

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

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

**POLICY 7.2-3: Informal Adjustment Without Petition (IAWP) and
Defer Delinquency Adjudication Proceeding (DDAP) Agreements**

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I. POLICY:

The Intake and Diversion Services Unit (IDSU) screens all delinquent referrals through a Preliminary Inquiry and makes recommendations on eligibility for Informal Adjustment Without Petition (IAWP) or Defer Delinquency Adjudication Proceeding (DDAP). Recommendations are submitted to the district attorney for review and approval and are in accordance with 10A O.S. § 2-2-104 B. and/or 10A O.S. § 2-2-404 A (**2-7096**). The Intake Officer (IO) may permit non-judicial voluntary informal probation in accordance with 10A O.S. § 2-2-104 B, or may take, but not be limited to, the following actions: dismiss complaints, refer for service to a non-court agency, file a delinquency petition, or use temporary detention (**2-7092**) (**2-7093**).

II. DEFINITIONS:

- A. **Adjudication Hearing:** A court hearing in which the defendant is found either guilty or not guilty after testimony and evidence are presented. Adjudication hearing is the juvenile term for "trial."
- B. **Alternative Diversion Program:** A program for youth who have been identified by law enforcement personnel, the district attorney, or the court as having committed acts which are not serious enough to warrant adjudication through the juvenile court process, but which do indicate a need for intervention to prevent further development toward juvenile delinquency.
- C. **Arraignment Hearing:** A court hearing in which the youth, the youth's parent/legal guardian and/or custodian(s), 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/legal guardian and/or 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.

- D. **Court Minute:** A record of courtroom proceedings including the start and recess of hearings and trials, the names of all parties present, and all rulings of the court. The court minute is prepared and maintained by the clerk of the court and/or the judge.
- E. **Culpability Statement:** A voluntary statement that is handwritten 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 (IAWP) agreement.
- F. **DDAP:** An acronym for Defer Delinquency Adjudication Proceeding. See "Defer Delinquency Adjudication Proceeding."
- 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."
- 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. **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."
- J. **Field File:** An unofficial file containing pertinent information. OCJB officers maintain field files for the youth they are supervising which contain written records of significant decisions and events **(2-7070) (2-7071)**. Field files are maintained in the supervising officer's locked office and/or locked cabinet when unattended.
- K. **IAWP:** An acronym for Informal Adjustment Without Petition. See "Informal Adjustment Without Petition."
- L. **IDSU:** An acronym for Intake and Diversion Services Unit. See "Intake and Diversion Services Unit."
- M. **Informal Adjustment Without Petition (IAWP):** As authorized by 10A O.S. § 2-2-104 B., an agreement whereby the youth agrees to fulfil certain conditions 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 (IDSU) **(2-7093)**.

- N. **Intake:** See "Preliminary Inquiry."
- O. **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.
- P. **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.
- Q. **JOLTS:** An acronym for Juvenile On-Line Tracking System. See "Juvenile On-Line Tracking System."
- R. **Journal Entry:** See "Court Minute."
- S. **Juvenile On-Line Tracking System (JOLTS):** As authorized by 10A O.S. § 2-7-905, provides the computerized information system used by the Oklahoma County Juvenile Bureau to track juvenile offenders from arrest to final closure of the case. The Office of Juvenile Affairs is the authorizing authority for access to the information contained in JOLTS. Authorized Oklahoma County Juvenile Bureau employees are provided a unique identification number that allows them access to the JOLTS system **(2-7141) (2-7074) (2-7190)**.
- T. **Oklahoma County Juvenile Detention Center (OCJDC):** The Oklahoma County Juvenile Detention Center (OCJDC) of the Oklahoma County Juvenile Bureau (OCJB) operates pursuant to 10A O.S. § 2-3-101, and is authorized to provide services for juveniles only, is used solely for pretrial hearing and not as a post-trial placement. Juveniles may be held post-trial awaiting placement. The OCJDC is licensed by the Office of Juvenile Affairs (OJA).
- U. **Oklahoma Court Information System (OCIS):** A database of the Oklahoma State Courts Network (OSCN) which retrieves 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.

- V. **Preliminary Inquiry:** A mandatory, pre-adjudicatory interview of a youth and, if available, his/her parent/legal guardian and/or custodian, that is performed by an Intake Officer (IO) 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."
- W. **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.
- X. **PTC:** An Acronym for Pre-Trial Conference. See "Pre-Trial Conference."
- Y. **Referral of Diversion:** Notification from the court informing the youth, his/her parent/legal guardian/custodian, and the Intake and Diversion Services Unit that the youth has been recommended for either Informal Adjustment Without Petition or Defer Delinquency Adjudication Proceeding.
- Z. **Restitution:** A payment, either monetary or through performance of community service work, made by a youth to the victim of a crime and/or to the community.
- AA. **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.
- BB. **Stipulation to Delinquency Petition:** An agreement to the facts cited in the delinquency petition that is presented to the court during the pre-trial conference. "Stipulation" or "stip" are used as internal abbreviations for a stipulation to delinquent petition.

III. PROCEDURE:

- A. Statutory Requirements for Informal Adjustment Without Petition (IAWP) on Non-Detained Youth, as specified in 10A O.S. § 2-2-104 A-B. are as follows:
 1. When it has been determined by the preliminary inquiry that no further judicial action will be taken, the Intake Officer (IO) shall prepare a recommendation for an IAWP, utilizing the "Agreement," Attachment A.
 2. The IAWP represents a non-judicial voluntary informal probation **(2-7093)**.
 3. The IAWP requires the youth to fulfill certain conditions in exchange for not having a delinquency petition filed against him/her.

4. The conditions of the IAWP shall be completed within a period of time not to exceed six (6) months and:
 - a. The agreement shall be in writing and expressed in language understandable to the persons involved;
 - b. The agreement shall be voluntarily entered into by all parties;
 - c. The agreement shall be revocable by the youth at any time by a written statement;
 - d. The agreement shall be terminated by the IO in the event that there is reasonable cause to believe the youth has failed to carry out the terms of the IAWP or has committed a subsequent offense;
 - e. The agreement shall not to be used as evidence against the youth at any adjudicatory hearing; and
 - f. The agreement shall not become part of a juvenile record of the youth.
5. The following criteria must be met for a youth to be considered for an IAWP:
 - a. The youth has not had any previous referrals for IAWP, Defer Delinquency Adjudication Proceeding (DDAP), or adjudications in any jurisdiction;
 - b. The youth is enrolled and attending an educational program, or willing to enroll and attend, or has received his/her high school diploma or high school equivalency;
 - c. The facts reasonably appear to be correct and the youth accepts responsibility for the delinquent offense(s) by completing an "Informal Adjustment Without Petition (IAWP) Statement of Culpability," Attachment B; and
 - d. The IO recommends an IAWP and develops an "Agreement," Attachment A, from information obtained in the preliminary inquiry and any other information provided by the district attorney.
6. The terms of the agreement shall address the needs of the youth, his/her family, the victim(s), and the community.
7. The agreement may include, but is not limited to, the following programs and conditions of supervision, as specified in 10A O.S. § 2-2-104 C. 1-4:
 - a. Participating in or referral to counseling, a period of community service work, drug or alcohol education/treatment, vocational training, or any other legal activity that in the opinion of the IO would be beneficial to the youth and his/her family;

- b. Require youth to undergo a behavioral health evaluation and, if warranted, undergo appropriate care or treatment;
 - c. Require the youth and/or his/her parent/legal guardian/custodian to pay all court ordered monetary obligations;
 - i. The IO is responsible for maintaining accurate information concerning monetary obligations and for reporting the status of such; and
 - ii. Entering information concerning amounts of restitution assessed, paid, and balances owed by entering into JOLTS screens:
 - (a) Menu ➔ Monetary Pgms ➔ Enter/Process Payments.
 - iii. The IO consults with the district attorney to establish the amount of restitution to be assessed, based on the damages the victim(s) incurred. Restitution is not assessed in all cases.
 - iv. Monetary Fees are remitted to a revolving fund of the Oklahoma County Juvenile Bureau (OCJB), and are used to defray costs for direct youth services.
- B. Recommendation and Request for IAWP:
1. When making a recommendation and request for an IAWP, the IO shall:
 - a. Complete a recommendation and request utilizing the "Intake Face Sheet," sample shown in Attachment D, and "Agreement," Attachment A, within two (2) business days after the completion of the preliminary inquiry;
 - b. Outline the specific reasons for the recommendation and request and proposed terms of IAWP;
 - c. Submit an "Intake Face Sheet," sample shown in Attachment D, and proposed IAWP "Agreement," Attachment A, to his/her supervisor for submission to the district attorney within two (2) business days.
 2. The supervisor shall submit the recommendation and request to the district attorney for review and approval within two (2) business days of the completed preliminary inquiry **(2-7096)**.

3. Once the IO receives the intake face sheet and approved IAWP agreement from the district attorney, he/she shall ensure that the approval is documented within two (2) business days by entering into JOLTS screens:
 - a. Wrk Juv ➔ Programs & Services ➔ Wrk with Programs ➔ Add Program to indicate the programs were agreed upon and approved in the IAWP; and
 - b. Wrk Juv ➔ Case Info ➔ Case Notes ➔ Work with Notes ➔ Add Note to document that youth has entered into an IAWP.
- C. Documentation of the IAWP Process:
1. The IO ensures timely and accurate documentation of all activities and contacts with the youth and his/her parent/legal guardian/custodian which are maintained on the Juvenile On-Line Tracking System (JOLTS), which can be accessed at www.jolts.oja.ok.gov.
 2. The IO shall monitor the youth's compliance with the IAWP and maintain an accurate record of all activities and contacts with the youth and his/her parent/legal guardian/custodian by entering into JOLTS screens:
 - a. Wrk Juv ➔ Case Info ➔ Case Notes ➔ Work with Notes ➔ Add Note within five (5) business days or within two (2) business days for the following:
 - i. The IO receives notification that a youth has changed his/her home address, telephone number, and/or school information;
 - ii. The IO receives notification that an event has occurred which may pose a risk to the public safety and/or the youth; and/or
 - iii. The youth is reported to be absent from the home, his/her location is unknown, and he/she is presumed to be Absent Without Leave (AWOL).
 - iv. There has been a modification, successful completion, or termination from an IAWP.
 3. The IO shall ensure that when the court has applied or removed a bench warrant or pick-up order for the youth that the status of the warrant is documented the same business day the action occurs by entering into JOLTS screens:
 - a. Wrk Juv ➔ Case Info ➔ Wrk with Warrants.
 4. The IO shall document all face-to-face contacts with youth and his/her parent/legal guardian/custodian.

- D. Recommendation for IAWP on Detained Youth **(2-7097)(2-7098)**
1. The IO may recommend consideration for IAWP, in accordance with III. A. 5. a.-d., to the district attorney for youth detained in the detention center awaiting a scheduled arraignment hearing within one (1) business day after the completion of the preliminary inquiry **(2-7093)**.
 2. The IO shall schedule and meet with the district attorney to inform them of a recommendation and request for an IAWP **(2-7096)**.
 3. If the district attorney approves the request for an IAWP, the IO contacts the youth and his/her parent/legal guardian/custodian to determine if they are willing to participate in an IAWP.
 - a. If the youth and his/her parent/legal guardian/custodian are willing to participate and the parent/legal guardian/custodian is available to pick up the youth from the detention center, the youth is made releasable.
 - b. If the youth or his/her parent/legal guardian/custodian is not willing participate, the youth shall remain in the detention center until his/her scheduled arraignment hearing.
 4. If the youth is eligible for and agrees to participate in an IAWP, the IO shall:
 - a. Prepare an "Order of Release," Attachment B of Policy 7.2-2, "Preliminary Inquiry," stating that the youth is being released from the Oklahoma County Juvenile Detention Center (OCJDC) for the purpose of being placed on an IAWP;
 - b. Obtain judicial approval and signature on the "Order of Release," Attachment B of Policy 7.2-2, "Preliminary Inquiry" **(2-7096)**;
 - c. Distribute a copy of the "Order of Release," Attachment B of Policy 7.2-2, "Preliminary Inquiry" with judicial approval to the OCJDC central control operator so that preparation to release the youth can begin;
 - d. Contact the youth's parent/legal guardian/custodian to inform him/her of the decision to release and:
 - i. Inform the parent/legal guardian/custodian that they do not need to appear for an arraignment hearing as the charge(s) will not be filed and no further court action will be required to finalize the IAWP; and

- ii. Make arrangements for the youth to be picked up from the OCJDC.
 - 5. The IO may meet with the youth and his/her parent/legal guardian/custodian at the time of release from the detention center to finalize the IAWP or schedule an appointment with the youth and his/her parent/legal guardian/custodian within five (5) business days of the youth's release from the OCJDC to complete the IAWP.
- E. Modification of IAWP:
- 1. When the IO has reasonable cause to believe that the youth has failed to carry out the terms of the IAWP or has committed a subsequent offense, the IO may modify the terms of the agreement in lieu of revoking the IAWP, as specified in 10A O.S. §2-2-104 C.:
 - a. Modification of the terms of the agreement requires the consent of the youth and youth's legal counsel; and
 - b. The period of the agreement may be extended for an additional six (6) months from the date on which the modification was made with the consent from the district attorney, youth, parent/legal guardian/custodian, and legal counsel.
 - 2. When making a recommendation and request to modify the IAWP, the IO shall:
 - a. Complete a recommendation and request utilizing the "Intake Face Sheet," sample shown in Attachment D, within two (2) business days;
 - b. Outline the specific reasons for the recommendation to modify the IAWP and new projected completion date (if needed); and
 - c. Submit an intake face sheet to the his/her supervisor for submission to district attorney within two (2) business days.
 - i. A conference may also be requested at the discretion of the IO and/or district attorney if additional clarification is needed.
 - d. Upon receipt of the intake face sheet from the district attorney, ensure that the modification is updated and documented in the JOLTS within two (2) business days of return from the supervisor by entering into JOLTS screens:

- i. Wrk Juv ➤ Programs & Services ➤ Wrk with Programs ➤ Add Program showing addition/removal of programs that have been modified.
 - ii. Wrk Juv ➤ Case Info ➤ Case Notes ➤ Work with Notes ➤ Add Note showing that there has been a modification to the terms of the IAWP.
 - e. Inform the youth, his/her parent/legal guardian/custodian, and his/her legal counsel (if any) of the modifications and new projected completion date (if needed) within two (2) business days of receiving intake face sheet and updating the JOLTS by entering into JOLTS screens:
 - i. Wrk Juv ➤ Case Info ➤ Case Notes ➤ Work with Notes ➤ Add Note showing telephone contact and/or office visit with notification of modification.
- F. Termination of the IAWP:
 1. The IAWP may be terminated prior to the projected completion date for the following reasons:
 - a. Suspension/expulsion from educational program;
 - b. Repeated behavioral problems at home/school;
 - c. Failure to participate in or complete terms of approved agreement;
 - d. A subsequent offense(s) has been committed; and/or
 - e. Absence from the home without the permission of the parent/legal guardian/custodian.
 2. When making a recommendation and request to terminate the IAWP, the IO shall:
 - a. Complete a recommendation and request within two (2) business days by utilizing the "Intake Face Sheet," sample is shown in Attachment D, after a decision has been made to terminate the IAWP.
 - b. Outline the specific reasons for termination of the IAWP and recommend a delinquency petition be filed **(2-7094)**, in accordance with III., D., 3. a-e;
 - c. Schedule an arraignment hearing a minimum of three (3) weeks from the date of the recommendation and request. The arraignment date is recorded on the front page of the intake face sheet
 - d. Submits the intake face sheet along with all other paperwork listed on the "Preliminary Inquiry Checklist," Attachment M of Policy 7.2-2, "Preliminary Inquiry," to his/her supervisor for review.

3. The supervisor shall submit all approved recommendations for IAWP terminations to the district attorney within two (2) business days by forwarding the following **(2-7096)**:
 - a. "Intake Face Sheet," sample shown in Attachment D; and,
 - b. "Social Information," Attachment D, Policy 7.2-2, "Preliminary Inquiry."
 4. Once the IO receives the intake face sheet from the district attorney, he/she shall ensure the termination is updated and documented within two (2) business days by entering into JOLTS screens:
 - i. ii. Wrk Juv ➔ Case Info ➔ Wrk with Referrals ➔ Referral ➔ Intake Decisions showing that a delinquency petition was filed (File Petition) in addition to the date the petition was filed;
 - ii. Wrk Juv ➔ Case Info ➔ Wrk with Referrals ➔ Referral ➔ Worker Recommendation showing the IAWP has been unsuccessfully terminated (Informal Adjustment-Unsuccessful Comp);
 - iii. Wrk Juv ➔ Programs & Services ➔ Wrk with Programs ➔ Add Programs showing which programs were/were not successfully completed; and
 - iv. Wrk Juv ➔ Case Info ➔ Case Notes ➔ Work with Notes ➔ Add Note showing when and why the IAWP was unsuccessfully terminated.
 - v. Wrk Juv ➔ Hearings showing scheduled Arraignment Hearing.
- G. Successful Completion and Case Closure of IAWP:
1. When a youth has completed all the terms of his/her IAWP, the IO shall submit a "Memorandum of Compliance and Case Closure," Attachment C, to include all supporting documentation to his/her supervisor within two (2) business days of receiving documentation for review and approval. The "Memorandum of Compliance and Case Closure," Attachment C, shall:
 - a. State that the youth has successfully completed the IAWP; and,
 - b. Be signed by the youth and IO.
 2. The supervisor shall submit the "Memorandum of Compliance and Case Closure," Attachment C, recommending successful completion and case closure to the district attorney for final review and approval **(2-7096)**.

3. Once the IO receives the approved "Memorandum of Compliance and Case Closure," Attachment C, from the district attorney, he/she shall ensure the status of the youth's successful completion and case closure is updated within two (2) business days by entering into JOLTS screens:
 - a. Wrk Juv ➔ Case Info ➔ Wrk with Referrals ➔ Referral ➔ Intake Decisions ➔ Worker's Recommendation showing IAWP was successfully completed (Informl Adjustmnt-Successful Completion).
 - b. Wrk Juv ➔ Program & Services ➔ Wrk with Programs showing all programs have been closed.
 - c. Wrk Juv ➔ Case Info ➔ Case Notes ➔ Work with Notes ➔ Add Note showing the IAWP has been successfully completed and closed.
- H. Statutory Requirements for Defer Delinquency Adjudication Proceeding (DDAP), as specified in 10A O.S. § 2-2-404 A. 1-3:
1. The court may defer a youth's delinquency adjudication proceedings to determine if the youth is in need of supervision for one hundred eighty (180) days if the following criteria are met: **(2-7094)**
 - a. The youth is alleged to have committed or attempted to commit a delinquent offense(s) that if committed by an adult would be a misdemeanor or that if committed by an adult would be grand larceny of property valued at one hundred dollars (\$100.00) or less;
 - b. The youth waives the privilege of self-incrimination and testifies under oath that the allegations are true; and
 - c. The youth has not been previously adjudicated as a delinquent.
 2. A youth who has had a delinquency petition filed may be referred back to the IDSU by the court to be considered for a DDAP, or the court may proceed to an adjudicatory hearing.
 3. The following criteria must be met to be considered for a DDAP: **(2-7094)**
 - a. The youth must have been referred for consideration by the court;
 - b. The facts reasonably appear to be correct and the youth admits to those facts in writing by completing a stipulation to delinquency petition that serves as a culpability statement to be held by the court;

- c. The youth has not had any previous referrals for an IAWP, DDAP, and/or adjudications in any jurisdiction;
 - d. The youth and his/her parent/legal guardian/custodian agree to complete the terms of the agreement;
 - e. The youth is enrolled and attending an educational program, or willing to enroll and attend, or has received his high school diploma or high school equivalency; and
 - f. There is judicial and district attorney approval for the proposed DDAP **(2-7096)**.
4. The terms of the DDAP shall address:
- a. The needs of the youth, his/her parent/legal guardian/custodian, any victim(s), and the community;
 - b. The agreement may include, but is not limited to, the following programs and conditions of supervision, as specified in 10A O.S. § 2-2-404 B. 1-5:
 - i. Participation in or referral to counseling, a period of community service, drug or alcohol education/treatment, vocational training, or other legal activity that would be beneficial to the youth and his/her family;
 - ii. Requirement of the youth to undergo a behavioral health evaluation and, if warranted, undergo appropriate care or treatment;
 - iii. Restitution providing for monetary payment by the youth's parent/legal guardian/custodian, or the youth to the victim(s) as a result of the offense. Before setting the amount of restitution, the IO shall consult with the district attorney concerning the amount of damages;
 - iv. Other programs or services that may be provided through public or private agencies as approved by the court; and
 - v. Requirement of the youth to maintain contact with the IDSU as directed.
- I. Recommendation and Request for DDAP:
- 1. When the court makes a recommendation and request for a DDAP, the following shall occur:
 - a. The youth is referred back to the IDSU after a delinquency petition has been filed for consideration for a DDAP the Intake Supervisor receives a referral

of diversion that indicates the youth is being referred for a DDAP. The referral includes the following:

- i. The youth's next court date;
 - ii. The assigned judge;
 - iii. The youth's juvenile delinquent legal (JDL) number; and,
 - iv. The youth's name, telephone number(s) and current address.
2. The supervisor shall assign the case to the IO of the assigned courtroom, within one (1) business day of receiving the referral of diversion.
3. The IO is notified of a new case assignment upon receiving the following:
 - a. A carbon copy of the referral of diversion;
 - b. A copy of the delinquency petition;
 - c. A copy of the stipulation to delinquency petition; and
 - d. A copy of the most recent court minute.
4. The supervisor shall enter a contact note into the JOLTS:
 - a. Wrk Juv ➤ Case Info ➤ Case Notes ➤ Work with Notes ➤ Add note that indicates the date and time of case assignment, the name of the officer who the case was assigned to, and the date and time of the youth's next scheduled court appearance.
5. The assigned IO shall make an initial contact with the youth and his/her parent/legal guardian/custodian within one (1) business day of case assignment. During the initial contact, the IO shall schedule an office visit with the youth and his/her parent/legal guardian/custodian within ten (10) business days of case assignment to either:
 - a. Complete a preliminary inquiry; and/or
 - b. Evaluate the youth's eligibility for a DDAP.
6. If the youth appears to be an appropriate candidate for a DDAP, the IO shall develop the DDAP from information obtained in the preliminary inquiry and any other information provided by the district attorney.
7. The DDAP shall be submitted to the supervisor for review and approval at least five (5) days prior to the scheduled court hearing.
8. Once the DDAP is reviewed, approved, and signed by the supervisor, it shall be returned to the IO who shall sign and distribute the original DDAP to the assigned courtroom, a copy to the district attorney, and a copy to the youth's legal counsel a minimum of three (3) business days prior to the next scheduled court appearance.

9. The IO shall attend the scheduled court hearing where the DDAP is reviewed, amended (if needed), and approved and signed by the judge and district attorney **(2-7096)**.
 - a. The approved and adopted DDAP is also signed by the youth, his/her parent/legal guardian/custodian(s), and his/her legal counsel (if any).
- J. Documentation of the DDAP Process:
 1. The IO ensures timely and accurate documentation of all activities and contacts with the youth and his/her parent/legal guardian/custodian which is maintained on the JOLTS, which can be accessed at www.jolts.oja.ok.gov.
 2. The IO shall monitor the youth's compliance with the DDAP and maintain an accurate record of all activities and contacts with the youth and his/her parent/legal guardian/custodian by entering into JOLTS screens:
 - a. Wrk Juv ➔ Case Info ➔ Case Notes ➔ Work with Notes ➔ Add Note within five (5) business days or within two (2) business days for the following:
 - i. The IO receives notification that a youth has changed his/her home address, telephone number, and/or school information;
 - ii. The IO receives notification that an event has occurred which may pose a risk to the public safety and/or the youth; and/or
 - iii. The youth is reported to be absent from the home, his/her location is unknown, and is presumed to be Absent Without Leave (AWOL).
 - iv. There has been a modification, successful completion and/or been terminated from a DDAP.
 - v. Wrk Juv ➔ Case Info ➔ Wrk with Petitions to indicate that the youth has entered into a DDAP (Deferred Adjudication);
 - vi. Wrk Juv ➔ Case Info ➔ Case Notes ➔ Work with Notes ➔ Add Note to document who was present at the hearing, what occurred, that a DDAP was adopted, and the youth's next scheduled review hearing; and
 - vii. Wrk Juv ➔ Programs & Services ➔ Wrk with Programs ➔ Add Program to indicate the programs adopted in the approved DDAP.

- viii. Wrk Juv ➤ Hearings ➤ Add JOLTS Hearing to enter the youth's next scheduled review hearing.
- 3. The IO shall ensure that when the court has applied or removed a bench warrant or pick-up order for the youth that the status of the warrant is documented the same business day the action occurs by entering into JOLTS screens:
 - a. Wrk Juv ➤ Case Info ➤ Wrk with Warrants.
- 4. The IO shall document all face-to-face contacts with youth and his/her parent/legal guardian/custodian.
- 5. The IO shall develop a "Service Report for the Judiciary," Attachment E, for each scheduled review hearing.
 - a. The report is submitted to the supervisor within five (5) business days of the scheduled review hearing.
 - b. The service report shall include:
 - i. A summary of the youth's progress of his/her DDAP plan; and
 - ii. A recommendation for further monitoring and intervention.
 - c. Once the service report has been approved, signed, and returned by the supervisor, the IO shall sign and distribute the report a minimum of three (3) business days prior to the scheduled court review hearing, to the following:
 - i. The original report to the assigned judge;
 - ii. A copy of the report to the district attorney;
 - iii. A copy of the report to the youth's legal counsel (if any); and
 - iv. A copy is placed in the youth's Social File (SF).
- I. Modification of DDAP:
 - 1. The DDAP shall be modified as necessary to identify the appropriate services to be provided to the youth and family.
 - 2. The IO shall make an alternative recommendation to the court in a timely manner that will not jeopardize the youth's ability to progress through the services and/or terms of the DDAP, no later than the next scheduled review hearing,.
 - 3. The IO shall staff a case being considered for a modification of the DDAP with his/her supervisor.
 - 4. The IO shall seek a modification to the DDAP when:
 - a. The youth experiences a significant change in circumstances (living, school, etc.);
 - b. The youth is not demonstrating positive behavior change by progressing through the terms of the DDAP;

- c. A service is ordered in a youth's DDAP becomes unavailable for any reason;
 - d. The youth no longer needs the services and/or the services are inappropriate for the youth as determined by the IO; and/or
 - e. The youth is committed for inpatient mental health treatment.
 - 5. Recommendations for modifications to the DDAP are made using the "Service Report for the Judiciary," Attachment E.
 - 6. The IO shall ensure the modification is updated and documented in the JOLTS within two (2) business days from receiving court order showing modification, in accordance with III. E. 2. d. i.-ii, by entering into JOLTS screens:
 - a. Wrk Juv ➔ Programs & Services ➔ Wrk with Programs ➔ Add Program showing addition/removal of programs that have been modified.
 - b. Wrk Juv ➔ Case Info ➔ Case Notes ➔ Work with Notes ➔ Add Note showing that there has been a modification to the terms of the DDAP.
- J. Termination of DDAP:
- 1. If the IO has reasonable cause to believe that the youth has failed to carry out the terms of his/her DDAP, it may become necessary to recommend the DDAP be terminated prior to the next scheduled review hearing.
 - 2. If the DDAP is not completed, the stipulation to delinquent petition shall be entered into.
 - 3. The DDAP may be terminated prior to the projected completion date and/or next scheduled review hearing for the same reasons as an IAWP, listed in F.1.a.-e, but are not limited to the same reasons.
 - 4. The IO shall staff the case with his/her supervisor within two (2) business days with notification of termination to ensure that all reasonable efforts have been made to assist the youth with completing his/her DDAP prior to making a request for an accelerated court date to recommend termination of the DDAP.
 - 5. Upon receiving the supervisor's approval, the IO shall prepare a "Service Report for the Judiciary," Attachment E, explaining the reason(s) for the recommendation that the DDAP be terminated and a disposition hearing be scheduled.
 - 6. The IO shall ensure the JOLTS is updated to reflect the termination within two (2) business days from receiving a court order of termination by entering into JOLTS screens:

- a. Wrk Juv ➔ Case Info ➔ Wrk with Petitions showing the DDAP was terminated (Deferred Adjudication-Termination of).
 - b. Wrk Juv ➔ Case Info ➔ Case Notes ➔ Work with Notes ➔ Add Note showing that the DDAP has been terminated.
 - c. Wrk Juv ➔ Programs & Services ➔ Wrk with Programs ➔ Add Program showing compliance and non-compliance.
7. The IO shall complete and submit a "Case Closure," Attachment E, along with the youth's field file to his/her supervisor within two (2) business days of the termination.
- K. Successful Completion and Case Closure of the DDAP:
- 1. The DDAP shall be completed within a period of time not to exceed six (6) months.
 - a. In some instances, the period of time may be shortened or extended at the IO's discretion and with approval of the court.
 - 2. Once the IO receives documentation reflecting that all adopted terms of the DDAP have been met, he/she shall complete the "Service Report for the Judiciary," Attachment E, to inform the court that the youth has successfully completed the DDAP and a recommend a dismissal.
 - 3. When the court makes a ruling that the youth has successfully completed the terms of his/her DDAP and dismisses the case, the IO shall update the JOLTS within two (2) business days by entering into the following screens:
 - a. Wrk Juv ➔ Programs & Services ➔ Wrk with Programs ➔ Add Program showing all programs have been closed;
 - b. Wrk Juv ➔ Case Info ➔ Wrk with Petitions showing the DDAP has been successfully completed and closed (Deferred Adjudication-Successful Releas); and
 - c. Wrk Juv ➔ Case Info ➔ Case Notes ➔ Work with Notes ➔ Add Note showing the DDAP has been successfully completed and closed.
 - 4. The IO is responsible for completing and submitting a "Case Closure," Attachment E, along with the youth's field file to his/her supervisor within two (2) business days of case closure.

Approved:


J'me Overstreet, Chief of Court Services

12/10/15
Date

Attachments:

Attachment A, "Agreement"

Attachment B, "Informal Adjustment Without Petition (IAWP)
Statement of Culpability"

Attachment C, "Memorandum of Compliance and Case
Closure"

Attachment D, "Intake Face Sheet" (Sample)

Attachment E, "Service Report for the Judiciary"

Attachment F, "Case Closure"

7. I understand I shall obey an assigned curfew of ____ p.m. daily or as directed by intake officer.

8. I understand I shall maintain contact with my assigned officer as directed.

THE REQUIREMENTS OF THIS AGREEMENT MUST BE COMPLETED WITHIN ONE HUNDRED EIGHTY (180) DAYS FROM THE DATE OF THE ADOPTION OF THIS AGREEMENT.

I understand that if I fulfill the above requirements, this matter will be closed or dismissed. I also understand that if I am unable to complete, fail, or violate any of the above listed requirements that **I MAY HAVE TO PERFORM ADDITIONAL REQUIREMENTS; THE LENGTH OF MY AGREEMENT MAY BE EXTENDED; OR THAT A RECOMMENDATION TERMINATING MY AGREEMENT MAY BE MADE TO THE DISTRICT ATTORNEY'S OFFICE** and may result in further Court action.

_____ YOUTH	_____ DATE
_____ OFFICER	_____ DATE
_____ SUPERVISOR	_____ DATE
_____ ATTORNEY FOR THE STATE	_____ DATE

I have read the above conditions and understand that I am directed to supervise my child to insure that he/she complies with the conditions of this agreement, and I understand that I shall pay all court-ordered monetary obligations to include court cost, attorney fees, fines, restitution, and/or program fees (if assessed).

_____ PARENT/LEGAL GUARDIAN/CUSTODIAN	_____ DATE
_____ PARENT/LEGAL GUARDIAN/CUSTODIAN	_____ DATE

The following signatures are required for Defer Delinquency Adjudication Proceedings:

APPROVED AS TO FORM:

_____ ATTORNEY FOR THE YOUTH	_____ DATE
_____ JUDGE OF THE DISTRICT COURT	_____ DATE



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

MEMORANDUM OF COMPLIANCE AND CASE CLOSURE

IN THE MATTER OF: First Middle Name
DOB: 00/00/0000 **AGE:** 00 years 00 months

JOLTS#: 0000000000
SOCIAL FILE (SF)#: 00-0000

DATE OF AGREEMENT: 00/00/0000

I, Youth's First Middle Last Name, agreed to participate in an **Informal Adjustment Without Petition** agreement with the Oklahoma County Juvenile Bureau, on the charge(s) of:

Charge(s)

This Officer attests that as of Date, Youth's First Middle Last Name has **complied** with all of the terms and conditions set forth in the **Informal Adjustment Without Petition** agreement. This Officer recommends that the case be successfully dismissed, rendering Youth's First Middle Last Name and all other participants involved free from any further obligations associated with the aforementioned agreement.

_____ YOUTH	_____ DATE
_____ OFFICER	_____ DATE
_____ SUPERVISOR	_____ DATE
_____ ATTORNEY FOR THE STATE	_____ DATE

Date: **INTAKE FACE SHEET** Requested By:
 FNR: County: **OKLAHOMA**

Demographics	
Juv. Name: <input type="text"/>	Alias: <input type="text"/>
File#: <input type="text"/> CR#: <input type="text"/>	ID Marks: <input type="text"/>
Worker(s): <input type="text"/>	<input type="text"/>
DOB: <input type="text"/> Age: <input type="text"/>	Other Related Numbers
DL#: <input type="text"/> SSN: <input type="text"/>	Client Number: <input type="text"/> Social File: <input type="text"/>
Sex: <input type="text"/> Hair: <input type="text"/> Eyes: <input type="text"/>	Youth Service Agency Number: <input type="text"/>
Race: <input type="text"/> Height: <input type="text"/> Weight: <input type="text"/>	<input type="text"/>
Tribal Affiliation(s): <input type="text"/>	US Immigration
Gang: <input type="text"/>	Residence Status: <input type="text"/>
Source: <input type="text"/>	Verify method: <input type="text"/> Date: <input type="text"/>
Employer: <input type="text"/>	
Email: <input type="text"/>	
Cell#: <input type="text"/> Pager#: <input type="text"/>	
School: <input type="text"/> Grade: <input type="text"/>	
School Status: <input type="text"/> Date: <input type="text"/>	

Medical Information			
Doctor Name	Type	Phone #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Insurance Company: <input type="text"/>			
Insurance#: <input type="text"/>			
Medical Note: <input type="text"/>			
Emergency Contact	Relationship	DOB	Street/POB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Medical Spec.	Type	St. Dr.	End Dr.
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7. I understand that I shall obey an assigned curfew of ____ p.m. daily or as directed by intake officer.....Compliance

First Name has obeyed his/her assigned curfew as on 00/00/2015.

8. I understand I shall maintain contact with my assigned officer as directed.....Compliance

First Name was seen face-to-face on 00/00/2015 and 00/00/2015 at the Oklahoma County Juvenile Bureau.

ADDITIONAL INFORMATION: First Name, Parent’s Name, and Attorney’s Name, were present for the adoption of the Defer Delinquency Adjudication Proceeding (DDAP) agreement on 00/00/2015.

RECOMMENDATION: This Officer recommends a 30-day Review Hearing be scheduled to allow First Name time to complete remaining terms of his DDAP agreement.

YOUTH

DATE

PARENT/LEGAL GUARDIAN/CUSTODIAN

DATE

OFFICER

DATE SUBMITTED

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

CASE CLOSURE

- Informal Adjustment Without Petition (IAWP)
- Defer Delinquency Adjudication Proceeding (DDAP)

JDL #: _____ - _____

Youth's Full Name: _____

JOLTS#: _____

Date agreement was signed: _____

Date agreement was dismissed: _____

Successful Unsuccessful

JUVENILE ON LINE TRACKING SYSTEM (JOLTS):

Is the residency information updated with current address: Yes No
(Wrk Juv ➔ Personal Info ➔ Residence & Persons)

Has all referral information been updated: Yes No
(Wrk Juv ➔ Case Info ➔ Wrk with Referrals ➔ Referral)

Has the intake decision been updated: Yes No
(Wrk Juv ➔ Case Info ➔ Wrk with Referrals ➔ Intake Decisions)

Have all programs/monetary obligations been closed out: Yes No N/A
(Wrk Juv ➔ Programs & Services ➔ Wrk with Programs/Wrk with \$\$ Programs)

Has all petition information been updated: Yes No N/A *(Note: DDAP Agreements only)*
(Wrk Juv ➔ Case Info ➔ Wrk with Petitions)

Have all Pick-Up Orders (PUO)/Bench Warrants (BW) been quashed: Yes No N/A
(Wrk Juv ➔ Case Info ➔ Wrk with Warrants)

Is there a JOLTS entry indicating the case has been successfully/unsuccessfully dismissed: Yes No
(Wrk Juv ➔ Case Info ➔ Case Notes ➔ Wrk with Notes)

FIELD FILE STATUS:

The following items listed below are organizational criteria needed for closure:

- _____ The paperwork located in the file is in chronological order, bound, and fastened securely.
- _____ The Informal Adjustment Without Petition (IAWP)/Defer Delinquency Adjudication Proceeding (DDAP) Agreement includes all signatures. *(Note: IAWP will have the original agreement & include an IAWP Statement of Culpability. The DDAP will have a copy of DDAP agreement only).*
- _____ All Service Reports for the Judiciary from date of signed agreement to dismissal include all signatures *(Note: DDAP Agreements only).*
- _____ All court minutes from date of signed agreement to dismissal are included *(Note: DDAP Agreements only).*

INTAKE OFFICER

INTAKE SUPERVISOR

DATE SUBMITTED

DATE APPROVED