

## 2-10/030.05 Processing Court Certified Juveniles

During the course of business, Department personnel regularly find evidence that incustody adults are actually juveniles. In most cases, these inmates are taken to court and the age of the inmate becomes a matter for a judge to determine. If the judge finds that the inmate is a juvenile, the court will issue a form called a Certification to Juvenile Court. This form transfers custody of the inmate from the Sheriff's Department to the Probation Department.

Usually, the juvenile is returned to the court lockup and is held for pickup by the CST. The juvenile is then taken directly to the designated Juvenile Detention Facility.

**Juvenile Detention Facilities:** Requirements for initial entrance to their facility consists of the four following documents, prior to accepting "certified" juveniles from our custody:

- The original Certification to Juvenile Court
- A copy of the Complaint Form
- A copy of the Arrest Report
- A completed Juvenile Hall Entrance Record (76E608J)

When a court certifies that an inmate, who was previously arrested as an adult is a juvenile, the court bailiff shall be responsible for the following:

- Obtaining the original Certification to Juvenile Court form, signed by the judge and bearing the Court Seal
- Copies of the Arrest Report and Complaint Form, obtained from the court clerk, or other source
- Completing a Juvenile Hall Entrance Record (76E608J)
- Forward these documents to the court lockup personnel for delivery to the CST crew, who transports the juvenile

CST crews will not accept a Certified Juvenile without a transmittal and the above enumerated documents.

These forms can be obtained from Eastlake Juvenile Court.

**Notification to IRC/CRDF:** (This section added 08/27/99) The inmate is being "transferred" from our custody to the Probation Department, the paper work is handled the same as a "Court Release", and lockup personnel shall notify IRC/CRDF Document Control at (213) 893-5725. Refer to CSDM, Chapter 11 - Release Procedures (including all Subsections)

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