

9115 - 9123/CSU11 Intake

I. Purpose:

To comply with

| Code of Virginia | Standards for Non-residential Services | Policy of the Department of Juvenile Justice Board of Directors |
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| 16.1-260A | 6 VAC 35-150-270 Intake Duties | 20-402 |
| 16.1-260b | 6VAC 35-150-335 Informal Supervision | 20-402.1 |
| 16.1-260B.C. | 6 VAC 35-150-280 Medical and Psychiatric Emergencies at Intake | 20-402 |

II. Procedures:

A. Dispositional Alternatives at intake include the following:

1. Take no action
 - a. No or inappropriate venue
 - b. The accused is an adult (over 18 years of age at the time of the offense)
 - c. Circuit Court has jurisdiction
 - d. The accused juvenile has been tried and convicted in the Circuit Court; petitioner should be referred to the magistrate
 - e. Custody matters initiated in or appealed to the Circuit Court remain in that jurisdiction
 - f. Probable cause could not be established.
2. Resolve the matter
 - a. If the victim of the offense is in agreement with the manner in which the complaint is to be resolved.
 - b. If the juvenile has not been previously proceeded against informally or adjudicated delinquent for an offense that would be a felony if committed by an adult
 - c. Is not alleged to have committed a violent juvenile felony
3. Informal Supervision or diversion program
4. File a petition
5. File a petitions alleging that the juvenile has committed a violent felony
6. File a petition and issue a detention or shelter-care order.
7. The intake officer may defer filing the truancy petition for 90 days and proceed informally by developing a truancy plan only if the juvenile has not previously been proceeded against informally or adjudicated in need of supervision for failure to comply with compulsory school attendance as provided for in 22.1-254

B. Intake Screening

1. All cases brought before intake must be screened for jurisdiction, venue, and probable cause.
2. All intakes are to be processed through the *Juvenile Tracking System (JTS)* except when the intake occurs outside the normal working hours and the JTS is not available to the Intake Officer performing intake duties.
 - a. If the JTS is not available, the Intake Officer completing the petition is to advise the appropriate Intake Officer that a petition was entered by hand and must be entered into the JTS.
 - b. The Probation Officer should also make sure that the Intake Officer is made aware if the juvenile was detained or placed in shelter care.
3. The Intake Officer, in a matter where a juvenile is alleged to have committed a criminal act, is to advise the juvenile of his/her Constitutional and Statutory Rights, and answer any questions that the juvenile or his/her parent or guardian may have, when present at the filing of the petition.
4. When a petitioner in a Felony or Class I misdemeanor complaint is denied a petition, he/she must be advised of their right to apply to a magistrate for a warrant and, if requested, provide the complainant with the appropriate documentation.

C. Documentation

1. All petitions must contain required identifying information about the accused/respondent to include
 - a. Date of birth
 - b. Social Security number, if available
 - c. If a juvenile, the parent/guardian's name, addresses, and phone number.
2. The following information should also be documented in the narrative section of the JTS.
 - a. The nature of the intake complaint
 - b. A description of the offense or reason for the complaint
 - c. The determination of probable cause
 - d. The disposition by the intake officer and if the case was diverted, the reason for diversion.
 - e. Public Safety issues which resulted in the need for detention
 - f. Detention Assessment Instrument (DAI) is to be completed on all Class I misdemeanor and felony complaints.
3. If in a juvenile criminal matter, if a parent cannot be located, the Affidavit/Certification of Parental Identity or Location shall be completed and forwarded to the Court.
4. In cases diverted, an agreement signed by the juvenile's parent and the Intake Officer shall be completed and copies given to the juvenile, his/her parent/guardian, and placed in the juvenile's file. The agreement should outline behavioral guidelines for the juvenile and his/her parent, and a notation that any further criminal behavior may be forwarded to court for action.

C. Emergency Care at Intake

1. If at any time during an intake the Officer notices that a juvenile requires medical attention, he/she shall
 - a. Call a paramedic, rescue squad personnel, or mental health to provide or arrange a professional assessment of the juvenile's medical or psychiatric needs.
 - b. Contact a parent/guardian and advise them of the juvenile's required medical needs.
 - c. If a parent/guardian can not be located and the juvenile's health needs constitute any emergency, then the appropriate Juvenile and Domestic Relations Court Judge should be contacted to determine if the judge needs to issue an order of emergency treatment or evaluation.
 - d. No juvenile should be transported to detention or shelter care if there are obvious signs of physical injury or mental or emotional dysfunction requiring medical or psychiatric intervention.
 - e. Any juvenile injured in the process of being arrested or alleges that he/she ingested something which could cause serious physical damage shall be referred by the arresting officer for medical treatment prior to filing of any petitions.