

MAKING REFERRALS TO PROBATION:

Two separate copies of the DuPage County Data Sheet (*) and police reports, *per juvenile*, are required when making a referral to Probation. Because of the vast number of referrals the Probation Department processes from every police department across DuPage County, they are not able to make the extra copies for you. Referrals made without Data Sheets or without copies will be returned to the referring agency, which will delay the processing of the case.

(*)On the home page of the DJOA website you will find a link to the updated DuPage County Data Sheet.

Juveniles not being detained in the Detention Center:

>Send two copies of the DuPage County Data Sheet and two copies of the police report per juvenile (if there are juvenile co-offenders you must make two copies **per** juvenile) to:

DuPage County Juvenile Probation
ATTN: SUPPORT STAFF
503 N. County Farm Road
Wheaton, IL 60187

Juveniles being detained in the Detention Center because of the referring offense:

>Three copies of the DuPage County Data Sheet and three copies of the police report are to be delivered to the DuPage County Detention Center when the juvenile is dropped off.

How to complete the DuPage County Data Sheet:

The following information is needed to determine if a case is appropriate for further screening (Preliminary Conference) or if it should be a direct file to court. It also helps us track down victims so restitution can be made and/or apology letters be sent and conference notices or court date notices can be sent to the juveniles and their parents.

- >Officer recommendation (upper right hand corner)
- >Document control number
- >Agency case number (unique)
- >Offender Information (middle initial, name of last school are important)
- >Full name (middle name or initial too), date of birth, address, and phone # for each parent.
- >Offense (*with date and ILCS #*)
- >Victim Information (*including parents' of minor victims and restitution information amount, receipts, estimates, etc.*).
- >Accomplices
- >Prior Police Contacts (*with incident #'s and dispositions*)

If you would like to check the status of your referral you may contact:

Jacquie Hitch, Juvenile Probation Supervisor at (630) 407-8355
Michelle Munn, Probation Officer at (630) 407-8353
Julie Stubner, Probation Officer at (630) 407-8352