

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**Community Corrections Bureau Procedures #97-05-104-J on Determination of Case Responsibility**

**Authority:** Chief Probation Officer

**Narrative Statement:**

Matters entering the system requiring assignment will be received from one of the following:

- A. Community Service Teams
- B. Juvenile Hall In-Custody Intake
- C. Juvenile Supervision Officers

Upon receipt or assignment of a referral or application for petition, either in or out of custody, the assigned officer will, or shall cause the following procedure to be initiated.

- A. Department records check for prior offenses, warrants, referrals, or wardship matters
- B. Ascertainment of dates of said contacts
- C. Verification of residence. See Procedure on Residence Determination
- D. Application for petition be date stamped

Cases may be assigned or reassigned on the following criteria:

- A. Active cases: If the minor is presently a Ward, any new referrals or applications for petition shall be forwarded to the Probation Officer handling the case. Cases are active by policy in the following circumstances:
  - 1. Wardship is current prior to the new offense, or the case dismissed and discharged within a 30 days period of the new matter for carrier services.
  - 2. If an application of petition is received by the Department prior to the date of transfer, it is the responsibility of the active probation officer to handle.
    - a. Applications for Petition resolved within the previous 30 days of the new matter for carrier.
- B. Inactive cases: Cases that are not active shall be assigned to the Community Service Teams for processing.

Issued by: \_\_\_\_\_, Deputy Chief Probation Officer

Date: \_\_\_\_\_

Revised: \_\_\_\_\_

Policy Reference: \_\_\_\_\_