Procedures Manual

New Crimes in Detention and Treatment Facilities

516.1 PURPOSE:

To establish a protocol for reporting, investigating, and submitting a new crime filing with the District Attorney's Office in the event a youth commits a new offense while in a detention or treatment facility.

516.2 DEFINITIONS:

<u>Application for Petition (AFP):</u> A document required by the District Attorney's Office when requesting a new criminal charge (Attachment B).

<u>Closed Circuit Television Security System (CCTSS):</u> A system by which mounted video cameras and microphones monitor and record activities throughout the facility.

<u>Evidence Collection Tracking Form:</u> A written record of every person who handled or examined any evidence in order to preserve the evidence chain of custody (Attachment C).

<u>Probable Cause Declaration (PC Dec):</u> A document required by the District Attorney's Office when requesting a new criminal charge (Attachment B).

<u>Uniform Crime Report Forms (CR1-4):</u> Documents completed by the arresting agency to gather and record information regarding an incident or crime (Attachment A).

516.3 GUIDELINES:

- A. Certain criminal offenses may require that an outside law enforcement agency assume the chain of evidence of a crime (E.g. sexual assaults).
- B. Generally, misdemeanor offenses should be reviewed by the Intake Unit prior to contacting the local LE agency to determine if filing is appropriate.
- C. If other agency members are involved in the incident, such as FAST/DBH/Schools, the Division Director or designee will make the appropriate notifications to those agencies when necessary.
- D. Refer to the respective departmental procedures for incidents of a sexual nature or resulting in serious bodily injury or death.
- E. An alleged new offense does not preclude officers from debriefing use of force incidents with the youth to mitigate the effects of trauma as long as the circumstances of the offense are not discussed.

516.4 RESPONSIBILITIES:

- I. Probation Corrections Officer (PCO):
 - A. Report any incident which is believed to be a violation of any law to the area supervisor.

Procedures Manual

New Crimes in Detention and Treatment Facilities

- B. If applicable, render first aid as needed when safe and follow additional steps according to the appropriate procedure(s) (E.g. Code Red, Code Blue, etc.).
- C. If applicable and as soon as practical, separate involved parties (victim from perpetrator).
- D. Preserve evidence (E.g. Drugs weapons, electronics, etc.) and restrict access as needed depending on the crime committed.
- E. Initiate the Evidence Collection Tracking Form (Attachment C) if collecting evidence for safekeeping.
- F. Complete other duties as required.
- II. <u>Probation Corrections Supervisor I (PCSI):</u>
 - A. Respond to the scene and ensure medical aid is provided if necessary.
 - B. Ensure the safety of all parties involved (Youth and/or staff).
 - C. Assess the incident and determine if new charges should be considered.
 - D. Collect and/or preserve evidence (E.g. clothing, photos, weapons, etc.) by following departmental procedures.
 - E. If applicable, initiate an Evidence Collection Tracking Form (Attachment C) if one has not been started.
 - F. Prepare and submit an In-Custody Checklist for Filing Charges form (Attachment D) to the Watch Commander containing pertinent information to determine if a crime occurred. Information shall include the following:
 - 1. Identification of suspects, victims, and witnesses.
 - 2. Probation and Court status.
 - 3. A description of injuries.
 - 4. A synopsis of the incident.
 - G. Shall not interview or ask questions to potential suspects regarding the circumstances of the alleged crime.
 - H. Submit CCTSS video recording with the In-Custody Checklist for Filing Charges form.
 - Complete other duties as required.
- III. Probation Corrections Supervisor II (PCSII)/Watch Commander (WC):
 - A. Respond to the scene.
 - B. Assess for resources needed.
 - C. Review the In-Custody Checklist for Filing Charges (Attachment D) and determine if the incident will be forwarded to the Intake Unit based on the information provided.
 - D. If charges are being pursued, notify the facility Superintendent.

Procedures Manual

New Crimes in Detention and Treatment Facilities

E. Ensure the following:

- 1. Suspect(s) is not interviewed regarding the circumstances of the crime if established or suspected to have occurred.
- 2. Based on the circumstances and nature of the incident, determine if there is a need to move the victim(s) and/or the suspect(s) to another unit.
- 3. Evidence is collected, recorded, and/or preserved.
- F. Contact the Intake Supervising Probation Officer or designee and forward all related documentation.
 - If the incident occurs after regular business hours, determine if the local law enforcement (LE) agency should be contacted. Contact the On-Call Duty Officer for assistance if needed.
 - 2. Consider the type of crime as some cases require immediate action (E.g. sex crimes) to process evidence.
 - 3. If possible, have involved staff stand by and be available to provide statements to the responding agency.
- G. Notify the On-Call and facility Division Director II in extreme emergencies and instances of serious injury or death of a person.
- H. Submit evidence, including CCTSS recordings, to the investigating entity.
- I. If the incident occurs after hours, and law enforcement is not conducting the investigation, secure the evidence in an evidence locker.

IV. Intake Supervising Probation Officer:

- A. Review the In-Custody Checklist for Filing Charges form (Attachment D) and determine if a new filing is appropriate.
- B. Determine if local law enforcement assistance is needed.
- C. For new crime filings submitted by the Probation Department:
 - 1. Assign an Intake Probation Officer to conduct the investigation.
 - 2. Ensure an Application for Petition form, a Probable Cause Declaration, and applicable Uniform Crime Reports are completed and submitted to the DA's Office.
 - 3. Ensure documentation is submitted to the DA's Office within 24 hours after the arrest.
 - 4. File a copy of the crime report (CR forms) to the Multi-Enforcement Team (MET) Unit Supervisor for record-keeping.

V. <u>Intake Probation Officer:</u>

- A. Conduct an investigation by:
 - 1. Interviewing victim(s), witness(es), and suspect(s).

Procedures Manual

New Crimes in Detention and Treatment Facilities

- (a) If the suspect is under the age of eighteen (18) years of age at the time of the offense, contact the existing attorney of record or the On-Call Deputy Public Defender prior to the interview.
- 2. Collecting evidence (E.g. surveillance video/photographs/securing physical evidence in an evidence locker).

B. At the conclusion of the investigation:

- Determine if there is probable cause to arrest the youth for the alleged crime(s).
- 2. Verify information in the In-Custody Checklist form (Attachment D).
- 3. Place the youth under arrest or inform the WC about the reason(s) for not filing the new charge(s).
- 4. If charges are filed:
 - (a) Complete and submit the packet to the DA containing the AFP, PC Declaration, and required CR Forms within 24 hours from the arrest.
 - (b) Ensure three (3) copies of the filing packet are submitted to the DA.
- Complete other duties as required.

VI. Division Director:

A. The designated JDAC Division Director will submit all written reports to the DCB Deputy Chief Probation Officer within twenty-four (24) hours of the requested LE assistance.

VII. Law Enforcement Request:

- A. Any crime committed by a youth in a detention or treatment facility that requires a law enforcement agency to respond and complete an investigation may include but is not limited to the following:
 - 1. Any law violation listed in Welfare and Institution Code Section 707(b).
 - Sexual acts, specifically those that involve violence/force on another person.
 - 3. Any assault against a staff member or a youth that results in serious bodily injury or hospitalization.

516.5 ATTACHMENTS:

See attachment: New Crimes in Detention and Treatment Facilities Attachment A (Lexipol 8-31-21).pdf

See attachment: New Crimes in Detention and Treatment Facilities Attachment B (Lexipol 9-3-21).pdf

See attachment: New Crimes in Detention and Treatment Facilities Attachment C (Lexipol 8-31-21).pdf

San Bernardino County Probation Department Procedures Manual

New	Crimes	in I	Detention	and '	Treatment	Facilities
1 4 5 7 7	CHILLO	11 I L	20101111011	ana	HUGHHUH	ı acılılıcı

See attachment: New Crimes in JDAC and TFs Attachment D (Lexipol 6-25-20).pdf	

Procedures Manual

Attachments

New Crimes in Detention and Treatment Facilities Attachment A (Lexipol 8-31-21).pdf

	2/21 (CR1)	1. CODE SECTIO	N	2	2. CRIME DEF	INITION		3. CASE	NO	CRIME CODE
	PROBATION DEPARTMENT COUNTY OF SAN BERNARDINO, CA	F M								
	UNIFORM CRIME REPORT 03600	OTHER 4. ASSIGNMENT	MO-DAY-YEAR-TIM	E !	5. ARRIVED M	O-DAY-YEAF	R-TIME	6. BEAT	7. REP	ORT DIST.
	8. OCCURRED DAY OF WEEK MO-DAY-YE	AR-TIME	9. REPORTED M	O-DAY-YEAR-	-TIME 10. L	OCATION O	OCCURRENCE	CITY	. 1	
	CODES FOR BOXES 12 & 22 /	ARE: V = VICTI	M W = WITNES	SS RP=	REPORTING I	PARTY	DC = DISCOVEREI	O CRIME	IP = INVOLVE	D PARTY
٧	11. LAST, FIRST MIDDLE (FIRM IF A BUSIN		12.		IDENCE-ADDF			-		. RESIDENCE PHONE
I C T										
i M	15. OCCUPATION 16. RACE	E/SEX 17. AGE	18. DOB M-D-YF	R 19. BUSI	INESS ADDRE	SS STREET-	CITY-ZIP		20	. BUSINESS PHONE
W I T	21. NAME: LAST, FIRST, MIDDLE (FIRM IF	A BUSINESS)	22.	23. RESI	IDENCE ADDF	RESS-STREE	T-CITY-ZIP		24	. RESIDENCE PHONE
N E S	25. OCCUPATION 26. RACE	E/SEX 27. AGE	28. DOB M-D-YI	R 29. BUSI	INESS ADDRE	SS-STREET-	CITY-ZIP		30	. BUSINESS PHONE
S										
	31. SUSPECT NO.1 LAST, FIRST, MIDDLE	32. RACI	E/SEX 33. AGE	34. HT.	35. WT.	36. HAIR	37. EYES 38	3. DOB	39. ARRESTE	
s U s	41. RESIDENCE-ADDRESS-STREET-CITY-	ZIP	1	42. CLO	THING AND O	THER IDENT	IFYING MARKS/CH	IARACTERS	TICS	- 1
P E	43. SUSPECT NO 2 LAST, FIRST, MIDDLE	44. RACI	E/SEX 45. AGE	46. HT	47. WT	48. HAIR	49. EYES 50). DOB	51. ARREST	52. INTERVIEW O YES NO
C T S	53. RESIDENCE ADDRESS-STREET-CITY-	ZIP		54. CLO	THING AND O	THER IDENT	IFYING MARKS/CH	IARACTERS	TICS	
	55. CHECK IF MORE NAMES IN CONTINUA	ATION YES	1 NO		56 ADDITIO	NAL INFORM	MATION VICTI	M D WITH	NESS II OFFI	CER OTHER
I	57. PHYSICAL EVIDENCE RECOVERED			OGRAPHS TA		S NO			INTS LIFTED	
N V	60. VEHICLE 61. COLOR 62. YEA	AR 63. MAKE	64. MODEL	65. BODY T	YPE 66. L	IC.	67. STATE 68.	DAMAGE/OI	DDITY/ACCESS	DRIES
	69. ROBBERY WEAPON: FIREARM CUTTING I	OTHER DA	NGEROUS WEAPOI STRONG ARM	N	LOCATION:	☐ HIGH	HWAY OTH	IER BUSINE		. STATION BANK
C R	70. ASSAULT WEAPON:	☐ KNIFE / C	UTTING INSTRUME	NT 🗆	OTHER DAN	GEROUS WE	APON	HANDS/FEE	T 🗆 S	MPLE/NO INJURY
I M	71. BURGLARY ☐ NIGHT ☐ DAY ☐ UNKNOWN		☐ FORCEIBLI		☐ EN1	RY-NO FOR	-	RESIDENCE	□ VI ENCE (BUILDING	EHICLE
E S	72. LARCENY		SHOPLIFT ROM MOTOR VEHIC	CLE	☐ MOT	FOR VEHICLE	PARTS F			OR MACHINES
T A	73. PROPERTY CURRENCY, NO		DLEN	TV, STEREO,	FTC	\$TOL	ΞN	CONSUMA	BLE GOODS	STOLEN \$
Т	TYPES JEWELRY	\$		FIREARMS		\$		LIVESTOC	K	\$
S	VALUES CLOTHING OFFICE EQUIPM	\$ ENT \$		HOUSEHOLD	GOODS	\$		OTHER MIS	SC. TOTAL	\$ \$
							ERTY TAKEN 🗆 N	ICIC ENTRY	COMPLETED	
	74. DOMESTIC VIOLENCE INJURIES: 75. PEACE OFFICER ASSAULTED/ARSON	_	_	KES 1.2.3.4 AN	WEAPONS: ND 34 OR 35 C	_				
	76. SYNOPSIS		,,,,,	- , ,-,						
S Y										
N O P										
S I										
S										
	77. REPORTING OFFICER 7	78. EMP # 79	. DATE	80. REVIEW	/ED BY	DATE	81. R	OUTED TO		
							□ SI	JBMIT TO DA		OTHER
	82. REPORTING OFFICER IS 115 QUALIFIE	ED YES N	0		83. GANG R	ELATED [YES NO			

2/21 (CR-2)						CASE NO).
San	Bernarding	County Pro	bation Depart	tment			
						POR	
						REPORT	AREA
						SB Pro	obation Dept.
CODE SECTION		CRIME			CLASSIFICATION		
VICTIM'S NAME - LAST NAME	FIRST NAME	:	MIDDLE NAME		(FIRM NAME IF BUSIN	NESS)	
ADDRESS	RESI	DENCE				PHONE	
ADD OR REMOVE HEADINGS Assignment:	AS NEEDED						
Request for Assista	nce:						
Interview of Witness	<u>:</u>						
Arrest and interview	of the Susp	ect-:					
Evidence:							
Disposition:							
DEDODTING OFFICES		DATE	DEVIEWED DV	TVDED EX	DOUTES :	21/	DATE
REPORTING OFFICER		DATE	REVIEWED BY	TYPED BY	ROUTED E	SY	DATE
FURTHER ACTION:	COPIES TO:	Other	□ SD/PD	REMARKS	<u> </u>		
\square YES \square NO	Detective	CII	Other				
	☐ Dist. Atty.	Patrol					

PROBATION DEPARTMENT COUNTY OF SAN BERNARDINO

2/21 (CR-3)

CASE NO.				
PAGE	OF			

EVIDENCE/PROPE	RTY CONTINUATION	REPORT						
ITEM NO.	SERIAL NO.	DESCRIPTION				VALUE	BAR CODE LABEL	
REPORTING OFFIC	CER AND EMPLOYEE	NO.	DATE	REVIEWED BY:	PROPER	TY OFFICER AND EN	IPLOYEE NO.	DATE:

	2/21 (CR-4)									
	PROBATION DEPARTMENT- County of San Bernardino									
	co	MPLAINT-DI								
		RIME DEFINITION				CLASSIFICATION				
v	5. VICTIM NAME/OTHER LAST, FIRST, MIDDLE (FIRM	I NAME OF BUSINESS	6. A	ADDRESS STR	EET, CITY, ZIP	RES	SIDENCE	BUSINESS	7. PHONE NU	JMBER
i	,								()	-
С										
	8. SUSPECT NAME 1 LAST, FIRST, MIDDLE		9. F	RACE/SEX	10. AGE	11. HEIGHT	12. WEIGHT	13. HAIR	14. EYES	15. DOB
s	,									
U S	16. RESIDENCE ADDRESS STREET, CITY ZIP				16. CLOTHII	NG & OTHER IDE	NTIFYING MARK/C	CHARACTERIST	TICS	
P E	18. SUSPECT NAME 2 LAST, FIRST, MIDDLE		10	RACE/SEX	20. AGE	21. HEIGHT	22. WEIGHT	23. HAIR	24. EYES	25. DOB
С	16. SUSPECT NAME 2 LAST, FIRST, MIDDLE		19.	RACE/SEX	20. AGE	ZI. HEIGHI	ZZ. WEIGHT	23. HAIR	24. E1E3	25. DOB
T S	26. RESIDENCE ADDRESS STREET,				27. CLOTHII	NG & OTHER IDE	NTIFYING MARK/0	CHARACTERIST	TICS 28. AI	DD'L NAMES
	,									
	go poppeny			1,004	TION					
	29. ROBBERY NUMBER Graph FIREARM CUTTING INSTRUMENT	OTHER DANGE	EROUS WEAPO		TION ERVICE STATION		WAY VENIENCE STORE		HER BUSINESS	BANK MISC
С					_					_
R	30. ASSAULTS WEAPON: ☐ FIREARM 31. BURGLARY ☐ NIGHT ☐ DAY		TING INSTRUM		DIHER DAN	IGEROUS WEAP	ON HAI	NDS/FEET	☐ SIMPLE	/NO INJURY
I M	□ UNKNOWN		TTEMPT BY FO		_ ENTRI-NO	FORGE		RESIDENCE (B	UILDING)	
E	32. LARCENY PICKPOCKET	SHOPLIFT		Пм	OTOR VEHICL	E PARTS	☐ FROM BLE	G : NOT SHOP	LIFT OR MACH	IINES
s	☐ PURSE SNATCH	FROM MOOR VE	EHICLE	□ві	CYCLES		☐ FROM COI	N-OPERATED I	MACHINES	
T A	33. PROPERTY TYPES AND VALUE CURRENCY NOTES	RECOVERED \$	TV STE	RO, ETC		RECOVERED \$	CONSTIMA	BLE GOODS		RECOVERED \$
T S	VALUE CURRENCY NOTES JEWELRY	\$	FIREARI			\$	LIVESTOC			\$
	CLOTHING, FURS	\$	HOUSE	HOLD GOODS		\$	OTHER MI	sc		\$
	OFFICE EQUIP	\$	NCIC EN	TRY COMPLET	ΓED	\$	TOTAL PR	OPERTY RECO	OVERED	\$
0	35. PEACE OFFICER ASSAULTED	☐ KILLED B	Y FELONIOUS A	ACT	□кіі	LED BY ACCIDE	NT/NEGLIGENCE	INJURI	ES: YES	□NO
F C	WEAPONS: FIREARM	□KNIFE/CU	TTING INSTRUM	MENT	го	HER DANGEROU	JS WEAPON	□ на	NDS/FEET	
R	ASSIGNMENT: 2-MAN VEHICLE	☐ 1-MAN VE	HICLE		☐ DE	T/SPEC		ОТ	HER VEHICLE	
A S	ALONE	ASSISTED			_		_		_	
L	TYPE OF ACTIVITY: DISTURBANCE	☐ BURGLAR		BBERY		R ARRESTS	CIVIL DI			DLING PRISONERS
Т	SUSPICIOUS PERSON 36. COMPLAINT INFORMATION	S/CIRCS I.	☐ AM 37. DATE		_	ALLY DISTURBEI	_	39. CHARGES	ALL (THERS
	CASE REVIEWED AND COMPLAINT FILED									
С	COMPLAINT REJECTED - SEE REJECTION SI	LIP								
O M	40. VICTIMS/WITNESSES RECONTACTED ☐ VICTIM(S) SENT		CASE RE	VIEWED AND F	OUND TO BE	COMPLETE, LET	ΓER		41. DAT	E
P L	☐ WITNESS(ES)		_			UBJECTS IDENTI				
A	☐ NEIGHBORHOOD/AREA CHECKED		☐ VICTIM A	OVISED THAT P	PROSECUTION	NO LONGER DE	SIRED			
I N	42. COMMENTS									
т										
H	COMMENTS									
P	CONTINUENTS									
R O					0101	IATUDE.			DATE	
P	CERTIFICATION: I, THE UNDERSIGNED, DO HEREI LEGAL OWNER AND ENTITLED TO TAKE POSSES				SIGI	NATURE			DATE	
R	DRIVER'S LICENSE NUMBER	MISCELLANEOUS	-1011.							
E L										
D I	43. DISPOSITION: NO ADDITIONAL LEADS	CASE UNFO	DUNDED	CASE CLEA	ARED BY EXCE	PTIONAL MEANS	S CASE	CLEARED BY A	ARREST [PROP. RELEASED
S P	44. REPORTING OFFICER	45. EMP:	#	46	. DATE	47. REVII	EWED BY		DATE	
ايا						İ			1	

Attachment A

New Crimes in Detention and Treatment Facilities Attachment B (Lexipol 9-3-21).pdf

APPLICATION INFORMATION ONLY PROBATION/PAROLE OFFICER

SAN BERNARDINO COUNTY APPLICATION FOR PETITION AND

AGENCY	
CASE NO.	
OFFICER NO.	

		OFFICER NO.	
NAME (LFM)		FATHER/STEPPARENT	
ADDRESS			
CITY			
HOME PHONE			
SCHOOL			
GRADE ATTENDING?		MOTHER/STEPPARENT	
DOB BIRTHPLACE			
AGE SEX Female	RACE	CITY	ZIP
WEIGHT HEIGHT	HAIR EYES	PHONE HOME WOR	К
CDL		CDL	
GANG MEMBER? ☐ YES ☐ NO 'TA'	TS'	PARENT/GUARDIAN ADVISED PER W&I 627 (a)?	☐ YES ☐ NO
GANG NAME		NAME OF PERSON NOTIFIED	
MONIKER		DATE/TIME OF CALL	
OFFENSE(S)			
		DATE/TIME OF ARREST	
AMOUNT OF LOSS TO THE VICTIM		ARRESTED BY	
W&I CODE SECTION] 601 ☐ 602	NUMBER OF PRIOR AGENCY CONTACTS	
JUVENILE RELEASED TO		PHONE	
RELATIONSHIP		DATE/TIME	
JUVENILE HALL DETENTION CLEARED BY		DELIVERED BY	
(FIL	L OUT MEDICAL HISTORY AND PR	ROBABLE CAUSE STATEMENT ON BACK)	
□ NO PRIOR □ PRIORS ATTACHE	ED PROBATI	ION USE ONLY	
JPIN NO	SOC NO	CO-PARTS NAME/S DOB	JPIN#
J NO	P.O. NO		
OPER	DATE		

DETENTION HRG / SPECIAL HRG DATE:

/AU/OT D	JUVENILE'S MEDICAL H			
JUVENILE UNDER THE CARE OF A DOCTOR OR	E FILLED OUT PRIOR TO DELIVERY TAKING MEDICATION?	7 TO JUVE Y □	•	
DOCTOR	TYPE OF MEDS/ ILLNESS			
ANY HISTORY OF/OR INDICATION OF MENTAL D			☐ YES ☐] NO
UNDER THE INFLUENCE? ☐ YES ☐ NO	INJURY? ☐ YES ☐ NO	НО	SPITAL CLEARED?	☐ YES ☐ NO
SEXUAL OFFENSE HISTORY? YES NO	VIOLENCE HISTORY? ☐ YES ☐ NO	IEP	? ☐ YES ☐ NO	
UNSTABLE HOME/TRANSIENT/INDEPENDENT? [YES NO DRUG/ALCOHO	DL DEPENDA	NT? ☐ YES ☐ NO	
	EXPLAIN ANY YES BELOW			
/				
JU	JVENILE PROBABLE CAUSE DE	CLARAT	ION	
JUVENILE'S NAME			D.O.B	
OFFENSE (S)	DATE/TIME ARRESTED		48 HR EXP DA	TE/TIME
FACTS ESTABLISHING ELEMENTS AND IDENTIF	ICATION OF THE JUVENILE:			
I, Officer's Na	me (PRINT)	, DECLAR	E UNDER PENALTY OF	PERJURY THAT THE
FOREGOING IS TRUE AND CORRECT TO THE BB	EST OF MY INFORMATION AND BELIEF.			
EXECUTED ON A	T SAN BERNARDINO COUNTY, CALIFORNI	A BY		
Date				ignature
ON THE BASIS OF THE OFFICER'S DECLARATIO	N, I HEREBY DETERMINE THAT THERE	IS 🗌	IS NOT 🗌 F	PROBABLE CAUSE TO
BELIEVE THE JUVENILE HAS COMMITTED A CRI	ME.			
)	Signa	ture of Judicial Officer	

Attachment B

New Crimes in Detention and Treatment Facilities Attachment C (Lexipol 8-31-21).pdf

PROBATION DEPARTMENT COUNTY OF SAN BERNARDINO

CASE NO.			
PAGE	OF		

EVIDENCE COLLECTION TRACKING FORM										
OFFICER'S NAME (Print) & INITIALS	ITEM NO.	DESCRIPTION	1			TIME AND DATE OF COLLECTION				
REPORTING OFFICER AND EMPLOYER	E NO.		DATE		PROPERTY OFFICER AND EMPLOYEE NO.	DATE:				

Rev. 2/21

New Crimes in JDAC and TFs Attachment D (Lexipol 6-25-20).pdf

IN-CUSTODY CHECKLIST FOR FILING CHARGES												
AGGRESSOR(S)												
NAME	PIN	CURRENT CHARGES		707(b) TRUE FINDING		URT ATUS	NEXT COURT DATE					
				☐ Yes ☐ No								
				☐ Yes ☐ No								
VICTIM(S)												
NAME	PIN		DESCRIBE INJURIES									
IVAINE	1 110		DESCRIBE INSURIES									
STAFF/WITNESSES												
NAME	TITLE		ROLE									
LE CONTACTED	VIDEO NUMBER		D	ATE SUBMITTED TO INTAKE		PICTURES Y/N						
□ Yes □No DR#												
BRIEF SYNOPSIS OF INCIDENT:												
SUBMITTED BY:												

REVIEWED BY PCSII: