

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

**CHAPTER SEVEN – COURT SERVICES - PROBATION SERVICES**

**POLICY 7.3-1: CASE ASSIGNMENTS AND WORKLOAD  
DISTRIBUTION**

**PAGE 1 OF 3**

**I. POLICY:**

The Oklahoma County Juvenile Bureau (OCJB) utilizes a systematic method for the allocation of case assignments to field staff. This method of case distribution ensures that caseloads are distributed evenly and appropriately among officers and that the initial contact between the assigned officer and the youth occurs within twenty-four (24) hours of the youth being placed on probation by the Court **(2-7126) (2-7131)**.

**II. DEFINITIONS:**

- A. **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.
- B. **Delinquency Petition:** An application for the court to act in the matter of a youth apprehended for a delinquent act, in accordance with 10A O.S. § 2-2-102 B.
- C. **Field File:** An unofficial file containing pertinent and specific information regarding a youth being supervised. Officers maintain a field file for each assigned youth.
- D. **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)**.
- E. **Journal Entry:** See "Court Minute."
- F. **Juvenile Delinquent Legal (JDL) File:** An official legal file for a youth who has received or is receiving services from the OCJB. The JDL files are established and maintained by the court clerk's office.
- G. **Juvenile On-Line Tracking System (JOLTS):** 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 the JOLTS. Authorized OCJB employees are provided a unique identification number that allows them access to the JOLTS **(2-7074) (2-7190)**.

- H. **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.
- I. **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.
- J. **Referral:** Official paperwork from the court informing the youth and his/her parent/legal guardian/custodian and the OCJB that a youth is being placed on probation.
- K. **Social File (SF):** A file established by the Intake and Diversion Services Unit (IDSU) 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)."
- L. **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.

### **III. Procedure:**

- A. Youth Probation Referral Process:
  - 1. The youth and his/her parent/legal guardian/custodian attend a pre-trial conference in which the youth admits to the facts cited in the delinquency petition under oath and signs the stipulation to delinquency petition, agreeing to be placed on probation supervision.
  - 2. The Court shall provide the youth and his/her parent/legal guardian/custodian with a referral form signed by the judge, which contains their next court date and time as well as a directive to report immediately to the Probation Services Unit (PSU) for further instructions.
    - a. The Court shall also provide the court clerk's office with a copy of the referral form to ensure that the PSU is aware of the referral in the event that the youth fails to report as instructed **(2-7185)**.
- B. Case Assignment:
  - 1. The Probation Officer III (PO III) who is responsible for case assignment, workload distribution, and case closures shall retrieve the referral forms throughout the day to ensure timely case assignment.
  - 2. The PO III shall assign the new cases by the end of the business day in which they are received to ensure that the

assigned officer is able to make initial contact within twenty-four (24) hours of case assignment **(2-7131)**.

3. Officers shall be notified of a new case assignment upon receiving a field file folder labeled with the youth's name, date of birth, SF number, JDL number and JOLTS number. The following documents shall be placed within the field file upon assignment:
  - a. The referral form;
  - b. The delinquency petition;
  - c. The stipulation to delinquency petition; and
  - d. The most recent court minute, which can be located on OCIS.
4. The PO III shall enter a contact note in the JOLTS that indicates the name of the officer who the case was assigned to, the date and time of the case assignment, and the date and time of the next court hearing.

C. Workload Distribution Considerations While Making Case Assignments **(2-7126)**:

1. The PO III shall make the following considerations while making case assignments to ensure equitable and appropriate workload distribution:
  - a. The amount of experience the officer has and whether or not all basic training requirements have been successfully completed;
  - b. The judge who has been assigned the case and the workload distribution of the officers who supervise the cases for that judge's courtroom; and
  - c. Any specialized or intensive supervision needs of the youth that would be best fulfilled by an officer with specific experience/skills.
2. The PO III shall monitor caseloads weekly by taking the following actions:
  - a. Provide a breakdown of case assignments by officer and by courtroom to the Chief of Court Services;
  - b. Ensure that case assignments and closures are kept updated on the JOLTS; and
  - c. Generate monthly statistical reports using the JOLTS.

Approved:

  
Tíme Overstreet, Chief of Court Services

  
Date