

Inter-County Juvenile Transfers

902.1 PURPOSE:

To establish guidelines for juvenile transfers within the State of California.

902.2 DEFINITIONS:

eCase Exchange: An oversight system for the electronic transfer of court case files that allows authorized staff to upload and encrypt PDF versions of court case files and generate electronic certifications and receipts for records automatically. For use by counties participating in the Southern California Inter-County Transfer Protocol.

Southern California Inter-County Transfer Protocol (SCITP): A program, developed for Juvenile Dependency and Delinquency Courts, agreed upon between the counties of Los Angeles, San Diego, San Bernardino, Riverside, Imperial, and Orange to expedite the efficient transfer of cases. The SCITP will reduce interruption of services, confirm residence, maintain continuity of services and ensure the transfer of jurisdiction is in the best interest of the child.

Motion for Transfer: A hearing set for transferring a Dependency, Delinquency, or Nonminor Dependent case out of one county (Motion for Transfer-Out) into the receiving county (Transfer-In Hearing).

Nonminor Dependent (NMD): A youth, age 18-21, who is subject to the Court's Transitional Jurisdiction, pursuant to W&I 450 for purposes of receiving Extended Foster Care (AB12) services.

902.3 RESPONSIBILITIES:

- I. Probation Officers (PO I/II/III):
 - A. Transfer-Out To Counties — Delinquent or Dependent:
 1. Obtain residence verification from the parent/guardian:
 - (a) A signed lease/rental agreement
 - (b) A utility bill
 - (c) Youth's school registration
 - (d) Signed Declaration/Affidavit from custodial adult/parent/guardian with whom the youth will be residing, if none of the above is available.
 2. Complete the Inter-County Residence Verification Request (Attachment A), found in Caseload Explorer (CE). Once complete, email the form to the receiving county's protocol contact person:
 - (a) If proper residence verification has not been provided by the parent/guardian.
 - (b) If the youth is already under a program of supervision in this county and there are specific needs for the youth, parent and/or family.

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- (c) If the PO/Court have not verified residency.
 - 3. Once residence in the receiving county is verified, prepare a Motion for Transfer-Out JV-548 (Attachment B), which shall include:
 - (a) An express statement as to why the transfer is in the best interest of the youth.
 - (b) A description of how the level of services required by the youth and family can be met in the receiving county for youth already under a program of supervision.
 - 4. If youth has never been supervised in this county, check Section 5(d) on JV-548. Verify the following before submitting a recommendation to transfer:
 - (a) Residence:
 - i. Documents obtained shall include, but are not limited to:
 - A signed lease/rental agreement
 - Utility bill
 - School registration
 - Signed declaration/affidavit from custodial adult/parent/guardian with whom the youth will be residing, if none of the above is available.
 - ii. If residency cannot be verified, email the receiving county liaison to request an address check.
 - (b) School:
 - i. Name of last school and school district youth attended.
 - ii. Whether there is an Individualized Education Program (IEP) on file for the youth in that or any other school district.
 - iii. The current/proposed educational rights holder.
 - (c) Assess the needs of the youth and family and determine the availability of and eligibility for services.
 - 5. Complete the appropriate sections of the Juvenile Court Transfer-Out Orders JV-550 (Attachment C) and save it in CE.
 - 6. Once the transfer is approved provide the sending county's protocol contact person with a copy of the police report(s). (The Court Clerk sends all legal documents).
 - 7. The Transfer-Out Motion must be filed with the Court Clerk.
 - 8. If no hearing is set for the Transfer-Out, calendar a Special Hearing.
- B. Transfer-Out of Nonminor Dependent (NMD):

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1. NMD cases will be transferred only if the sending Court determines either of the following:
 - (a) The NMD under Transition Jurisdiction has been placed in a planned permanent living arrangement, has had continuous physical presence in the receiving county as an NMD for a minimum of one (1) year, and has expressed intent to remain in that county.
 - (b) The NMD, after Transition Jurisdiction has been assumed or resumed by the Juvenile Court that retained general jurisdiction over the youth, has established having had a continuous physical presence for one (1) year in the receiving county and the NMD has expressed intent to remain in that county.
 2. A JV-548 (Attachment B) is prepared which shall include:
 - (a) An express statement as to why the transfer is in the best interest of the NMD, and
 - (b) that the NMD will be able to achieve independence in the receiving county.
 3. Complete the appropriate sections of the Juvenile Court Transfer-Out Orders—Nonminor Dependent JV-552 (Attachment D) and save it in CE.
 4. If no hearing is set for the Transfer-Out, calendar a Special Hearing.
 5. Absent extraordinary circumstances, shall not transfer out NMD cases less than ninety (90) days prior to the next scheduled NMD Status Review Hearing.
- C. Transfer-in cases:
1. Upon receiving a verification of residence request from a sending county, reply within one (1) business day to confirm receipt of the request. Make every effort to complete the request within five (5) business days.
 2. Review the youth's CE file and any pertinent Transfer-In documents provided by the sending county.
 3. Verify all information is correct and reason for transfer is valid. Verify wardship status and determine if the youth has a pending case in any other county.
 4. When a youth is transferred in-custody, complete the intake process (refer to Intake/MAYSI Screening, Assessment and Admittance procedure) and advise youth of their court hearing date.
 5. Notify the youth's parent or legal guardian of the court hearing date (not applicable for NMD). Document in CE, under Supervision-Family/Collateral contact.
 6. Complete the applicable Transfer-In Hearing report (Attachment E or F).
 - (a) Complete a Document Generated CE Event.

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- (b) Submit report to Supervising Probation Officer (SPO) for review/ approval.
 - (c) Ensure the Transfer-In Hearing report is submitted to the Court prior to the youth's court hearing.
 - 7. Once the Transfer-In Hearing is completed and the transfer was accepted, advise the sending county that the transfer was accepted by sending a copy of the court's minute order.
 - 8. In-custody youth that arrive sooner than two (2) court days prior to the Transfer-In Hearing, shall require the JDAC Intake Unit to calendar a Special Hearing with the receiving Court and notice all parties, including the parent/guardian and youth.
- II. Court Officers (PO II/III):
 - A. Facilitate final completion of forms.
 - 1. Transfer-Out To Counties in the Protocol—Delinquent or Dependent:
 - (a) Complete Section G of the JV-550 (Attachment C).
 - (b) Print and distribute copies of the completed JV-550 form to the Court.
 - (c) Complete Section 2c and 5h.
 - 2. Transfer-Out to Counties Not in the Protocol—Delinquent or Dependent:
 - (a) Complete sections 2c, 5.f (3) vii and 5.g of the JV-550.
 - (b) Print and distribute copies to the Court.
 - 3. Transfer-Out of NMD
 - (a) Complete sections 2c, 4.d, 4.e, and 4.f of the JV- 552 (Attachment D).
 - (b) Print and distribute copies to the Court.
- III. Supervising Probation Officer (SPO) or designee:
 - A. Upon receiving notification of a Transfer-in, shall:
 - 1. Review the case.
 - 2. Transfer the case to the appropriate unit, if necessary. Transfer-in case matters are assigned as follows:
 - (a) Intake Unit: In-Custody Transfer-In
 - (b) Investigations Unit: Out-of-Custody Transfer-In and youth has not been declared ward of the Court in any county.
 - (c) Supervision Unit: Out-of-Custody Transfer-In and youth has been declared ward of the Court in another county other than the sending county.

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3. Assign the case to a PO.
 - B. For Transfer-Out matters, ensure the reason to transfer the case is valid.
 - C. Ensure the assigned PO completes the Transfer-In/Transfer-Out reports.
 1. Ensure all necessary forms are completed and all pertinent information has been verified.
 2. Review and approve the Transfer-In/Transfer-Out reports.
 3. Forward the Transfer-In/Transfer-Out reports to unit OA for processing.
 4. Ensure the transfer packet is submitted to the Court prior to the youth's hearing.
 - D. Ensure the assigned PO is monitoring the status of the case.
 - E. Once Transfer-In/Transfer-Out request has been approved by the Court, ensure the youth's physical file is sent to the appropriate unit, if applicable.
- IV. Unit Office Assistant (OA):
- A. Upon receiving the Transfer-In/Transfer-Out report from the SPO or designee:
 1. Make copies of the report and upload in the youth's CE file.
 2. Save an electronic copy of the Transfer-In report in the Juvenile Scanned Filings folder located in the Placement (P:) drive, if applicable.
 3. Distribute copies to the Court.
 4. Document in CE, under Events-General Note.
 - B. Once the Transfer-In has been approved and accepted by the Court, enter the Terms and Conditions (T&C) in the youth's CE file.
 - C. Once the Transfer-Out has been approved by the Court:
 1. Obtain the youth's file from the assigned PO and prepare the file for transfer.
 2. Forward file to Closed Files.
 3. Document in CE, under Events-General Note.
- V. Legal Office Assistant (OA):
- A. Transfer-In for in-custody/out-of-custody matters:
 1. Upon receipt of notification from the court clerk, shall:
 - (a) Verify if youth is on probation, if out-of-custody.
 - (b) Notify the court clerk if youth does not have a CE file.
 - (c) Verify if case file is in CE.
 - (d) Upload the Portable Document Format (PDF) documents to the youth's CE file.
 - (e) Notify the appropriate unit/s.

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- (f) Document in CE, under Events-General Note.
 - B. Transfer-out for in-custody/out-of-custody matters:
 - 1. Upon receipt of notification from the court clerk, shall:
 - (a) Prepare and transmit a copy of all documents in the original probation file to the receiving county.
 - (b) Document in CE, under Events-General Note.
- VI. Transportation Unit:
 - A. Upon receiving a transfer-out request order, shall:
 - 1. Advise the receiving county of the youth's transfer date.
 - 2. Advise the appropriate Juvenile Detention and Assessment Center (JDAC) of the youth's transfer-out date.
 - 3. Obtain the youth's medical records and necessary transfer documents, if applicable, prior to the youth's transport.
 - 4. Deliver youth to the receiving county as soon as possible, but no later than two (2) business days prior to the Transfer-in hearing.
 - 5. Document transport activity in CE, under Events-Transportation Log.

902.4 ATTACHMENTS:

[See attachment: Inter-County Juvenile Transfers Attachment A \(Lexipol 11-13-22\).pdf](#)

[See attachment: Inter-County Juvenile Transfers Attachment B \(Lexipol 11-13-22\).pdf](#)

[See attachment: Inter-County Juvenile Transfers Attachment C \(Lexipol 11-13-22\). pdf](#)

[See attachment: Inter-County Juvenile Transfers Attachment D \(Lexipol 11-13-22\). pdf](#)

[See attachment: Inter-County Juvenile Transfers Attachment F \(Lexipol 11-13-22\).PDF](#)

[See attachment: Inter-County Juvenile Transfers Attachment E \(Lexipol 11-13-22\).PDF](#)

Attachments

Inter-County Juvenile Transfers Attachment A (Lexipol 11-13-22).pdf



TRACY REECE
Chief Probation Officer

JULIE FRANCIS
Assistant Chief Probation Officer

INTER-COUNTY RESIDENCE VERIFICATION REQUEST

Date: _____

Requesting County: _____

Point of Contact: _____ Contact Phone: () _____

Assigned Field Officer: _____ Contact Phone: () _____

Receiving County:

1.) Name of Minor: _____

2.) Date of Birth: _____ 3.) Minor is currently: In Custody Out of Custody

4.) Parent/Guardian's Name: _____ Date of Birth: _____

5.) Address: _____

6.) Home Phone #: _____ Cell Phone #: _____ Minor's Cell Phone #: _____

7.) Officer Safety Concerns: _____
(i.e., dogs, prior weapon possession or in home, parolees at same location, etc.)

Sending officer to attach proof of residency if available (signed lease/rental agreement, utility bill, minor's school registration, etc.)

Documentation attached by Sending Officer

Sending county requests the following documentation be collected: _____

(Bottom portion to be completed by receiving county)

Address verified on: _____

Address verified by Name of Officer: _____ Contact Phone: _____

Documentation Collected: _____

Comments: _____
(i.e., who was home, spoke with parents, concerns)

Point of Contact at email address: _____

Inter-County Juvenile Transfers Attachment B (Lexipol 11-13-22).pdf

CHILD'S NAME:	CASE NUMBER:
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3. Verification of Residence

- a. The parent's/legal guardian's address was confirmed by the sending county's agency as nonminor's address in the proposed receiving county
 confidential address
- Name:
Address:
City: State: Zip:
- b. The probation officer Social worker in the receiving county sending county has conducted an address check and verified the address.
- c. Verification completed by: Date verified:
- d. Documentation establishing residency in the proposed receiving county is attached to this motion.
The following documentation is attached:

4. Education Information

- a. Name of last school attended:
b. Name of school district:
c. Name of current Education al Rights Holder or Surrogate Parent:
d. Name of proposed Educational Rights Holder or Surrogate Parent:
e. There is an Individual Education Plan (IEP) for the child/nonminor.

5. Services

- a. The level of services required by the child/nonminor can cannot be met in the proposed receiving county.
- b. The level of services required by parent or legal guardian can cannot be met in the proposed receiving county.
- c. The type and level of services or supervision required by the child/nonminor and/or parent or legal guardian (*e.g., drug treatment, residential, outpatient, NA only, etc.*) are documented in the attached case plan or described as:
- d. Probation has not previously supervised the child/nonminor.

6. Other

- a. The current status of the Indian Child Welfare Act (ICWA) is (*specify*):
- b. Parentage has been determined as indicated in minute order dated:
- c. A WIC §241.1 determination has been made as indicated in the minute order dated:
- d. Restitution has been determined in the amount of \$:
See minute order dated:
- e. The child/nonminor has exceptional medical needs (*specify*):
- f. The child/nonminor qualifies for regional center services.
- g. There are pending Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) issues in this case.

CHILD'S NAME:	CASE NUMBER:
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- h. A Special Juvenile Immigrant Status (SJIS) application is pending.
- i. A Social Security Income (SSI) application is pending.
- j. There are active orders regarding psychotropic medications. The last order is dated:
- k. If applicable, in the below box, please list all dependency and delinquency cases for the child/nonminor.

Case Number	County	Case Type

- i. Other:

I declare under penalty of perjury under the laws of the State of California that the foregoing and any attachments are true and correct.

Date:

 (TYPE OR PRINT NAME OF PROBATION OFFICER SOCIAL WORKER)

 SIGNATURE

 (TYPE OR PRINT NAME OF PARTY ATTORNEY FOR PARTY)

 SIGNATURE

CHILD'S NAME:	CASE NUMBER:
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PROOF OF SERVICE

I served a copy of the Motion for Transfer on the following persons or entities by personally delivering a copy to the person served, OR by emailing the document to an agreed upon email address of the person served, OR by faxing the document to the fax number provided by the person served, OR by delivering a copy to a competent adult at the usual place of residence or business of the person served and thereafter mailing a copy by first-class mail to the person served at the place where the copy was delivered, OR by placing a copy in a sealed envelope and depositing the envelope directly in the U.S. mail with postage prepaid or at my place of business for same-day collection and mailing with the U.S. mail, following our ordinary business practices with which I am readily familiar:

- | | | |
|--|---|---|
| 1. <input type="checkbox"/> Social worker
a. Name and address:

b. Date of service:
c. Method of service: | <input type="checkbox"/> Probation officer

<input type="checkbox"/> Legal Guardian | <input type="checkbox"/> Attorney
a. Name and address:

b. Date of service:
c. Method of service: |
| 2. <input type="checkbox"/> Mother <input type="checkbox"/> Father
a. Name and address:

b. Date of service:
c. Method of service: | <input type="checkbox"/> Legal Guardian | <input type="checkbox"/> Attorney
a. Name and address:

b. Date of service:
c. Method of service: |
| 3. <input type="checkbox"/> Mother <input type="checkbox"/> Father
a. Name and address:

b. Date of service:
c. Method of service: | <input type="checkbox"/> Legal Guardian | <input type="checkbox"/> Attorney
a. Name and address:

b. Date of service:
c. Method of service: |
| 4. <input type="checkbox"/> Mother <input type="checkbox"/> Father
a. Name and address:

b. Date of service:
c. Method of service: | <input type="checkbox"/> Legal Guardian | <input type="checkbox"/> Attorney
a. Name and address:

b. Date of service:
c. Method of service: |
- Additional parties served. Additional Proof of Service form attached.
5. At time of service, I was at least 18 years of age and not a party to this cause. I am a resident of, or employed in, the county where the mailing occurred. My residence or business address is (*specify*):

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

TYPE OR PRINT NAME	SIGNATURE
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Inter-County Juvenile Transfers Attachment C (Lexipol 11-13-22).pdf

ATTORNEY OR PARTY WITHOUT ATTORNEY <i>(Name, State Bar number, and address):</i> FIRM NAME: TELEPHONE NO.: FAX NO. (Optional): E-MAIL ADDRESS: ATTORNEY FOR (Name):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP BRANCH NAME:	
CASE NAME:	
JUVENILE COURT TRANSFER-OUT ORDERS	CASE NUMBER:
<input type="checkbox"/> § 300 <input type="checkbox"/> § 601 <input type="checkbox"/> § 602 <input type="checkbox"/> For Disposition	

1. Child's Name: _____ Date of Birth: _____
2. a. Date of hearing: _____ Dept. _____ Room: _____
 b. Judicial Officer (*name*): _____
 c. Persons present:

<input type="checkbox"/> Child	<input type="checkbox"/> Child's Attorney	<input type="checkbox"/> Mother	<input type="checkbox"/> Mother's Attorney
<input type="checkbox"/> Father	<input type="checkbox"/> Father's Attorney	<input type="checkbox"/> Legal Guardian	<input type="checkbox"/> Social Worker
<input type="checkbox"/> Probation officer	<input type="checkbox"/> District Attorney	<input type="checkbox"/> County Counsel	<input type="checkbox"/> CASA Advocate
<input type="checkbox"/> Other: _____			
3. The court has read and considered the motion for transfer and

<input type="checkbox"/> the report of the social worker
<input type="checkbox"/> the report of the probation officer
<input type="checkbox"/> other relevant evidence
4. **The court orders the transfer:**
 - a. GRANTED
 - DENIED

The child's address has not been verified, and accompanying documentation is not attached.

CHILD'S NAME:	CASE NUMBER:
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- Section 725 was imposed on *(date)*:
 Section 790 deferred entry of judgment was deferred on *(date)*:
 Out-of-home placement order was made on *(date)*:

(vi) The last hearing was on *(date)*:

(vii) On *(date)*: the court ordered the mother father child to appear at the transfer-in hearing.

g. A transfer-in hearing has been set

in receiving court for *(date)*:
 at *(time)*: in dept.:
 at the following address:

h. The following hearings have been scheduled or need to be scheduled:

- Disposition hearing
 has been scheduled for *(date)*:
 needs to be scheduled
 other *(identify)*:
 Review hearing *(type)*:
 has been scheduled for *(date)*:
 needs to be scheduled.

6. The court further finds

a. Regarding the Indian Child Welfare Act (ICWA)

- ICWA does apply; see minute order dated:
 ICWA does not apply; see minute order dated:
 The court has not yet determined whether ICWA is applicable.

b. Jurisdiction under the Uniform Child Custody Jurisdiction and Enforcement Act

- has been established. is not applicable.
 has not been established.

c. An application for special immigrant juvenile status is pending.

CHILD'S NAME:	CASE NUMBER:
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- d. An application for SSI is pending.
- e. (1) This child has special education needs. An individual Education Plan has been created by *(school district)*:
 - The child does not have special education needs.
 - The child has other education issues *(specify)*:
- (2) The court has limited the rights of the parent or guardian to make educational or developmental-services decisions for the child *(optional)*.
 - The court has appointed an educational right holder under JV-535 *(dated)*:
 - The local educational agency has appointed a surrogate parent under JV-536 *(dated)*:
Name of the educational rights holder or surrogate parent:
- (3) Name of child's last school and/or school district attended

f. The child has the following juvenile cases

Case Number	County	Case Type

- g. Visitation has been determined as indicated on minute order dated:
Reunification services were ordered for the parent(s)/legal guardian(s) on minute order
- h. dated:
- i. Parentage has been determined as indicated on minute order dated:
- j. A WIC §241.1 determination that *(check on, or both if a dual-status county)*
 - dependency
 - delinquency serves the best interest of the child and protection of the public is indicated in the minute order dated:
 - if a dual status county, the lead court/agency
 - was identified as: _____ or was deferred.
- k. the child has the following extraordinary medical needs:

CHILD'S NAME:	CASE NUMBER:
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- l. Orders regarding psychotropic medication were made on:
- m. Confinement time/custody credit (*Delinquency Cases Only*)
- i. as of _____ the overall term of confinement time in the sending county was:
- ii. Overall custody credits:
- n. Other:

7. The court further orders that:

- a. The court clerk has permission to open and access the documents placed under seal in this case for the purpose of transferring the matter to the new county. Once the receiving court has taken delivery of the sealed documents, the receiving county shall re-seal the documents.
- b. Other:

Date:

JUDICIAL OFFICER OF THE JUVENILE COURT

Inter-County Juvenile Transfers Attachment D (Lexipol 11-13-22).pdf

Inter-County Juvenile Transfers Attachment F (Lexipol 11-13-22).PDF



«PersonId.Officer.Address»

DATE:

FROM:

«Job Title»

TO:

The Honorable
Judge of the Juvenile Court, Dept.

Subject:

DOB:

Court Date:

JNET #:

J#:

PIN:

Attorney:

TRANSFER-IN HEARING

Reason for Hearing:

Youth is found to be a resident of _____ County. To wit:
All proceedings transferred to _____ accepted from _____ prior to disposition.

Youth is declared continued a ward

Youth placed continued in custody of: Probation Officer Mother Father
 Other: _____

Matter continued to _____ at _____ Court _____ Dept _____ Further Contested
 Jurisdictional Dispositional Juris/Dispo Prehearing Semi-Annual review
 Appearance Review Non-Appearance Review Pretrial Motions 654.2
 Other: _____

Other orders:

Vacate date:

How many days in-custody:

Respectfully submitted,

Approved:

Printed Full Name
Job Title
Phone number

Printed Full Name
Job Title

Inter-County Juvenile Transfers Attachment E (Lexipol 11-13-22).PDF



«PersonId.Officer.Address»

DATE:

FROM: «PersonId.Officer.First» «PersonId.Officer.Last»
«PersonId.Officer.Job»

TO: The Honorable
Judge of the Juvenile Court, Dept.

Subject:	DOB:	Court Date:
JNET #:	J#:	Attorney:

TRANSFER-IN HEARING

Reason for Hearing:

is found to be a resident of _____ County. To wit:
All proceedings transferred to _____ accepted from _____ prior to disposition.

is declared continued a ward

placed continued in custody of: Probation Officer Mother Father
 Other: _____

Matter continued to _____ at _____ Court _____ Dept _____ Further Contested
 Jurisdictional Dispositional Juris/Dispo Prehearing Semi-Annual review
 Appearance Review Non-Appearance Review Pretrial Motions 654.2
 Other: _____

Other orders:

Vacate date:

Reason for detention:

How many days in custody:

WIC 628(a)(1) Detention Reason/Home Supervision Rejection

- Continued detention of the minor is a matter of immediate and urgent necessity for the protection of the youth or reasonable necessity for the protection of the person or property of another.
- The youth is likely to flee to avoid the jurisdiction of the court.
- The youth has violated an order of the juvenile court.

ORIENTATION HANDBOOK PROVIDED TO YOUTH:

For Judicial Examination

WIC 635 Reasons for Detention:

- Continued detention of the minor is a matter of immediate and urgent necessity for the protection of the youth or reasonable necessity for the protection of the person or property of another.
- The youth is likely to flee to avoid the jurisdiction of the juvenile court.
- The youth has violated an order of the juvenile court.

WIC 636 Judicial Examination: Having considered the factual representations in the detention report and/or having inquired of the youth /parent, the court finds a factual basis for detention exists on the grounds that:

- The youth is in violation of a juvenile court order.
- The youth has escaped from the commitment of the juvenile court.
- The youth is likely to flee to avoid the jurisdiction of the court.
- This is a matter of immediate and urgent necessity for the protection of the youth or reasonable necessity for the protection of the person or property of another (*the circumstances and gravity of the offense may be considered*).

Therefore continuance in the home is contrary to the youth's welfare.

Respectfully submitted,

Approved:

Fill in Job Title

Fill in Job Title

Assigned Officer:

«PersonId.Officer.First» «PersonId.Officer.Last»
«PersonId.Officer.Job»

