

New Delinquent/Unruly Petition

New Arrest coming through Detention

Bulletin Board

Menu | Miscellaneous | Bulletin Board

This is a list of all incidents that came in since 8:30 am yesterday to 8:30 am today.

You can change the date range.

There are options above the Submit button.

You can include stays started/ended

You can select any of the options to include only those. Maybe you want everything but citations, select the options needed, press the Submit button to see the results.

If you want to see everything brought in today, change the thru date to tomorrow.

Click the Submit button to see the results

Detention

Detention will add the person, address, photo, relatives, case, generic petitioner, incident, facility stay, detention hearing, and scan the police report.

If the child is to be released, they will create the bond paperwork if applicable, adding that as a requirement. They will cancel the detention hearing and schedule an initial appearance hearing on a Thursday afternoon.

Intake

Mary will assign an Intake Officer to the case.

- Names Currently assigned to the case: Click the Add on the right side of the line.
- Name/ID: type the user id. xxx.xxx
- Click the Update button to save

Petition

If the District Attorney (DA) is involved in the case, they will:

- Assign the name to the case
- modify the filed statutes if necessary
- Add document – JD-PETY – Petition for Delinquent/Unruly

- They will add up through the narrative, then Cancel out of the document.
- They will assign the document to ???? generic intake? Mary??
- Intake will click on the incomplete document
 - Click the Edit Text button, and continue answering questions to the end.
 - Intake will cancel out of the document and leave incomplete
 - Intake will assign the document to either KCSO, KPD, UTP, THP, INTAKE until the petitioner comes in to sign.
- When Petitioner comes in to sign, click on the View and make sure petitioner is okay with wording, click the Sign button.
 - Petitioner signs on the signature pad.
 - Click the Update button to save the signature.
 - Click the Assign button to remove any assignments, so it can go to the Clerk for file stamping.
- Clerk will file stamp, print, and place in legal file.

If the DA is not going to be involved, they will add a case note indicating they will not staff this case.

If the DA is not involved, Intake will create the petition following all the steps listed above to capture the signatures and file stamp petition.

New Arrest without Detention

If information is received without the child going through detention, Intake will:

- Add or update the person, address, relatives, case, generic petitioner, incident, initial appearance hearing, and scan the charging information.
- Add the Petition as described above unless the allegations are a Felony in which case the DA may create the Petition.