

# Juvenile Intake Cheat Sheet

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## Required Information:

- Officer's name and badge number
- Officer's county and agency (PD, SO, HP, etc.)
- Officer's contact information – how to reach you to call back with next steps and/or questions
- Identify the arresting officer and the transporting officer (if applicable)
  - If transporting officer – be sure all pertinent information about the case is provided to the Intake Officer
- Demographic Information regarding the juvenile:
  - Juvenile's full name
  - Date of Birth
  - Sex
  - Race/Ethnicity
  - Tribal affiliation and/or membership and name of Tribe (if known)
- List of charges alleged against the juvenile (list all charges)
- Summary of the incident
- Arrest history
  - Has the juvenile been arrested in the past 12 months? If yes, and charges are known, please list.
- Runaway history
  - Has the juvenile had 2 or more documented runaways reported in the past 24 months? (the documentation may be verbal from the LE since not all runaways would be in the Odyssey system)
  - Has the juvenile run away from a non-secure placement? Answer only if known. (DSS/DOC placement, group home, residential facility, treatment facility, shelter care, non-secure detention or electronic monitoring)
- Is the juvenile under the influence? (If substance is known, please list)
- Is the youth currently on an alternative to detention program (house arrest, electronic monitoring, in shelter care?)
- Is the youth under the supervision of a Court Services Officer, Juvenile Corrections Agent (DOC), or a Family Services Specialist (DSS)? If known, list name.
- Have you contacted the parent/guardian/custodian in relation to this case?
  - If so, can they assume responsibility of the minor? (*criteria listed below*)
    - Are they available within 6 hours to pick up their juvenile
    - Are they sober
    - Are their parental rights in tact regarding this juvenile
- Parent/guardian/custodian name
  - Contact information (if available)
  - Home address
  - Telephone number
- "Are there any other placement options available locally? Have all other resources been exhausted?"
- Any additional information that would be pertinent to the RAI referral