

**OKLAHOMA COUNTY JUVENILE BUREAU
POLICY AND PROCEDURE MANUAL**

**CHAPTER SEVEN - COURT SERVICES –OVERVIEW AND GENERAL OPERATING
POLICY 7.1-1: OVERVIEW AND ORGANIZATIONAL STRUCTURE**

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I. POLICY:

10A O.S. § 2-4-101 established the Oklahoma County Juvenile Bureau (OCJB) on January 3, 1969. This statute provides the basis for the organization, operation, responsibilities and functions of the OCJB to include Court Services and the Detention facility **(2-7001) (2-7002) (2-7004)**.

The purpose, philosophy, and programming of the Court Services department ensures that all planning and decision-making are consistent with laws relevant to the State of Oklahoma's responsibility for the care and protection of the youth under the control of the OCJB **(2-7124)**.

II. DEFINITIONS:

- A. **Accreditation, Policy, and Records Manager:** The Accreditation, Policy, and Records Manager is responsible for ensuring the Court Services department maintains and receives accreditation with the American Correctional Association (ACA). This position is also responsible for the oversight of all policies and procedures developed and implemented in the Court Services department, as well as developing policy and procedure. This position is also responsible for ensuring that any records maintenance requirements in the area of ACA, Training, and Policy/Procedure are maintained. This position may supervise support personnel whose responsibilities fall within one or more of these areas. The Accreditation, Policy, and Records Manager reports directly to the Chief of Court Services.
- B. **Chief of Court Services:** The administrator of Court Services reports directly to the Director. The qualifications, authority, and responsibilities of the Chief of Court Services are specified by the Director, as authorized by statute, and are included in job descriptions **(2-7024) (2-7025)**.
- C. **Court Services:** A group comprised of the Intake and Diversion Services Unit and the Probation Services Unit who provides services to the youth placed under the supervision of the Oklahoma County Juvenile Bureau and their families **(2-7001)**.
- D. **Data Analyst II (DA II):** The DA II reports directly to the Chief of Court Services or as otherwise assigned. The DA II identifies and implements proper data collection methodology, provides management

- reports, assists in the development of statistical reports, annual reports, and provides training with the Juvenile On-Line Tracking System (JOLTS).
- E. **Director of the OCJB:** The Director of the OCJB is the Chief Administrative Officer **(2-7003)**. The Director's authority, responsibilities and functions are authorized by 10A O.S. § 2-4-102, 10A O.S. § 2-4-103, and 10A O.S. § 2-4-104. The Director is appointed and supervised by the Presiding Judge of the Juvenile Division, and subject to the general administrative authority of the Board of County Commissioners. The Director is delegated the authority by the Presiding Judge of the Juvenile Division to appoint and supervise the Chief of Court Services. The Director coordinates all fiduciary matters with the Board of County Commissioners **(2-7023) (2-7024) (2-7025)**.
- F. **Executive/Administrative Assistants, Court Services Clerks and Aides:** These positions may serve a variety of roles within the Court Services department, such as: monitoring administrative caseloads, administrative support to supervisory staff, filing, receptionist, data collection and data entry, assistance to the courts, fleet management, records maintenance and accounting duties. They report to positions as assigned by the Chief of Court Services.
- G. **Governing Body:** The Board of County Commissioners of Oklahoma is the controlling body for overall operations of the OCJB. Responsibilities include approval of funding the operating budget.
- H. **Intake/Diversion Services Manager (IDSM):** The IDSM provides guidance and supervision for the Intake and Diversion Services Unit (IDSU). The IDSM reports directly to the Chief of Court Services. The IDSM is responsible for developing and maintaining policies and procedures for the screening of referred youth for detention admission, the intake, and the diversion processes to ensure an efficient and effective operation.
- I. **Intake/Probation Officer:** Intake and Probation Officers (IO and PO) are entry level *trainee* positions who provide direct services to youth assigned to the OCJB for diversion or probation supervision. Intake and Probation Officers report directly to either an Intake Supervisor or a Probation Supervisor.
- J. **Intake/Probation Officer II:** Intake and Probation Officer II's (IO II and PO II) report directly to an Intake Supervisor or a Probation Supervisor. Intake and Probation Officer II's do not formally supervise other Intake and Probation Officers, but provide guidance and training as tenured officers. These positions may supervise a specialized caseload, serve as a courtroom liaison, and stand in during a supervisor's absence. IO and PO II positions are competitive promotions.
- K. **Intake Supervisor:** The Intake Supervisor reports directly to the Intake/Diversion Services Manager (IDSM) and is assigned supervision

of lower ranking Intake Officers within the unit. No Intake Supervisor supervises more than ten (10) field staff members **(2-7127)**.

- L. **Presiding Judge:** The supervising or Chief Administrative Judge of the Juvenile Division of the District Court who directs and supervises the appointed Judges of the Juvenile Division as well as the operations of the OCJB.
- M. **Probation Supervisor:** The Probation Supervisor reports directly to the Chief of Court Services and is assigned supervision of lower ranking Probation Officers within the unit. No Probation Supervisor supervises more than ten (10) field staff members **(2-7127)**.
- N. **Probation Supervisor/Training Manager:** The Probation Supervisor/Training Manager reports directly to the Chief of Court Services and is assigned supervision of lower ranking Probation Officers within the unit. When staffing allows, newly hired officers in training are normally assigned to report directly to this position. This position is also responsible to plan and direct appropriate training activities to meet the operational needs of the organization and the development needs of the employees assigned to the Court Services department and other Administrative Units.
- O. **Program, Student Intern/Volunteer, and Community Service Coordinator:** The Program, Student Intern/Volunteer and Community Service Coordinator develops and maintains training sessions for program service providers, students and volunteers. This position oversees the program service provider approval process and may conduct site visits and other compliance activities. This position recruits, supervises and schedules a variety of student interns and volunteers to participate in learning activities and provide support to the OCJB. This position works with members of the community to identify opportunities for community service for the youth supervised by the Court Services department. This position maintains a Resource Manual which identifies a variety of resources and service providers for supervising officers to utilize with the youth they supervise. This position reports directly to the Chief of Court Services.
- P. **Senior Intake/Probation Officer:** Senior Intake and Probation Officers (Sr. IO and Sr. PO) have reached the *full performance level* by completing all training requirements, six (6) months of employment as an IO or PO, and have attained "Meets Standards" or above on all performance expectations. These positions report directly to an Intake Supervisor or a Probation Supervisor. These positions are career ladder, automatic step increases once requirements have been met. These positions are not competitive promotions.

III. PROCEDURE:

- A. Reporting, Organizational Structure and Requirements
 - 1. The Court Services department consists of Intake, Diversion, and Probation Services. All Court Services employees are ultimately responsible to the Chief of Court Services.
 - 2. The organizational chart, Attachment A, reflects the current structure of authority, responsibility, and accountability, and is updated as needed and reviewed annually **(2-7005)**.
 - 3. All Court Services employees meet the education and experience requirements as outlined in their job descriptions and in the OCJB personnel policies **(2-7027)**.
 - 4. All Court Services Supervisors are trained in the supervisory function **(2-7127)**.
 - 5. Employment of ex-offenders is not categorically excluded. The employment of an ex-offender is considered on a case-by-case basis **(2-7035)**.
- B. Primary Role and Responsibilities of the Intake and Diversion Services Unit
 - 1. The Intake and Diversion Services Unit operates on a 24-hour-per-day basis **(2-7090)**.
 - 2. Youth who are alleged to be delinquent or in need of supervision and are under the age of 18 are referred to the Intake and Diversion Services Unit.
 - 3. Intake Officers screen all requests for detention admission to ensure placement in the least restrictive environment that provides for the safety of both the youth and the community, and assures appearance for legal proceedings **(2-7090) (2-7092)**.
 - 4. Each youth brought into the Intake process is informed of all steps of the Intake process at the initiation, and signs an acknowledgement that they have received the information **(2-7091)**.
 - 5. Intake Officers conduct preliminary inquiries and complete comprehensive needs and risk assessments for each referral to determine the level of intervention needed. The Intake Officer considers input from the youth, his/her family/guardian/custodian, and when appropriate, the victim **(2-7091)**.
 - 6. Intake Officers recommend diversion programs, whenever possible, based on the information gained during the assessment process **(2-7092)**.
 - 7. Intake Officers provide supervision to all youth assigned to diversion programs.
- C. Primary Role and Responsibilities of Probation Services
 - 1. Youth who have gone through the Intake process and had an adjudicatory hearing are instructed to report to the Probation Services Unit so that a Disposition Study may be conducted.

2. Probation Officers utilize the interview and assessment information to develop a Disposition Study, which includes recommendations to address the youth's risk to reoffend and programmatic needs for the Court's consideration **(2-7186)**.
3. Probation Officers may utilize other Court Services employees to assist in the collection of information during the pre-disposition investigation **(2-7185)**.
4. Probation Officers meet with the youth and their family/guardian/custodian to complete interviews and comprehensive assessments to:
 - a. Identify the youth's criminogenic risk to reoffend;
 - b. Identify the youth's programmatic needs; and
 - c. Establish reporting requirements until the next court date.

Approved:



J'me Overstreet, Chief of Court Services

10-01-15
Date

Attachments: Attachment A, "Court Services Organizational Chart"

Court Services

