

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

CHAPTER SEVEN - COURT SERVICES - INTAKE AND DIVERSION SERVICES

POLICY 7.2-4: CHILD IN NEED OF SUPERVISION (CINS, CHINS, INS) SCREENING

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I. POLICY:

The Intake and Diversion Services Unit (IDSU) provides assistance and services to youth and their parent/legal guardians/custodians experiencing periods of crisis and conflict by screening all Child In Need of Supervision (CINS, CHINS, INS) referrals to determine the level of involvement necessary to provide an immediate response to families in crisis and to divert youth from court proceedings.

II. DEFINITIONS:

- A. **Administrative Assistant-Intake & Diversion Services Unit (IDSU):** The Administrative Assistant-Intake & Diversion Services Unit (IDSU) reports directly to the Intake/Diversion Services Manager (IDSM) and provides clerical support to the Intake & Diversion Services Unit (IDSU).
- B. **Child in Need of Supervision (CINS, CHINS, INS):** A youth who has repeatedly disobeyed reasonable and lawful commands or directives of his/her parent/legal guardian/custodian; is willing and voluntarily absent from his/her home without the consent of his/her parent/legal guardian/custodian for a substantial length of time or without intent to return is willingly and voluntarily absent from school as authorized by 70 O.S. § 10-106; or has been served with an ex parte or final protective order pursuant to the Protection for Domestic Abuse Act as authorized by 22 O.S. § 60.
- C. **CHINS:** An acronym for Child In Need of Supervision. See "Child In Need of Supervision."
- D. **CINS:** An acronym for Child In Need of Supervision. See "Child In Need of Supervision."
- E. **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.
- F. **IDSU:** An acronym for Intake and Diversion Services Unit. See "Intake and Diversion Services Unit."

- G. **INS:** An acronym for Child In Need of Supervision. See "Child In Need of Supervision."
- H. **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.
- I. **Intake/Probation Officer:** Intake and Probation Officers (IO and PO) are entry level trainee positions who provide direct services to youth assigned to the OCJB for diversion or probation supervision. IO and PO positions report directly to either an Intake Supervisor or a Probation Supervisor.
- J. **Intake/Probation Officer II:** Intake and Probation Officer II's (IO II and PO II) report directly to an Intake Supervisor or a Probation Supervisor. 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.
- K. **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)**.
- L. **JOLTS:** An acronym for Juvenile On-Line Tracking System. See "Juvenile On-Line Tracking System."
- M. **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)**.
- N. **OCJB:** An acronym for Oklahoma County Juvenile Bureau. See "Oklahoma County Juvenile Bureau."
- O. **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.
- P. **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).

- Q. **Pick-Up Order:** A document issued by the judge ordering the arrest and detainment of a youth.
- R. **Protection for Domestic Abuse Act:** An act providing statutory requirements and protections for the reporting and charging of domestic abuse acts as authorized by 22 O.S. § 60.
- S. **PUO:** An acronym for Pick-Up Order. See "Pick-Up Order."
- T. **SF:** An acronym for Social File. See "Social File."
- U. **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)**
- V. **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. Responsibilities of the Intake Officer (IO) to Obtain Information for a Child In Need of Supervision (CINS, CHINS, INS) Referral.
 - 1. The IDSU Intake Officers (IO) shall perform rotating "on-call" duty to ensure availability twenty-four (24) hours each day. **(2-7090)**
 - 2. When an IO is notified that a parent/legal guardian/custodian has appeared at the Oklahoma County Juvenile Bureau (OCJB) seeking assistance for his/her youth regarding their beyond control behavior and/or being runaway, the IO shall:
 - a. Notify the parent/legal guardian/custodian that a beyond control and/or runaway youth is not the same as a delinquent youth and cannot be treated as a delinquent.
 - b. Interview the referring parent/legal guardian/custodian and the youth to obtain the necessary information by utilizing the following:
 - i. "Social Information", Attachment D, in policy 7.2-2, "Preliminary Inquiry";
 - ii. "Parent/Legal Guardian/Custodian Questionnaire," Attachment E, in policy 7.2-2., "Preliminary Inquiry"; and
 - iii. "Youth Questionnaire", Attachment F, in policy 7.2-2, "Preliminary Inquiry"; and

- iv. Any other pertinent information to include presenting/previous problem(s), prior attempts at solutions, and previous resources and/or services.
 - c. Provide appropriate resources and contact information to the youth and his/her parent/legal guardian/custodian for presenting problem(s) that were divulged during the interview;
 - d. Document all of the information gathered by entering the data into the Juvenile On-Line Tracking System (JOLTS) screens:
 - i. Add Juvenile ➤ Demographics ➤ Juvenile Medical & Emergency Contacts Info ➤ Lives-With & Residence ➤ Referral to be added ➤ Offenses/Reasons (In Need of Supervision) ➤ Worker Recommendation (Information Only); and
 - e. Submit completed paperwork utilized in III. A. 2. b. i.-iii. to the Administrative Assistant-IDSU to create a social file (SF) for the youth.
- B. Statutory Requirements for a Child In Need of Supervision (CINS, CHINS, INS) Referral, as authorized by 10A O.S. § 2-2-104.1 are as follows:
1. The IDSU functions as a representative of the Court and has the responsibility to screen and offer diversion services to youth who are at risk of being the subject of a child in need of supervision petition as authorized by 10A O.S. § 2-2-104 A.
 2. The IDSU shall be designed to provide an immediate response to families in crisis and to divert youth from court proceedings.
 - a. Services may be provided by outside agencies as designated by the district courts, juvenile bureaus, court employees, or a combination of those agencies.
 3. The IDSU shall document all attempts to provide appropriate services to the youth and his/her parent/legal guardian/custodian unless it is determined that there is no substantial likelihood that the youth and his/her parent/legal guardian/custodian will benefit from further diversion attempts as authorized by 10A O.S. § 2-2-104 B.
 4. Where the primary issue is truancy, steps taken by the school district to improve the attendance or conduct of the youth in school shall be reviewed and attempts to engage the school district in further diversion attempts shall be made if it appears that such attempts will be beneficial to the youth.
 5. Efforts to prevent the filing of the petition may extend until it is determined that there is no substantial likelihood that the youth and his/her parent/legal guardian/custodian will benefit from further attempts. Efforts at diversion may continue after the filing of the petition where it is determined that the youth and his/her parent/legal guardian/custodian will benefit therefrom.
 6. A CINS petition shall not be filed during the period that the designated agency, juvenile bureau, or court employee is providing the diversion

services. A finding that the case has been successfully diverted shall constitute presumptive evidence that the underlying allegations have been successfully resolved.

7. The designated agency, juvenile bureau, or court employee shall promptly give written notice to the youth and his/her parent/legal guardian/custodian whenever attempts to prevent the filing of the petition have terminated and shall indicate in the notice whether the efforts were successful or whether a CINS petition should be filed with the court. A petition may or may not be filed where diversion services have been terminated because the parent/legal guardian/custodian failed to consent to the diversion plan or failed to actively participate in the services provided.
- C. Decline of Referral
1. The IO shall normally recommend the CINS referral be declined when:
 - a. The youth simply disobeys household rules; and/or
 - b. The youth responds to services referred to outside agencies.
- D. Recommendation to File a CINS Petition
1. The IO shall normally recommend the CINS referral be filed as a CINS petition when:
 - a. The youth has repeatedly disobeyed reasonable and lawful commands or directive of his/her parent/legal guardian/custodian,
 - b. The youth is willfully and voluntarily absent from his/her home without the consent of his/her parent/legal guardian/custodian for a substantial length of time or without intent to return,
 - c. The youth is willfully and voluntarily absent from school as authorized by 70 O.S. § 10-106,
 - d. The youth has been served with an ex parte or final protective order pursuant to the Protection for Domestic Abuse Act as authorized by 22 O.S. § 60; and/or
 - e. When every consideration for diversion has been considered and deemed impractical.
 2. The IO schedules a conference with the District Attorney (DA) to discuss concerns and the DA shall make the final determination to file a petition. There are no forms to complete, but the conference and the DA's decision shall be documented within two (2) business days by entering into JOLTS screens:
 - a. Wrk Juv ➤ Case Info ➤ Case Notes ➤ Work with Notes ➤ Add Note.

Approved:



J'me Overstreet, Chief of Court Services

01/04/16
Date