

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

**CHAPTER SEVEN - COURT SERVICES –PROBATION SERVICES  
POLICY 7.3-2 – DISPOSITION STUDY**

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**CHAPTER SEVEN - COURT SERVICES – PROBATION SERVICES  
POLICY 7.3-2: DISPOSITION STUDY**

**PAGE 1 OF 15**

**I. POLICY:**

The Oklahoma County Juvenile Bureau (OCJB) Probation Services Unit (PSU) shall conduct in-depth studies of each adjudicated youth who is placed on probation in order to obtain relevant and accurate data that will assist the officer in the development of an Individual Treatment and Service Plan (ITSP) and enable the court to make the most appropriate decisions regarding the case **(2-7184) (2-7181) (2-7186)**.

**II. DEFINITIONS:**

- A. **Case Management System (CMS):** The automated management system of the individual treatment and service plan and method for the monitoring and reporting of a youth's progress towards meeting the goals set forth in the plan.
- B. **Case Plan:** See "Individual Treatment and Service Plan (ITSP)."
- C. **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.
- D. **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.
- E. **Disposition Study:** An in-depth background study of the youth and his/her family that is conducted prior to the disposition hearing and utilized to prepare a report that will provide the court with timely, relevant, and accurate data so that it may select the most appropriate disposition alternative **(2-7181)**. The study consists of a social and legal history as well as the assigned officer's proposed individual treatment and service plan for the youth **(2-7186)**.

- F. **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.
- G. **Health Insurance Portability and Accountability Act (HIPAA):** The Health Insurance Portability and Accountability Act of 1996 (HIPAA), as authorized by Public Law 104-191, 1996, Sections 261 through 264, contains the HIPAA Privacy Rule published December 28, 2000. The HIPAA Privacy Rule established the national regulations for the protection, privacy, security, and use of patient records. Youth being served by the Oklahoma County Juvenile Bureau are protected by the HIPAA Privacy Rule.
- H. **Individual Treatment and Service Plan (ITSP):** A comprehensive plan of action that is to be followed by the youth and family to address the risk level and needs identified by the comprehensive assessment and evaluation of the youth and his/her parent/legal guardian/custodian. The ITSP is filed within thirty (30) days of the youth's adjudication as delinquent, as authorized by 10A O.S. § 2-2-502. The ITSP may also be referred to as the "probation plan," "case plan," or "treatment plan."
- I. **Initial Home Visit (IHV):** A face-to-face contact made between the officer, the youth, and the youth's parent/legal guardian/custodian at the youth's residence during the disposition study. The purpose of the IHV is to ensure that the youth is being provided with shelter, water, and nourishment as well as to gather information about the youth's general living situation and interaction with his/her family.
- J. **Initial Office Visit (IOV):** A face-to-face contact between a probation officer, the youth, and his/her parent/legal guardian/custodian in which the officer interviews the youth and his or her parent/legal guardian/custodian to obtain pertinent information, provide them with useful documents, obtain necessary signatures, and answer any questions they may have.
- K. **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.
- L. **Journal Entry:** See "Court Minute."
- M. **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 JOLTS. Authorized OCJB employees are provided a unique

identification number that allows them access to the JOLTS system **(2-7141) (2-7074) (2-7190)**.

- N. **Level of Supervision:** A classification system used to safeguard the community and meet the specific needs of the youth by providing an appropriate level of contact between the youth and the assigned officer **(2-7130)**. The youth's level of supervision is determined using the score of the Youthful Level of Service/Case Management Inventory (YLS/CMI). The levels of supervision are low (YLS/CMI score of 0-8 for female or 0-9 for male), moderate (YLS/CMI score of 9-19 for female or 10-21 for male), high (YLS/CMI score of 20-28 for female or 22-31 for male), and very high (YLS/CMI score of 29-42 for female or 32-42 for male).
- O. **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.
- P. **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.
- Q. **Probation Plan:** See "Individual Treatment and Service Plan (ITSP)."
- R. **Probation Services Unit (PSU):** A division of the Court Services department that is responsible for the supervision of adjudicated youth.
- S. **Shared Bureau:** An electronic file containing copies of OCJB policies/procedures and forms/attachments that is accessible on the computer desktop of all employees.
- T. **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.
- U. **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)."
- V. **Special Conditions:** Additional conditions of an individual treatment and service plan that serve to enhance public safety or increase the probability of a successful community adjustment **(2-7143) (2-7188)**.
- W. **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" and "stip" are used as internal abbreviations for a stipulation to delinquency petition.

- X. **Treatment Plan:** See "Individual Treatment and Service Plan (ITSP)."
- Y. **Youthful Level of Service/Case Management Inventory (YLS/CMI):** An objective assessment instrument utilized by the officer to gather information from the youth and his/her parent/legal guardian/custodian that is used to assist in determining the level of supervision necessary to address the youth's risk to reoffend and identify the rehabilitative needs to be addressed in the individual treatment and service plan. The YLS/CMI is used to assess the risk and needs of adjudicated youth, as authorized by 10A O.S. § 2-7-501 C. 1. **(2-7130).**

### **III. PROCEDURE:**

- A. Disposition Study **(2-7182):**
  - 1. The disposition study shall not be initiated before a youth is adjudicated delinquent unless the youth, with the advice of counsel, has consented to allow the investigation to proceed before adjudication and adequate precautions have been taken to ensure that information from the report will not be disclosed to the court prior to adjudication **(2-7184).**
  - 2. A disposition study shall be conducted on each adjudicated youth that is placed under the supervision of the OCJB PSU **(2-7187).**
  - 3. The Chief of Court Services shall supervise and review, on a continuing basis, the conduct of dispositional studies, the preparation of reports, and the provision of alternatives for the court **(2-7183).**
  - 4. Intake officers, student interns, volunteers, clerical workers, and professionals from other agencies may be used to collect information during the disposition study **(2-7185).**
  - 5. As authorized by 10A O.S. § 2-2-502 A., an ITSP shall be submitted to the court within thirty (30) days of the youth being adjudicated delinquent.
  - 6. Upon receipt of a new case, the assigned officer shall review the youth's SF, familiarize him/herself with the case, and make a photocopy of any of the following documentation that is available from the SF for his/her field file:
    - a. Certificate of birth;
    - b. Social security card;
    - c. Health insurance card;
    - d. HIPAA forms;

- e. School records;
  - f. Immunization records;
  - g. The results of the MAYSI-2 Questionnaire, and
  - h. The results of the Slosson Oral Reading Test.
  - i. The "Acknowledgment of Receipt of Notice of Grievance Procedure and Grievance Form," Attachment C of Policy 7.1-16, "Youth Grievance."
7. Within twenty-four (24) hours of receiving a new case, the officer shall:
- a. Make contact with the youth and/or his/her parent/legal guardian/custodian and schedule the IOV, which is to be conducted within ten (10) business days **(2-7131)**.
    - i. Once the IOV has been scheduled, the officer shall mail the "Notification Letter," Attachment A, to the address provided by the youth and his/her parent/legal guardian/custodian at the time of referral.
      - (a) The officer shall request any necessary documentation that could not be located in the SF be brought to the IOV in this letter.
  - b. Confirm that youth's residence and contact information is correct on the Juvenile On-Line Tracking System (JOLTS) and update if necessary.
8. The officer shall proceed to build the field file. The field file shall be maintained in the following manner as the documentation becomes available: **(2-7072)**
- a. Left side, listed from bottom to top:
    - i. Court referral;
    - ii. SF information (birth certificate, social security card, health insurance card, immunization records and other applicable materials);
    - iii. "Privacy Notice and Acknowledgement of Legal Rights under HIPAA," Attachment C of Policy 7.1-6 "Juvenile Records, Confidentiality, and Health Insurance Portability and Accountability Act (HIPAA);"
    - iv. "Authorization to Release Confidential Youth Information", Attachment D of Policy 7.1-6 "Juvenile Records, Confidentiality, and Health Insurance Portability and Accountability Act (HIPAA);"

- v. "Acknowledgement of Receipt of Probation and Detention Guide," Attachment B;
  - vi. The "Acknowledgement of Receipt of Notice of Grievance Procedure and Grievance Form," Attachment C of Policy 7.1-16 "Youth Grievance;"
  - vii. "Initial Home Visit Checklist," Attachment C;
  - viii. Disposition study;
  - ix. Referrals;
  - x. Request for psychological evaluation (if applicable);
  - xi. Information needed for revocation (if applicable);
  - xii. Interstate compact forms (if applicable);
  - xii. Service reports in chronological order; and
  - xiv. The "Juvenile Profile Summary," from the JOLTS, which can be accessed on each officer's desktop or at <https://jolts.oja.ok.gov>, and printed by selecting the youth's "Profile" tab, and printing.
    - (a) The photograph of the youth included in the "Juvenile Profile Summary" shall be updated at least every twelve (12) months.
- b. Right side, listed from bottom to top:
- i. "Notification Letter," Attachment A;
  - ii. Stipulation(s) to delinquency petition(s);
  - iii. Delinquency petition(s);
  - iv. Court minute(s) in chronological order;
  - v. Pick-up order(s) and/or bench warrant(s) (if applicable); and
  - vi. "Youth Contact Notes," Attachment D of Policy 7.3-3 "Probation Supervision."
9. The Initial Office Visit (IOV):
- a. The purpose of the IOV is to collect accurate and pertinent information that will be used to determine the youth's level of supervision and develop his/her ITSP.
  - b. Prior to the IOV, the officer shall collect all of the necessary materials. Attachment E, "Initial Office Visit Checklist," provides a comprehensive list of the materials needed to complete the IOV.

- c. The officer shall provide the youth and his/her parent/legal guardian/custodian with a copy of the "Probation and Detention Guide," and obtain their signatures acknowledging receipt of the guide using the "Acknowledgement of Receipt of Probation and Detention Guide," Attachment B.
- d. The officer shall explain all HIPAA forms that could not be located in the SF and obtain necessary signatures from the youth and his/her parent/legal guardian/custodian.
- e. If the "Acknowledgment of Receipt of Notice of Grievance Procedure and Grievance Form," Attachment C of Policy 7.1-16 "Youth Grievance," could not be located in the youth's SF, the Officer shall provide the youth and his/her parent/legal guardian/custodian with a copy of the "Notice of Grievance Procedure," Attachment A of Policy 7.1-16 "Youth Grievance" and the "Grievance Form," Attachment B of Policy 7.1-16 "Youth Grievance" and obtain their signatures acknowledging receipt of the form using the "Acknowledgment of Receipt of Notice of Grievance Procedure and Grievance Form," Attachment C of Policy 7.1-16 "Youth Grievance."
- f. The officer shall explain to the youth and his/her parent/legal guardian/custodian that completing community service work at a non-profit organization is a way for the youth to compensate the community for its loss and provide the youth with the "Notification of Community Service Work Referral," Attachment F.
- g. The officer shall interview the youth using the "Youthful Level of Service/Case Management Inventory Interview Guide," Attachment D. The parent/legal guardian/custodian shall be interviewed separately.
  - i. Certification to administer the YLS/CMI is a requirement of all officers.
- h. The officer shall allow the youth and his/her parent/legal guardian/custodian an opportunity to contribute information and suggestions that they feel are valuable to the development of the ITSP (**2-7137**).

- i. The officer shall administer the MAYSI-2 Questionnaire if it has not been completed by the youth in the past twelve (12) months.
  - j. The officer shall administer the Slosson Oral Reading Test if it has not been completed by the youth in the past six (6) months, as authorized by 10A O.S. § 2-7-501 E.
  - k. The officer shall take a photograph of the youth if one taken in the past twelve (12) months could not be located in the SF or on the JOLTS.
    - i. The officer shall upload the photograph to their computer and then to the JOLTS by selecting "Work Juv," "Personal Info," "Images," and "Browse."
    - l. The officer may seek additional information from extended family members, school personnel, and other service agencies familiar with the youth, as needed **(2-7139)**.
10. Scoring the YLS/CMI and Assigning the Level of Supervision:
- a. After the completion of the "Youthful Level of Service/ Case Management Inventory Interview Guide," Attachment D, the officer shall immediately score the information he/she has collected using the "YLS/CMI Scoring Instrument," Attachment G, and/or the Case Management System (CMS), as directed by his/her supervisor, and the "YLS/CMI Scoring Key," Attachment H, to determine the youth's risk and needs.
    - i. The CMS can be accessed on each officer's desktop and at <https://cms.oja.state.ok.us>.
  - b. The assigned level of supervision shall correspond with the level of risk determined by the YLS/CMI **(2-7130)**. The levels of supervision are low (YLS/CMI score of 0-8 for female or 0-9 for male), moderate (YLS/CMI score of 9-19 for female or 10-21 for male), high (YLS/CMI score of 20-28 for female or 22-31 for male), and very high (YLS/CMI score of 29-42 for female or 32-42 for male).
  - c. The assigned level of supervision shall be consistent with basic concepts of fairness and provide for maximum involvement of the youth and his/her parent/legal guardian/custodian **(2-7130)**.
11. The Initial Home Visit (IHV):

- a. The IHV shall be completed prior to the submission of the disposition study report.
  - b. If the youth resides at more than one (1) location, each home shall be visited and assessed.
  - c. Officers shall follow all procedures authorized by Policy 7.1-11, "Use of County Vehicles" and Policy 7.1-5, "Intake and Probation Officer Safety," while conducting the IHV.
  - d. Documents needed to complete the IHV includes:
    - i. "Initial Home Visit Checklist," Attachment C; and
    - ii. "Youth Contact Notes," Attachment D of Policy 7.3-3 "Probation Supervision."
  - e. The officer shall utilize the "Initial Home Visit Checklist," Attachment C, to conduct the IHV and document the information collected. The youth shall sign his/her name on the "Initial Home Visit Checklist," Attachment C, and the "Youth Contact Notes," Attachment D of Policy 7.3-3 "Probation Supervision," to verify that he/she was present for the IHV.
    - i. If the youth is not present for the IHV, the reason for his/her absence shall be noted on his/her signature line.
  - f. The parent/legal guardian/custodian shall sign his/her name on the "Initial Home Visit Checklist," Attachment C, to verify that he/she was present for the IHV.
  - g. The officer shall sign the "Initial Home Visit Checklist," Attachment C, upon completion.
  - h. If the officer determines that the home is not a safe and/or appropriate place for the youth to reside, he/she shall staff the case with his/her supervisor immediately upon his/her return to the OCJB. Upon the concurrence of the supervisor, the officer shall make a referral to the Department of Human Services (DHS) Child Welfare Division **(2-7133-1)**.
12. The officer shall utilize the Oklahoma Department of Corrections Database, the Oklahoma State Courts Network Database, and/or the Oklahoma County Sheriff's Office Database to perform background checks on the parent/legal guardian/custodian and any other adult(s) living in the home with the youth.

**B. Development of the Disposition Study Report (2-7182):**

1. The ITSP shall be developed using the CMS.
2. The "Sample Disposition Study," Attachment I, provides an example of the format that shall be used to organize the disposition study report.
3. The officer shall utilize the information he/she has collected during the disposition study to create a report composed of the following:
  - a. The "Disposition Cover Page," Attachment J, which shall include;
    - i. The standard conditions of probation supervision;
    - ii. The parent/legal guardian/custodian responsibilities;
      - (a) As authorized by 10A O.S. § 2-2-102 B. 1., the court shall have jurisdiction of the parent/legal guardian/custodian of the youth upon filing the delinquency petition.
    - iii. Instructions regarding payment of costs;
    - iv. An acknowledgement of understanding of the court ordered probationary action steps, parent/legal guardian/custodian's action steps, and consequences of non-compliance;
    - v. An acknowledgement of involvement in and receipt of the ITSP **(2-7132) (2-7137)**;
    - vi. A recommendation that includes a projected completion date for the ITSP, as authorized by 10A O.S. § 2-2-502 A;
    - vii. Signature lines for the youth, his/her parent, legal guardian/custodian, the probation officer, his/her supervisor, the assistant district attorney, the youth's attorney, and the judge.
  - b. Part I, "Assessment of Risk and Needs," which shall include:
    - i. The legal history of the youth, including prior and current offenses/adjudications;
    - ii. The social history of the youth and his/her family circumstances and parenting, including identification of the problems leading to the adjudication, as authorized by 10A O.S. § 2-2-502 A. 1;
    - iii. Information about the youth's education and/or employment;

- (a) This section shall include the results of the Slosson Oral Reading Test and their interpretation, as authorized by 10A O.S. § 2-7-501 E. 3;
  - iv. Information about the youth's relationships with his/her peers;
  - v. Information about the youth's substance abuse history;
  - vi. Information about the youth's personal interests and leisure activities;
  - vii. Information about the youth's personality and behavior; and
  - viii. Information about the youth's attitudes and orientation.
- c. Part II, "Summary of Risk and Needs Factors," which shall include:
- i. The youth's YLS/CMI risk and needs score in each assessed category;
  - ii. The youth's overall YLS/CMI risk and needs score; and
  - iii. The corresponding level of supervision.
- d. Part III, "Assessment of Other Needs/Special Considerations," which shall identify any other notable areas of concern.
- i. Based on special needs/considerations identified, the officer shall assess the need for special conditions of probation and recommend to the court that these special conditions be added to the conditions of the youth's ITSP **(2-7143) (2-7188)**.
    - (a) Special conditions shall be few in number, realistic, and phrased in positive rather than negative terms.
- e. Part IV, "Assessment of the Client's General Risk/Need Level," which shall explain the reasoning for an override of the youth's level of supervision, if applicable.
- i. Overrides may only be used to increase a youth's level of supervision.
  - ii. Increases of a youth's level of supervision shall be used sparingly.
  - ii. Officers requesting an override shall complete the "Request for Level of

Supervision Override/Modification," Attachment K, and submit it to their supervisor, who shall approve or deny the request. Upon approval, the supervisor shall submit the "Request for Level of Supervision Override/Modification," Attachment K, to the Chief of Court Services, who shall approve or deny the request.

- f. The officer's recommended ITSP, which shall be designed to meet the individual needs of the youth based on the information collected in the disposition study **(2-7186)**.
  - i. As authorized by 10A O.S. § 2-2-502 A., the ITSP shall:
    - (a) Identify the specific services available to the youth to remediate or alleviate the conditions that lead to the adjudication, including but not limited to, educational, vocational-educational, medical, drug or alcohol abuse, treatment or counseling, or other treatment services;
    - (b) Identify the services to be provided to the parent/legal guardian/custodian or other adult(s) living in the home with the youth to remediate or alleviate the conditions that led to the adjudication, including services needed to assist the family to provide proper care and supervision of the child; and
    - (c) Include performance criteria that will measure the progress of the child and family toward completion of the ITSP.
  - ii. The ITSP shall address any domains listed in part I that are scored "moderate risk" or higher, as well as any mental or physical health needs identified in the assessment process, by creating at least one (1) action step per goal area in the "Plan of Action" for the youth.
  - iii. The ITSP shall address family issues indicated by part I, section 2 "Family Circumstances and Parenting" or part III, section 1 "Family/Parents" of the YLS/CMI by creating at least one action step per goal area in the "Plan of Action" for the family.

4. The ITSP shall be realistic in that both the goals set and the resources required are attainable **(2-7186)**.
5. The officer, youth, and his/her parent/legal guardian/custodian shall participate in the development of ITSP, to the extent possible **(2-7137) (2-7186)**.
6. The officer shall base recommendations regarding conditions that require monetary payment on the youth's ability to fulfil the obligation **(2-7142)**.
7. The officer shall complete and proofread the report at least four (4) business days prior to the date the report is due to the court and submit the report to his/her supervisor or designee for approval **(2-7129) (2-7189)**.
  - a. The supervisor shall review the report prior to submission to the court and:
    - i. Provide any grammatical and/or spelling corrections that need to be made;
    - ii. Ensure that the goals and actions steps are appropriate for the level of supervision assigned to the youth and are in compliance with B.3.f. ii. and B.3.f.iii;
    - iii. Modify treatment and/or services conditions (if necessary); and
    - iv. Return the report to the officer, who shall make the modifications.
  - b. The report shall be signed by both the officer and the supervisor or designee prior to duplication and submission.
8. The officer shall make copies to distribute to the youth and his/her parent/legal guardian/custodian, attorney, district attorney, and judge as well as to keep in the youth's field file.
  - a. The reports shall be distributed to the judge, district attorney, and public defender (if the youth is represented by a public defender) on or before the Friday prior to the week of the disposition hearing or as directed by the officer's supervisor.
  - b. The reports shall be distributed to the youth and his/her parent/legal guardian/custodian and private attorney (if the youth is represented by a private attorney) on the date of the disposition hearing, prior to the hearing.
    - i. The youth and his/her parent/legal guardian/custodian shall sign and date the

copy of the report that will remain in the youth's field file to acknowledge that they have received a copy of the report and understand its content **(2-7132)**.

C. Assessment of Probation Fees:

1. The amount of probation fees recommended shall be based on the youth's parent/legal guardian/custodian's ability to pay **(2-7142)**.
  - a. Families who have been declared indigent by the court and are represented by a public defender shall be recommended to pay a probation fee of ten (10) dollars per month.
  - b. Families who have not been declared indigent by the court and are represented by private counsel shall be recommended to pay a probation fee of twenty (20) dollars per month.
2. If it is determined by the officer that the family is incapable of paying the respective amount of probation fees, the officer shall request a temporary reduction, a temporary freeze, a permanent reduction, or a complete waiver of fees by completing and submitting a "Probation Fee Adjustment Request," Attachment L, to his/her supervisor, who shall approve or deny the request.
  - a. The Chief of Court Services shall review each request and act as the final decision maker.

D. Disposition Hearing:

1. The officer shall attend the disposition hearing.
  - a. In the event that the officer cannot attend, the officer shall notify his/her supervisor and ensure that a designee is in attendance.
2. Prior to the disposition hearing, the officer shall explain the proposed terms of the ITSP to the youth and his/her parent/legal guardian/custodian and answer any questions they may have **(2-7132)**.
3. During the disposition hearing, the proposed ITSP contained in the disposition study may be adopted as written or amended at the request of the youth, his/her parent/legal guardian/custodian, his/her attorney, the district attorney, or the officer with the approval of the judge. The agreed upon conditions are applied and the ITSP is signed in open court by the youth, his/her parent/legal guardian/custodian, and the judge.

E. Confidentiality of Disposition Studies:

1. Disposition studies shall be maintained as authorized by policy 7.1-6, "Juvenile Records, Confidentiality, and Health Insurance Privacy and Accountability Act (HIPAA)" **(2-7190)**.
  - i. Information about the disposition study shall not be discussed openly.
  - ii. Files and records containing information collected in the disposition study shall not be left unattended.
  - iii. Information collected in the disposition study shall be shared only with the consent of the youth and his/her counsel or parent/legal guardian/custodian and when it would clearly be in the best interest of the youth to do so.
2. In the event that the confinement of a youth is ordered, the PSU shall ensure that the disposition study is made available to the receiving institution at or before the time of the youth's arrival to assist in its classification process **(2-7191)**.
  - i. Disposition studies are available to Oklahoma County Juvenile Detention Center staff via the JOLTS and SF Files, which are located in the IDSU.

Approved:  12/31/15  
 J'ime Overstreet, Chief of Court Services Date

- Attachments:
- Attachment A, "Notification Letter"
  - Attachment B, "Acknowledgement of Receipt of Probation and Detention Guide"
  - Attachment C, "Initial Home Visit Checklist"
  - Attachment D, "Youthful Level of Service/Case Management Inventory Interview Guide"
  - Attachment E, "Initial Office Visit Checklist"
  - Attachment F, "Notification of Community Service Referral"
  - Attachment G, "YLS/CMI Scoring Instrument"
  - Attachment H, "YLS/CMI Scoring Key"
  - Attachment I, "Sample Disposition Study"
  - Attachment J, "Disposition Cover Page"
  - Attachment K, "Request for Level of Supervision Override/Modification"
  - Attachment L, "Probation Fee Adjustment Request"

Honorable Lisa Tipping Davis  
District Judge  
Juvenile Division



James L. Saffle  
Director

**OKLAHOMA COUNTY JUVENILE BUREAU**  
*"Providing Opportunities for Success"*

Date: 00/00/00

Parent/Legal Guardian/Custodian Name  
Address  
City, State, Zip

**TO THE PARENT/GUARDIAN/CUSTODIAN OF:** Youth Name

- Initial Office Visit**
- Review of Individual Treatment Service Plan (ITSP)**
- Notification of Change of Probation Officer**

**APPOINTMENT:**           Date and Time          

An office visit for you and your child has been scheduled on the date and time shown above, at the Juvenile Justice Center located at 5905 Classen Court in Oklahoma City, Oklahoma. We are located on the 2<sup>nd</sup> Floor, Suite 202. This appointment is necessary in order to comply with Court requirements for the next hearing.

Please bring the following information with you to your appointment:

- Birth certificate/Date-of-Birth verification**
- Immunization records**
- Current school records (grades and attendance)**
- Social security card**
- Insurance/Medical card**
- Driver's license**
- Other** \_\_\_\_\_

If you have any questions, please feel free to contact me.

\_\_\_\_\_  
**Probation Officer Name**  
**Phone Number**

**OKLAHOMA COUNTY JUVENILE BUREAU  
Acknowledgement of Receipt of Probation and Detention Guide**

I, \_\_\_\_\_, acknowledge that I have received the Oklahoma County Juvenile Bureau Probation and Detention Guide Handbook and have had the material explained to me. I understand that I must read all of the information included in the handbook. If I do not understand any part of the material included, I will contact my probation officer for clarification.

I understand that field services are available 24 hours a day.

\_\_\_\_\_  
YOUTH

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN/CUSTODIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROBATION OFFICER

\_\_\_\_\_  
DATE

# OKLAHOMA COUNTY JUVENILE BUREAU

## Initial Home Visit Checklist

Youth's Name (Print): \_\_\_\_\_

Address: \_\_\_\_\_

**YES NO**

- Verify that the parent/legal guardian/custodian is present prior to entering the home and have him/her sign at the bottom of this document. If the custodian of the home is not present, reschedule the IOV.
- Is the structure of the home intact? Does it provide adequate shelter for the youth?
- Is it apparent that the youth resides in the home? Can he/she identify his/her room or where he/she sleeps?
- Does the home have running water and working restroom facilities? Can the youth demonstrate that the faucet and toilet are working in the bathroom that he/she uses?
- Is there food in the refrigerator and/or cabinets of the home?
- Is the correct contact information for the youth and his/her parent/legal guardian/custodian listed in the youth's field file? If not, obtain any additional phone numbers that the youth and his/her parent/legal guardian/custodian may be reached at.

Home Phone: \_\_\_\_\_

Legal Guardian Cell: \_\_\_\_\_

Youth Cell: \_\_\_\_\_

\_\_\_\_\_  
Youth

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian/Custodian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Probation Officer

\_\_\_\_\_  
Date

# The Youthful Level of Service/Case Management Inventory Interview Guide

Name of Youth: \_\_\_\_\_

JOLTS Number: \_\_\_\_\_

Youth's Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Jurisdiction: \_\_\_\_\_

\_\_\_\_\_  
Officer

Date of Interview \_\_\_\_/\_\_\_\_/\_\_\_\_

1<sup>st</sup> Assessment \_\_\_\_\_

Reassessment \_\_\_\_\_

**Biological Father:**

\*1. What is your biological father's first, middle, and last name? What is his date of birth?

2. Does your dad work? What does he do? Is the family income adequate?

\*3. Does your father have a criminal history? Does he have a substance abuse history? If yes, explain.

4. How do you feel you get along with your father? How would you describe your relationship with him?

**Biological Mother:**

\*5. What is your biological mother's first, middle, and last name? What is her date of birth?

6. Does your mother work? What does she do? Is the family income adequate?

\*7. Does your mother have a criminal history? Does she have a substance abuse history? If yes, explain.

8. How do you feel you get along with your mother? How would you describe your relationship with her?

**Guardian/Custodian/Step-parent (If Applicable):**

\*9. What is your guardian/custodian/step-parent's first, middle, and last name? What is his/her date of birth?

10. Does your guardian/custodian/step-parent work? What does he/she do? Is the family income adequate?

\*11. Does your guardian/custodian/step-parent have a criminal history? Does he/she have a substance abuse history? If yes, explain.

12. How do you feel you get along with your guardian/custodian/step-parent? How would you describe your relationship with him/her?

**Siblings**

13. Do you have any brothers or sisters? How do you get along with them? Is there much fighting at home?

**Family Circumstances/Parenting:**

\*14. Do you have any children? If yes, what are their first, middle, and last names and dates of birth?

15. Who are you living with now? How long have you been there? (If the juvenile is not living with his or her parents, ask about the history of the current living arrangements).

16. Are there a lot of rules at home? Do you think they are fair?

\*17. Do you have a curfew? If yes, what time is it on the week days? What time is it on the weekend? Is it honored?

18. How tough are your parents about enforcing the rules?

19. What do your parents do when you break the rules? How do they discipline you?

20. How do your mom and dad get along?

\*21. Have you ever witnessed or been a victim of domestic violence?

\*22. What is your family's method of transportation?

23. Is there anything else you would like to tell me about your home life?

### **Physical Health**

\*24. Do you have any health conditions and how do they affect you?

\*25. Are you taking any prescription medications? If so, you take your medication as prescribed?

### **Mental Health**

\*26. Have you ever been physically abused?

\*27. Have you ever been emotionally abused?

\*28. Have you ever been sexually abused?

\*29. Have you ever been diagnosed with a mental health disorder? Describe the circumstances.

\*30. Have you ever been inpatient in a mental health facility? Describe the circumstances.

**Personality/Behavior:**

31. How do you feel about yourself? Do you generally feel good about things? Are you sometimes disappointed in yourself?

32. How do you usually feel when you do something wrong? Do you feel bad when you hurt someone?

33. Are you easily frustrated or are you a fairly easygoing person?

34. Do you get angry about things? What kinds of things make you especially angry?

35. How do you usually react when you are angry? Do you often get into fights?

36. Do you feel that you are good at planning things or do you tend to do things on the spur-of-the moment?

37. Do you have trouble concentrating? Have you ever been told that you have a problem with concentration or with attention?

38. Do you ever feel very anxious or depressed? How often do you have these feelings?

39. Have you ever thought about suicide?

\*40. Have you ever acted on those thoughts?

41. Is anything worrying you at the moment about your friends, your school, or family?

**Education/Employment:**

42. Are you in school right now? Are you working? **(For those in school) I'm going to ask you some questions about your school. (Skip to question 70 if not in school).**

\*43. Where do you go to school? What grade are you in?

44. How well are you doing in your schoolwork? Have you been doing better (or worse) recently?

45. What subjects do you like; which ones do you not like?

46. Have you had any trouble in school over the past year or so? Have you been suspended or expelled? Have you parents been called to the school because of problems?

47. Do you skip school?

48. Have you ever been assessed by a psychologist or special education teacher? Do you know the results?

\*49. Have you ever been on an Individual Education Plan (IEP)?

50. How well have you been getting along with your teachers and with other students?

\*51. What are you educational goals?

52. Are you working now? Is your job part-time or full-time? (Skip to questions 72 if not working).

53. How well do you like your job? How do you get along with your supervisors/managers?

54. (If not working or in school) Are you looking for work? What efforts have you made to find work?

**Peer Relations:**

**I would like to ask a few questions about your friends—the people you hang out with.**

55. Who are your best friends at present?

56. Are you involved in a relationship at the moment? Can you tell me about the person with whom you are involved?

57. Are there other people that you consider friends?

58. Have any of your friends been involved with the police? Have any been arrested?

59. Do your friends use drugs?

60. Are you a member of a gang? Do you know gang members?

**Leisure/Recreation:**

61. What are the kinds of things that really interest you (sports, hobbies, etc.)? Are there new things you would like to learn?

62. Are you a member of any clubs, organizations, or sports teams at school or in the community? Do you enjoy these activities? Would you like to be more involved in these activities?

**Criminal and Disposition History:**

**I'm going to ask you some questions about the reasons for your appearance in court.**

63. What crime(s) were you convicted of?

64. Tell me about the circumstances of the crime? (Who were you with? Did you plan this action?)

7.3-2, Attachment D, issued 10/2015., revised 12/2015.

**Questions designated with an asterisk have been added by the Oklahoma County Juvenile Bureau and should not be factored in to YLS/CMI grading.**

65. How do you feel now about the crime? What about the victim(s)?

**I would also like to ask you some questions about things you might have done previously.**

66. How old were you when you first got into trouble? What did you do?

67. Have you ever been involved with the police before this?

68. Have you ever been convicted of a crime before?

69. Have you been on probation? Have you been in custody?

70. (If probation or custody) Have you ever participated in programs, counseling, or any other kind of treatment while on probation or in custody? Can you tell me what was involved?

**Attitudes, Values, Beliefs:**

71. How do you feel about the crimes you committed (or were alleged to have committed)? Do you have feelings about the victims of the crimes?

7.3-2, Attachment D, issued 10/2015., revised 12/2015.

**Questions designated with an asterisk have been added by the Oklahoma County Juvenile Bureau and should not be factored in to YLS/CMI grading.**

72. (If the youth has received a disposition) How do you feel about your sentence?

73. Do you think you were treated fairly by the police and the court? Are most people treated fairly by the police and the courts?

74. Do you think that people who do not break the law are better than people who break the law?

75. Do you think that you are treated fairly by your parents? Do you think you should obey their rules?

76. What about school? Do you think students are treated fairly by teachers and other staff?

**Substance Abuse:**

\*77. Do you smoke, chew or dip tobacco? If so, how old were you when you began using and how often?

**I would like to ask some questions about your use of alcohol.**

78. Do you drink beer, wine, or any other alcoholic drink? (If no, skip to question 99). When did you first drink alcohol?

79. How much do you drink? If you get drunk, how do you act?

80. Do you use drugs such as marijuana, cocaine, ecstasy, etc.? (If no, skip to question 105). When did you begin and how much do you now use?

81. Do you usually use drugs when you are by yourself or with friends?

\*82. Have you ever sold drugs?

83. Do you think that your drinking or drug use is a problem? Do your parents worry about your use of these substances?

84. Do you think your criminal activity is related to drug or alcohol use?

85. Would you like to get some help to stop drinking or using drugs?

**Is there anything else you would like to discuss with me? Are there are questions you would like to ask?**

7.3-2, Attachment D, issued 10/2015., revised 12/2015.

**Questions designated with an asterisk have been added by the Oklahoma County Juvenile Bureau and should not be factored in to YLS/CMI grading.**

## OKLAHOMA COUNTY JUVENILE BUREAU

### Initial Office Visit Checklist

#### **Materials needed to complete the IOV:**

- The youth's field file, including the "Client Field/Office Contact Notes," Attachment D of Policy 7.3-3, "Disposition Study;"
- The "Probation and Detention Guide," which can be located on Shared Bureau;
- The "Acknowledgement of Receipt of Probation and Detention Guide," Attachment B of Policy 7.3-2, "Disposition Study;"
- The "Notice of Grievance Procedure," Attachment A of Policy 7.1-16 "Youth Grievance," the "Grievance Form," Attachment B of Policy 7.1-16, "Youth Grievance," and the "Acknowledgment of Receipt of Notice of Grievance Procedure and Grievance Form," Attachment C of Policy 7.1-16, "Youth Grievance" (If Attachment C could not be located in the youth's social file);
- The "Notification of Community Service Referral," Attachment G of Policy 7.3-2, "Disposition Study;"
- The "Youthful Level of Service/ Case Management Inventory Interview Guide," Attachment D of Policy 7.3-2, "Disposition Study;"
- The "Privacy Notice and Acknowledgement of Legal Rights under HIPAA," Attachment C of Policy 7.1-6 "Juvenile Records, Confidentiality, and Health Insurance Portability and Accountability Act (HIPAA)" if it has not been signed by youth and parent/legal guardian/custodian prior to the IOV;
- The "Authorization to Release Confidential Youth Information", Attachment D of Policy 7.1-6 "Juvenile Records, Confidentiality, and Health Insurance Portability and Accountability Act (HIPAA)" if it has not been signed by youth and parent/legal guardian/custodian prior to the IOV;
- The MAYSI-2 Questionnaire, if it has not been completed in the past twelve (12) months; and
- The Slosson Oral Reading Test, if it has not been completed in the past six (6) months.

**OKLAHOMA COUNTY JUVENILE BUREAU  
Notification of Community Service Referral**

TO: \_\_\_\_\_  
Name of Organization/Agency

FROM: \_\_\_\_\_  
Probation Officer  
Oklahoma County Juvenile Bureau

RE: \_\_\_\_\_  
Youth's Name

The above-referenced youth needs to perform \_\_\_\_\_ hours of community service.

**SERVICE COMPLETION VERIFICATION**

Upon completion or termination, the supervisor is to complete this performance evaluation. If there are any questions in regard to this matter or the client, please contact the Probation Officer at the Oklahoma County Juvenile Bureau.

Date	Hours	Initials	Date	Hours	Initials

Total Hours Completed: \_\_\_\_\_  
Completion Date: \_\_\_\_\_

	Poor	Satisfactory	Good	Excellent
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verified by PO: \_\_\_\_\_ CSW Site Supervisor: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

## YLS/CMI Scoring Instrument

Name	Date of Birth	Gender	Age	Assessment Date	Setting
					US Community
<b>PART I: ASSESSMENT OF RISKS AND NEEDS</b>					
<b>1. Prior and Current Offenses, Adjudications</b>				Comments (include sources of information):	
a. Three or more prior adjudications			( )		
b. Two or more failures to comply			( )		
c. Prior probation			( )		
d. Prior detention			( )		
e. Three or more current adjudications			( )		
Total:					
Strength:		( )			
Risk Level:		Low (0) Moderate (1-2) High (3-5)			
<b>2. Family Circumstances and Parenting</b>				Comments (include sources of information):	
a. Inadequate supervision			( )		
b. Difficulty in controlling behavior			( )		
c. Inappropriate discipline			( )		
d. Inconsistent parenting			( )		
e. Poor relations/father-child			( )		
f. Poor relations/mother-child			( )		
Total:					
Strength:		( )			
Risk Level:		Low (0-2) Moderate (3-4) High (5-6)			
<b>3. Education/Employment</b>				Comments (include sources of information):	
a. Disruptive classroom behavior			( )		
b. Disruptive behavior on school property			( )		
c. Low achievement			( )		
d. Problems with peers			( )		
e. Problems with teachers			( )		
f. Truancy			( )		
g. Unemployed/not seeking employment			( )		
Total:					
Strength:		( )			
Risk Level:		Low (0) Moderate (1-3) High (4-7)			

<b>4. Peer Relations</b>		<b>Comments (include sources of information):</b>	
a. Some delinquent acquaintances	( )		
b. Some delinquent friends	( )		
c. No or few positive acquaintances	( )		
d. No or few positive friends	( )		
Total:			
Strength:	( )		
Risk Level:	Low (0-1) Moderate (2-3) High (4)		
<b>5. Substance Abuse</b>			<b>Comments (include sources of information):</b>
a. Occasional drug use	( )		
b. Chronic drug use	( )		
c. Chronic alcohol use	( )		
d. Substance abuse interferes with life	( )		
e. Substance use linked to offense(s)	( )		
Total:			
Strength:	( )		
Risk Level:	Low (0) Moderate (1-2) High (3-5)		
<b>6. Leisure/Recreation</b>		<b>Comments (include sources of information):</b>	
a. Limited organized activities	( )		
b. Could make better use of time	( )		
c. No personal interests	( )		
Total:			
Strength:	( )		
Risk Level:	Low (0) Moderate (1-2) High (3)		

7. Personality and Behavior		Comments (include sources of information):							
a. Inflated self-image	( )								
b. Physically aggressive	( )								
c. Tantrums	( )								
d. Short attention span	( )								
e. Poor frustration tolerance	( )								
f. Inadequate guilt feelings	( )								
g. Verbally aggressive, impudent	( )								
Total:									
Strength:	( )								
Risk Level:	Low (0) Moderate (1-4) High (5-7)								
8. Attitudes and Orientation		Comments (include sources of information):							
a. Antisocial/procriminal attitudes	( )								
b. Not seeking help	( )								
c. Actively rejecting help	( )								
d. Defies authority	( )								
e. Callous, little concern for others	( )								
Total:									
Strength:	( )								
Risk Level:	Low (0) Moderate (1-3) High (4-5)								
PART II: SUMMARY OF RISK AND NEED FACTORS									
	Scores					Low	Moderate	High	
1. Prior and Current Offenses, Adjudications	0	( )	( )	( )					
2. Family Circumstances and Parenting	0	( )	( )	( )					
3. Education/Employment	0	( )	( )	( )					
4. Peer Relations	0	( )	( )	( )					
5. Substance Abuse	0	( )	( )	( )					
6. Leisure/Recreation	0	( )	( )	( )					
7. Personality and Behavior	0	( )	( )	( )					
8. Attitudes and Orientation	0	( )	( )	( )					
	<b>Overall Total</b>	<b>Low (0-8)</b>	<b>Moderate (9-19)</b>	<b>High (20-28)</b>	<b>Very High (29-42)</b>				
	0	( )	( )	( )	( )				

**PART III: ASSESSMENT OF OTHER NEEDS/SPECIAL CONSIDERATIONS****1. Family/Parents**

<input type="checkbox"/> Chronic history of offense(s)	<input type="checkbox"/> Uncooperative parents	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Emotional distress/psychiatric	<input type="checkbox"/> Cultural/ethnic issues	
<input type="checkbox"/> Drug-alcohol abuse	<input type="checkbox"/> Abusive father	
<input type="checkbox"/> Marital conflict	<input type="checkbox"/> Abusive mother	
<input type="checkbox"/> Financial/Accommodation problems	<input type="checkbox"/> Significant family trauma	

Comments:

**2. Youth**

<input type="checkbox"/> Health problems	<input type="checkbox"/> Third party threat	<input type="checkbox"/> Gender Issues
<input type="checkbox"/> Physical disability	<input type="checkbox"/> History of assault on authority figures	<input type="checkbox"/> History of Bullying
<input type="checkbox"/> Low intelligence / developmental delay	<input type="checkbox"/> History of weapon use	<input type="checkbox"/> History of Running Away
<input type="checkbox"/> Learning disability	<input type="checkbox"/> History of fire setting	<input type="checkbox"/> History of Sexual/Physical Assault
<input type="checkbox"/> Underachievement	<input type="checkbox"/> History of escapes	<input type="checkbox"/> Manipulative
<input type="checkbox"/> Victim of physical/sexual abuse	<input type="checkbox"/> Protection Issues	<input type="checkbox"/> Youth Has Children
<input type="checkbox"/> Victim of neglect	<input type="checkbox"/> Adverse living conditions	<input type="checkbox"/> Poor Problem-Solving Skills
<input type="checkbox"/> Shy/withdrawn	<input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Youth is Pregnant
<input type="checkbox"/> Peers outside age range	<input type="checkbox"/> Anxious	<input type="checkbox"/> Racist/Sexist Attitudes
<input type="checkbox"/> Depressed	<input type="checkbox"/> Communication Problems	<input type="checkbox"/> Difficulties with Self-Management Skills
<input type="checkbox"/> Low self-esteem	<input type="checkbox"/> History of cruelty to Animals	<input type="checkbox"/> Victim of Bullying
<input type="checkbox"/> Inappropriate sexual activity	<input type="checkbox"/> Cultural/Ethnic Issues	<input type="checkbox"/> Witness of Domestic Violence
<input type="checkbox"/> Poor social skills	<input type="checkbox"/> Diagnosis of Conduct Disorder/Oppositional Defiant Disorder	<input type="checkbox"/> Youth Other Mental (please specify)
<input type="checkbox"/> Engages in denial	<input type="checkbox"/> Fetal Alcohol Spectrum Disorder	
<input type="checkbox"/> Suicide attempts	<input type="checkbox"/> Financial/Accommodation Problems	
<input type="checkbox"/> Diagnosis of psychosis	<input type="checkbox"/> Gang Involvement	

Comments (include any special responsibility considerations including the need for culturally specific services):

**PART IV: YOUR ASSESSMENT OF THE CLIENT'S GENERAL RISK/NEED LEVEL**

<b>Risk Level:</b>	<b>Reasons:</b>
<input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High <input type="checkbox"/> Very High	

## YLS/CMI SCORING KEY

### 1. Prior and Current Offenses

- a. 3 or more prior convictions/adjudications: Check this item if youth has had 3 or more convictions/adjudications prior to the convictions/adjudications that are currently being dealt with. Score convictions/adjudications that occurred at *three different points in time* no matter how many charges are adjudicated at each time. (If several offenses occurred at the same time, create a record of them, but count the offenses as just one set because this item is concerned with crime spree.) Three status offenses would equal one misdemeanor or felony. Do not count probation/parole violations in this item. Do not count diversion and/or continuance for dismissal. Do not count petty traffic offenses.
- b. 2 or more prior failures to comply: These include failures to appear, probation/parole violations, escapes from custody, failures to comply with alternative measures, and being unlawfully at large. Do not count as a failure to comply unless a formal process is involved, *i.e. administrative review, district review, ITT review*)
- c. Prior probation: Check if the youth has ever been on probation or unsupervised probation. Do not count supervision for status offense unless the youth has been adjudicated delinquent as a result of three or more prior status offenses—this can be three offenses on one occasion. Do not include probation for minor traffic offenses. Do not mark this item for current offenses for which the youth is on probation, but include prior probation cases that have been closed. (I.A. and above. Do not count deferred filing.)
- d. Prior custody: Check if the youth has ever been placed in an open or secure facility (**custody for convictions/adjudications only**). This should not be checked if the youth has only been held pre-trial. Count placements that result from a delinquency petition but not those made for the youth's welfare.
- e. 3 or more current convictions/adjudications: Check this item if the youth has received three or more convictions/adjudications for the current disposition. Do not count pending or dropped charges. Circle this item if you do not know the number of offenses for which the juvenile will be supervised. If several offenses occurred at the same time, create a record of them, but count the offenses as just one set because this item is concerned with crime sprees (*i.e. sets of convictions/adjudications occurring at different points in time*).

For the following sections, assess these items with reference to the youth's most recent past. Most often questions should be assessed on the last 6 to 12 month time period. A pattern of behavior is defined as three or more occurrences.

## 2. Family Circumstances and Parenting

- a. Inadequate supervision: Check this item if parents leave the youth unattended, are not aware of the activities of the youth, do not have supervisory controls in place (i.e. calling and checking in, neighbor checking in, etc.) or, in your judgment, otherwise exercise inadequate supervision of the youth. Check this item if the youth is absent for long periods of time that the parent does not know about. A household with working parents does not automatically warrant checking of the item. Check this item if the youth is living independently, without supervision.
- b. Difficulty in controlling behavior: Check this item if the parents have problems in exercising control over the youth's behavior (the youth disobeys parental instructions and is out of control). Also mark this item if the youth is living independently and his or her behavior is not controlled.
- c. Inappropriate discipline: Check this item if there is an excessive use of corporal punishment, frequent use of yelling or threats as the discipline, overly strict rules or otherwise poor disciplinary practices on the part of the parents. A lack of discipline can also warrant checking of this item.
- d. Inconsistent parenting: Check this item if the parents are inconsistent in the application of rules or in the use of punishment. This can include internal inconsistency with one parent or inconsistency between two parents. Also mark this item if the parents cannot articulate clear rules regarding homework, curfews, or friends.
- e. Poor relationship father/child: Check this item if there is a particularly hostile, alienated, or uncaring relationship between the father and the youth (though not necessarily an abusive relationship). If the father (or father figure) is deceased, mark this item if there continues to be a poor relationship with the remaining father figure. This item should be assessed on the father or primary father figure in the juvenile's life. In cases where there is a natural father and a stepfather, based your evaluation on the most prominent relationship over the past year. Mark this item if the client rarely sees or writes to his/her father, argues with him when they are together, if the relationship ranges from dislike to hatred, or the client does not care what his/her father thinks, feels, or expects. If the father or step father is deceased or otherwise absent, check this item if the absence continues to be an issue for the youth.
- f. Poor relationship mother/child: Check this item if there is a particularly hostile, alienated, or uncaring relationship between the mother and the

youth (though not necessarily an abusive relationship). If the mother (or mother figure) is deceased, mark this item if there continues to be a poor relationship with the remaining mother figure. This item should be assessed on the mother or primary mother figure in the juvenile's life. In cases where there is a natural mother and a stepmother, based your evaluation on the most prominent relationship over the past year. Mark this item if the client rarely sees or writes to his/her mother, argues with her when they are together, if the relationship ranges from dislike to hatred, or the client does not care what his/her mother thinks, feels, or expects. If the mother or step mother is deceased or otherwise absent, check this item if the absence continues to be an issue for the youth.

### 3. Education/Employment

- a. Disruptive classroom behavior: Check this item if the youth is engaged in acting-out, attention seeking, defiant, or other disruptive behavior **within the school building** or if teachers and other school staff consider him/her to be a problem in the classroom. Look for overall patterns in behavior.
- b. Disruptive behavior on school property: Check this item if the youth is initiating violent actions, is defiant towards teachers, or is otherwise **disruptive outside the school building**. This includes school sponsored functions (athletic events, etc.) as well as the bus stop. Look for overall patterns in behavior.
- c. Low achievement: Check this item if the youth is currently failing a subject or there are other indications of achievement problems. Do not automatically check this item if the youth is in special education classes or is having problems in regular classes as a result of being misplaced (needing special ed). If the youth is performing at his or her expected level, but is getting low grades, this item should not be marked.
- d. Problems with peers: Check this item if there is evidence that the youth is disliked, isolated, withdrawn, having frequent altercations or there is other evidence of poor relations with peers in the school setting.
- e. Problems with teachers: Check this item if there is evidence that the youth has continuing problems with teachers in school. Look for patterns in behavior.
- f. Truancy: Check this item if the youth is currently missing school days or skipping classes without legitimate excuses. If the youth has to work as part of a school program and is missing work, check this item.

- g. Unemployed/not seeking employment: Mark this item if, without good reason, the youth is available to work but has no job and is not actively engaged in employment related activities (e.g. is not a full time student and is not actively seeking work, engaged in employment training, or work schemes).

#### 4. Peer Relations

- a. Some delinquent acquaintances: Check this item if some of the youth's acquaintances/casual friends are known offenders or are known to the youth to engage in delinquent behavior. Siblings and other family member can also be considered. Mark this item if the youth has co-defendants or has been placed in a residential facility or institution. If the youth is convicted of a drug offense, he or she must know other illegal drug users or suppliers to get drugs (a youth will have to be using drugs for the last year to apply this guideline), so the item should be checked.
- b. Some delinquent friends: Check this item if some of the youth's close friends are known offenders or are known to the youth to engage in delinquent behavior. "Some" can be one friend depending on the nature of the relationship (i.e. if the youth is spending excessive amounts of time with that person and/or that person exerts significance over the youth's behavior). Siblings and other family members can also be considered. **This is a default item. If this item is marked, then item 4A must also be marked.**
- c. No or few positive acquaintances: Check this item if the youth has no or very few acquaintances/casual friends who represent positive role models (e.g. a person who is doing well in school and is not associated with crime or alcohol/drug abuse). To be considered a positive role model, the individual has not been involved in criminal activity for one year or longer. Also, acquaintances that have never been in trouble need to be an active part of the offender's life in order to count against this item. If all or most of the youth's acquaintances/casual friends are offenders, check this item.
- d. No or few positive friends: Check this item if none or very few of the youth's close friends are positive role models (e.g. a person who is doing well in school and is not associated with crime or alcohol/drug abuse). To be considered a positive role model, the individual has not been involved in criminal activity for one year or longer. Also, friends that have never been in trouble need to be an active part of the offender's life in order to count against this item. Do not mark this item if the offender spends

significant time with positive friends, respects their opinions and does not engage in antisocial behavior when with them.

## 5. Substance Abuse

- a. Occasional drug use: Check this item if there is evidence that the youth is an occasional user of one or more illicit drugs. Check this item if the youth's drug use is not currently a problem (i.e. the youth is a controlled and infrequent user). This includes improper use of prescription drugs. Do not mark this item if the youth has not used drugs for more than one year. Experimental use **does not** count as occasional drug use. Do not count use of alcohol or tobacco.
- b. Chronic drug use: Check this item if there is evidence that the youth is a consistent user of one or more illicit drugs. This includes improper use of prescription drugs. Check this item if the youth has been using drugs twice a week or more over the last year **and/or** has a drug related problem in at least one major life area (drug-related arrests, employment or education problems, or problems with family regarding use). This is a **DEFAULT ITEM**. **If you check this item you must also check item 5A.**
- c. Chronic alcohol use: Check this item if there is evidence that the youth is a consistent user of alcoholic beverages. Check this item if the youth has been using alcohol more than three times a week **and** has problems in more than one major life area (e.g., passing out, drink-related arrests, employment or education problems, or family or social problems).
- d. Substance abuse interferes with life: Check this item if the youth's drug and/or alcohol use affects the youth's physical or social functioning. This includes the missing of school or work, family problems as a result of substance use and other interferences with life as a result of drug/alcohol use.
- e. Substance use linked to offense(s): Check this item if there is reason to believe the youth's criminal activity is related to drug or alcohol **USE**. This should be checked if the youth was under the influence at the time of the offense or was using the offense to obtain drugs or alcohol. If the youth is only in trouble for trafficking and the offense is not related to the use of substances (i.e. trafficking), this item should not be checked.

## 6. Leisure/Recreation

- a. Limited organized activities: Check this item if there is no evidence that the youth participates in sports, clubs, or other types of organized *positive* activities.
- b. Could make better use of time: Check this item if the youth spends excessive time in passive (e.g. television viewing) or unconstructive activities (e.g. video games), or seem to spend little time in constructive activities.
- c. No personal interests: Check this item if the youth appears to have no personal interests of a prosocial nature (e.g. sports, reading, hobbies, etc.). Leave this item unmarked if the youth participates in his/her interests.

## 7. Personality/Behavior

- a. Inflated self-image: Check this item if the youth thinks he/she is superior to others, brags constantly, or his/her feeling of self-worth seems to exceed accomplishments.
- b. Physically aggressive: Check this item if the youth initiates acts of physical aggression against others, starts fights, or has engaged in violent actions. Check this item if the youth believes physical aggression is an appropriate way of expressing oneself and dealing with others. Check if this is a pattern of behavior for the youth.
- c. Tantrums: Check this item if the youth displays acts of temper, angers easily (has a "bad temper" or "short fuse"), or loses control when angry. This item should be checked if the youth has a negative temperament.
- d. Short attention span: Check this item if the youth has difficulty attending to the task at hand, has difficulty completing tasks, or is hyperactive. If the youth is being medicated for Attention Deficit Hyperactivity Disorder and is currently taking medication for that condition, assess on the youth's attention span *when medicated*.
- e. Poor frustration tolerance: Check this item if the youth deals poorly with frustration, loses patience easily, or tends to act impulsively. This item should be checked if the youth displays poor coping mechanisms when faced with frustration or challenges, such as shutting down, throwing things, fleeing the situation, etc.
- f. Inadequate guilt feelings: Check this item if the youth feels no remorse when his or her behavior has caused harm to another, does not accept responsibility for his or her actions, or offers excuses.

- g. Verbally aggressive: Check this item if the youth is often verbally abusive in dealing with others or uses language in a hostile way. Check if this is a pattern of behavior for the youth.

## 8. Attitudes/Orientation

- a. Antisocial/procriminal attitudes: Check this item if the youth's attitudes are supportive of a criminal or anti-conventional lifestyle. Consider attitudes, values, beliefs and rationalizations concerning the crime, the victim, etc. Also look for thinking errors like rationalization, minimalization, blaming the victim, etc.
- b. Not seeking help: Check this item if the youth is not seeking help, is reluctant to seek or accept needed help, or does not recognize the need for help.
- c. Actively rejecting help: Check this item if the youth is actively resisting the interventions of helping persons or agencies.
- d. Defies authority: Check this item if the youth refuses to follow directions from parents, teachers or other authority figures. The presence of law violations alone does not warrant an automatic check. Check if this is a pattern of behavior with multiple persons in positions of authority.
- e. Callous; little concern for others: Check this item if the youth shows little concern for the feelings or welfare of other, i.e. appears incapable of empathy.

**IN THE DISTRICT COURT OF OKLAHOMA COUNTY  
JUVENILE DIVISION, STATE OF OKLAHOMA**

**IN THE MATTER OF:** John David Doe  
**DOB:** 11/24/1997  
**AGE:** 17.7  
**JOLTS #:** 9921100457  
**ADJUDICATION DATE:** 05/14/15  
**OFFICER:** Emily Fees

**JDL(S) #:** 15-0244  
**DATE/TIME:** 07/01/15 @ 3:00 p.m.  
**JUDGE:** Cassandra Williams  
**ATT. OF RECORD:** Lenora Burdine  
 5905 N. Classen Court  
 Oklahoma City, OK 73118

	<b>JUVENILE</b>		<b>ATTORNEY</b>	
	<b>MOTHER</b>		<b>STATE/ADA</b>	
	<b>FATHER</b>		<b>OTHER</b>	

**DELINQUENT ACT(S):** Possession of a Firearm after Former Adjudication

**DISPOSITIONAL ORDER**

**SERVICE REPORT TO THE JUDICIARY**

**PROBATION CONDITIONS:**

**I UNDERSTAND I HAVE BEEN PLACED ON PROBATION BY THE JUDGE OF THIS COURT AND I AM REQUIRED TO OBEY THE FOLLOWING CONDITIONS UNTIL MY CASE HAS BEEN OFFICIALLY DISMISSED.** VIOLATION OF PROBATION CONDITIONS MAY BE DEEMED GROUNDS FOR ADDITIONAL ASSESSMENT AND/OR MODIFICATION OF INDIVIDUAL TREATMENT AND SERVICE PLAN (ITSP), SANCTIONS, REVOCATION OF PROBATION, OR CONTEMPT OF COURT.

- A. I shall not violate any federal, state, or local laws.
- B. I shall not leave the [REDACTED] state, or country without approval from this court.
- C. I shall not absent myself from my approved living arrangements without prior approval from probation officer.
- D. I shall obey reasonable and lawful commands or directives of parent/legal guardian/custodian including school authorities.
- E. I shall notify probation officer immediately of any change of address or telephone number.
- F. I shall call probation officer according to level of supervision.
- G. I shall visit probation officer according to level of supervision.
- H. I shall obey assigned curfew of 8:00 p.m. daily or as directed by probation officer.
- I. I shall obey additional orders of probation that are attached and incorporated herein as orders of the court.

**PARENT/LEGAL GUARDIAN/CUSTODIAN RESPONSIBILITIES:**

- A. I shall provide transportation or make arrangements for the youth to attend all court ordered hearings and programs.
- B. I shall contact the youth's probation officer when any violation of the conditions of probation occurs.
- C. I shall attend and participate in any programs that require familial involvement.
- D. I shall pay all court-ordered monetary obligations to include court costs, attorney fees, fines, restitution, probation fees, and/or program fees.
- E. I shall provide receipt of payments of all court ordered monetary obligations to the court at scheduled hearings.

Payments for court costs, attorney fees, and court fines shall be paid first and made by check, money order, debit/credit card, and/or cash (exact change only) at suite 203 of the Juvenile Justice Center or mailed to:

Tim Rhodes Court Clerk  
5905 N. Classen Court, Suite 203,  
Oklahoma City, OK 73118

Checks and money orders shall be designated with the JDL case number.

Payment for restitution, probation fees, and/or program fees shall be made by money order and/or cash (exact change only) at suite 201 of the Juvenile Justice Center or mailed to:

OCJB Cost Collections  
5905 N. Classen Court, Suite 201,  
Oklahoma City, OK 73118

Money orders shall be made out to either OCJB Restitution or OCJB Probation, respectively.

We do not recommend sending cash payments by mail.

Failure of the parent/legal guardian/custodian to comply with the orders of the court may result in a finding that the parent/legal guardian/custodian is in indirect contempt of the court with the court imposing a sentence in accordance with the law.

**I have read or have had read to me and fully understand the court ordered probation conditions and parent/legal guardian/custodian responsibilities. My signature below indicates that I had the opportunity to participate in the development of the ITSP and have received a copy. I understand the goals of the ITSP and the consequences that may be imposed for failure to participate in its completion.**

**RECOMMENDATION:** This Officer recommends that the proposed probation plan be adopted and a 90 day Review Hearing be set with a projected completion date within 180 days.

\_\_\_\_\_  
**YOUTH**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PARENT/LEGAL GUARDIAN/CUSTODIAN**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PROBATION OFFICER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PROBATION SUPERVISOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**ASSISTANT DISTRICT ATTORNEY**

\_\_\_\_\_  
**DATE**

Approved as to Form:

\_\_\_\_\_  
**ATTORNEY FOR JUVENILE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**JUDGE**

\_\_\_\_\_  
**DATE**

## Youth Level of Service

Name	Date of Birth	Gender	Age	Assessment Date	Setting
Doe, John David	11/24/1997	M	17 years, 267 days	5/18/2015	US Community
<b>PART I: ASSESSMENT OF RISKS AND NEEDS</b>					
<b>1. Prior and Current Offenses, Adjudications:</b>				<b>Comments (include sources of information):</b>	
a. Three or more prior adjudications			(x)	John David Doe has three prior convictions. John was previously placed on Probation for Unauthorized Use of a Motor Vehicle (JDL 14-0009), Assault with a Dangerous Weapon (JDL 14-0224), and Unauthorized Use of a Motor Vehicle (JDL 14-0409).	
b. Two or more failures to comply			( )		
c. Prior probation			(x)		
d. Prior detention			( )		
e. Three or more current adjudications			( )		
Total:			2		
Strength:	( )				
Risk Level:	Moderate Low (0) Moderate (1-2) High (3-5)				
<b>2. Family Circumstances and Parenting</b>				<b>Comments (include sources of information):</b>	
a. Inadequate supervision			( )	John James Doe, D.O.B. 12/10/1973, age 41, is the biological father of John David Doe. Mr. Doe does not reside in the home. He was previous incarcerated for Armed Robbery, Manslaughter First Degree, and Leaving the Scene of an Accident with Personal Injury. Jane Ann Doe, D.O.B. 04/11/1973, age 42, is the biological mother of John David Doe. Ms. Doe resides in the home.	
b. Difficulty in controlling behavior			( )		
c. Inappropriate discipline			( )		
d. Inconsistent parenting			( )		
e. Poor relations/father-child			( )		
f. Poor relations/mother-child			( )		
Total:			0		
Strength:	(x)				
Risk Level:	Low Low (0-2) Moderate (3-4) High (5-6)				
<b>3. Education/Employment</b>				<b>Comments (include sources of information):</b>	
a. Disruptive classroom behavior			( )	Due to summer break, John is not attending school; however, when school is in session, he attends SeeWorth Academy. The last grade John completed was the 11th grade. John was previously suspended from Pulnam City North High School for approximately 10 days due to fighting while on campus. John was administered the SLOSSON Oral Reading Test on 03/13/2015. His score of 176 indicates a grade equivalent level of 8.5. John is currently unemployed.	
b. Disruptive behavior on school property			( )		
c. Low achievement			( )		
d. Problems with peers			( )		
e. Problems with teachers			( )		
f. Truancy			( )		
g. Unemployed/not seeking employment			( )		
Total:			0		
Strength:	( )				
Risk Level:	Low Low (0) Moderate (1-3) High (4-7)				
<b>4. Peer Relations</b>				<b>Comments (include sources of information):</b>	

a. Some delinquent acquaintances	(x)	John has some delinquent friends and acquaintances that have had prior contact with law enforcement.
b. Some delinquent friends	(x)	
c. No or few positive acquaintances	( )	
d. No or few positive friends	( )	
<b>Total:</b>	<b>2</b>	
<b>Strength:</b>	( )	
<b>Risk Level:</b>	Moderate Low (0-1) Moderate (2-3) High (4)	
<b>5. Substance Abuse</b>		<b>Comments (include sources of information):</b>
a. Occasional drug use	(x)	John first tried marijuana at the age of 14; he admitted to smoking marijuana 'every other day.'  John denied selling drugs.
b. Chronic drug use	(x)	
c. Chronic alcohol use	( )	
d. Substance abuse interferes with life	( )	
e. Substance use linked to offense(s)	( )	
<b>Total:</b>	<b>2</b>	
<b>Strength:</b>	( )	
<b>Risk Level:</b>	Moderate Low (0) Moderate (1-2) High (3-5)	
<b>6. Leisure/Recreation</b>		<b>Comments (include sources of information):</b>
a. Limited organized activities	( )	John could make better use of his time.
b. Could make better use of time	(x)	
c. No personal interests	( )	
<b>Total:</b>	<b>1</b>	
<b>Strength:</b>	( )	
<b>Risk Level:</b>	Moderate Low (0) Moderate (1-2) High (3)	

7. Personality and Behavior		Comments (include sources of information):			
a. Inflated self-image	( )	N/A.			
b. Physically aggressive	( )				
c. Tantrums	( )				
d. Short attention span	( )				
e. Poor frustration tolerance	( )				
f. Inadequate guilt feelings	( )				
g. Verbally aggressive/impudent	( )				
<b>Total:</b>	<b>0</b>				
Strength:	(x)				
Risk Level:	Low	Low (0) Moderate (1-4) High (5-7)			
8. Attitudes and Orientation		Comments (include sources of information):			
a. Antisocial/procriminal attitudes	( )	N/A.			
b. Not seeking help	( )				
c. Actively rejecting help	( )				
d. Defies authority	( )				
e. Callous, little concern for others	( )				
<b>Total:</b>	<b>0</b>				
Strength:	(x)				
Risk Level:	Low	Low (0) Moderate (1-3) High (4-5)			
PART II: SUMMARY OF RISK AND NEED FACTORS					
	Scores	Low	Moderate	High	
1. Prior and Current Offenses, Adjudications	2	( )	(x)	( )	
2. Family Circumstances and Parenting	0	(x)	( )	( )	
3. Education/Employment	0	(x)	( )	( )	
4. Peer Relations	2	( )	(x)	( )	
5. Substance Abuse	2	( )	(x)	( )	
6. Leisure/Recreation	1	( )	(x)	( )	
7. Personality and Behavior	0	(x)	( )	( )	
8. Attitudes and Orientation	0	(x)	( )	( )	
	<b>Overall</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Very High</b>
	<b>Total</b>	<b>(0-9)</b>	<b>(10-21)</b>	<b>(22-31)</b>	<b>(32-42)</b>
	7	(x)	( )	( )	( )

PART III: ASSESSMENT OF OTHER NEEDS/SPECIAL CONSIDERATIONS		
<b>1. Family/Parents</b>		
<input type="checkbox"/> Chronic history of offense(s)	<input type="checkbox"/> Uncooperative parents	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Emotional distress/psychiatric	<input type="checkbox"/> Cultural/ethnic issues	
<input type="checkbox"/> Drug-alcohol abuse	<input type="checkbox"/> Abusive father	
<input type="checkbox"/> Marital conflict	<input type="checkbox"/> Abusive mother	
<input type="checkbox"/> Financial/Accommodation problems	<input type="checkbox"/> Significant family trauma	
Comments:		
<b>2. Youth</b>		
<input type="checkbox"/> Health problems	<input type="checkbox"/> Third party threat	<input type="checkbox"/> Gender Issues
<input type="checkbox"/> Physical disability	<input type="checkbox"/> History of assault on authority figures	<input type="checkbox"/> History of Bullying
<input type="checkbox"/> Low intelligence / developmental delay	<input checked="" type="checkbox"/> History of weapon use	<input type="checkbox"/> History of Running Away
<input type="checkbox"/> Learning disability	<input type="checkbox"/> History of fire setting	<input type="checkbox"/> History of Sexual/Physical Assault
<input type="checkbox"/> Underachievement	<input type="checkbox"/> History of escapes	<input type="checkbox"/> Manipulative
<input type="checkbox"/> Victim of physical/sexual abuse	<input type="checkbox"/> Protection issues	<input type="checkbox"/> Youth Has Children
<input type="checkbox"/> Victim of neglect	<input type="checkbox"/> Adverse living conditions	<input type="checkbox"/> Poor Problem-Solving Skills
<input type="checkbox"/> Shy/withdrawn	<input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Youth Is Pregnant
<input type="checkbox"/> Peers outside age range	<input type="checkbox"/> Anxious	<input type="checkbox"/> Racist/Sexist Attitudes
<input type="checkbox"/> Depressed	<input type="checkbox"/> Communication Problems	<input type="checkbox"/> Difficulties with Self-Management Skills
<input type="checkbox"/> Low self-esteem	<input type="checkbox"/> History of cruelty to animals	<input type="checkbox"/> Victim of Bullying
<input type="checkbox"/> Inappropriate sexual activity	<input type="checkbox"/> Cultural/Ethnic Issues	<input type="checkbox"/> Witness of Domestic Violence
<input type="checkbox"/> Poor social skills	<input type="checkbox"/> Diagnosis of Conduct Disorder/Oppositional Defiant Disorder	<input type="checkbox"/> Youth Other Mental (please specify)
<input type="checkbox"/> Engages in denial	<input type="checkbox"/> Fetal Alcohol Spectrum Disorder	
<input type="checkbox"/> Suicide attempts	<input type="checkbox"/> Financial/Accommodation Problems	
<input type="checkbox"/> Diagnosis of psychosis	<input type="checkbox"/> Gang Involvement	
Comments (include any special responsivity considerations including the need for culturally specific services):		
PART IV: YOUR ASSESSMENT OF THE CLIENT'S GENERAL RISK/NEED LEVEL		
<b>Risk Level:</b>	<b>Reasons:</b>	
<input checked="" type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High <input type="checkbox"/> Very High		

## Individual Treatment and Service Plan

Name	JOLTS #	County	Court	Type
DOE, JOHN DAVID	8921100457	OKLAHOMA		PROBATION
<b>Worker</b>	<b>Office Phone</b>	<b>Home Phone</b>	<b>Pager</b>	
FEES, EMILY	(405) 713-8432			
<b>Supervisor</b>	<b>Office Phone</b>	<b>Home Phone</b>	<b>Pager</b>	
CONOVER, KIM	(405) 713-8400			
<b>Current age as of 8/17/2015</b>				
17 years, 266 days				
<b>CASE GOAL WITH ESTIMATED ACHIEVEMENT DATE</b>				
<input type="checkbox"/> NO	Case management services required to implement plan			
<input checked="" type="checkbox"/>	Preservation of home placement with community-based services			
<input type="checkbox"/>	Out of home placement			
<input type="checkbox"/>	Return to Home			
<input type="checkbox"/>	Independent Living			
<input type="checkbox"/>	Other, specify:			
<b>PLAN OF ACTION - Youth</b>				
<b>Goal 1: Offenses and Dispositions: Accountability</b>				
<b>Action Step 1:</b> Complete 40 hours of Community Service Work (CSW) at a non-profit organization or maintain part-time employment.				
<b>Start/Completion Date:</b> 7/1/2015 --				
<b>Progress/Comments:</b>				
<b>Action Step 2:</b> Abide by all conditions of probation.				
<b>Start/Completion Date:</b> 7/1/2015 --				
<b>Progress/Comments:</b>				
<b>Goal 2: Educational / Employment: Educational Development</b>				
<b>Action Step 1:</b> Maintain enrollment in an education program with no unexcused absences, or suspensions/expulsions while school is in session.				
<b>Start/Completion Date:</b> 7/1/2015 --				
<b>Progress/Comments:</b>				
<b>Goal 3: Peer Relationships: Positive Influences</b>				
<b>Action Step 1:</b> No contact with any co-defendants.				
<b>Start/Completion Date:</b> 7/1/2015 --				
<b>Progress/Comments:</b>				
<b>Goal 4: Substance Abuse: Substance Abuse</b>				
<b>Action Step 1:</b> Submit to drug testing at the discretion of the Probation Officer when behavior and/or actions warrant testing.				
<b>Start/Completion Date:</b> 7/1/2015 --				
<b>Progress/Comments:</b>				

<b>Action Step 2:</b> Complete a substance abuse assessment and follow all recommendations.									
Start/Completion Date:	7/1/2015 --								
Progress/Comments:									
<b>Action Step 3:</b> Complete the Drug and Alcohol Awareness for Youth (D.A.A.Y.) Program.									
Start/Completion Date:	7/1/2015 --								
Progress/Comments:									
<b>Goal 5: Leisure / Recreational: Independent Living</b>									
<b>Action Step 1:</b> Write a 2-page essay detailing a career interest. Include the name of the career, average income, and requirements to obtain career.									
Start/Completion Date:	7/1/2015 --								
Progress/Comments:									
<b>PLAN OF ACTION - Family</b>									
<b>Goal 1:</b>									
<b>Action Step 1:</b>									
Start/Completion Date:	--								
Progress/Comments:									
<b>POST-PLACEMENT REINTEGRATION SURVEILLANCE</b>									
Risk Level:	Date	Level	Date	Level	Date	Level	Date	Level	
<b>1) Service / Program:</b>									
Frequency:									
Provider:									
Comments:									
<b>2) Service / Program:</b>									
Frequency:									
Provider:									
Comments:									
<b>3) Service / Program:</b>									
Frequency:									
Provider:									
Comments:									
<b>ACCOUNTABILITY</b>				Family Income:					
Child Support:	Amount =			Person >					
Child Support:	Amount =			Person >					
Probation Fees:	Amount =	\$25.00		Guidelines:					

Restitution:	Amount =		Probation Fees are \$25.00 per month.
Court Cost:	Amount =		
Attorney Fees:	Amount =		
Fine:	Amount =		
Community/Direct Services:	Hours =	40	
Other:	Describe »		
Progress / Comments:			

**IN THE DISTRICT COURT OF OKLAHOMA COUNTY  
JUVENILE DIVISION, STATE OF OKLAHOMA**

**IN THE MATTER OF:**  
**DOB:**  
**AGE:**  
**JOLTS #:**  
**ADJUDICATION DATE:**  
**OFFICER:**

**JDL(S) #:**  
**DATE/TIME:**  
**JUDGE:**  
**ATT. OF RECORD:**

	<b>JUVENILE</b>		<b>ATTORNEY</b>	
	<b>MOTHER</b>		<b>STATE/ADA</b>	
	<b>FATHER</b>		<b>OTHER</b>	

**DELINQUENT ACT(S):** Possession of a Firearm after Former Adjudication

**DISPOSITIONAL ORDER**

**SERVICE REPORT TO THE JUDICIARY**

**PROBATION CONDITIONS:**

**I UNDERSTAND I HAVE BEEN PLACED ON PROBATION BY THE JUDGE OF THIS COURT AND I AM REQUIRED TO OBEY THE FOLLOWING CONDITIONS UNTIL MY CASE HAS BEEN OFFICIALLY DISMISSED.** VIOLATION OF PROBATION CONDITIONS MAY BE DEEMED GROUNDS FOR ADDITIONAL ASSESSMENT AND/OR MODIFICATION OF INDIVIDUAL TREATMENT AND SERVICE PLAN (ITSP), SANCTIONS, REVOCATION OF PROBATION, OR CONTEMPT OF COURT.

- A. I shall not violate any federal, state, or local laws.
- B. I shall not leave the state or country without approval from this court.
- C. I shall not absent myself from my approved living arrangements without prior approval from probation officer.
- D. I shall obey reasonable and lawful commands or directives of parent/legal guardian/custodian and school authorities.
- E. I shall notify probation officer immediately of any change of address or telephone number.
- F. I shall call probation officer according to level of supervision.
- G. I shall visit probation officer according to level of supervision.
- H. I shall obey assigned curfew as directed by probation officer.
- I. I shall obey additional orders of probation that are attached and incorporated herein as orders of the court.

**PARENT/LEGAL GUARDIAN/CUSTODIAN RESPONSIBILITIES:**

- A. I shall provide transportation or make arrangements for the youth to attend all court ordered hearings and programs.
- B. I shall contact the youth's probation officer when any violation of the conditions of probation occurs.
- C. I shall attend and participate in any programs that require familial involvement.
- D. I shall pay all court-ordered monetary obligations to include court costs, attorney fees, fines, restitution, probation fees, and/or program fees.
- E. I shall provide receipt of payments of all court ordered monetary obligations to the court at scheduled hearings.

Payments for court costs, attorney fees, and court fines shall be paid first and made by check, money order, debit/credit card, and/or cash (exact change only) at suite 203 of the Juvenile Justice Center or mailed to:

Tim Rhodes Court Clerk  
5905 N. Classen Court, Suite 203,  
Oklahoma City, OK 73118

Checks and money orders shall be designated with the JDL case number.

Payment for restitution, probation fees, and/or program fees shall be made by money order and/or cash (exact change only) at suite 201 of the Juvenile Justice Center or mailed to:

OCJB Cost Collections  
5905 N. Classen Court, Suite 201,  
Oklahoma City, OK 73118

Money orders shall be made out to either OCJB Restitution or OCJB Probation, respectively.

We do not recommend sending cash payments by mail.

Failure of the parent/legal guardian/custodian to comply with the orders of the court may result in a finding that the parent/legal guardian/custodian is in indirect contempt of the court with the court imposing a sentence in accordance with the law.

**I have read or have had read to me and fully understand the court ordered probation conditions and parent/legal guardian/custodian responsibilities. My signature below indicates that I had the opportunity to participate in the development of the ITSP and have received a copy. I understand the goals of the ITSP and the consequences that may be imposed for failure to participate in its completion.**

**RECOMMENDATION:** This Officer recommends that the proposed probation plan be adopted and a 90 day Review Hearing be set with a projected completion date within 180 days.

\_\_\_\_\_  
**YOUTH**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PARENT/LEGAL GUARDIAN/CUSTODIAN**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PROBATION OFFICER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PROBATION SUPERVISOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**ASSISTANT DISTRICT ATTORNEY**

\_\_\_\_\_  
**DATE**

Approved as to Form:

\_\_\_\_\_  
**ATTORNEY FOR JUVENILE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**JUDGE**

\_\_\_\_\_  
**DATE**

**OKLAHOMA COUNTY JUVENILE BUREAU**  
Request for Level of Supervision Override/Modification

Youth's Name: \_\_\_\_\_ JOLTS Number: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Disposition Date: \_\_\_\_\_  
Initial YLS/CMI Score: \_\_\_\_\_ Level of Supervision: \_\_\_\_\_

**Request for Override of YLS/CMI Assessment:**

Proposed Level of Supervision: \_\_\_\_\_

Reasons for override request and proposed modifications to ITSP:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Request for Modification Based on YLS/CMI Re-Assessment:**

Re-Assessed YLS/CMI Score: \_\_\_\_\_ Re-Assessed Level of Supervision: \_\_\_\_\_

Date of Re-Assessment: \_\_\_\_\_

\_\_\_\_\_  
Officer Name (Print)

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date

Supervisor:

Request Approved

Request Denied

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Chief of Court Services:

Request Approved

Request Denied

\_\_\_\_\_  
Chief of Court Services Name (Print)

\_\_\_\_\_  
Chief of Court Services Signature

\_\_\_\_\_  
Date

## OKLAHOMA COUNTY JUVENILE BUREAU Probation Fee Adjustment Request

Youth Name: \_\_\_\_\_ Disposition Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ JOLTS Number: \_\_\_\_\_

Youth is represented by the Public Defender's Office: Yes  No

Youth's probation fees have previously been adjusted: Yes  No

- Request:
- Temporary reduction of probation fees to \$\_\_\_\_ /month for \_\_\_\_ months.
  - Temporary freeze of probation fees
  - Permanent reduction of probation fees to \$\_\_\_\_ /month
  - Waiver of all probation fees

Reasons for probation fee adjustment request:

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\_\_\_\_\_  
Officer Name (Print)

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date

Supervisor:

Request Approved

Request Denied

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Chief of Court Services:

Request Approved

Request Denied

\_\_\_\_\_  
Chief of Court Services Name (Print)

\_\_\_\_\_  
Chief of Court Services Signature

\_\_\_\_\_  
Date

**cc: Administrative Assistant  
Executive Assistant**