

## REPORTING VERIFICATION FORM

**AUTHORITY:** Section 727 Welfare and Institutions Code

**RESCINDS:** Procedure Manual Item 2-6-003, dated **11/10/21**

**FORMS:** Reporting Verification Form (F057-10031)  
Petition for Modification (F057-5120. **ICR (04/20)**)

**PURPOSE:** To describe the philosophy and use of the Reporting Verification Form

### I. GENERAL INFORMATION

- A. In the discretion of the court, a youth may be ordered to be on probation without supervision of the deputy probation officer.
- B. The Reporting Verification Form is a discretionary supervision tool. Any deputy may utilize it with selected youth of any classification.
- C. The Reporting Verification Form can be a valuable probation tool when properly used.
  1. When regular contacts with the youth occur less frequently than probation contact standards require.
  2. When the youth is temporarily out of the area.
  3. When the youth is placed on a non-supervised (field monitored or **administrative**) level of probation.
  4. When the youth reports for a scheduled appointment and the assigned officer is not available.
- D. Information noted on the Reporting Verification Form by the youth should be complete and accurate.
  1. A youth failing to provide complete information should be contacted and informed of the requirement to complete the report form with all requested information.
  2. The **way** in which a youth responds to the requirement of submitting **the report form** may be an indication of their willingness to accept responsibility and of their adjustment or effort in other areas.
  3. Failure to answer specific questions may reveal problem areas to the deputy probation officer.
  4. The rationale for utilizing this form with a particular youth should be recorded in the [REDACTED]

E. Youth who fail to submit **monthly Reporting Verification forms** as directed should be evaluated for reinstated direct supervision. In cases where the court has ordered relief of supervision, the court should be made aware of the **youth's failure to submit monthly Reporting Verification forms** and a request to reinstate supervision **could** be made via a modification for petition.

1. In some cases, having a small intervention, such as requiring the youth to report to the office and reinforcing the importance of submitting the forms in a timely manner may be all that is required. Each case should be evaluated on their own merit and dynamics.

## II. PROCEDURE

### A. Review with Youth and Parent(s)

1. At the time of indoctrination, the Reporting Verification Form should be reviewed with the youth and the parent(s). It is important for the parent(s) to understand their responsibility to review and certify the accuracy of information submitted.
2. Emphasis should also be placed on the importance of completing the form in a timely manner.

### B. Record in ICMS

1. The requirement of submitting monthly reports is recorded in the [REDACTED] and in the next **Risk/Needs Assessment**.
2. Receipt of forms is recorded within [REDACTED].
3. Information supplied on the report form, which is significant to the case, is to receive appropriate notice in [REDACTED].

### C. Retain Forms

Reporting Verification forms are retained in the youth's case file and are to remain there until the case file is destroyed in its entirety.

## REFERENCES:

Procedure:	2-6-020	Juvenile Chronological Filing in Case Files
	<b>2-6-006</b>	<b>Terminating Juvenile Supervision</b>
	<b>2-6-104</b>	<b>Petition to Change, Modify or Set Aside Order or Terminate Jurisdiction of the Court</b>
	<b>2-6-013</b>	<b>Juvenile Administrative Caseload</b>

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## APPROVED BY: