

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

**CHAPTER SEVEN - COURT SERVICES – INTAKE AND DIVERSION
SERVICES**

POLICY 7.2-2 – PRELIMINARY INQUIRY

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**CHAPTER SEVEN - COURT SERVICES –INTAKE AND DIVERSION
SERVICES**

POLICY 7.2-2: PRELIMINARY INQUIRY

PAGE 1 OF 25

I. POLICY:

The Oklahoma County Juvenile Bureau (OCJB) ensures that preliminary inquiries are conducted in accordance with 10A O.S. § 2-2-104 to determine whether the interests of the public or the youth who is within the purview of the Oklahoma Juvenile Code require that further court action be taken. The Intake and Diversion Services Unit (IDSU), within Court Services of the OCJB, is the organizational unit responsible for the intake process. The IDSU is delegated the specific power to make decisions regarding intake. The intake process operates on a twenty-four (24) hour-per-day basis **(2-7090)**.

II. DEFINITIONS:

- A. **Arraignment Hearing:** A court hearing in which the youth, the youth's parent/guardian/legal custodian, and the youth's attorney (if applicable) are presented with a copy of the delinquency petition that has been filed alleging the delinquent acts committed by the youth. The youth and his/her parent/guardian/custodian have the option to apply for a court appointed public defender at this time, and a determination of their eligibility is made by the judge. Some arraignment hearings are conducted by a referee judge.
- B. **Arrest Report:** See "Referral (Intake)."
- C. **Blue Sheet:** See "Referral (Intake)."
- D. **Culpability Statement:** A voluntary statement that is hand-written by a youth in which he/she accepts responsibility for the delinquent offense(s) and gives an explanation of each offense including when, where, and how it was committed, and who else was involved. A youth may provide a culpability statement as part of an Informal Adjustment Without Petition agreement.
- E. **DDAP:** An acronym, for Defer Delinquency Adjudication Proceeding. See "Defer Delinquency Adjudication Proceeding."
- F. **Decline to File:** A decision made by the District Attorney's office that it will not prosecute a case.
- G. **Defer Delinquency Adjudication Proceeding (DDAP):** A program for youth who have been identified as having committed

acts that are not serious enough to warrant adjudication through the court process, but that do indicate a need for intervention to prevent further development of delinquency. To be eligible for DDAP, the youth must not have any prior adjudications and must enter into a stipulation of delinquency petition stating that the allegations made in the delinquency petition are true, as authorized by 10A § 2-2-404 A. The DDAP is also referred to as "alternative diversion program." See process identified on "Informal Adjustment Without Petition (IWAP)/Defer Delinquency Adjudication Proceeding (DDAP) Flow Chart", Attachment A.

- H. **Delinquency Petition:** An application for the court to act in the matter of a youth apprehended for a delinquent act, as authorized by 10A O.S. § 2-2-102 B.
- I. **Delinquent:** A youth who has violated any federal or state law, municipal ordinance, or lawful order made by the court, as authorized by 10A O.S. § 2-1-103 13.
- J. **Detention Hearing:** A court hearing in which the youth and his/her parent/legal guardian/custodian are advised of the reason(s) that the youth is being held in detention, a bond may be established for each offense, and a determination of whether or not probable cause exists for continued detainment is made. The detention hearing is scheduled within twenty-four (24) hours of the youth being taken into custody, excluding weekends and holidays, as authorized by 10A O.S. § 2-3-101 E. c. **(2-7095) (2-7217)**. The placement of youth in detention is limited to youth who pose a risk to public safety, may cause self-injury, are pending transfer to another jurisdiction, and/or need supervision to ensure their presence at subsequent court hearings **(2-7099)**. Detention hearings are conducted by a referee judge.
- K. **Disposition Hearing:** A court hearing occurring within thirty (30) days of the youth being adjudicated delinquent and made a ward of the court in which the assigned officer presents the disposition study to the court and the terms of the youth's individual treatment and service plan are defined and adopted, as authorized by 10A O.S. § 2-2-501.
- L. **Diversion:** A program designed to guide eligible youth away from the formal juvenile court process. Diversion programs aim to hold youth accountable for their actions without assigning a label of "delinquent."
- M. **Emergency Custody Hearing:** A court hearing that is required within two (2) judicial days after a youth is taken into protective custody as an alleged deprived child. At this hearing, it is determined whether or not there is reasonable suspicion that the child is in need of immediate protection, the parent/legal

guardian/custodian is advised of his/her rights, and the placement of the youth is determined and ordered, as authorized by 10A O.S. § 1-4-203 A. These hearings are also referred to as "show cause hearings."

- N. **External Disorder:** A condition that may cause youth to display their emotions outwardly instead of holding them in, often resulting in behaviors such as fighting, bullying, cursing, and other forms of violence. External disorders include, but are not limited to, Attention Deficit Hyperactivity Disorder (ADHD) and Conduct Disorder.
- O. **Fifth Day:** An alleged charge that is received by the Intake and Diversion Services Unit when the youth is detained in the Oklahoma County Juvenile Detention Center. The District Attorney must file a delinquency petition within five (5) days or the youth will be released.
- P. **GAIN-SS:** An acronym for Global Appraisal of Individual Need-Short Screener. See "Global Appraisal of Individual Need Short Screener."
- Q. **Global Appraisal of Individual Need Short Screener (GAIN-SS):** A screening instrument used to quickly and accurately identify youth who have one or more behavioral health disorders (including internalizing or externalizing psychiatric disorders, substance use disorders, and crime/violence problems) and would benefit from further assessment or referral for these issues. The GAIN-SS can also assess periodic behavioral health changes over time. This screening instrument can be administered in approximately 15 minutes.
- R. **Grievance:** An official report made regarding a circumstance or action considered to be unjust or grounds for complaint or resentment.
- S. **IAWP:** An acronym for Informal Adjustment Without Petition. See "Informal Adjustment Without Petition."
- T. **IDSU:** An acronym for Intake and Diversion Services Unit. See "Intake and Diversion Services Unit."
- U. **I&R:** An acronym for Information and Referral. See "Information and Referral."
- V. **Informal Adjustment Without Petition (IAWP):** As authorized by 10A O.S. § 2-2-104 B., an agreement whereby the youth agrees to fulfil certain condition in exchange for not having a delinquency petition filed against him/her. The IAWP must be voluntarily entered into by all parties, may only be provided where the facts reasonably appear to establish prima facie jurisdiction and are admitted, and must be completed within six (6) months. Although the IAWP becomes a part of the youth's legal record, it may not be

used as evidence against the youth at any adjudication hearing. The IAWP represents a non-judicial voluntary probation supervised by the Intake and Diversion Services Unit (**2-7093**). See process identified on the "Informal Adjustment Without Petition (IWAP)/Defer Delinquency Adjudication Proceeding (DDAP) Flow Chart", Attachment A.

- W. **Information and Referral (I&R):** A request made by a youth and/or his/her parent/legal guardian/custodian for non-judicial services and/or assistance.
- X. **Initial Appearance (In Custody):** See "Detention Hearing."
- Y. **Initial Appearance (Out of Custody):** See "Arraignment Hearing".
- Z. **Initial Contact:** The first contact between the officer and an assigned youth and/or his/her parent/legal guardian/custodian. The initial contact can be made by telephone or face-to-face and must occur within twenty-four (24) hours of the case being assigned (**2-7131**).
- AA. **Intake:** See "Preliminary Inquiry."
- BB. **Intake and Diversion Services Unit (IDSU):** A division of the Court Services department that is responsible for the initial screening of youth and the supervision of non-adjudicated youth.
- CC. **Intake Face Sheet:** A form that is generated by and printed from the Juvenile On-Line Tracking System that details demographics, medical, residency, family, referral, petition, and victim/witness information. The intake face sheet also includes a section that can be used to record the worker's comments and any other relevant information obtained from the intake that may assist in the development of an informed recommendation to the District Attorney. The District Attorney may also record his/her approval or denial of the recommendation presented on the intake face sheet.
- DD. **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. IO and PO positions report directly to either an Intake Supervisor or a Probation Supervisor.
- EE. **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. IO 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.

- FF. **Intake Risk Assessment:** An assessment tool that is designed to identify immediate need by evaluating a youth's prior history, current offense, out of home placement including detention/shelter, age at the time of first referral, substance abuse, parental control/influence, school discipline/employment problems, runaway behavior, negative peer influences, and attitude and behavior.
- GG. **Intake Supervisor:** The Intake Supervisor reports directly to the Intake and 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)**.
- HH. **Internal Disorder:** A condition that may cause youth to suffer from depression, anxiety, poor self-esteem, and loneliness. Internalized disorders may involve behavior abnormalities including, but not limited to, self-harm/suicidal behavior, decreased academic progress, and social withdrawal. Some disorders that fall under this category are depression, anxiety, bulimia, and anorexia.
- II. **JDL File:** An acronym for Juvenile Delinquent Legal File. See "Juvenile Delinquent Legal (JDL) File."
- JJ. **JOLTS:** An acronym for Juvenile On-Line Tracking System. See "Juvenile On-Line Tracking System (JOLTS) Records."
- KK. **Journal Entry:** See "Court Minute."
- LL. **Judicial Court Review to Examine Detention Confinement:** A review conducted by the court to reexamine the need to continue detention confinement, allowing for the release of a youth prior to the final disposition of his/her case as authorized by 10A § 2-3-101 **(2-7100)**.
- MM. **Juvenile Delinquent Legal (JDL) File:** A file established and maintained by the court clerk's office for a youth who has or is receiving services from the Oklahoma County Juvenile Bureau.
- NN. **Juvenile On-Line Tracking System (JOLTS) Records:** As authorized by 10A O.S. § 2-7-905, provides the computerized information system used by the OCJB to track juvenile offenders from arrest to final closure of the case. The Office of Juvenile Affairs (OJA) is the authorizing authority for access to the information contained in JOLTS. Authorized OCJB employees are provided a unique identification number that allows them to access to the JOLTS system **(2-7074) (2-7041) (2-7190)**.
- OO. **The Massachusetts Youth Screening Instrument (MAYSI)-2 Questionnaire:** An assessment tool that is designed to identify if a youth is experiencing any difficulties that require an immediate referral for mental health services.

- PP. **MAYSI:** An acronym for Massachusetts Youth Screening Instrument. See "The Massachusetts Youth Screening Instrument (MAYSI)-2 Questionnaire."
- QQ. **OCIS:** An acronym for Oklahoma Court Information System. See "Oklahoma Court Information System."
- RR. **Oklahoma Court Information System (OCIS):** A database of the Oklahoma State Courts Network (OSCN) which retrieves its data directly from the working dockets of the appellate and district courts. The OCIS provides a method of searching court dockets and legal case status.
- SS. **OCJB:** An acronym for Oklahoma County Juvenile Bureau. See "Oklahoma County Juvenile Bureau."
- TT. **Oklahoma County Juvenile Bureau (OCJB):** An organization that is responsible for receiving, evaluating, and determining appropriate action pertaining to persons under the age of eighteen (18) years who are alleged to be delinquent and/or in need of supervision within Oklahoma County.
- UU. **Oklahoma Indian Child Welfare Act:** Requires the Office of Juvenile Affairs (OJA) or a county juvenile bureau, during the intake process, to determine whether there is any American Indian Lineage or ancestry that makes the youth eligible for membership or citizenship in a federally recognized American Indian tribe. This act is designed to provide qualified youth access to additional programs that tribes may have for their members as authorized by 10 O.S. § 40 et seq. and 10A O.S. §2-2-101 G. (Supplement 2014).
- VV. **Order of Release:** A court document that outlines the condition(s) of a youth's release from secure detention. This document must be signed by a judge.
- WW. **OSCN:** An acronym for Oklahoma Supreme Court Network. See "Oklahoma Supreme Court Network."
- XX. **Oklahoma Supreme Court Network:** An online resource which provides case information from all courts in Oklahoma, including court dockets, case filings by county, legal research capabilities and forms utilized by the administrative office of the court.
- YY. **PI:** An acronym for Preliminary Inquiry. See "Preliminary Inquiry."
- ZZ. **Pick-Up Order In Aid of Service:** An order issued by the Court for any law enforcement officer to temporarily detain a youth who has failed to appear for a hearing for the purpose of obtaining a valid residence address so that summons and notice can be re-issued for a future Court date. A pick up order in aid of service is utilized when the Intake and Diversion Services Unit notifies the Court that a determination has been made that the youth was not properly served with summons and notice of hearing.

- AAA. **Preliminary Inquiry:** A mandatory, pre-adjudicatory interview of a youth and, if available, his/her parent/legal guardian/custodian, that is performed by an intake officer to determine whether non-adjudicatory alternatives are appropriate or if the filing of a delinquency petition is necessary, as authorized by 10A O.S. § 2-2-104 **(2-7092)**. Preliminary inquiry is also referred to as "intake."
- BBB. **Pre-Trial Conference:** A hearing used to determine whether the allegations of the delinquency petition are supported by the evidence. A youth may admit guilt by offering a stipulation to the delinquency petition or request an adjudication hearing.
- CCC. **PTC:** An Acronym for Pre-Trial Conference. See "Pre-Trial Conference."
- DDD. **Referee Court:** A series of court hearings conducted by a referee judge to accommodate hearings that are dictated by time constraints.
- EEE. **Referral for Services:** A request made by an officer to a service provider for the provision of services to a youth.
- FFF. **Referral (Intake):** A verbal or written request initiated by law enforcement, a public agency, and/or a youth's parent/legal guardian/custodian that includes allegation(s) of delinquent act(s), in need of supervision, or youthful offender act(s) which may initiate a preliminary inquiry. Also known as the "blue sheet" or the "arrest report."
- GGG. **Review Hearing:** A hearing used to evaluate a youth's progress or lack thereof on each aspect of his/her individual treatment and service plan.
- HHH. **SF:** An acronym for Social File. See "Social File."
- III. **Show Cause Hearing:** See "Emergency Custody Hearing."
- JJJ. **Slosson Oral Reading Test:** A literacy skills assessment tool. As authorized by 10A O.S. § 2-7-501 E. 1., a literacy assessment such as the Slosson Oral Reading Test must be conducted at least once every six (6) months.
- KKK. **Social File (SF):** A file established by the Intake and Diversion Services Unit upon receipt of a youth referral. The SF is maintained in accordance with Policy 7.1-6, "Juvenile Records, Confidentiality, and Health Insurance Privacy and Accountability Act (HIPAA)" **(2-7070)**.
- LLL. **Somatic Complaints:** Distressing physical symptoms, including pain. In Somatic Symptom Disorder (SSD) the response to somatic symptoms is excessive and causes intense fear, concerns, and/or disturbances in optimal functioning.
- MMM. **SORT:** An acronym for Slosson Oral Reading Test. See "Slosson Oral Reading Test."
- NNN. **Summons and Notice:** As authorized by 10A O.S. § 2-2-107, a

notification that is served to a youth over the age of twelve (12) and/or his/her parent/legal guardian/custodian to inform them of the time and place of a future hearing at which they must appear personally. The court shall not hold the hearing for a minimum of forty-eight (48) hours after the service of the summons and notice, except with the consent of the parent/legal guardian/custodian of the youth.

OOO. **Title IV-E Intake Screening Sheet:** An assessment tool used to determine if a youth appears to meet Aid to Families with Dependent Children eligibility criteria.

PPP. **Uniform Child Custody Jurisdiction and Enforcement Act:** Legislation adopted by every state for the purpose of determining which state has jurisdiction over and authority to make decisions for a child in a custody case involving more than one (1) jurisdiction, as authorized by 43 O.S. § 551-101.

QQQ. **Youth:** A person that is over the age of ten (10) and under the age of eighteen (18). Exceptions to this rule include persons who are charged with and convicted of any offense specified in the Youthful Offender Act, persons against whom judgment and sentencing has been deferred for such offense, and/or any person who has been certified as an adult for any offense that results in a conviction.

III. PROCEDURE:

A. Role of the Intake Officer (IO)

1. The role of the IO, when conducting a Preliminary Inquiry (PI), is to compile information to develop an informed recommendation to the (district attorney) DA and/or the Court.
2. The role of the IO is not to investigate.
3. Provide referral for services and resource information requested for non-court-related services to youth, family members, or other appropriate persons or agencies (I&R).
4. Provide supervision and guidance to youth on IAWP and/or DDAP cases to ensure the Court, the DA, the youth's attorney, and his/her parent/legal guardian/custodian remain informed as to the youth's progress or non-compliance.
5. Required to attend detention hearing, arraignment hearing, pre-trial conference, disposition hearing, and review hearing(s).

B. Decline of Referral - Non-Judicial Disposition/ Unconditional Release - Decline to File – Preparing Order of Release **(2-7092) (2-7097) (2-7098)**.

1. The IO shall normally recommend a referral be declined when it appears that the evidence is insufficient or there is lack of jurisdiction. All jurisdictional concerns are deferred to the DA to make a determination. The IO schedules a conference with DA to discuss concerns and a determination is made by the DA at that time. There are no forms to complete, but the conference and its determination are documented within two (2) business days by entering into JOLTS screens:
Wrk Juv ➔ Case Info ➔ Case Notes ➔ Work with Notes ➔ Add Note.
2. The IO shall recommend a non-judicial disposition and unconditional release when it appears that **(2-7097)**:
 - a. Jurisdictional standards have been met;
 - b. There is prospective merit;
 - c. The major facts of the case are not in dispute; and either:
 - i. No services outside the youth's own family are required to protect the community or correct the youth; or
 - ii. The youth is not a threat to the community with appropriate services or corrective measures which are available and the youth and his /her parent/legal guardian/custodian are willing to accept and participate in these services.
3. The IO schedules a conference with DA to discuss concerns and a determination is made by the DA at that time. There are no forms to complete, but the conference and its determination are documented within two (2) business days by entering into JOLTS screens:
Wrk Juv ➔ Case Info ➔ Case Notes ➔ Work with Notes ➔ Add Note.
4. The DA, after review of the case, may determine there is no longer merit to prosecute and will notify the IDSU of the reasons for and their decision to decline to file. If the youth is being held in the Oklahoma County Juvenile Detention Center (OCJDC) solely on the charge(s) the DA is declining to file, the IO assigned the referral shall **(2-7097)**:

- a. Prepare and sign an "Order of Release", Attachment B, and obtain the judicial approval and signature on the order;
 - b. Deliver a copy of the signed release order to the OCJDC control operator so that preparation to release the youth can begin;
 - c. Contact the youth's parent/legal guardian/custodian of the decision to release and:
 - i. Inform them they do not need to appear for an arraignment hearing as the charge(s) will not be filed and no further action will be taken on the case(s) at this time;
 - ii. Make arrangements for the youth to be picked up from the OCJDC by the parent/legal guardian/custodian;
 - iii. Updating the status the same business day the action occurs by entering into JOLTS screens:
 - a. Wrk Juv ➔ Case Info ➔ Wrk with Referrals ➔ Referral ➔ Reason and Worker Recommendation showing the charge(s) has been declined;
 - b. Wrk Juv ➔ Case Info ➔ Wrk with Referrals ➔ Referral ➔ Intake Decisions showing Intake Decision that the charge(s) has been declined.
 - c. Wrk Juv ➔ Case Info ➔ Case Notes ➔ Work with Notes ➔ Add Note showing the youth's release from the OCJDC due to charge(s) being declined and that notification was made to the OCJDC and the parent/legal guardian/custodian to pick up the youth.
5. If the IO recommends, and the DA concurs, that the referral not be declined, an offer of a non-judicial disposition, unconditional release, and/or a decision to decline to file are inappropriate, the IO shall begin the process of conducting the Preliminary Inquiry.
- C. Length of Time from Referral to Recommendation
1. The intake process for out-of-custody referrals shall be completed within thirty (30) calendar days (excluding weekends and holidays) of the receipt of the referral unless:
 - a. A notification has been made to the DA who will review the circumstances for the delay and make a

determination to file or extend the time frame **(2-7096)**.

2. The intake process for in-custody referrals shall be completed within five (5) calendar days (excluding weekends and holidays) of the receipt of the referral.
- D. Statutory requirements for conducting a Preliminary Inquiry, as authorized by 10A O.S. § 2-2-104 B., C. are as follows:
1. Conduct conferences with the youth and the parent/legal guardian/custodian for the purpose of discussing the disposition of the referral made.
 2. Provide the youth and the parent/legal guardian/custodian of the steps in the process at the initiation of intake **(2-7091)**.
 3. Interview such persons, as necessary, to determine whether filing of a petition would be in the best interest of the youth and the safety of the public.
 4. Conduct a systems check of existing records of any district court or tribal court, law enforcement agencies, the Office of Juvenile Affairs (OJA), the Department of Human Services (DHS) and other components of the juvenile justice and human services systems to determine if any services are being provided to the family and youth. Systems checks include utilizing management information systems and data bases maintained by OJA, DHS, the Oklahoma Court Information System (OCIS), and the Oklahoma Supreme Court Network (OSCN).
 5. Obtain existing mental health, medical, and educational records of the youth with the consent of the parent/legal guardian/custodian or by court order. Administer or refer for necessary screening and assessments to assist in the determination of any immediate needs of the youth as well as the immediate risks to public safety.
 6. Review all information obtained and consult with the DA to make a determination whether the interest of the youth and public will be served by the dismissal of the complaint, the deferring of delinquency adjudication, the informal adjustment of the complaint, and/or the filing of a petition **(2-7092) (2-7096) (2-7099)**.
 7. Collect information necessary to determine if Oklahoma County has jurisdiction by assessing whether a youth comes within the purview of either the Uniform Child Custody Jurisdiction and Enforcement Act, as authorized by 43 O.S. § 551-101 et seq., as required in III. E. k-l.

8. The Oklahoma Indian Child Welfare Act, as authorized by 10 O.S. § 40 et seq. and 10A O.S. Supplement 2014 § 2-2-101 G. as amended requires the actions as specified in III. E. p. i.-iv.
- E. Responsibilities of the IO to conduct a Preliminary Inquiry upon receipt of a referral whose previous case(s) has been closed for six (6) months or less
1. When the youth has a closed Informal Adjustment Without Petition (IAWP), Defer Delinquency Adjudication Proceeding (DDAP), and/or probation case that has been closed within the past six (6) months, the IO shall use the "Preliminary Inquiry Checklist", Attachment M, and only review, update and ensure the accuracy of the following information:
 - a. Take a current photograph and upload to JOLTS;
 - b. "Preliminary Inquiry/Alleged Offense(s) Questionnaire", Attachment C;
 - c. "Social Information", Attachment D;
 - d. "Parent/Legal Guardian/Custodian Questionnaire", Attachment E;
 - e. "Youth Questionnaire", Attachment F; and
 - f. Administer the "Massachusetts Youth Screening Instrument-2 (MAYSI-2)", if one has not been completed within the past six (6) months. A copy of the MAYSI-2 can be obtained from the Intake Supervisor and/or in their absence the Intake and Diversion Services Manager. The MAYSI-2 assists in the identification of potential problems for the youth in the areas of:
 - i. Alcohol and/or Drug use;
 - ii. Anger and/or Irritability;
 - iii. Depression and/or Anxiety;
 - iv. Somatic Complaints;
 - v. Suicide Ideation;
 - vi. Thought Disturbance (males only); and/or
 - vii. Trauma
 - g. Administer the "Global Assessment for Individual Need-Short Screener (GAIN-SS)", if one has not been completed within the past six (6) months. A copy of the GAIN-SS can be obtained from the Intake & Diversion Services Manager and/or Intake Supervisor. The GAIN-SS assists in the identification of potential problems for the youth in the areas of:
 - i. Internalizing disorders;
 - ii. Externalizing disorders;

- iii. Substance use disorders; and/or
- iv. Crime and/or violence issues.
- h. Administer the "Intake Risk Assessment" Attachment G, designed to identify immediate needs of the youth in the following areas:
 - i. Prior History;
 - ii. Current Offense;
 - iii. Out-of Home placement, including detention/shelter;
 - iv. Age (at time of 1st offense);
 - v. Substance Abuse;
 - vi. Parental Control/Influence;
 - vii. School Discipline/employment problems;
 - viii. Runaway behavior;
 - ix. Negative peer influences; and
 - x. Attitude and behavior.
- i. Administer the "Slosson Oral Reading Test (SORT)", if one has not been conducted during the current school year. A copy of the SORT can be obtained from the Intake & Diversion Services Manager and/or Intake Supervisor.
- j. Provide an explanation of the steps of the intake process and obtain a copy of the "Acknowledgement of Receipt of Steps of Intake Process," Attachment H (2-7091);
- k. Complete a "Title IV-E Intake Screening Sheet", Attachment I, if one has not been completed within the past six (6) months;
- l. Provide an explanation and obtain signatures for the release of Protected Health Information (PHI), if more than six (6) months old, by utilizing the process and forms provided in policy 7.1-6, "Juvenile Records, Confidentiality, and Health Insurance Portability and Accountability Act (HIPAA)" as follows: **(2-7070) (2-7071)**
 - i. Utilize the "Instructions for Providing HIPAA Forms and Securing Authorization to Release and Receive Confidential Youth Information", Attachment A, Policy 7.1-6, to provide a step-by-step guide for providing and explaining this process to the youth, and the parent/legal guardian/custodian;
 - ii. Provide the "Notice of Protected Health Information (PHI) Rights", Attachment B,

- Policy 7.1-6, to the youth and the parent/legal guardian/custodian;
- iii. Provide the "Privacy Notice and Acknowledgment of Legal Rights Under Health Insurance Portability and Accountability Act (HIPAA)", Attachment C, Policy 7.1-6, to the youth and the parent/legal guardian/custodian; and
 - iv. Provide the "Authorization to Release Confidential Youth Information", Attachment D, Policy 7.1-6, to the youth and the parent/legal guardian/custodian.
- m. The IO shall conduct a systems check of existing records of any district court or tribal court, law enforcement agencies, the Office of Juvenile Affairs (OJA), the Department of Human Services (DHS) and other components of the juvenile justice and human services systems to determine if any services are being provided to the family and youth. Systems checks include utilizing management information systems and data bases maintained by OJA, DHS, the Oklahoma Court Information System (OCIS), and the Oklahoma Supreme Court Network (OSCN).
 - n. The IO shall collect information necessary to determine if Oklahoma County has jurisdiction by assessing whether a youth comes within the purview of either the Uniform Child Custody Jurisdiction and Enforcement Act as authorized by 43 O.S. § 551-101 et seq., or the Oklahoma Indian Child Welfare Act, as authorized by 10 O.S. § 40 et seq. and 10A O.S. Supplement 2014 § 2-2-101 G. as amended.
 - o. The Uniform Child Custody Jurisdiction and Enforcement Act requires the IO to collect and report the following information if the youth may qualify with the act:
 - i. Determine whether the youth is a ward of the court where the intake is occurring or another court;
 - ii. Determine whether a proceeding concerning the custody of the youth is pending in a court of another state;
 - iii. Determine where and with whom the youth is currently residing or has resided for the previous five (5) years; and

- iv. Provide information to the DA for any referrals which may fall within the Uniform Child Custody Jurisdiction and Enforcement Act.
- p. The Oklahoma Indian Child Welfare Act requires the IO to determine:
 - i. Inquire as to whether there is any American Indian lineage or ancestry that would make the youth eligible for membership or citizenship in a federally recognized American Indian tribe or nation;
 - ii. If a determination is made that the youth may have American Indian lineage or ancestry, the IO shall notify the primary tribe or nation of membership or citizenship within three (3) judicial days of completing an intake of such determination;
 - iii. If the youth resides on Indian land, the state has no jurisdiction if the alleged act took place on Indian land. However, the state may have jurisdiction for emergency placement when a child is off Indian land temporarily or in certain other circumstances; and
 - iv. Provide the information to the DA for any referrals which may fall within the Oklahoma Indian Child Welfare Act.
- q. Advise the youth and his/her parent/legal guardian/custodian that the IDSU is operational on a twenty-four (24) hour a day basis and provide them with contact information **(2-7090)**.
- r. Provide an explanation of the grievance process, by utilizing the process and forms in policy 7.1-16, "Youth Grievance Procedure" as follows: **(2-7174)**
 - i. During the Preliminary Inquiry and Initial Office Visit (IOV), the youth and his/her parent/legal guardian/custodian shall be provided with the "Notice of Grievance Procedure," Attachment A, and the "Grievance Form," Attachment B, of policy 7.1-16, "Youth Grievance Procedure" outlining the OCJB grievance process.
 - ii. Each youth and his/her parent/legal guardian/custodian shall sign and date the "Acknowledgement of Receipt of Notice of Grievance Procedure and Grievance Form,"

- Attachment C, and a copy shall be placed in the youth's field file.
- iii. Copies of the "Notice of Grievance Procedure," Attachment A, and the "Grievance Form," Attachment B, shall also be made available in the OCJB Court Services Lobby (Room 202) for any youth and his/her parent/legal guardian/custodian.
2. Advise the youth and parent/legal guardian/custodian of the procedure for the expungement of juvenile records, as authorized by 10A O.S. 2-6-109, and policy 7.1-6, "Juvenile Records, Confidentiality, and Health Insurance Portability and Accountability Act (HIPAA), III. I. 3. and obtain acknowledgement of receipt of information by completing "Acknowledgement of Receipt of Procedures for Expungement of Juvenile Records at the age of twenty-one (21)", Attachment J (2-7070) (2-7071).
 3. Obtain a signed "Acknowledgement of Receipt of Rights", Attachment K by advising the youth and parent/legal guardian/custodian of their rights to:
 - a. A formal hearing either by a judge or jury;
 - b. The right to obtain counsel;
 - c. The right to terminate the Preliminary Inquiry conference at any time; and
 - d. The right to confer privately prior to proceeding with the Preliminary Inquiry conference.
 4. Provide the youth and the parent/legal guardian/custodian "Notice of and Acknowledgement of Constitutional and Legal Rights", Attachment L, which is read as follows:
 - a. "You have the right to remain silent;
 - b. Anything you say can and will be used against you in a court of law, including being used for adult prosecution if you are certified as an adult;
 - c. You have the right to talk to a lawyer and have one present while you are being questioned and to have your parent/legal guardian/custodian present during questioning; as authorized by 10A O.S. § 2-2-301;
 - d. If you cannot afford to hire a lawyer, one will be appointed to represent you;
 - e. If you decide to answer questions, you have the right to stop answering at any time; and
 - f. You have the right to confer in private with your parent/legal guardian/custodian before being questioned."

5. Continue reading, providing the "Waiver of Constitutional and Legal Rights", which is read and explained as follows:
 - a. "I have read and have been advised of my rights (as listed above);
 - b. I fully understand each of these rights;
 - c. I do not want a lawyer at this time;
 - d. I am willing to answer questions and make a statement;
 - e. I fully understand and know what I am doing;
 - f. No promises or threats have been made to me nor has pressure of any kind been used against me;
 - g. I have been given the opportunity to confer in private with my parent/legal guardian/custodian during questioning; as authorized by 10A O.S. § 2-2-301.
 - h. I, as parent/legal guardian/custodian, attorney, adult relative, adult caretaker, understand the consequences of this youth's waiver of these constitutional and legal rights; and
 - i. I, as the parent/legal guardian/custodian, attorney, adult relative, adult caretaker, understand that if I have financial means and do not obtain a lawyer to represent my child, legal counsel may be appointed by the Judge and I may be ordered to pay an attorney's fee."
 - j. If the youth and/or parent/legal guardian/custodian, attorney, adult relative, adult caretaker do not wish to waive rights or make a statement, the IO shall sign the "Waiver of Constitutional and Legal Rights", Attachment L, in Section 3, stating that the parties do not wish to waive rights nor make a statement at this time.
 - k. Continue to obtain social information *only* if the youth and parent/legal guardian/custodian, after being given an opportunity to talk in private, refuse to waive their rights; or
 - i. In the event the youth and parent/legal guardian/custodian agree to waive their rights, the IO shall discuss the referral allegation and obtain information necessary to develop their recommendation to be provided to the DA by utilizing the "Intake Cover Sheet, Attachment D, in policy 7.2-3, "Informal Adjustment Without Petition (IAWP)/Defer Delinquent Adjudication Proceeding (DDAP) Agreements."

6. The information obtained and specified in 1. a.-r. shall be organized and maintained in the social file (SF) according to the "Preliminary Inquiry Checklist", Attachment M.
- F. Responsibilities of the IO to conduct a Preliminary Inquiry upon receipt of an In-Custody Referral
1. The preliminary inquiry is conducted with the youth in the OCJDC and a separate conference to meet with the parent/legal guardian/custodian will be scheduled; or
 - a. When the youth is in the OCJDC and is presently on probation, the IO only needs to complete the Preliminary Inquiry/Offense Questionnaire", Attachment C.; and
 - b. Complete the preliminary inquiry for in-custody referrals shall within five (5) calendar days (excluding weekends and holidays), as specified in III. C. 2; and
 - c. Ensure all required assessments and questionnaires are updated.
 2. The Preliminary Inquiry shall include all requirements of III. E. 1-5 for youth in the OCJDC who do not have an active case or a case that has been closed within the past six (6) months.
 3. The IO is required to attend all detention hearings for their assigned referrals to obtain the court's decision to **(2-7095) (2-7100)**:
 - a. To determine if probable cause exists to detain the youth,
 - b. To set a reasonable bond for release; and to
 - c. Initiate meeting with parent/legal guardian/custodian to begin paperwork for the Preliminary Inquiry.
- G. Responsibilities of the IO to conduct a Preliminary Inquiry upon receipt of an Out-Of-Custody Referral
1. When an out-of-custody referral is received, it is assigned to an IO, within four (4) business days. The IO shall use the "Preliminary Inquiry Checklist", Attachment M, to ensure all requirements are met. Out-of-custody preliminary inquiries shall be completed and submitted to the DA within ten (10) business days of the initial contact with the youth and parent/legal guardian/custodian.
 2. The IO shall attempt to make contact with the youth and parent/legal guardian/custodian by telephone within one (1) business day of referral assignment. If contact is not established, the IO shall **(7131)**:

- a. Make a second attempt to contact by telephone within one (1) business day of the initial contact attempt;
 - b. Mail the "Intake Appointment Letter", sample is shown on Attachment N; located on JOLTS to be printed and mailed the same business day the second failed telephone contact attempt was made;
 - c. Continue with telephone attempts to contact the youth and parent/legal guardian/custodian to confirm the appointment;
 - d. In the event the youth and parent/legal guardian/custodian do not show up for their scheduled appointment, the IO shall notify their supervisor who will make a determination if the DA should be notified and a request for the petition to be filed or another attempt should be made to conduct the preliminary intake;
 - e. If a second appointment is made, confirm the appointment in writing by mailing the "Intake Appointment Letter", sample is shown in Attachment N; however, located on JOLTS to be printed and mailed the same business day the second appointment date is confirmed. The letter shall include the initial scheduled appointment and rescheduled appointment dates. Notification shall be made to the DA of the reason(s) for delay and anticipated completion date; and
 - f. If all attempts to conduct a preliminary inquiry are unsuccessful due to the youth and parent/legal guardian/custodian's failure to respond, the IO follows the steps specified in III. H.
3. The IO has ten (10) calendar days (excluding weekends and holidays) from the date of scheduling this appointment to conduct the preliminary inquiry and submit a recommendation to the DA. Due to the youth and his/her parent/legal guardian/custodian delaying the process by failing to keep the first appointment, the IO shall make every reasonable effort to expedite the completion as soon as it is feasible to do so.
 4. All requirements to be completed during the preliminary inquiry are specified in III. E. 1-5, and on the "Preliminary Inquiry Checklist", Attachment M.
- H. Youth and Parent/Legal Guardian/Custodian Failure to Respond to Attempts to Conduct the Preliminary Inquiry

1. Upon receipt of a referral, the IDSU makes every reasonable effort to contact the youth and his/her parent/legal guardian/custodian to establish an appointment to conduct the Preliminary Inquiry as specified in III. E. 1-5. When those efforts have been exhausted due to the youth and parent/legal guardian/custodian's failure to respond, the IO notifies the DA and recommends that a petition be filed: (1) includes scheduling an arraignment hearing date thirty (30) days from the date of request (2) the DA's office prepares a petition and sends out a notice of hearing for the scheduled arraignment hearing (3) if the youth fails to appear for his/her arraignment hearing that was previously scheduled by the IO and the Court determines that the youth was not properly served with summons and notice of the hearing, a pick-up order in aid of service is issued by the Court. The IO shall ensure that when the court has applied pick-up order in aid of service for the youth that the status of the warrant is documented the same business day the action occurs by entering into JOLTS screens: Wrk Juv ➤ Case Info ➤ Wrk with Warrants on the Warrants Status the type (PickupAid), judge, designated facility, petition, and start date (Str.Dt.) (4) Receipt of Notification of youth with law enforcement: when an IO is notified that law enforcement has come into contact with the youth with an active pick up order in aid of service, the IO takes the following actions:
 - a. Updates by entering into JOLTS screens: Wrk Juv ➤ Case Info ➤ Wrk with Warrants on the Warrants Status by entering the date under quash date (Quash Dt.) so the youth will not be detained on this warrant again;
 - b. Updates by entering into JOLTS screens: Wrk Juv ➤ Personal Info ➤ Residence & Persons ➤ Lives-With & Residence if a current and valid address and phone number as a result of being detained, has now been obtained for the youth and/or:
 - i. Admits the youth into the OCJDC on the pick-up order in aid of service if the youth is unable or unwilling to provide a valid address and phone number until the information is obtained and a parent/legal guardian/custodian can be contacted to pick up the youth or until the next Court day, where the youth will appear for an arraignment hearing, a pre-trial conference will be scheduled, and the youth will be released to

parents/legal guardian/custodian from the OCJDC; or

- ii. If the youth is able and willing to provide a valid address and phone number or if the information is obtained prior to the next Court day and the youth is released from the OCJDC, the IO schedules an arraignment date as specified in III. H. 1. above by contacting the Court Clerk's office and requesting an arraignment date be scheduled approximately three (3) weeks from the date of request to include a notice of hearing be issued to the youth for the newly scheduled arraignment hearing.
 - c. Updates within two (2) business days the following JOLTS screens:
 - i. Wrk Juv ➔ Case Info ➔ Case Notes ➔ Work with Notes ➔ Add Note showing that residency information was updated and an arraignment hearing was scheduled.
 - ii. Wrk Juv ➔ Hearings ➔ Add JOLTS Hearing showing scheduled arraignment hearing.
- I. IO Recommendation to the DA **(2-7092)**
- 1. The IO may recommend conditional or unconditional release based on the following information **(2-7097) (2-7098)**:
 - a. The seriousness of the alleged offense as determined by the nature and extent of harm to the victim or the degree of dangerousness or threat imposed;
 - b. The nature and number of the youth's prior contacts with the court and the results of those contacts;
 - c. The results of all assessment tools;
 - d. Whether the youth admits guilt and/or involvement in the offense and demonstrates a willingness to accept responsibility;
 - e. The youth and his/her parent/guardian/custodian's perceptions of the youth's peer associations and his/her compliance with home rules;
 - f. The youth's past and current situation with school attendance, rules and grades;
 - g. The youth's age and any other information the youth and/or parent/legal guardian/custodian deem relevant;

- h. Whether or not services outside the youth's own family/support system are required to protect the community or correct the youth;
 - i. The degree to which the youth and his/her parent/legal guardian/custodian are willing to accept and participate in these services; and
 - j. Whether or not the youth is a threat to the community
- J. **Recommending Unconditional Release/Decline to File (2-7097):**
- 1. The IO may recommend the referral be declined when:
 - a. Apprehension has served as a deterrent; or
 - b. Court action is deemed inappropriate or ineffective to the youth's age.
 - c. Recommendations shall be submitted by utilizing the "Intake Cover Sheet, Attachment D, in policy 7.2-3, "Informal Adjustment Without Petition (IAWP)/Defer Delinquent Adjudication Proceeding (DDAP) Agreements" and delivered to the DA's office.
- K. **Recommendation to File a Petition:**
- 1. The IO shall normally recommend filing a petition when it appears that jurisdictional standards have been met, there appears to be prosecutive merit, and:
 - a. The major facts of the case are in dispute;
 - b. The youth, parent/legal guardian/custodian and/or attorney desire a hearing before the court;
 - c. The youth refuses to wave his/her right and does not make a statement;
 - d. Services or corrective measures appear necessary to protect the community and the youth, and the parent/legal guardian/custodian are not willing to accept or participate in such services voluntarily;
 - e. There is a dispute over the major facts of a case alleging behavior that would constitute a third misdemeanor, a second felony act, or a first felony seriously assaultive act;
 - f. The alleged behavior would constitute a felony and the youth was, at the time of occurrence, under an Informal Adjustment Without Petition (IAWP) with the DA's consent or under the jurisdiction of the court as a delinquent;
 - g. The DA determines the legal sufficiency of the case; or **(2-7094) (2-7096)**

- h. The youth and parent/legal guardian/custodian failed to cooperate or keep appointments to enable the IO to conduct a Preliminary Inquiry.
 - i. Recommendations shall be submitted by utilizing the "Intake Cover Sheet, Attachment D, in policy 7.2-3, "Informal Adjustment Without Petition (IAWP) and Defer Delinquent Adjudication Proceeding (DDAP) Agreements" and delivered to the DA's office.
- L. Recommendation for an Informal Adjustment Without Petition (IAWP) and Conditional Release **(2-7093) (2-7098)**
 - 1. The IO may normally recommend an Informal Adjustment Without Petition (IAWP), as prescribed in 10A O.S. § 2-2-104 (b) n 1-6, which is a formal agreement between the youth and the DA not to exceed six (6) months to defer the filing of a petition pending receipt of services and compliances with the conditions of the agreement, as follows:
 - a. The facts reasonably appear to establish prima facie jurisdiction and are admitted in the form of a written culpability statement; and
 - b. Consent is obtained from the DA, the parent/legal guardian/custodian of the youth, the youth's legal counsel if any; and is
 - c. Voluntarily entered into by all parties.
 - 2. Recommendations to the DA for an IAWP shall follow the format specified in policy 7.2-3, "Informal Adjustment Without Petition (IAWP) and Defer Delinquent Adjudication Proceeding (DDAP) Agreements."
- M. Recommendation for a Defer Delinquent Adjudication Proceeding (DDAP) and Conditional Release **(2-7098)**
 - 1. The IO may normally recommend a Defer Delinquent Adjudication Proceeding (DDAP) as authorized by 10A O.S. § 2-2-404, which defers proceeding for the youth for a period of up to one hundred and eighty (180) days if:
 - a. The youth is alleged to have committed, or attempted to commit a delinquent offense that, if committed by an adult, would be a misdemeanor or a felony;
 - b. The youth enters into a stipulation that the allegations are true or that sufficient evidence exists to meet the burden of proof required for the court to sustain the allegations of the petition; and/or
 - c. The youth has not been previously adjudicated a delinquent.
 - 2. Recommendations to the DA for a DDAP shall follow the format specified in policy 7.2-3, "Informal Adjustment

Without Petition (IAWP) and Defer Delinquent Adjudication Proceeding (DDAP) Agreements.”

N. Maintaining Juvenile On-Line Tracking System (JOLTS) Updates

1. After obtaining all information gathered during the Preliminary Inquiry process and in accordance with “Preliminary Inquiry Checklist”, Attachment M, the IO shall update and maintain business days the following JOLTS screens:
 - a. Wrk Juv ➔ Personal Info ➔ Demographics
 - b. Wrk Juv ➔ Personal Info ➔ Residence & Persons
 - c. Wrk Juv ➔ Case Info ➔ Wrk with Referrals ➔ Referral Intake Risk Assessment Scores
 - d. Wrk Juv ➔ Case Info ➔ Case Notes ➔ Work with Notes
 - e. Wrk Juv ➔ Hearings ➔ Add JOLTS Hearings.

Approved:


J'me Overstreet, Chief of Court Services

12/17/15
Date

Attachments:

- Attachment A, “Informal Adjustment Without Petition (IAWP)/Defer Delinquency Adjudication Proceeding (DDAP) Process” Flow Chart
- Attachment B, “Order of Release”
- Attachment C, “Preliminary Inquiry/Alleged Offense(s) Questionnaire”
- Attachment D, “Social Information”
- Attachment E, “Parent/Legal Guardian/Custodian Questionnaire”
- Attachment F, “Youth Questionnaire”
- Attachment G, “Intake Risk Assessment”
- Attachment H, “Acknowledgement of Receipt of Steps of Intake Process”
- Attachment I, “Title IV-E Intake Screening Sheet”

Attachment J, "Acknowledgement of Receipt of Procedures
for Expungement of Juvenile Records at the
Age of Twenty-One (21)"

Attachment K, "Acknowledgement of Receipt of Rights"

Attachment L, "Notice of and Acknowledgement of
Constitutional and Legal Rights"

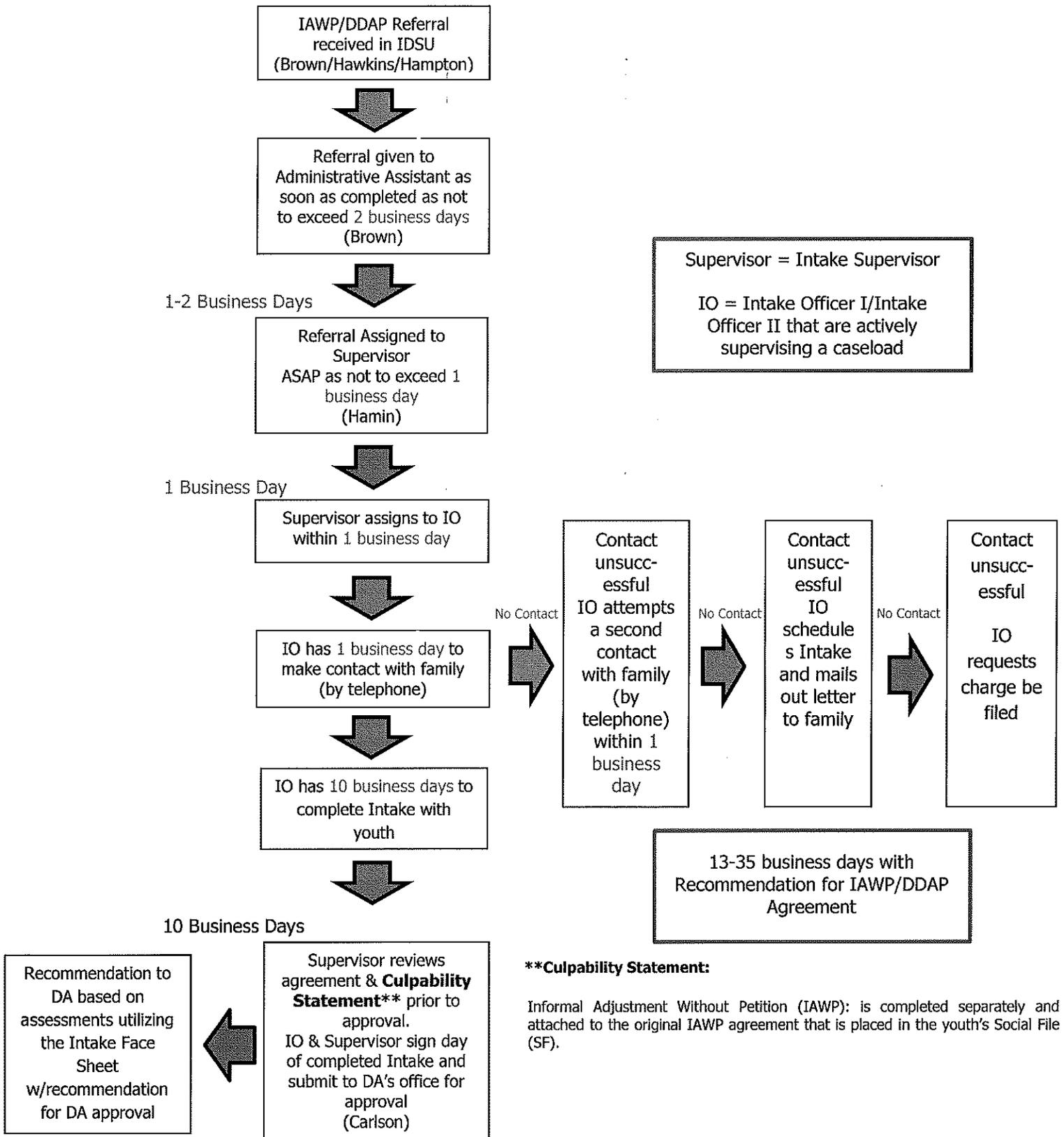
Attachment M, "Preliminary Inquiry Checklist"

Attachment N, "Intake Appointment Letter"



OKLAHOMA COUNTY JUVENILE BUREAU
Intake & Diversion Services Unit
5905 Classen Court Oklahoma City, Oklahoma 73118
(405) 713-6400 Fax (405) 713-6915

IAWP/DDAP FLOW CHART





OKLAHOMA COUNTY JUVENILE BUREAU
Intake & Diversion Services Unit
5905 Classen Court Oklahoma City, Oklahoma 73118
(405) 713-6400 Fax (405) 713-6915

ORDER OF RELEASE

In the Matter of: _____

Date of Birth (D.O.B.): _____

Social File (SF)#: _____

Reason for Release Request: _____

DETENTION USE ONLY

TO: THE OKLAHOMA COUNTY JUVENILE DETENTION CENTER

WHEREAS: _____

is in your custody by reason of: _____

IT IS THEREFORE ORDERED that said youth, if in your custody for no other cause, upon receipt of this order, be released to the custody of a parent/legal guardian/custodian and/or responsible adult as soon as possible.

Date: _____

JUDGE OF THE DISTRICT COURT



**OKLAHOMA COUNTY JUVENILE BUREAU
Intake & Diversion Services Unit**

5905 Classen Court Oklahoma City, Oklahoma 73118
(405) 713-6400 Fax (405) 713-6915

PRELIMINARY INQUIRY/ALLEGED OFFENSE(S) QUESTIONNAIRE

Youth's Full Name: _____ Social File (SF) #: _____

Current Referral: _____

Referral Source: _____

Date/Time of Alleged Offense(s): _____

Location of Alleged Offense(s): _____

Affidavit of Probable Cause/Police Report Attached: Yes No

Youth's Comments: _____

Signature: _____

Parent/Legal Guardian/Custodian's Comments: _____

Signature: _____

1. With whom did youth get in trouble:

- No One
 Sibling(s)
 Relative
 Friend/Co-Joint(s) - Name(s): _____

2. Whose idea was it:

- Self
 Friend/Co-Joint(s) – Name(s): _____
 Parent/legal guardian/custodian
 Victim
 Other: _____

3. Does the youth still see friend/co-joint(s)? Yes No N/A

If yes, With Permission Without Permission

4. What was the situation when the alleged offense(s) occurred:

- Parent/legal guardian/custodian(s) away from home
 Visiting a friend/relative
 Youth was angry and/or distressed
 Youth was under the influence of a substance and/or alcohol
 Other: _____

5. What were the youth's intentions:

- To make money
 To get even and/or for revenge
 Obtain property
 Bored and/or having fun
 Denies intent
 Other: _____

6. Where did the offense occur:

- Neighborhood
 At or near a school
 At home
 At or near a relative's/friend's home
 Business
 Traffic
 Other: _____

7. Has the behavior/alleged offense(s) occurred before: Yes No

If yes, how often: _____

8. Were there consequences in response to this referral/alleged offense(s)? Yes No

If yes, what kind (check one of the following)

- Parental Discipline
- Admitted into the Community Intervention Center (CIC)
- Detained in the Oklahoma County Juvenile Detention Center (OCJDC)
- Detained in the Oklahoma County Jail
- Other: _____

9. What was the youth's response(s) to the consequences:

- Compliance
- Partial-Compliance
- Non-Compliance

10. How was the family affected:

- Anger
- Approval
- Denial
- Embarrassment
- Indifferent
- Not Affected
- Rejection
- Sorrow
- Other: _____

11. How was the victim selected:

- Randomly
- On Impulse
- Revenge
- Planned
- Accidental
- Consensual
- No Victim
- Other: _____

12. Has anything been done to rectify the situation with the victim: Yes No N/A

If yes, explain (be specific): _____

13. Additional Information (Re: General Attitude, School, Behavioral Problems, Other):

INTAKE DISPOSITION:

- District Attorney Declined
- File
- Fine
- Informal Adjustment Without Petition (IAWP) Agreement
- Information Only
- Release Pending

DEFER DELINQUENCY ADJUSTICATION PROCEEDING (DDAP) AGREEMENT:

- Youth admits to the allegations and agrees to the terms of a Defer Delinquency Adjudication Proceeding (DDAP) Agreement

PETITION FILED DUE TO THE FOLLOWING:

- Currently in the Office of Juvenile Affairs (OJA) Custody
- Currently not enrolled/attending an educational program
- Currently on Probation
- Denies Allegations
- District Attorney's Request
- Failure to Appear (FTA)/No Show
- Letter Returned/Unable to Contact
- Other Matters Pending
- Outstanding Bench Warrant (BW)/Pick-Up Order (PUO)
- Previous History
- Previous Probation/Office of Juvenile Affairs (OJA) Custody
- Previously Diverted
- Serious Behavioral Problems
- Seriousness of alleged offense(s)
- Other: _____

INTAKE OFFICER

DATE SUBMITTED

INTAKE SUPERVISOR

DATE APPROVED



OKLAHOMA COUNTY JUVENILE BUREAU
Intake & Diversion Services Unit
5905 Classen Court Oklahoma City, Oklahoma 73118
(405) 713-6400 Fax (405) 713-6915

SOCIAL INFORMATION

Date: _____

In the Matter of: _____

Juvenile On-Line Tracking System (JOLTS) #: _____

Social File (SF) #: _____

Juvenile Delinquent Legal (JDL): _____

YOUTH

Last Name: _____ First Name: _____ Middle Name: _____

Also Known As (AKA): _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Phone: Home#: _____ Cell#: _____ Email: _____

Date of Birth: _____ Social Security#: _____ Place of Birth: _____

Race: _____ Gender: Male Female Age: _____ Language/Dialect: _____

Physical Description: Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

Identifying Marks: _____

Driver's License #: _____ State Issued: _____

Gang Affiliation: Yes No If yes, name of gang: _____ Length of time in gang: _____

Attending School: Yes No If not in school, Why not: _____

If yes, what school: _____ Grade: _____

IEP/What Subject(s): _____

Employed: Yes No Place of Employment: _____ Occupation: _____

Monthly Income: \$ _____ Amount of Other Income(s): \$ _____/Month

Additional Defendants: Yes No Total Number of Defendants: _____ Date: _____

Additional Defendants: Yes No Total Number of Defendants: _____ Date: _____

Additional Defendants: Yes No Total Number of Defendants: _____ Date: _____

Additional Defendants: Yes No Total Number of Defendants: _____ Date: _____

PARENT/LEGAL GUARDIAN/CUSTODIAN INFORMATION**MOTHER**

Last Name: _____ First Name: _____ Middle Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Address Type: Home Work Other
 Phone: Home#: _____ Cell#: _____ Email: _____
 Date of Birth: _____ Social Security#: _____
 Race: _____ Gender: Male Female Age: _____ Language/Dialect: _____
 Driver's License #: _____ State Issued: _____
 Employed: Yes No Place of Employment: _____ Occupation: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Work Phone: _____
 Monthly Income: \$ _____ Amount of Other Income(s): \$ _____/Month

FATHER

Last Name: _____ First Name: _____ Middle Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Address Type: Home Work Other
 Phone: Home#: _____ Cell#: _____ Email: _____
 Date of Birth: _____ Social Security#/EIN#: _____
 Race: _____ Gender: Male Female Age: _____ Language/Dialect: _____
 Driver's License #: _____ State Issued: _____
 Employed: Yes No Place of Employment: _____ Occupation: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Work Phone: _____
 Monthly Income: \$ _____ Amount of Other Income(s): \$ _____/Month

STEP-MOTHER

Last Name: _____ First Name: _____ Middle Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Address Type: Home Work Other
 Phone: Home#: _____ Cell#: _____ Email: _____
 Date of Birth: _____ Social Security#: _____
 Race: _____ Gender: Male Female Age: _____ Language/Dialect: _____
 Driver's License #: _____ State Issued: _____
 Employed: Yes No Place of Employment: _____ Occupation: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Work Phone: _____
 Monthly Income: \$ _____ Amount of Other Income(s): \$ _____/Month

STEP-FATHER

Last Name: _____ First Name: _____ Middle Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Address Type: Home Work Other
 Phone: Home#: _____ Cell#: _____ Email: _____
 Date of Birth: _____ Social Security#: _____
 Race: _____ Gender: Male Female Age: _____ Language/Dialect: _____
 Driver's License #: _____ State Issued: _____
 Employed: Yes No Place of Employment: _____ Occupation: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Work Phone: _____
 Monthly Income: \$ _____ Amount of Other Income(s): \$ _____/Month

LEGAL GUARDIAN/CUSTODIAN

If youth does not live with biological parent(s) whom does youth live with? _____
 Relationship to Youth: _____ How long has youth resided with you? _____

Last Name: _____ First Name: _____ Middle Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Address Type: Home Work Other
 Phone: Home#: _____ Cell#: _____ Email: _____
 Date of Birth: _____ Social Security#: _____
 Race: _____ Gender: Male Female Age: _____ Language/Dialect: _____
 Driver's License #: _____ State Issued: _____
 Employed: Yes No Place of Employment: _____ Occupation: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Work Phone: _____
 Monthly Income: \$ _____ Amount of Other Income(s): \$ _____/Month

LIST ALL SIBLINGS (BOTH IN & OUT OF THE HOME) & ALL OTHER PERSONS LIVING IN THE HOME:

FULL NAME	RELATIONSHIP	DOB	RACE	SSN#	LIVING		MONTHLY INCOME
					IN HOME/EMPLOYED	YES/NO	
_____	_____	_____	_____	_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
_____	_____	_____	_____	_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
_____	_____	_____	_____	_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
_____	_____	_____	_____	_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
_____	_____	_____	_____	_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____

ATTORNEY INFORMATION

(Attach additional sheets for additional attorneys.)

Last Name: _____ First Name: _____ Middle Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: Work#: _____ Cell#: _____ Email: _____
 Bar Number (Required): _____



OKLAHOMA COUNTY JUVENILE BUREAU
Intake & Diversion Services Unit
5905 Classen Court Oklahoma City, Oklahoma 73118
(405) 713-6400 Fax (405) 713-6915

PARENT/LEGAL GUARDIAN/CUSTODIAN QUESTIONNAIRE

THE FOLLOWING QUESTIONS ARE BEING ASKED IN ORDER TO HELP THE INTAKE OFFICER DETERMINE WHAT TYPES OF PROBLEMS YOUR CHILD MAY BE EXPERIENCING AND HOW TO HELP (IF NEEDED). THE INTAKE & DIVERSION SERVICES UNIT (IDSU) BELIEVES THAT YOUR COOPERATION WILL BE OF BENEFIT TO YOUR CHILD.

Youth's Full Name: _____ Social File (SF)#: _____
Person Completing Form: _____ Relationship: _____
Date: _____

1. What clubs, groups, and organizations does your child belong to? _____

2. Who provides transportation for the child? _____

3. Who makes and enforces the rules in your family? _____

4. How well does your child follow the rules at home? _____

5. What types of consequences do you use? _____

6. Are these consequences effective in changing the child's behavior? Yes No
7. Is your choice of marital partners or companions a source of conflict between you and your child? Yes No If yes, please explain: _____

8. Does your child talk openly and honestly with you about his/her problems? Yes No

9. Have any of your family members or friends ever been to prison? Yes No
If yes, please explain: _____

10. Are there any family friends that have any positive or negative influence on your child? Yes No
If so, Who? _____

11. What is your opinion of your child's friends? _____

12. Is there any other information about your child's home and/or family that the Officer should know? Yes No

13. Does your child have any of the following problems in school?
 Poor Attendance Due To Illness Poor Attendance Due To Being Truant (Skipping)
 Poor Grades Fighting/Bullying
 Illegal Activities Cannot Get Along With Principals/Teachers
 Other problems: _____

14. Has your child been suspended and/or expelled in the past twelve (12) months? Yes No
If yes, what was he/she been suspended and/or expelled for? _____

15. How many of the following grades did your child receive on his/her last report card?
 A B C D F Incomplete

16. Does your child have trouble reading? Yes No
If yes, since what grade? _____

17. Does your child have trouble understanding what they read? Yes No
If yes, since what grade? _____

18. Does your child have problems understanding math? Yes No
If yes, since what grade? _____

19. Has your child ever been held back a grade or failed to pass to the next grade? Yes No
If yes, why did they fail? _____

20. Have you attended a school conference in the past twelve (12) months? Yes No
If yes, for what reason? _____

21. Has your child ever been:

- In a lab class for Learning Disabilities (Individual Education Plan has been completed)
- In a lab class for Mentally Handicapped
- In a lab class for Emotionally Disturbed
- Recommended to be in any of these above listed lab classes, but you refused

22. Is your child currently in Special Education Classes? Yes No

If yes, what school? _____

23. Has your child ever been in Advanced Classes? Yes No

If yes, what school? _____

24. Is there any other information about your child's school performance that the Officer should know? _____

25. If your child has school problems, do you consider them to be:

- Severe Moderate Average

Please explain: _____

26. Has your child experienced any of the following (check all that apply):

- Abused Insects and/or Animals Set Fires
- Physically Abused a Family Member(s) Wet the Bed
- Struck an Authority Figure Stolen From Others
- Seriously Hurt Anyone Stolen from a Family Member(s)
- Had Problems with Neighbors Emotional Problems
- Been in a Gang or Wanted to be in a Gang Sneaking Out after Bedtime
- Shown an Interest in Satan and/or the Occult

Comments: _____

27. Has your child ever been:

- Physically Abused Sexually Abused/Molested Neglected

If yes, please explain: _____

28. Has your child been seriously ill or injured? Yes No

If yes, please explain: _____

29. Has your child or family been in counseling? Yes No
If yes, for what reason? _____

30. Has your child ever had a psychological evaluation? Yes No

31. May we have a copy of this evaluation if one was conducted? Yes No
If one was conducted, when/where and for what reason(s)? _____

32. Has your child ever talked about, threatened, or attempted suicide? Yes No
If yes, please explain: _____

33. Does your child lie to you and/or others? Yes No

34. Does your child run away from home overnight? Yes No
If yes, how many times has this occurred? _____

35. During early childhood did your child have problems developing loving relationships? Yes No

36. What worries you most about your child? _____

37. What are your child's strengths? _____

38. What are your child's weaknesses? _____

39. Do you suspect your child of using drugs and/or alcohol? Yes No

40. What types of drugs and/or alcohol do you suspect your child of using (check all that apply)?
 Alcohol, Liquor, and/or Beer Marijuana/THC (weed, pot, grass) Cocaine
 Amphetamine/Methamphetamine (ice, crank, crystal, speed) K2 (spice)
 Prescription Drugs Inhalants (aerosol) PCP
 Ecstasy (X) Opiates (pain medication, codeine, heroin)
 Other Drugs: _____

41. How long have you suspected that your child has been using drugs and/or alcohol?

Under 30 Days

1-2 months

3-6 months

6-9 months

9-12 months

over 1 year

42. Has your child ever been to drug & alcohol treatment and/or counseling? Yes No

If yes, when and what facility/agency? _____

43. Is there history of drug & alcohol abuse in your family? Yes No

If yes, when and what drugs? _____

44. What type of medical insurance does your child have?

No Medical Insurance/Benefits

Oklahoma Health Care Authority (SoonerCare-Oklahoma Medicaid)

Member ID: _____

Personal Insurance

Name of Insurance Company: _____

Policy Number: _____

45. Does your child have equity and/or property in excess of \$1,000.00? Yes No

46. Is your child employed? Yes No

If yes, what is the name of the place of employment: _____

Approximate Monthly Salary: \$ _____

47. Would you like to speak with the Officer alone? Yes No

48. Any additional areas of concern/comments: Yes No

If yes, please explain: _____



**OKLAHOMA COUNTY JUVENILE BUREAU
Intake & Diversion Services Unit**

5905 Classen Court Oklahoma City, Oklahoma 73118
(405) 713-6400 Fax (405) 713-6915

YOUTH QUESTIONNAIRE

THE FOLLOWING QUESTIONS ARE BEING ASKED IN ORDER TO HELP THE INTAKE OFFICER DETERMINE WHAT TYPES OF PROBLEMS YOU AND YOUR FAMILY MAY BE EXPERIENCING AND HOW TO HELP (IF NEEDED). THE INTAKE & DIVERSION SERVICES UNIT (IDSU) BELIEVES THAT YOUR COOPERATION WILL BE OF BENEFIT TO YOU.

Youth's Full Name: _____ Social File (SF) #: _____

Date: _____

1. How many close friends do you have? _____

2. What does your parent/legal guardian/custodian think of your friends? _____

3. What activities do you enjoy? _____

4. What do you like most about your parent/legal guardian/custodian? _____

5. Have you ever been employed? Yes No
If yes, what is the name of the company? _____

6. Has anyone in your family ever been the victim(s) of a crime? Yes No
If yes, explain: _____

7. Is there a lot of arguing and/or fighting in your home? Yes No
If yes, who is involved: _____

8. Have your parent/legal guardian/custodian ever had a serious illness or injury: Yes No
If yes, explain: _____

9. Do you have any problems with the following:

- Your parent/legal guardian/custodian's social life? Yes No
- Your parent/legal guardian/custodian's choice of friends? Yes No
- Your parent/legal guardian/custodian's choice of partner? Yes No
- Your parent/legal guardian/custodian's employment (job)? Yes No

If any of the above are answered yes, explain: _____

10. Have your parent/legal guardian/custodian ever had a problem with any of the following:

- Using drugs Yes No
- Using alcohol/liquor/beer Yes No
- Gambling Yes No
- Violent Temper Yes No
- Illegal Activity Yes No

If any of the above are answered yes, explain: _____

11. Have your parent/legal guardian/custodian ever received treatment for any of the problems listed in question number 10: Yes No

If yes, explain: _____

12. Is there anything about your parent/legal guardian/custodian that concerns you that you could not talk about in front of them: Yes No

If yes, explain: _____

13. Have you been in trouble with law enforcement before this incident: Yes No

If yes, explain: _____

14. Have you been in trouble with law enforcement since this incident: Yes No

If yes, explain: _____

15. Have you experimented/tried any alcohol and/or drugs: Yes No

If yes, what types of drugs and/or alcohol (check all that apply)?

- Alcohol, Liquor, and/or Beer Marijuana/THC (weed, pot, grass) Cocaine
- Amphetamine/Methamphetamine (ice, crank, crystal, speed) K2 (spice)
- Prescription Drugs Inhalants (aerosol) PCP
- Ecstasy (X) Opiates (pain medication, codeine, heroin)

Other Drugs: _____

16. Are you currently using alcohol and/or drugs: Yes No

If yes, explain what alcohol/drugs and how often: _____

17. Are you gang affiliated: Yes No

If yes, name of gang: _____ Length of time in gang: _____

18. Have you ever been physically abused: Yes No

If yes, explain: _____

19. Have you ever been sexually abused/molested: Yes No

If yes, explain: _____

20. Do you like attending school? Yes No

If yes, explain why: _____

21. Would you like to speak with the Officer alone: Yes No

22. Any additional areas of concern/comments: Yes No

If yes, please explain: _____



OKLAHOMA COUNTY JUVENILE BUREAU

Intake and Diversion Services Unit

5905 Classen Court Oklahoma City, Oklahoma 73118

(405) 713-6400 Fax (405) 713-6915

INTAKE RISK ASSESSMENT

Intake Officer: _____ Date: _____
Youth's Full Name: _____ JOLTS #: _____

Select the most appropriate scoring measure from Column B and enter score in Column C.

A. FACTOR	B. SCORING MEASURES	C.
Prior History	0 - Zero or no prior referral - No petitions 2 - Two or more prior referrals, Defer Delinquency Adjudication Proceeding (DDAP), prior petition (dismissed or deferred) 5 - One prior adjudication 7 - Two or more prior adjudications	
Current Offense	0 - Minor misdemeanor 1 - Property misdemeanor/Drug misdemeanor 2 - Assaultive misdemeanor 3 - Property felony/Drug felony 5 - Assaultive felony	
Out-of-Home Placement, including Detention/Shelter	0 - None 2 - One 4 - Two or more	
Age (at time of 1st referral)	0 - 16 years old or older 1 - 13 years old to 15 years old 2 - 12 years old or younger	
Substance Abuse	0 - No known use, occasional use-no interference with functioning 2 - Occasional or excessive use-no immediate threat to health or safety 5 - Use interferes with daily functioning and/or contribute to criminal behavior and/or drug sales	
Parental Control/Influence	0 - Generally Effective 2 - Inconsistent and too often ineffective 4 - Little or no control-contributes to violational behavior, abuse, or neglect of minor	
School Discipline/Employment Problems	0 - Attending school, training and/or working (full-time or acceptable) 1 - School attendance with minor behavior problems 3 - Often truant, numerous suspensions, or illegal behavior in academic or work setting 4 - Not attending school or training - not working	
Runaway Behavior	0 - None 1 - One prior runaway from home 4 - Two or more prior runaways from home or an AWOL from placement	
Negative Peer Influence	0 - None 2 - Some negative peer acquaintances 3 - Significant negative/delinquent influences 5 - Active gang membership	
Attitude and Behavior	0 - Remorseful, concerned about past and current offenses 2 - Little remorse, inflated self image 5 - Aggressive callous, antisocial/pro-criminal attitudes	
	TOTAL SCORE	

Initial Assessment of Risk (using the total score above, circle appropriate risk level):

Low Risk (0-7) Medium Risk (8-16) High Risk (17+)

INTAKE OFFICER

DATE



OKLAHOMA COUNTY JUVENILE BUREAU
Intake & Diversion Services Unit
 5905 Classen Court Oklahoma City, Oklahoma 73118
 (405) 713-6400 Fax (405) 713-6915

ACKNOWLEDGEMENT OF RECEIPT OF STEPS OF THE INTAKE PROCESS

A. Preliminary Inquiry/Offense Questionnaire (or "Intake")

A mandatory, pre-adjudicatory interview of a youth and, if available, his/her parent/legal guardian/custodian, that is performed by an intake officer to determine whether non-adjudicatory alternatives are appropriate or if the filing of a delinquency petition is necessary, as authorized by 10A O.S. § 2-2-104 (2-7092). Preliminary inquiry is also referred to as "intake."

B. Assessments/Screenings

A comprehensive needs assessment of each youth is completed that consists of discussing the offense(s), gathering information regarding school, friends, behaviors, and parent/legal guardian/custodian. The Intake & Diversion Services Unit completes the following assessments:

- **Intake Risk Assessment**
An assessment tool that is designed to identify immediate need by evaluating a youth's prior history, current offense, out of home placement including detention/shelter, age at the time of first referral, substance abuse, parental control/influence, school discipline/employment problems, runaway behavior, negative peer influences, and attitude and behavior.
- **Global Appraisal of Individual Need-Short Screener (GAIN-SS)**
A screening instrument used to quickly and accurately identify youth who have one or more behavioral health disorders (including internalizing or externalizing psychiatric disorders, substance use disorders, and crime/violence problems) and would benefit from further assessment or referral for these issues. The GAIN-SS can also assess periodic behavioral health changes over time. This screening instrument can be administered in approximately 15 minutes.
- **Massachusetts Youth Screening Instrument-2 (MAYSI-2)**
An assessment tool that is designed to identify if a youth is experiencing any difficulties that require an immediate referral for mental health services.
- **SLOSSON Oral Reading Test (SORT)**
A literacy skills assessment tool. As authorized by 10A O.S. § 2-7-501 E. 1., a literacy assessment such as the Slosson Oral Reading Test must be conducted at least once every six (6) months.

C. Contact with Intake Officer

The youth and his/her parent/legal guardian/custodian are responsible for contacting the Intake & Diversion Services Unit (IDSU) as directed.

D. Informal Adjustment Without Petition (IAWP) Agreement

As authorized by 10A O.S. § 2-2-104 B., an agreement whereby the youth agrees to fulfil certain condition in exchange for not having a delinquency petition filed against him/her. The IAWP must be voluntarily entered into by all parties, may only be provided where the facts reasonably appear to establish prima facie jurisdiction and are admitted, and must be completed within six (6) months. Although the IAWP becomes a part of the youth’s legal record, it may not be used as evidence against the youth at any adjudication hearing. The IAWP represents a non-judicial voluntary probation supervised by the Intake and Diversion Services Unit (2-7093).

E. Defer Delinquency Adjudication Proceeding (DDAP) Agreement (also referred to as “alternative diversion program”)

A program for youth who have been identified as having committed acts that are not serious enough to warrant adjudication through the court process, but that do indicate a need for intervention to prevent further development of delinquency. To be eligible for DDAP, the youth must not have any prior adjudications and must enter into a stipulation of delinquency petition stating that the allegations made in the delinquency petition are true, as authorized by 10A § 2-2-404 A. The DDAP is also referred to as “alternative diversion program.”

F. Consequences for Failure to Comply that include:

1. Detainment in the Oklahoma County Juvenile Detention Center (OCJDC)
2. Referral to a non-Court agency; and
3. Petition being filed

I acknowledge that I have been advised of the Steps of the Intake Process and was able to receive explanation and clarification for any concerns or questions that I had.

YOUTH

DATE

PARENT/LEGAL GUARDIAN/CUSTODIAN

DATE

PARENT/LEGAL GUARDIAN/CUSTODIAN

DATE

INTAKE OFFICER

DATE

TITLE IV-E INTAKE SCREENING SHEET

DEPT. NAME: _____		DATE OF PROBATION INTAKE: _____	JOLTS#:
CHILD'S NAME: _____		SOCIAL SECURITY NO: _____	
ADDRESS: _____		DATE OF BIRTH: _____	
SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female		CITY & STATE OF BIRTH: _____	
ETHNIC BACKGROUND: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other		NATIVE OR NATURALIZED US CITIZEN: <input type="checkbox"/> Y <input type="checkbox"/> N If a permanent resident, attach copy of INS Form I-551 (greencard)	
MOTHER'S NAME: _____		FATHER'S NAME: _____	
ADDRESS: _____		ADDRESS: _____	
Was biological/legal mother living in home at time of probation intake? <input type="checkbox"/> Y <input type="checkbox"/> N Is mother disabled? <input type="checkbox"/> Y <input type="checkbox"/> N		Was biological/legal father living in home at time of probation intake? <input type="checkbox"/> Y <input type="checkbox"/> N Is father disabled? <input type="checkbox"/> Y <input type="checkbox"/> N	

Was the child in the home of a parent or specified relative at probation intake? Y N
If living with a specified relative, give name and relationship: _____

Is specified relative the *legal* guardian? Y N

RESOURCES:

Does the family and child have equity in property and/or resources (*i.e., savings*) in excess of \$10,000? Y N
Does child have income? Y N

If Yes, source (*i.e., RSDI, Job*) of income: _____ Amount of income: \$ _____

List below biological/legal parent(s), stepparent and half/full siblings under 18 in home at time of intake:

NAME	AGE	RELATIONSHIP TO CHILD	INCOME SOURCE	MONTHLY GROSS INCOME	COMMENT(S) <i>If Social Security specify if SSDI, RSDI or SSI</i>

This child appears to meet AFDC Eligibility criteria Y N

What source(s) were used to gather this information: _____

Signature: _____ Date: _____
Title: _____

Absent preventive, pre-placement services, is the plan for the child removal from the home to foster care? Y N

Signature: _____ Date: _____
Title: _____



OKLAHOMA COUNTY JUVENILE BUREAU
Intake & Diversion Services Unit
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**ACKNOWLEDGEMENT OF RECEIPT OF PROCEDURES FOR EXPUNGEMENT OF
JUVENILE RECORDS AT THE AGE OF TWENTY-ONE (21)**

- A. A person who is the subject of a juvenile court record, that is not confidential as provided by law, may petition the district court in which the juvenile court record is located for an order to expunge all or any part of the record pertaining to the person, except basic identification information; provided:
1. The person has attained twenty-one (21) years of age or older;
 2. The person has not been arrested for any adult criminal offense and no charge, indictment, or information has been filed or is pending against the person at the time of the petition for expungement;
 3. The person has not been subject to any deferred prosecution or deferred sentence, and has not been convicted of any criminal offense; and
 4. All court cost, restitution, and other court-ordered requirements have been completed for all juvenile proceedings.
- B. Upon filing a petition for expungement of a juvenile court record, the court shall set a date for a hearing and provide a thirty (30) day notice of the hearing to the district attorney, the Office of Juvenile Affairs (OJA), the Oklahoma State Bureau of Investigation, and any other person to believe may have relevant information related to the expungement of any record.
- C. Upon finding that the harm to privacy of the person or dangers of unwarranted adverse consequences outweigh the public interest in retaining the records, the court may order the records, or any part except basic identification information, be expunged. The court may also enter an order limiting access to the records to include specifying those agencies to which the court order shall apply.
- D. Upon entry of an order to expunge any juvenile court record, or any part of, the subject official action shall be deemed never to have occurred, and the person in interest all juvenile and criminal justice agencies may properly reply, upon any inquiry, that no such action ever occurred and that no such record exists with respect to the person.
- E. Inspection of the records included in the order may be permitted to the court only upon petition by the person in interest who is the subject of the records, the Attorney General, or by the district attorney and only to those persons for such purposes named in the petition.
- F. Employers, educational institutions, state and local government agencies, officials, and employees shall not, in any application or interview or otherwise, require an applicant to disclose any information contained in any expunged records.
- G. Any record ordered to be expunged shall be sealed and, if not unsealed within ten (10) years of the expungement order, may be obliterated or destroyed at the end of the ten (10) year period.
- H. A person who has attained eighteen (18) years of age or older may petition the district or municipal court in which the juvenile court record is located for an order to expunge all or any part of the record pertaining to matters involving truancy provided that the person has met the criteria set forth in Section A. paragraphs two (2) through four (4).

I acknowledge that I have been advised of the Procedures for Expungement of Juvenile Records at the Age of Twenty-One (21) and was able to receive explanation and clarification for any concerns or questions I had.

YOUTH

DATE

PARENT/LEGAL GUARDIAN/CUSTODIAN

DATE

PARENT/LEGAL GUARDIAN/CUSTODIAN

DATE

INTAKE OFFICER

DATE



OKLAHOMA COUNTY JUVENILE BUREAU
Intake & Diversion Services Unit
5905 Classen Court Oklahoma City, Oklahoma 73118
(405) 713-6400 Fax (405) 713-6915

NOTICE OF AND ACKNOWLEDGEMENT OF RECEIPT OF RIGHTS

A. NOTICE OF RIGHTS:

1. You have the right to a formal hearing either by a judge or jury;
2. You have the right to obtain counsel;
3. You have the right to terminate the Preliminary Inquiry conference at any time; and
4. You have the right to confer privately prior to proceeding with the Preliminary Inquiry conference.

I acknowledge that I was advised of my rights and was able to receive explanation and clarification for any concerns or questions I had.

YOUTH

DATE

PARENT/LEGAL GUARDIAN/CUSTODIAN

DATE

PARENT/LEGAL GUARDIAN/CUSTODIAN

DATE

INTAKE OFFICER

DATE



OKLAHOMA COUNTY JUVENILE BUREAU
Intake & Diversion Services Unit
5905 Classen Court Oklahoma City, Oklahoma 73118
(405) 713-6400 Fax (405) 713-6915

NOTICE OF AND ACKNOWLEDGEMENT OF CONSTITUTIONAL AND LEGAL RIGHTS

A. NOTICE OF CONSTITUTIONAL AND LEGAL RIGHTS:

1. You have the right to remain silent.
2. Anything you say can and will be used against you in a court of law, including for adult prosecution if you are certified as an adult.
3. You have the right to talk to a lawyer and have one present while you are being questioned and to have your parent/legal guardian/custodian present during questioning.
4. If you cannot afford to hire a lawyer, one will be appointed to represent you.
5. If you decide to answer questions, you have the right to stop answering anytime.
6. You have the right to confer in private with your parent/legal guardian/custodian before being questioned.

B. WAIVER OF CONSTITUTIONAL AND LEGAL RIGHTS:

1. I have read and have been advised of my rights (as listed above).
2. I fully understand each of these rights.
3. I do not want a lawyer at this time.
4. I am willing to answer questions and make a statement.
5. I fully understand and know what I am doing.
6. No promises or threats have been made to me nor has pressure of any kind been used against me.
7. I have been given the opportunity to confer in private with my parent/legal guardian/custodian before being questioned.
8. I, as parent/legal guardian/custodian understand the consequences of this juvenile's waiver of these constitutional and legal rights.
9. I, _____, as parent/legal guardian/custodian understand that if I have financial means and do not obtain a lawyer to represent my child, legal counsel may be appointed by the Judge and I may be ordered to pay an attorney's fee.

YOUTH

PARENT/LEGAL GUARDIAN/CUSTODIAN

PARENT/LEGAL GUARDIAN/CUSTODIAN

INTAKE OFFICER

C. The parties do not wish to waive rights nor make a statement at this time.

INTAKE OFFICER



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PRELIMINARY INQUIRY CHECKLIST

Date: _____

Youth's Full Name: _____

Social File (SF)#: _____

In Custody Out of Custody
 Currently On Probation Currently in OJA Custody
(Check one of the above that applies at the time of Preliminary Inquiry)

The following items listed below have been completed and/or received and filed in the Social File (SF) folder in the order listed:

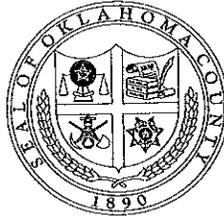
- _____ Photograph of Youth (uploaded to the Juvenile On-Line Tracking System-JOLTS)
- _____ Preliminary Inquiry/Alleged Offense(s) Questionnaire
- _____ Notice of and Acknowledgement of Receipt of Rights
- _____ Notice of and Acknowledgement of Constitutional and Legal Rights
- _____ Notification to the District Attorney's office of The Uniform Child Custody Jurisdiction and Enforcement Act & The Oklahoma Indian Child Welfare Act
- _____ Informal Adjustment Without Petition (IAWP)/Defer Delinquency Adjudication Proceeding Agreement
- _____ Intake Face Sheet (printed from the Juvenile On-Line Tracking System-JOLTS)
- _____ Youth Social Information
- _____ Parent/Legal Guardian/Custodian's Questionnaire
- _____ Youth's Questionnaire
- _____ Massachusetts Youth Screening Instrument-2 (MAYSI-2) (to include MAYSI-2 Results)
- _____ Global Assessment for Individual Need-Short Screener (GAIN-SS) (to include GAIN-SS Results)
- _____ Intake Risk Assessment
- _____ School Records (Attendance, Disciplinary Action, Grades, Individual Education Plan)
- _____ SLOSSON Oral Reading Test (SORT)
- _____ Acknowledgement of Receipt of Steps of Intake Process
- _____ Acknowledgment of Receipt of Procedures for Expungement of Juvenile Records at the age of Twenty-One (21)
- _____ Intake Appointment Letter (printed from the Juvenile On-Line Tracking System-JOLTS)
- _____ Title IV-E Intake Screening Sheet (Original is filed alphabetically by youth's last name in the metal file hanging rack located in the Intake Supervisor's office)
- _____ Notice of Protected Health Information (PHI) Rights & Privacy Notice and Acknowledgement of Legal Rights under Health Insurance Portability and Accountability Act (HIPAA)
- _____ Acknowledgement of Receipt of Notice of Grievance Procedure and Grievance Form
- _____ Birth Certificate
- _____ Record Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- _____ Insurance/Medical Card (Front & Back)
- _____ Social Security Card
- _____ Immunization Record
- _____ Additional paperwork provided by parent/legal guardian/custodian

The following items listed below have been obtained from/exchanged the Oklahoma County Juvenile Detention Center (OCJDC):

- _____ Admission Record (D-1)
- _____ Probable Cause (PC) Affidavit
- _____ Detention Admission Request/Authorization (D-3)
- _____ Pre-Adjudication Detention Screening instrument (A copy is given to the OCJDC Control Operator.)

The following Juvenile On-Line Tracking System (JOLTS) screens have been completed and/or updated:

- | | |
|------------------------|---------------------------|
| _____ Case Notes | _____ Intake Risk Scores |
| _____ Demographics | _____ Programs |
| _____ Hearings | _____ Referrals |
| _____ Intake Decisions | _____ Residence & Persons |



Honorable Lisa Tipping Davis
District Judge
Juvenile Division

James L. Saffle
Director

OKLAHOMA COUNTY JUVENILE BUREAU
"Providing Opportunities for Success"

Date 00/00/0000

First & Last Name (Parent)
00000 Street Name
City, State 00000-0000

TO THE PARENT/GUARDIAN/CUSTODIAN OF: Last Name, First Name

ALLEGED OFFENSE(S)

Referring Agency	Offenses

APPOINTMENT: Month, Day, Year @ 0:00 a.m./p.m.

The juvenile division has received a referral regarding the above mentioned youth and alleged offense(s).

A preliminary inquiry with the assigned Officer has been scheduled for you and the above listed youth at the Juvenile Justice Center located at 5905 Classen Court in Oklahoma City, Oklahoma. You have the right to have an attorney present during this preliminary inquiry.

The Intake & Diversion Services Unit (IDSU) is located on the 1st floor. We are located to the right of the Oklahoma County Juvenile Detention Center before the exit doors. There is a telephone located on the north wall where you are able to contact the assigned Intake Officer. (Note: When you enter the Juvenile Justice Center you will be on the 2nd floor so you will need to take the elevator downstairs to the 1st floor).

Please bring the following information that has a check mark next to it:

- Birth Certificate/Date-of-Birth verification**
- Current school records (grades and attendance)**
- Insurance/Medical card**
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)**
- Other** _____.
- Immunization Records**
- Social Security Card**
- Driver's License**

Your rights to privacy and protection of disclosed information will be explained, and you will be requested to complete confidentiality release forms at the appointment.

We encourage you to keep this appointment so that a determination can be made as to whether or not a petition should be filed and this matter scheduled for a Court hearing. Failure to appear or notify this unit could result in further Court action.

First & Last Name (Intake Officer)
(000) 000-0000