminal Mistreatment 2
- Endanger Welfare Minor
- Private Indecency
- Public Indecency
- Conspiracy/Recklessly Endanger Another
- Stalking – Misdemeanor
- Vio Ct. Stalking Ord - Mis

B MIS Person

- Repeat Attempted/Assault-4 MIS

A MIS Property

- Attempted/Arson-2
- Attempted/Burglary-2
- Attempted/Criminal Mischief-1
- Criminal Mischief-2
- Conspiracy/Criminal Mischief-2
- Criminal Trespass-1
- Conspiracy/Criminal Trespass-1
- Mail Theft/Receipt of Stolen Mail (164.162)
- Poss Burglary Tool
- Reckless Burning
- Attempted/Robbery-3
- Attempted/Theft-1
- Theft-2 – Restitution
- Conspiracy/Theft-2
- Attempted/Unauth Use Vehicle
- Unauthorized Use Of Computer
- Conspiracy/UEMV

B MIS Property

- Attempted/Reckless Burning

C MIS Property

- Theft 3 (with restitution)

C FEL Property

- Burg 2
- Criminal Mischief 1
- UUV

A FEL Property

- Burg 1

B MIS Behavioral

- Repeat Harassment Physical
- Unlaw direct light from laser pointer
- Attempted/Harassment Touch part
- Manu/Del Cntrld Sub-SC 4
- Mfg/Del Counterfeit Sub-SC 4
- Attempted/Poss Cntrld Sub-SC 3
- Poss Destr Device
- Attempted/Prostitution
- Solicitation/Prostitution
- Attempted/Unauthorized Departure
- Attempted/Tamper W/Phys Evidence

C FEL Behavior

- Forgery 1
- Theft 1
- Tamper W/Witness

<input type="checkbox"/> Unlawful Entry Motor Vehicle A MIS Behavioral <input type="checkbox"/> Attempted/Aggravated Animal Abuse I <input type="checkbox"/> Aid Unauthorized Departure <input type="checkbox"/> Animal Abuse I <input type="checkbox"/> Animal Fighting <input type="checkbox"/> Attempt To Elude Police <input type="checkbox"/> Criminal Simulation <input type="checkbox"/> Del Imitation Control Sub <input type="checkbox"/> Del Marij 1 Oz-No Pay <input type="checkbox"/> Attempted/Escape-2 <input type="checkbox"/> Escape-3 <input type="checkbox"/> Failure To Appear-2 <input type="checkbox"/> False Info Precursor Sub Rpt <input type="checkbox"/> False Info To Police On Citation <input type="checkbox"/> Attempted/Forgery-1 <input type="checkbox"/> Conspiracy/Forgery-2 <input type="checkbox"/> Forgery-2 <input type="checkbox"/> Fraud-Credit Card – Misdemeanor <input type="checkbox"/> Fraud-Credit Card/\$750- <input type="checkbox"/> Fraud-Obtain Signature <input type="checkbox"/> Freq Plc Cntrld Sub Used MIS <input type="checkbox"/> Furn Liquor Minor – MIS <input type="checkbox"/> Furnish Obscene Mat. to Minor <input type="checkbox"/> Attempted/Hinder Prosecution <input type="checkbox"/> Improper Use of 911 System <input type="checkbox"/> Interference with Making a Report <input type="checkbox"/> Repeat Interfering with a peace officer	A MIS Behavioral <input type="checkbox"/> Intimidation-2 <input type="checkbox"/> Misuse of identification card; penalty <input type="checkbox"/> Negotiating Bad Check-Misdemeanor <input type="checkbox"/> Obstruct Govt Admin <input type="checkbox"/> Obtain Contents Communication <input type="checkbox"/> Poss Cntrld Sub-SC 3 <input type="checkbox"/> Attempted/Poss Cntrld Sub-SC2 <input type="checkbox"/> Poss Forged Instr-2 <input type="checkbox"/> Poss Gambling Device <input type="checkbox"/> Attempted/Poss Stolen Vehicle <input type="checkbox"/> Possess of a hoax destructive device <input type="checkbox"/> Promote Gambling-2 <input type="checkbox"/> Prostitution <input type="checkbox"/> Attempted/Riot <input type="checkbox"/> Tamper W/Phys Evidence <input type="checkbox"/> Throw Object Off Overpass-2 <input type="checkbox"/> Unauthorized Departure <input type="checkbox"/> Unlaw directing light from a laser pointer. OTHER <input type="checkbox"/> Other _____
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B – ‘LAW NUMBER NOT KNOWN’ POLICE REPORT

<p>B1 – OBTAIN LAW NUMBER: Send to DA’s Office or IAI for Law Number The narrative portion of the report indicates that the youth was referred for law violation. These referrals are Investigation or Incident Reports that do not have a Custody Report with a law number.</p>	
<p>SEND TO DA’S OFFICE FOR LSR/FSD</p>	<p>SEND IAI UNIT FOR JCC REVIEW</p>
<input type="checkbox"/> Any Person FEL <input type="checkbox"/> Major Traffic <ul style="list-style-type: none"> ○ Driving Under the Influence of Intoxicants ○ Fleeing or Attempt to Elude ○ Reckless Driving ○ Failure to Perform the Duties of a Driver (Hit and Run) ○ Driving While Suspended/Revoked <input type="checkbox"/> Firearm <input type="checkbox"/> Person MIS: menacing, resist arrest,	<input type="checkbox"/> All other referrals that do not meet either the LSR/FSD criteria. <input type="checkbox"/> All questionable referrals including Special Reports and Misc. Reports without Law Number.

B1 – OBTAIN LAW NUMBER: Send to DA’s Office or IAI for Law Number

The narrative portion of the report indicates that the youth was referred for law violation. These referrals are Investigation or Incident Reports that do not have a Custody Report with a law number.

physical injury, (no harassment)	
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SECTION 2: YOUTH UNDER 12**C – DELINQUENCY EARLY INTERVENTION (Under 12 DEI)****C1 – CUSTODY REPORT WITH SPECIFIED CHARGE: Enter in JJIS and Send to IAI For Review.**

If the referral received is on a Custody Report and the criminal charge is specified as defined by JJIS Policy, enter the referral in JJIS and send Warning/Resource as outlined below. For referrals that are not warnable, enter the referral in JJIS and send these to the IAI Unit for JCC REVIEW and assessment. The JCC reviewer will make a determination as to disposition.

Warnable (Electronic Record Only)	Not Warnable (Send for JCC REVIEW/Assessment)
<input type="checkbox"/> Property Felony <input type="checkbox"/> Property and Person Misdemeanor <input type="checkbox"/> Violation <input type="checkbox"/> Other _____	<input type="checkbox"/> Assault IV with injury <input type="checkbox"/> Reckless Burning with damages <input type="checkbox"/> Arson with damages <input type="checkbox"/> Other _____

C2 – INVESTIGATION OR SPECIAL REPORT WITHOUT SPECIFIED CHARGE: Send to IAI UNIT For Review Without Data Entry.

If the charge is not specified, or if the charge is specified but not on a Custody Report, send the referral to the IAI Unit for a review. The JCC reviewer will make a determination as to JJIS data entry and disposition.

C3 – NON-CRIMINAL OFFENSE: No JJIS Entry or Electronic Record Only

Handle these referrals as outlined below.

NO ENTRY IN JJIS	ENTRY IN JJIS (electronic record only)
<input type="checkbox"/> Offensive Littering <input type="checkbox"/> Park Exclusions <input type="checkbox"/> Pedestrian, e.g. J-Walking <input type="checkbox"/> No rollerblading/downtown <input type="checkbox"/> Skateboard in prohibited area <input type="checkbox"/> Tri-Met ride without fare	<input type="checkbox"/> Runaway (419B.100F) <input type="checkbox"/> MIP – Tobacco (167.400) <input type="checkbox"/> Tobacco Purchase (167.401) <input type="checkbox"/> Curfew (419C.680) <input type="checkbox"/> Truancy (339.010)

D – UNDER 12 SEXUALLY INAPPROPRIATE BEHAVIOR (Under 12 SIB)

D1 – CUSTODY REPORT WITH SPECIFIED CHARGE: Enter in JJIS and Send to DA’s Office for LSR/FSD.

SIB reports come in the form of a Special or Investigation Report and do not have a specified charge. If an under 12 SIB child is taken into custody by the officer with a Custody Report, enter the referral in JJIS and follow the procedure outlined above for DDA LSR/FSD or IAI Unit for JCC Review for SOTT process similar to the 12 – 17 years old youth.

D2 – INVESTIGATION/SPECIAL REPORT OR DHS FAXES: Send to IAI For Review.

If a report is received without a specified charge or a fax is received from DHS or non-law enforcement agency, send the referral to the IAI Unit for review and coordination with DHS according to the outlined SIB procedure developed by MDT.

SECTION 3: OTHER AND MISCELLANEOUS REPORTS

E – NON-DELINQUENCY MISCELLANEOUS REPORTS

<p>E1– NO ACTION: Do Not Enter in JJIS, Do not Send to DA’s or IAI for Review JSD should not be receiving these reports but in the event that such report is received in one of the following listed nature, do not enter in JJIS, do not create a social file, do not send for review, and shred the report. If a social file exists, file in the closed file. If a JCC is assigned, forward to the report to the assigned JCC.</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Family Disturbance <input type="checkbox"/> Info. Only or Information Drug Activity <input type="checkbox"/> Wanted Person <input type="checkbox"/> Assistance Rendered <input type="checkbox"/> Confiscated Property <input type="checkbox"/> Detain and Release <input type="checkbox"/> No Rollerblading/downtown <input type="checkbox"/> Skateboard in prohibited area 	<ul style="list-style-type: none"> <input type="checkbox"/> Notice of Exclusion <input type="checkbox"/> Suspicious Activity <input type="checkbox"/> Welfare Check <input type="checkbox"/> Clear Missing <input type="checkbox"/> Pedestrian, e.g., J-Walking <input type="checkbox"/> Tri-Met without fare <input type="checkbox"/> Other _____

F – TRAFFIC OFFENSES

<p>F1– MULTNOMAH COUNTY YOUTH, MULTNOMAH COUNTY TRAFFIC JURISDICTION JSD should not be receiving these reports unless the Traffic Violation accompanies a delinquency allegation. In the event that such report is received, process as follows:</p>	
<p style="text-align: center;">Enter in JJIS and Send to DA’s Office for LSR/FSD w/ or w/o a DEL</p>	<p style="text-align: center;">Do Not Enter in JJIS & No Action</p>
<p>See A1 : Major Traffic</p> <ul style="list-style-type: none"> ▪ Driving Under the Influence of Intoxicants ▪ Fleeing or Attempt to Elude ▪ Reckless Driving ▪ Failure to Perform the Duties of a Driver (Hit and Run) ▪ Driving While Suspended/Revoked <p><i>Note:</i></p> <ul style="list-style-type: none"> ▪ <i>If not issued by DA and no DEL, close as Refer to Other Agency and send to downtown Traffic Court per Traffic Blanket Waiver.</i> ▪ <i>If not issued by the DA and with DEL, send to Pend Assign, Assessment for review.</i> 	<ul style="list-style-type: none"> ▪ Citations only <p style="text-align: center;">Enter in JJIS and Send to IAI for JCC REVIEW (Does not meet the criteria for LSR/FSD)</p> <ul style="list-style-type: none"> ▪ If the citation or traffic report comes in with a DEL that does not qualify for LSR/FSD, enter the DEL then send to IAI Pend Assign, JCC Review. <p>Reminder: Game and Boating Violations fall under the Blanket Waiver Order.</p>

F2 – MULTNOMAH COUNTY YOUTH, OTHER COUNTY TRAFFIC JURISDICTION

JSD should not be receiving these reports. In the event that such report is received, process as follows:

Enter in JJIS and Send to DA’s Office for LSR/FSD w/ or w/o a DEL	Do Not Enter in JJIS & No Action
<p>See A1 : Major Traffic</p> <ul style="list-style-type: none"> ▪ Driving Under the Influence of Intoxicants ▪ Fleeing or Attempt to Elude ▪ Reckless Driving ▪ Failure to Perform the Duties of a Driver (Hit and Run) ▪ Driving While Suspended/Revoked <p><i>Note:</i></p> <ul style="list-style-type: none"> ▪ <i>If not issued by DA and no DEL, close as Refer to Other Agency send to Traffic Court of the youth’s County of Residence.</i> ▪ <i>If not issued by the DA and with DEL, send to Pend Assign, Assessment for review.</i> 	<ul style="list-style-type: none"> ▪ Citations only
	<p align="center">Enter in JJIS and Send to IAI for JCC REVIEW</p> <p align="center">(Does not meet the criteria for LSR/FSD)</p>
	<ul style="list-style-type: none"> ▪ Enter the Delinquency an Warn/Resource if meets criteria; ▪ Enter the Delinquency and send to IAI for JCC Review and assessment just like any other DEL if referral does not meet Warn/Resource criteria.

F3 – NON-MULTNOMAH COUNTY YOUTH, MULTNOMAH COUNTY TRAFFIC JURISDICTION

JSD should not be receiving these reports. In the event that such report is received, process as follows:

Enter in JJIS and Send to DA’s Office for LSR/FSD w/ or w/o a DEL	Do Not Enter in JJIS & No Action
<p>See A1 : Major Traffic</p> <ul style="list-style-type: none"> ▪ Driving Under the Influence of Intoxicants ▪ Fleeing or Attempt to Elude ▪ Reckless Driving ▪ Failure to Perform the Duties of a Driver (Hit and Run) ▪ Driving While Suspended/Revoked <p><i>Note:</i></p> <ul style="list-style-type: none"> ▪ <i>If not issued by DA and no DEL, close as Refer to Other Agency and send to downtown Traffic Court per Traffic Blanket Waiver.</i> ▪ <i>If not issued by the DA and with DEL, send to the Juvenile Department of youth’s county of residence.</i> 	<ul style="list-style-type: none"> ▪ Citations only
	<p align="center">Enter in JJIS and Send to IAI for JCC REVIEW</p> <p align="center">(Does not meet the criteria for LSR/FSD)</p>
	<ul style="list-style-type: none"> ▪ Enter the Delinquency and send to the Juvenile Department of youth’s County of Residence

SECTION 4: TRANSFER OF JURISDICTION, COURTESY SUPERVISION, AND INTERSTATE COMPACT

G – TRANSFER OF CASES BETWEEN STATES OR COUNTIES

G1– TRANSFER OF JURISDICTION TO/FROM ANOTHER COUNTY

See Mutual Aid Compact revised 9/30/2008 for details as to agreements among the counties within the State Oregon.

- Sending county contacts receiving county (Intake) to assess appropriateness of transfer and finalize a verbal agreement.
- Sending county (Intake) submits a request and order to the Court
- JCC/Intake and Data Services follow protocols for discovery and data entry
- Receiving county submits an order to accept/deny transfer; enter JJIS Decision
- (Multnomah County) Assign case to the Field Unit according to the youth’s residence

G2– COURTESY SUPERVISION (BETWEEN COUNTIES)

See Mutual Aid Compact revised 9/30/2008 for details as to agreements among the counties within the State Oregon.

- Sending county contacts receiving county (Intake) to assess appropriateness of transfer and finalize a verbal agreement.
- JCC/Intake and Data Services follow protocols for discovery and data entry
- Receiving county submits an order to accept/deny transfer; enter JJIS Decision
- (Multnomah County) Assign case to the Field Unit according to the youth’s residence

G3– CLARK COUNTY RESIDENTS OR CLARK COUNTY CRIMES

Multnomah County referrals involving youth living in Clark County or Multnomah County youth committing a crime in Clark County will be handled on a case by case basis. Below is the general outline for processing. Any questionable referrals need to be consulted with Data Services Lead.

Multnomah County Youth Commits Crimes in Clark County	Clark County Youth Commits Crimes in Multnomah County
<ul style="list-style-type: none"> ▪ Unless the referral is being handled by Clark County, follow the procedures just as outlined for LSR/FSD, Warning/Resource Letter, JCC REVIEW, Under 12, Over 12, SIB, etc. 	<ul style="list-style-type: none"> ▪ Referral all of these referrals to the County of Residence ▪ If the referrals is returned from Clark County, send referral to IAI for determination.

G4– INTERSTATE COMPACT ON JUVENILES

All incoming and outgoing cases need to be coordinated through ICJ Coordinator in Salem. All incoming cases need to be coordinated with Data Services for necessary data entry and assignment to the Field. All outgoing cases need to be coordinated by either the Adjudicator or the Field JCC directly with the ICJ Coordinator in Salem for transfer to another State. For questionable cases, the Data Services Lead Technician needs to consult with the IAI Intake JCC.

See ICJ procedures for details.