

IN THE JUVENILE COURT OF FORSYTH COUNTY

STATE OF GEORGIA

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JUVENILE COURT ADMINISTRATIVE ORDER 01-12
INTAKE/DETENTION PROCEDURE

This order shall apply to all Juvenile Court intake officers that have been appointed, or that are appointed in the future, by this Court. It will be the responsibility of the Department of Juvenile Justice to give a copy of this procedure to all present and future intake officers.

Upon authorizing the detention of any child, the intake officer shall abide by the following procedure:

1. If a detention is authorized prior to 11:00 p.m., the intake officer shall immediately contact the Juvenile Court Administrator or other person who may be designated by the Court to provide notification of the detention. In the event a detention is authorized after business hours or on a weekend or holiday or the Juvenile Court Administrator or other staff person with the Judge's office cannot be reached during regular business hours, the Juvenile Court Administrator shall be contacted by pager (770 524-1345). Information that shall be gathered by the intake officer and provided during the notification process shall include at the minimum the child's name, date of birth, name of arresting officer, arresting agency (Cumming Police Department, Forsyth County Sheriff's Office, etc.), **all** reported charges on the complaint and the date and approximate time of the detention. The detention assessment instrument shall be faxed to the Juvenile Court Judge's Office by no later than the opening of

business on the next business day following the detention. The Juvenile Court Administrator or other designated person shall notify the intake officer of the date and time of the detention hearing. The intake officer shall be responsible for notifying the parents or guardians of the child of the date and time of the detention hearing. The intake officer and the Juvenile Court Administrator or other designated person shall decide who will prepare the transport order and transmit the same to the Forsyth County Sheriff's Department and Court Security so that the juvenile will be transported from the detention center to the Juvenile Court for the detention hearing. The transport order will be prepared and provided to the Sheriff's Department, Transport Division of the Sheriff's Department and Court Security at the earliest available moment.

2. In the event the detention is authorized by the intake officer after 11:00 p.m. and the next day is a business day, the intake officer shall notify the Juvenile Court Administrator or other designated person at home or by pager on the morning following the detention by no later than 7:30 a.m. In the event that the detention is authorized after 11:00 p.m. and the following day is a holiday or non-business day, contact should be made with the Juvenile Court Administrator or other designated court personnel by 5:00 p.m. of the day following the detention, again by pager. The intake officer and the Juvenile Court Administrator or other designated person shall decide who will be responsible for preparing the transport order to have the juvenile transported to the detention hearing by the Sheriff's Department. The transport order will be prepared and provided to the Sheriff's Department, the Transport Division of the Sheriff's Department and Court Security at the first available moment.

3. Judge's office staff shall be responsible for notifying the Juvenile Prosecutor and the Clerk's office of the date and time for which any detention hearing has been set. Such notice to the Juvenile Prosecutor shall include, to the extent that such information has been supplied to the Judge's Office staff, all the information that is required to be gathered by the intake officer as set forth in paragraph one above. Notice to the Juvenile Prosecutor shall be given no later than twenty-four hours before the time of the detention hearing whenever possible.
4. The office of the Juvenile Prosecutor will be responsible for locating any complaints that are not filed pursuant to procedure by law enforcement. Upon receiving any original paperwork required by previously ordered procedure to be filed (this should be complaints and initial incident reports only), the Juvenile Prosecutor and staff will immediately file such originals in the Juvenile Clerk of Court's Office. Original evidence for a case should never be filed in the Clerk's Office. The Clerk will immediately make a copy of all complaints needed for a then pending detention hearing and provide the same to the Judge's Office and the Juvenile Prosecutor's Office and will endeavor to assign a case number to the complaint prior to the hearing.

SO ORDERED, this 2nd day of November, 2001.

J. Russell Jackson, Judge
Juvenile Court of Forsyth County
Bell-Forsyth Judicial Circuit