

Atascadero Police Department  
Standard Operating Procedure  
Juvenile Court Petition  
Section #10

|                                     |  |   |   |                          |                       |
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| <b>Date Issued</b><br>April 1, 2013 | <b>Date Effective</b><br>April 1, 2013 | <b>Date Last Revised</b><br>November 1,<br>2014 | <b>Due for Review</b><br>November 01,<br>2015 | <b>Revision</b><br>No. 2 | <b>Page 1</b><br>of 2 |
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Statement of Purpose:

This procedure outlines the protocol on how to file a Juvenile Court Petition for use by all department personnel.

Procedure:

- Open the "T" drive
- Open "JUVENILE" folder
- Open "Petitions" folder
- Open "New Petition"
- Double click on Case # (top right corner) and change the case number to reflect your case and hit "close."
- Type your name and rank in the first sentence, e.g. I, Fred Pflum, Corporal.
- Complete and fill in the highlighted areas - suspect's full name, DOB, parents or guardians names and address, date of case report, number of pages in the completed report, offense(s), and date of petition.
- List other suspect names (if applicable) following "Companions referred"
- Save the document. Click on File, click on Save As, enter last name and first initial of juvenile (e.g. Smith,J) to name the document.
- Print a copy of the petition to accompany the report and attach it to the routing sheet.
- Sign the petition after the last highlighted area (date of petition) and write your body number after your signature.
- The "STATUS" at the end of your narrative should state: "Forward to Juvenile Probation for filing. See attached Juvenile Petition."
- The following offenses DO NOT REQUIRE a Juvenile Petition: 308(b)PC, Muni Codes, Education Codes, and Curfew Codes.

- All drug and alcohol offenses and any felony REQUIRE a Juvenile Petition.

This Standard Operating Procedure was approved and distributed for training by:



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Joe Allen  
Commander



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Jerel Haley,  
Chief of Police

Attachments: APD Affidavit and Application for Filing of Juvenile Court  
Petition  
Sample of a completed Juvenile Petition