

IN THE JUVENILE COURT OF FORSYTH COUNTY

STATE OF GEORGIA

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JUVENILE COURT ADMINISTRATIVE ORDER 03-05
INTAKE/DETENTION PROCEDURE

Juvenile Court Administrative Order 01-12 Intake/Detention Procedure is hereby vacated and set aside in its entirety and the following shall hereafter apply.

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.

It will be the Standing Order of this Court that any Court approved intake officer may, in their discretion, release a detained child into the Housebound Detention Program pending a detention hearing or further direction from the Court. If a child is so released, a Conditional Release Order must be executed and provided to the Court in the same manner as the Detention Assessment Instrument is provided as set forth below.

Upon authorizing the detention or housebound 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 cell phone (770) 617-9371. 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 cell phone 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 cell phone. 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 23rd day of April, 2003.

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

IN THE JUVENILE COURT OF FORSYTH COUNTY

STATE OF GEORGIA

IN THE INTEREST OF:

* Case # _____
* File # _____
* DOB _____ Age _____
* Sex _____
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A Minor Child.

CONDITIONAL RELEASE ORDER

Charges, Date and Time of Initial Detention

The above-referenced child has been charged with the offense of
_____. The child was brought to the Intake Office of this
Court at _____ o'clock ____ m. on _____, 2003.

Decision to Release Child to Responsible Adult After Assessment

Pursuant to standing order of this Court, Administrative Order 03-05, the undersigned
Intake Officer, after conducting an assessment of the child, the child's family, the charges and all
other relevant information, hereby releases the child upon the conditions hereinafter set forth to
the following adult: _____, who is the father/mother/legal
guardian/other - state relationship _____, of the child.

The address where the child will be staying with the above adult is:

The adult and child may be contacted at the following telephone number(s):

_____ Pager _____

Conditions of Release

The following conditions shall apply to the release of the child: (check all that apply)

_____ Abide by all home rules, curfew of _____, enroll in and abide by school
rules, no contact with any alleged victim or with the victim's family, report to
court when so notified;

_____ Abide by Housebound Detention Program rules attached hereto;

_____ Other: _____

The detention or other hearing is scheduled for _____ at the
Juvenile Justice Center, 112 W. Maple Street, Cumming, Forsyth County, Georgia.

Consequences for Failing to Abide by Release Conditions

The release of this child to the above adult(s) is a conditional release. The failure of the child to follow the conditions as herein above set forth may result in the child being detained on the above charges pending adjudication or other disposition of the case. The adult(s) to whom the child is released shall be responsible for reporting any violation of the conditions set forth herein above to the following Juvenile Court Intake Officer:

_____ at phone number _____.

This _____ day of _____, 2003.

Intake Officer

Attachments: _____

This Conditional Release Order issued pursuant to the standing order of Judge Jackson, dated _____, 2003, a copy of which is on file with the Clerk of Court.