



OPERATIONS ORDER

Juvenile Intake Supervisor

Purpose and Scope

This order establishes the Juvenile Intake Supervisor position, expectations, and general responsibilities. The Juvenile Intake Supervisor is a designated Supervising Probation officer who assumes leadership over the juvenile intake functions of the Juvenile Court Division. The Juvenile Intake Supervisor provides intake officers legislative insight regarding juvenile detention mandates, options for release to parents/guardians, assistance coordinating with out-of-state agencies for arrested Sacramento County youth, citation referral process and mandatory court appearances with timeline requirements. The Juvenile Intake Supervisor communicates with the District Attorney, Public Defenders and other agency representatives to facilitate appropriate detention outcomes. The Juvenile Intake Supervisor will ensure intake officers are following the Detention Risk Assessment Instrument (DRAI), probable cause magistrate approval process, calendaring of cases on misdemeanor/felony charges, and Title 15 guidelines, and will evaluate non-secure incarceration alternatives for arrested and booked youth.

Supervising Probation Officers who are assigned as Juvenile Intake Supervisor may receive Holiday in Lieu (HIL) accrued time and a 7.5% pay differential at their base rate of pay for the duration of the assignment.

Affected Personnel

Supervising Probation Officers

Authority

Administrative Directive

Effective Date

July 27, 2023

I. Expectations

Projected time in assignment is a three (3) year commitment. Two (2) additional one (1) year extensions may be requested. A Juvenile Intake Supervisor term may be extended with management and employee agreement to meet the operational needs of the Juvenile Court Division.

II. Duties and Responsibilities

- A. The Juvenile Intake Supervisor will be responsible for reviewing a youth's Detention Risk Assessment Instrument (DRAI) for accuracy and completeness following their booking into the Youth Detention Facility. This includes articulating the reason for detention or non-secure alternatives based on the DRAI score, interviews with parents/guardians, and severity of offense or any other pertinent information which determined the detention outcome.
- B. The Juvenile Intake Supervisor must be knowledgeable of legislative mandates, legal codes and rules of court regarding detention and provide guidance to intake officers at the time of booking.
- C. The Juvenile Intake Supervisor will update the Juvenile Court magistrates on probable cause approval deadlines and process and appropriate calendaring of misdemeanor/felony cases per legislative mandates and will coordinate procedural changes with collaborating agencies (Supervising District Attorney, Supervising Public Defender, and Juvenile Court Operations Manager). The Juvenile Intake Supervisor is a liaison between collaborating agencies, Juvenile Court Presenters, and Juvenile Court Administration for high profile or complicated cases that need immediate attention by all agencies involved.
- D. The Juvenile Intake Supervisor must notify the Juvenile Court Services Chief Deputy or designee of any case which would be deemed extraordinary, such as a case involving a public safety risk or one that is sensitive in nature due to the offense, for the purpose of obtaining administrative support or communicating detention appropriateness.

Attachments

N/A

Amends/Replaces

N/A

Authorized By  **Date** 7/11/2023
Maria Gonzalez, Chief Deputy