

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

**CHAPTER SEVEN - COURT SERVICES –OVERVIEW AND GENERAL  
OPERATING**

**POLICY 7.1-2 – MISSION, GOALS AND OBJECTIVES**

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**I. POLICY:**

The Mission of the Oklahoma County Juvenile Bureau (OCJB) is: "TO IMPLEMENT AND MAINTAIN A SEAMLESS SYSTEM THAT PROVIDES ACCOUNTABILITY AND RESPONSIBILITY FOR ITS CLIENTS AND THEIR FAMILIES WHILE PROTECTING THE PUBLIC" (2-7124) (2-7125).

The Court Services department implements this mission by: screening all referrals coming to the attention of the District Court where youth under the age of eighteen (18) are alleged to be In Need of Supervision, In Need of Mental Health Treatment, or Delinquent; and by: providing a supervision program with the goal of reducing the probability of their continued delinquent behavior, while also protecting the community (2-7125).

**II. DEFINITIONS:**

- A. **Goals:** Goals are general guidelines that explain what the organization wants to achieve. Goals are usually long-term and visionary.
- B. **Guiding Principles:** Guiding principles guide an organization throughout its life in all circumstances, irrespective of change in its goals, strategies, types of work, or leadership.
- C. **Objectives:** Objectives define strategies or implementation steps to attain identified goals. Unlike goals, objectives are specific, measurable, and have a defined completion date.

**III. PROCEDURE:**

- A. **Guiding Principles**  
The guiding principles of the OCJB provide the foundation for the agency's legal mandates and operations. The Mission of the OCJB and the goals and objectives are all linked to the agency's guiding principles and legal mandates. The guiding principles of the OCJB are:

7.1-2, "Mission, Goals, and Objectives," issued 02/19/15, revised 08/03/15.

Previous 7.1-2, "Organizational Structure/Supervision", 2/13, was deleted and replaced by 7.1-1, "Overview and Organizational Structure", 2/15.

1. To treat all clients fairly without regard to their race, national origin, color, creed, sex, or physical handicap; to treat all clients fairly with regard to the allegations against them or any past history of anti-social behavior **(2-7149)**.
2. To treat all clients with honesty, respect, and dignity at all times and to deal with any problems in a professional manner.
3. To provide a good role model for clients.
4. To recognize the uniqueness and individual worth of every individual without regard to their situation, behavior or circumstances; to believe in the ability of all persons to change and to promote that belief within the clients themselves.
5. To provide and develop programs which will contribute to the future well-being of clients by responding to their individual concerns and needs **(2-7150) (2-7151)**.
6. To contribute to the welfare of clients by giving them a positive experience with authority figures, teaching responsibility and building self-esteem.
7. To provide educational experiences that will help individuals improve their life skills and learn new alternatives of responding to difficult situations **(2-7150)**.
8. To believe in the sanctity and potency of the family as the youth's primary source of nurturance and guidance; to support and educate families, not to replace them.
9. To promote growth and development of employees through additional training and education so each individual may achieve their full potential **(2-7057)**.
10. To contribute in conversation with and be receptive to new ideas and changes so our programs may be flexible in growing toward their full potential **(2-7009)**.
11. To remain committed to community involvement, working with citizen volunteers and community organizations to build a better network and continuum of services for all youth and their families **(2-7017) (2-7223) (2-7224) (2-7225)**.
12. To protect the welfare of the community as well as the welfare of the youth **(2-7125)**.
13. To help the community recover from losses sustained because of juvenile crime.
14. To pursue excellence relentlessly and vigorously in every endeavor related to the facility.

**B. Annual Development of Goals and Objectives**

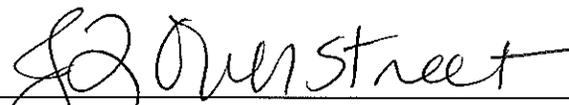
1. The Court Services department develops a written statement of goals and objectives annually, which is prepared with the participation of all employees **(2-7006) (2-7009)**.

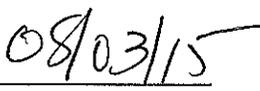
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2. As a part of the annual development of Court Services goals and objectives, paperwork functions are reviewed to identify improvements, efficiencies, increased uses of technology, conservation of resources, and the enhancement of job satisfaction **(2-7045)**.
  3. The Court Services department conducts an ongoing review of the service needs of the population under its supervision, and identifies specific goals and objectives to address those needs annually **(2-7146)**.
  4. Each department within the OCJB submits their set of goals and objectives and participates in the final planning and development of the agency's annual goals and objectives **(2-7007)**.
  5. The Chief of Court Services presents the annual goals and objectives to all employees within the Court Services Unit in January of each year. Employees are encouraged to select specific goals they are interested in working on and participate on teams assigned to those initiatives **(2-7010) (2-7021)**.
- C. Ongoing Review of Overall Performance and Achievement
1. All new employees hired throughout the calendar year are provided instruction on the goals and objectives during their orientation training **(2-7010)**.
  2. The Chief of Court Services, in collaboration with senior staff, conducts an ongoing review of overall performance and achievement of the Court Services' goals and objectives **(2-7086)**.
  3. The Chief of Court Services distributes a written status of the Court Services' goals and objectives to the Director, all Court Services employees and the Executive team bi-annually **(2-7086)**.
  4. All department heads submit the results of their Unit's goals and objectives for the previous year to the Director. Those results are summarized and made available to all employees within the agency. **(2-7021)**

Approved:

  
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 J'ne Overstreet, Chief of Court Services

  
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 Date

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