

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

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

**POLICY 7.1-10: **ROLE OF COURT SERVICES WITH OUTSIDE
AGENCIES/INTERAGENCY COOPERATION****

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I. POLICY:

The Oklahoma County Juvenile Bureau (OCJB) Court Services Department encourages employee involvement in planning and setting directions for the future of juvenile justice by attending federal, state, and/or regional activities with criminal justice and noncriminal justice organizations **(2-7016)**. The collaboration and consultation with other criminal justice agencies, community interest groups, and service agencies on a continuing basis allows OCJB employees to have an active voice and enhances the formulation and evaluation of organizational policies, procedures, rules, and regulations **(2-7017)**.

II. DEFINITIONS:

A. **Citizens Advisory Committee/Citizens for Juvenile**

Justice (CJJ): As authorized by 10A O.S. § 2-4-109, A group with a minimum of seven (7) members, to serve without pay, appointed by the Administrative District Judge of the Juvenile Division, who shall serve for a period of four (4) years and until their successors are appointed. The CJJ provides counsel and advice to the OCJB and serves as a link between the OCJB and the community. The CJJ is comprised of a licensed attorney in the State of Oklahoma, a professional social worker, a member of the Board of County Commissioners (BOCC), and three (3) other members who are selected by the Administrative District Judge of the Juvenile Division. The inclusion of at least three (3) women is also guaranteed **(2-7016) (2-7017)**.

III. PROCEDURE:

A. Collaborative Activities:

1. The Programs/Interns and Volunteers Coordinator shall maintain a resource manual that provides field officers with a functional inventory of community agencies that are accessible to provide services and/or resources to the youth

served by the OCJB, which may include but not be limited to **(2-7018) (2-7101) (2-7147) (2-7148)**:

- a. Shelter;
 - b. Clothing;
 - c. Nutrition;
 - d. Health;
 - e. Employment;
 - f. Transportation;
 - g. Fiscal assistance/aid;
 - h. Education/trade;
 - i. Counseling; and
 - j. Residential Placements certified by the Department of Human Services (DHS) and the Oklahoma Department of Mental Health and Substance Abuse (ODMHSA).
2. The Programs/Interns and Volunteers Manager shall serve as the Court Services liaison and manage the student intern program through collaborative relationships with vocational training institutions, colleges, and universities. Other joint activities include training, research, planning, consulting, and the provision of tours and presentations of the OCJB operation to faculty and students **(2-7019) (2-7080)**.
 3. The Programs/Interns and Volunteers Manager shall coordinate all research requests involving the youth served by the OCJB through the Chief of Court Services **(2-7080)**. The OCJB will return all information collected to the researcher **(2-7085)**.
 4. The Chief of Court Services shall coordinate all requests for employee surveys concerning matters of the juvenile justice field involving planning and information gathering efforts with both criminal and noncriminal justice agencies. These efforts include local, state, and federal government entities as well as the American Correctional Association (ACA) and the American Probation and Parole Association (APPA) **(2-7016)**.
 5. The role and functions of employees, contractors, and service providers of public or private agencies providing a service to the youth served by the OCJB are defined by written agreements. Written agreements shall specify the relation of the agency to the OCJB and the responsibilities of the Director, Chief of Court Services, and/or Facility Administrator. These contracts/written agreements are reviewed annually and updated as necessary.
 6. Regular meetings and case conferences shall be held between the employees of probation agencies, shelter

facilities, the court, local law enforcement agencies, and the juvenile detention center to develop and maintain sound interagency policies and procedures **(2-7016)**.

7. The Chief of Court Services shall have access to legal counsel through the Oklahoma County District Attorney's office, which shall provide advice on formulating policies, advising on individual cases, and required representation before courts and other bodies to ensure that the policies and procedures are consistent with court decisions concerning constitutional processes and procedure as well as individual rights **(2-7022)**.
8. As authorized by 10A O.S. §2-9-102, the Intake and Diversion Services Manager shall work in conjunction with other states and counties to facilitate ongoing supervision of youth who relocate and require supervision as well as to coordinate the transfer of supervision to and from other jurisdictions, as authorized by the Interstate Compact on Juveniles, other interstate agreements, and OCJB Policy 7.4-3, "Interstate Compact and Case Transfer" **(2-7171) (2-7172) (2-7173) (2-7016)**.
9. Employees of the Court Services Department are encouraged to speak to civic groups and students regarding the juvenile justice system and the programs offered by the OCJB **(2-7019)**.
10. Employees of the Court Services Department are encouraged to support and benefit from outside agencies by attending training sessions that they provide for the purpose of enhancing the operations and regulations of the OCJB **(2-7017)**.
11. The OCJB collaborates with local, state, federal, and non-profit agencies and organizations in an effort to secure grant funding for the improvement of services **(2-7017)**.
11. The Director serves as a member of the CJJ Board and attends regularly scheduled meetings throughout the year. The Chief of Court Services or designee attends all CJJ meetings to provide updates on probation and intake services **(2-7017)**.

Approved:



J'me Overstreet, Chief of Court Services

11/2/15
Date