

**PROBATION DEPARTMENT  
JUVENILE MANUAL**

<b>Chapter No.</b> 2100	<b>Page 1</b>
<b>Issue Date:</b>	03/01/83
<b>Revision Date:</b>	12/03/19

**Notes and  
References**

**SCOPE OF DUTIES AND BASIC FUNCTIONS**

I. Legal Authority

- A. Deputy Probation Officers (DPO) are peace officers per §830.5 of the Penal Code and §283 of the Welfare and Institutions Code (WIC)
- B. Pursuant to Section 830.5(a) PC, the authority of a DPO extends to:
  - 1. Any place in the State while engaged in the performance of the duties of their respective employment.
  - 2. Conditions of probation of any person in the State on probation.
  - 3. The escape of any inmate or ward from a State or local institution.
  - 4. The transportation of such persons.
  - 5. Violations of any penal provisions of the law which are discovered in the course of and arising in connection with his/her employment.
  - 6. The rendering of mutual aid to any other law enforcement agency.

II. Basic Functions

- A. Investigations/Court Services
  - 1. Officers in Court Services Units are the liaisons between the Court and the Department, through the processing of referrals and the preparation of investigations and reports for youth who are subject to court proceedings under Section 602 WIC.
  - 2. Investigations/Court Services is the initial stage for the processing of all juvenile matters referred to the Probation Department. Each referral must be screened for appropriate action.

Admin  
Manual 1150

§280 WIC  
§281 WIC  
§702 WIC  
§706 WIC  
Juv Crt Rule  
5.785

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**Scope of Duties and Basic Functions (continued)**

**Notes and  
References**

- 3. Responsibilities
  - a. Screening and processing of all §602 WIC referrals.
  - b. Processing of applications for the sealing of juvenile records.
  - c. Processing out-of-area investigation requests/residence verifications for:
    - 1. Interstate Compact for Juveniles.
    - 2. Acceptance of transfer of jurisdiction
  - d. Investigations and Court reports
  - e. Acting as the Court Hearing Officer in Juvenile Court proceedings.

§781 WIC

**B. Supervision**

- 1. Juvenile supervision functions are exclusive to cases involving youth placed on probation by the Juvenile Court, as well as other types of cases where the Department has jurisdiction, such as diversion. Probation Department responsibilities in these cases are set forth by probation terms for youth, the authority and intent of the Juvenile Court Law, and Departmental philosophy. These include:
  - a. Enforcing Court orders and expectations, and the conditions of probation.
  - b. Aiding and providing resources to victims, including the collection of restitution.
  - c. Providing information and making informed recommendations to the Courts for various purposes, including dispositions, detentions, and investigations.

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**Scope of Duties and Basic Functions (continued)**

**Notes and  
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- d. Supporting the rehabilitative efforts of youthful offenders and holding them accountable in age and gender appropriate ways when they violate the conditions of their probation.
- e. Making appropriate referrals to public and private organizations for interventions and treatment that are no cost to the youth and family, evidence-based and meaningful to the individual youth.
- 2. Provide supervision on all assigned cases through home and community contacts, school checks, office visits, and use of collateral resources (i.e., counseling and other services).
- 3. Investigate subsequent referrals on youth under supervision.
  - a. When necessary or required by law, refer to the District Attorney’s Office for filing of a petition.
  - b. Provide a written disposition report, or social study, when a matter is adjudicated, and a case plan.
- 4. When a youth is detained, or will be detained, notify parents, and schedule detention hearings with the Juvenile Court clerk within legal time limits.
- 5. Maintain a written record in IMPACT of each action taken, documenting all contacts and attempts to contact the youth, parents, school and outside agencies in events.
- 6. Maintain complete updated Custody Log Sheets and Criminal History Release sheets, as information on these documents change.
- 7. Notify victims of all upcoming Court hearings and resources available to them at the local and State level.

§653.5 WIC

§631 WIC  
§631.1 WIC  
§632 WIC  
Juv Crt Rules  
5.575/5.580

Pro-27  
Pro-216

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**Scope of Duties and Basic Functions (continued)**

**Notes and  
References**

C. Confidentiality

1. Juvenile court proceedings and case file information, including information and documents maintained by the Probation Department, are confidential in nature. Disclosure to other persons and agencies is subject to legal provisions. In most cases, a court order is necessary for the release of juvenile case file information to recipients not authorized by law to receive it.
2. DPOs and non-sworn staff have a legal obligation to safeguard juvenile case file information and limit its dissemination to those persons and agencies with a right to access the information as well as the need to access it. A person with the right to access information may not always have a need, and staff are to disclose information to other persons only when necessary.
3. DPOs may use informed consents by youth and parents or guardians when disseminating information to others becomes necessary during the course of routine case management and supervision functions. This includes information that might be conveyed to a treatment provider that a youth has been referred to by the DPO. Consents may also be used to gain access to information in the possession of other persons and agencies involved with a youth.

§827 WIC  
§828 WIC  
Juv Crt Rules  
5.552  
§830.5 PC  
§283 WIC

D. Child Welfare functions

1. DPOs may perform various functions that are inherently child welfare in nature and pursuant to the juvenile law generally and §215 WIC specifically, can act in the capacity of a social worker to carry out those functions when necessary and on behalf of a youth under Probation jurisdiction.
2. The activities and requirements associated with a youth or non-minor dependent in a foster care program are essentially child welfare related and many of the functions a DPO performs in support of those youth are required by law in the same fashion as if the youth receiving services was a dependent child of the Juvenile Court.