

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

CHAPTER SEVEN - COURT SERVICES –PROBATION SERVICES
POLICY 7.3-3 – Probation Supervision

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IV. Attachments

Found at the end of the policy

Attachment A, "Service Report to the Judiciary"

Attachment B, Deleted

Attachment C, "Pick-Up Order Request"

Attachment D, "Youth Contact Notes"

Attachment E, "Continuum of Incentives and Positive Recognition"

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Attachment G, "Service Report to the Judiciary Sample"

Attachment H, "Probation Services Case Closure Audit"

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

**CHAPTER SEVEN: COURT SERVICES - PROBATION SERVICES
POLICY 7.3-3: PROBATION SUPERVISION**

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I. POLICY:

The Oklahoma County Juvenile Bureau (OCJB) provides probation supervision to adjudicated youth twenty-four (24) hours a day following the receipt of a referral from the court **(2-7133)**. Supervision, services, and resource allocation decisions are based on the results of the Youthful Level of Service Case Management Inventory (YLS/CMI), a validated risk and needs assessment conducted with each youth **(2-7130)**. An Individual Treatment and Service Plan (ITSP) shall be developed and implemented for each youth in accordance with his/her needs.

Responses to violations of probation shall be swift, proportionate, consistent, and individualized. Probation supervision shall also provide a system for incentives and positive reinforcements to encourage and support positive behavior, positive changes, and compliance with the conditions of probation.

The supervision process abides by all protections set forth in federal and state statutes and aims to provide the necessary services to youth with the goal of reducing the probability of their continued delinquent behavior while also protecting the community **(2-7124) (2-7125)**.

II. DEFINITIONS:

- A. **Absconded:** A youth has absconded when his/her whereabouts have been unknown for a period of three (3) months or longer; consequently, the case will no longer be supervised and is placed on inactive probation. When a youth has absconded from supervision, he/she may be referred to as an "absconder" or having a status of "absent without leave" (AWOL).
- B. **Absent Without Leave (AWOL):** As specified in 10A O.S. §2-7-605, the status of a youth under the supervision of the OCJB whose whereabouts are unknown to his/her probation officer and/or parent/legal guardian/custodian.
- C. **Accelerated Hearing:** A review hearing for a youth that is rescheduled to an earlier date based on circumstances an officer believes warrant immediate court intervention such as serious violations of probation or a request for early termination of probation supervision due to the youth completing the goals of his/her Individual Treatment and Service Plan.

- D. **Application to Revoke Probation:** A petition filed with the court by the District Attorney which contains the specific allegations of a youth's violations of probation and requests that a revocation hearing be scheduled.
- E. **Arraignment Hearing:** A court hearing in which the youth, the youth's parent/legal guardian/custodian, and the youth's attorney (if applicable) are presented with a copy of the delinquency petition that has been filed alleging the delinquent acts committed by the youth. The youth and his/her parent/legal guardian/custodian have the option to apply for a court appointed public defender at this time, and a determination of their eligibility is made by the judge.
- F. **Auto Revocation:** A request made by the officer to waive the revocation hearing if the conditions of the individual treatment and service plan are not met prior to the next scheduled hearing. If the conditions are not met, the youth is automatically placed in the custody of the Office of Juvenile Affairs.
- G. **Bench Warrant (BW):** A document issued by the judge ordering the arrest and detainment of a youth when the youth fails to appear for a scheduled court hearing.
- H. **Call Checklist:** A record of all negative police contact that occurs between law enforcement and youth in Oklahoma County that is maintained by the Oklahoma County Juvenile Detention Center when contact is reported. The call list provides the name and date of birth of the youth, the name and agency of the officer, the time of police contact, and whether or not the youth was taken into custody and/or admitted to the Oklahoma County Juvenile Detention Center as a result of the contact.
- I. **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.
- J. **Case Plan:** See "Individual Treatment and Service Plan (ITSP)."
- K. **Compliance:** A youth is in compliance when he/she has completed or has satisfactorily progressed towards a goal since the previous court hearing.
- L. **Confinement:** A special alternative for residents of the Oklahoma County Juvenile Detention Center who require separation from the general population for up to 72 hours for the following purposes:
 - a. To protect youth or staff;
 - b. To separate youth who are fighting;
 - c. To restrain youth who are in danger of inflicting harm to themselves or others;
 - d. To restrain youth who have escaped or are in the process of escaping;
 - e. To prevent destruction of property, if reasonably related to 1-4; and/or
 - f. To stop behavior that incites other youth and jeopardizes the safety staff and other residents and is reasonably related to 1-4.
- M. **Court Docket:** A list of cases scheduled to be heard by a judge.

- N. **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.
- O. **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.
- P. **Detention Hearing:** A court hearing in which the youth and his/her parent/legal guardian/custodian are advised of the reason(s) that the youth is being held in detention, a bond may be established for each offense, and a determination of whether or not probable cause exists for continued detainment is made. The detention hearing is scheduled within twenty-four (24) hours of the youth being taken into custody, excluding weekends and holidays, as authorized by 10A O.S. § 2-3-101 E. c. **(2-7095)**. The placement of youth in detention is limited to youth who pose a risk to public safety, may cause self-injury, are pending transfer to another jurisdiction, and/or need supervision to ensure their presence at subsequent court hearings **(2-7099)**. Detention hearings are conducted by a referee judge.
- Q. **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.
- R. **Disposition Order:** The court's decision regarding the outcome of the adjudication of a youth.
- S. **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)**.
- T. **Early Termination:** A recommendation by the officer to the court to terminate supervision services when it has been determined that services to the youth are no longer required to protect the community or to enhance the youth's overall performance and the youth has completed all goals on his/her individual treatment and service plan and complied with all other conditions of probation **(2-7144)**.
- U. **Emergency Placement:** These centers assist youth who are in need of crisis intervention and stabilization for trauma, emotional, behavioral, or substance abuse issues. The services are provided in a secure residential setting for up to five (5) days, if needed.
- V. **Graduated Sanctions:** Levels of intervention considered by the probation officer and supervisor when a youth fails to comply with the probation plan.

The type of sanction is to be determined by the Probation Officer and the supervisor. The probation officer requests a court hearing to recommend the judge/refer impose the sanction.

- W. **Health Information Accessibility 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.
- X. **In Abeyance:** A condition of a youth's Individual Treatment and Service Plan that is temporarily inactive or suspended, in part or in whole.
- Y. **Inactive Probation:** See "Absconded."
- Z. **Incentive:** A reward given to youth for positive behavior and/or compliance.
- AA. **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."
- BB. **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.
- CC. **Journal Entry:** See "Court Minute."
- DD. **Juvenile Delinquent Legal (JDL) File:** A file established and maintained by the Court Clerk's office for a youth who has or is receiving services from the OCJB.
- EE. **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)**.
- FF. **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 (score of 0-8 female or 0-9 male), moderate (score of 9-

- 19 female or 10-21 male), high (score of 20-28 female or 22-31 male), and very high (score of 29-42 female or 31-42 male).
- GG. **Non-Compliance:** A youth is considered to be in non-compliance when he/she has not completed or satisfactorily progressed towards a goal since the previous court hearing.
- HH. **Pick-Up Order (PUO):** A document issued by the judge ordering the arrest and detainment of a youth.
- II. **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 refute the delinquent acts and request a trial.
- JJ. **Probation Fees:** Monetary payments that are due on a monthly basis to the Probation Services Unit in exchange for probation supervision.
- KK. **Probation Plan:** See "Individual Treatment and Service Plan (ITSP)."
- LL. **Probation Services Unit (PSU):** A division of the Court Services department that is responsible for the supervision of adjudicated youth.
- MM. **Referee Docket:** A list of detention and arraignment hearings scheduled to be heard by a referee judge, who is not necessarily assigned to the cases that he/she hears.
- NN. **Referral for Services:** A request made by an officer to a service provider for the provision of services to a youth.
- OO. **Residential Community Placement:** Hospital setting that offers a safe, structured environment for youth who meet the legal admission criteria. Oklahoma does not have "long-term" residential care. However, these treatment centers provide a longer period of residential care than emergency placements.
- PP. **Restitution:** A monetary court-ordered obligation designed to restore or replace the loss to a victim.
- QQ. **Review Hearing:** A hearing used to evaluate a youth's progress or lack thereof on each aspect of his/her individual treatment and service plan.
- RR. **Revocation:** The act of removing a youth from probation due to his/her violation of the conditions of his/her individual treatment and service plan and/or the commission of a new crime as authorized by 10A O.S. § 2-2-503 F.
- SS. **Revocation Hearing:** A hearing used to determine whether or not to revoke a youth's probation and order custody to the Office of Juvenile Affairs as authorized by 10A O.S. § 2-2-503 F.
- TT. **Revocation of Probation:** The Oklahoma County Juvenile Bureau is relieved of supervision of the youth and the youth is remanded to the custody of the Office of Juvenile Affairs as authorized by 10A O.S. § 2-2-503 F. This typically occurs when the youth commits additional delinquent acts or fails to comply with his/her court ordered individual treatment and service plan.
- UU. **Sanction:** See "Graduated Sanction".

- VV. **Service Report to the Judiciary:** A written report required for all review hearings that are commonly referred to as "service reports." The service report is prepared by the supervising officer and details a youth's progress in meeting the requirements of the individual treatment and service plan.
- WW. **Shared Bureau:** An electronic file containing copies of OCJB policies/procedures and forms/attachments that is accessible on the computer desktop of all employees.
- XX. **Slosson Oral Reading Test:** A literacy skills assessment tool. As authorized by 10A O.S. § 2-7-501, a literacy assessment such as the Slosson Oral Reading Test must be conducted at least once every six (6) months.
- YY. **Social File (SF):** A file established by the Intake and Diversion Services Unit upon receipt of a youth referral. The SF is maintained in accordance with Policy 7.1-6, "Juvenile Records, Confidentiality, and Health Insurance Privacy and Accountability Act (HIPAA)." **(2-7070)**
- ZZ. **Treatment Plan:** See "Individual Treatment and Service Plan (ITSP"
- AAA. **Youth Contact Notes:** A record of all contacts and attempts to make contact that are noted on the appropriate contact sheets. The notations include the time, date, location, the means of contact, with whom the contact was made, and the outcome of the contact.
- BBB. **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. Youth Accessibility to Probation Services:
 1. Probation services are available twenty-four (24) hours a day, seven (7) days a week **(2-7133).**
 2. Officers shall maintain a working cellular phone number at which they can be contacted at all times. This telephone line is funded by the Oklahoma County Juvenile Bureau (OCJB).
 3. Officers shall inform each youth and his/her parent/legal guardian/custodian of their availability. This shall be acknowledged by the signatures of the youth and his/her parent/legal guardian/custodian on the "Acknowledgement of Receipt of "Probation and Detention Guide," Attachment B of Policy 7.3-2 "Disposition Study."

B. Term of Probation:

1. The term of a youth's probation is initially set for a period of one hundred and eighty (180) days.
2. The initial term of a youth's probation may be modified by the courts when:
 - a. The youth's continual lack of progress with the goals established in his/her Individual Treatment and Service Plan (ITSP) indicate a continued risk to public safety and/or continued programmatic services best provided under probation supervision;
 - b. The youth commits another delinquent act and the court determines a continuation of probation services is in the best interest of the youth and the protection of the community; and/or
 - c. The youth's progress and/or completion of goals established in their ITSP indicate there is no risk to public safety or need for continued programmatic services that are provided during probation supervision.
 - i. The officer may petition the courts and request an accelerated hearing date and/or an early termination of probation supervision when a youth's behavior warrants such action **(2-7144)**.

C. Responsibilities of the Youth on Probation Supervision:

1. The standardized probation conditions for all youth on probation supervision are listed on the "Disposition Cover Page", Attachment J of Policy 7.3-2, "Disposition Study", and on the "Service Report to the Judiciary Cover Page," Attachment A.
2. The responsibilities and conditions of probation are presented and adopted in court. The youth indicates his/her understanding and agreement to abide by these responsibilities and conditions by signing the "Disposition Cover Page", Attachment J of Policy 7.3-2, "Disposition Study" during the disposition hearing and the "Service Report to the Judiciary Cover Page," Attachment A, at each review hearing.
3. The standardized responsibilities and conditions of probation for all youth on probation supervision are to:
 - a. Not violate any federal, state, or local laws;
 - b. Not leave the state or country without approval from the court;
 - c. Not absent themselves from their approved living arrangements without prior approval from their parent/legal guardian/custodian or probation officer;
 - d. Obey reasonable and lawful commands or directives of their parent/legal guardian/custodian including school authorities;
 - e. Notify their probation officer immediately of any change of address or telephone number;
 - f. Call their probation officer according to their level of supervision;

- g. Visit their probation officer according to their level of supervision;
 - h. Obey their assigned curfew as directed by their probation officer; and
 - i. Obey additional orders of the court.
- D. Responsibilities of the Youth's Parent/Legal Guardian/Custodian:
1. The responsibilities of the parent/legal guardian/custodian are presented and adopted in court. The parent/legal guardian/custodian is required to agree to abide by these responsibilities and indicate his/her understanding by signing the "Disposition Cover Page," Attachment J of Policy 7.3-2, "Disposition Study." The parent/legal guardian/custodian's responsibilities include, but are not limited to:
 - a. Attending all court ordered hearings;
 - b. Providing transportation or making arrangements for the youth to attend all court ordered hearings and programs;
 - c. Attending and participating in any programs that require familial involvement;
 - d. Contacting the youth's probation officer when any violation of the conditions of probation occur;
 - e. Paying all court-ordered monetary obligations to include court costs, attorney fees, fines, restitution, probation fees and/or program fees; and
 - f. Providing receipt of payments of all court-ordered monetary obligations to the court at scheduled hearings.
 2. The parent/legal guardian/custodian is required to agree to abide by these responsibilities and indicate their understanding by signing the "Service Report to the Judiciary Cover Page," Attachment A, at each review hearing.
 3. 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.
- E. Responsibilities of the Probation Supervisor:
1. Supervisors are all trained in the supervisory function and do not supervise more than ten (10) officers at any time **(2-7127)**.
 2. Supervisors shall ensure adequate training and preparation of officers.
 - a. All new officers shall receive an introduction to probation supervision prior to supervising a caseload of youth in accordance with Policy 2.1, "Training and Employee Development."
 - b. Within two (2) business days of commencing employment, all officers shall be assigned to a probation supervisor to whom they shall report **(2-7127)**.

- c. Once a new officer has completed the required training and is adequately prepared to provide probation services to youth, he/she will begin to receive case assignments as authorized by Policy 7.3-1 "Case Assignment and Workload Distribution" **(2-7126)**.
 - d. All officers are required to obtain certification in the use of the YLS/CMI risk/needs assessment within the first six (6) months of employment.
3. Supervisors shall maintain ongoing communication with their officers and knowledge of the cases supervised by their officers through staffing cases, case management audits, and reviews of all reports prior to their submission to the courts **(2-7128) (2-7129)**.
 4. Supervisors shall be designated to fulfill their officer's duties and report necessary information in the event of the officer's absence, providing officers a system of continuous support and communication.
 5. Supervisors shall conduct case reviews of each case with their officers at intervals of no more than three (3) months, and shall document the review. Reviews shall indicate whether a reclassification of the youth is warranted **(2-7135)**.
- F. Officer Responsibilities Upon Receipt of Transferred Case:
1. When an officer receives a case that has been transferred from another officer and/or jurisdiction, he/she shall:
 - a. Send a letter using the "Notification Letter," Attachment A of Policy 7.3-2 "Disposition Study" informing the youth and his/her parent/legal guardian/custodian of the change in his/her probation officer within two (2) business days; and
 - b. Review and update the youth's field file and familiarize him/herself with the case.
- G. Officer Responsibilities for the Implementation of the ITSP:
1. Officers are responsible for assisting the youth in progressing through his/her ITSP, providing swift responses to violations of probation, and offering incentives for positive behavior and compliance.
 2. Officers shall focus on establishing conditions of supervision that are realistic and understandable for youth.
 3. The officer shall ensure that the youth is aware of what is expected of him/her and provide him/her with additional written copies of the ITSP upon request **(7-7132)**.
 4. Officers shall encourage the involvement of the youth's parent/legal guardian/custodian in all key decisions.
 5. Officers shall make referrals for services and provide linkage to service providers to assist youth and their parent/legal guardian/custodian in meeting the goals established by the ITSP **(2-7101)**.
 - a. Referrals for services shall only be made to approved service providers who have written service agreements with the OCJB **(2-**

- 7102)**, in accordance with Policy 7.4-1, "Standards for Youth Programs, Referrals, and Service Providers."
- b. Referrals for services shall be completed within two (2) business days of the youth's disposition hearing.
 - c. An updated resource manual containing a list of these providers, as well as a functional inventory of community assistance resources, is maintained and can be accessed on the shared bureau **(2-7018)**.
 - i. Officers shall make referrals to service providers that are specifically ordered by the court, even when the provider does not have a written service agreement with the OCJB.
 - ii. Officers shall allow youth who are already participating in services with a service provider to continue to receive services from that provider, even if the provider does not have a written service agreement with the OCJB.
 - a) Officers are authorized to communicate with service providers by the "Authorization to Release Confidential Youth Information," Attachment D of Policy 7.1-6 "Juvenile Records, Confidentiality, and Health Portability and Accountability Act (HIPAA)," even when the OCJB is not the referring agency.
6. The Officer shall maintain a working knowledge of the youth's ITSP and the progress or lack thereof the youth is making towards the goals.
- a. Officers shall utilize contacts with the youth and his/her parent/legal guardian/custodian to inquire about progress and verbally redirect the youth when necessary; and
 - b. Officers shall verify the youth's participation and/or progress by obtaining written documentation from all service providers, schools, and any other court-ordered conditions of the ITSP **(2-7139)**.
- H. Officer Responsibility for Ongoing Reassessment of Youth's Risk/Needs and Modification of a Youth's Level of Supervision:
1. Officers shall conduct a re-assessment of the youth's risk/needs as needed or at a minimum of every six (6) months utilizing the "YLS/CMI Scoring Instrument," Attachment G, of Policy 7.3-2, "Disposition Study," as historical data will not change.
 2. Officers shall administer the SLOSSON Oral Reading Test every six (6) months, as authorized by 10A O.S. § 2-7-501.
 3. Officers shall conduct a complete reassessment of the youth's risk/need within thirty (30) days of his/her discharge from an out of home placement/treatment facility.
 4. Reassessment of the youth's risk/needs shall be used to evaluate progress and to determine:
 - a. Whether or not the level of supervision continues to be appropriate;

- b. The status and appropriateness of ongoing treatment/program needs; and
 - c. Whether or not the goals established in the ITSP remain effective.
- I. Modification of the ITSP:
1. The ITSP shall be modified or reassessed as necessary to identify the necessary and appropriate services to be provided to the youth and family, as authorized by 10A O.S. § 2-2-502 **(2-7138) (2-7143)**.
 2. The officer shall consider seeking a modification to the ITSP when:
 - a. The youth experiences a significant change in circumstances (living, school, etc.);
 - b. Such conditions will enhance community protection or facilitate the juvenile's adjustment in the community **(2-7143)**;
 - c. The youth is not demonstrating positive behavior change by progressing through the goals of the ITSP;
 - d. A service that is ordered in a youth's ITSP becomes unavailable for any reason;
 - i. If a service becomes unavailable, the officer shall make an alternative recommendation to the court no later than the next scheduled review hearing, unless the delay may jeopardize the youth's ability to progress through the services and/or treatment goals **(2-7140)**.
 - e. The youth no longer demonstrates the need for a services and/or the service is inappropriate for the youth as determined by the officer; and/or
 - f. The youth is committed for inpatient mental health treatment.
 - i. Officers shall recommend modification to the ITSP when a youth has been committed for inpatient mental health and/or substance abuse treatment if necessary to ensure consistency with the post-release requirements of the program upon discharge.
 3. Recommendations for modifications of the ITSP shall ensure that specific services are available to the youth and are directed at remediating or alleviating the conditions that lead to the adjudication.
 4. Recommendations take into consideration the three (3) primary adolescent developmental differences from an adult:
 - a. Adolescents have less capacity for self-regulation;
 - b. Adolescents have a heightened sensitivity to external influences such as their peers; and
 - c. Adolescents have less ability to make judgements and decisions that require a future orientation.
 5. The officer shall staff a case being considered for a modification of the ITSP with his/her supervisor. Officers shall arrange for an accelerated

- review hearing, if warranted, following the procedure specified by III. N. 4. j. ii.
6. Officers shall ensure a case review with their supervisor occurs at intervals of no more than three (3) months **(2-7135)**.
 7. The officer shall verbally inform the youth and his/her parent/legal guardian/custodian of the modified requirements and expectations immediately, ensure understanding, and provide them written notice no later than the next review hearing **(2-7132)**.
- J. Modification to the Youth's Level of Supervision:
1. Consideration for a modification to a youth's level of supervision should be made when the officer and his/her supervisor believe it to be appropriate **(2-7130)**. When an officer believes a modification in level is warranted, he/she shall promptly schedule a case review with his/her supervisor **(2-7135)**.
 2. When considering the modification to a youth's level of supervision, the officer shall ensure **(2-7130) (2-7134)**:
 - a. The modified level of supervision will provide safeguards to the community and meet the program needs of the youth;
 - b. The modified level provides for and is consistent with the basic concepts of fairness;
 - c. The modified level serves to provide the necessary supervision to the youth based on his/her compliance and/or non-compliance with the ITSP; and
 - d. The youth and his/her parent/legal guardian/custodian have been included in the evaluation and consideration to modify the level of supervision to the extent possible **(2-7138)**.
 3. In order to formally request a modification to a youth's level of supervision, the officer shall complete the "Request for Level of Supervision Override/Modification," Attachment K, of Policy 7.3-2, "Disposition Study," and submit to their supervisor for approval and signature.
 - a. All requests for modification of a youth's level of supervision must be approved by the Chief of Court Services.
 4. The officer shall ensure the youth is notified of his/her modification in level of supervision by providing him/her a copy of the approved and signed "Request for Level of Supervision Override/Modification," Attachment K, of Policy 7.3-2, "Disposition Study."
- K. Supervision Contact Requirements:
1. The officer shall have contact with the youth in accordance with the YLS/CMI determined level of supervision, and as approved by the court at the disposition hearing. The level of supervision determined utilizing the YLS/CMI affords a youth classification system that

provides for the safeguarding of the community and meeting the program needs of the youth **(2-7130)**.

2. The levels of supervision and their corresponding contact requirements are as follows **(2-7134)**:
 - a. Low Risk/Low Level of Supervision (YLS/CMI score of 0-8 for female or 0-9 for male): The officer shall conduct one (1) monthly face-to-face contact or telephone contact with the youth and, when possible, the parent/legal guardian/custodian.
 - b. Moderate Risk/Moderate Level of Supervision (YLS/CMI score of 9-19 for female or 10-21 for male): The officer shall conduct one (1) monthly face-to-face contact and one monthly telephone contact with the youth and, when possible, the parent/legal guardian/custodian.
 - c. High Risk/High Level of Supervision (YLS/CMI score of 20-28 for female or 22-31 for male): The officer shall conduct two (2) monthly face-to-face contacts and one weekly telephone contact with the youth and, when possible, the parent/legal guardian/custodian.
 - d. Very High Risk/Very High Level of Supervision (YLS/CMI score of 20-42 for female or 32-42 for male): The officer shall conduct two (2) monthly face-to-face contacts and one weekly telephone contact with the youth. At least one (1) of the two (2) face-to-face contacts must include both the youth and the parent/legal guardian/custodian.
3. Officers shall take an active role in the scheduling and coordination of face-to-face contacts.
 - a. Officers shall make a minimum of one (1) attempt to see each youth for each required face-to-face contact, which is determined by the youth's level of supervision.
 - b. Officers shall schedule and conduct visits in the field, meaning at the youth's residence, school, placement, or a public place, at least once every ninety (90) days unless otherwise approved by their supervisor **(2-7134)**.
 - i. This function is intended to enable officers to observe youth in their daily lives and ease the supervision process for youth who have transportation issues.
 - ii. Officers shall comply with the procedures authorized by Policy 7.1-11 "Use of County Vehicles."
 - iii. Officers shall comply with the procedures authorized by Policy 7.1-5, "Intake and Probation Officer Safety."
4. Supervision while a Youth is Placed in the OCJDC:

- a. When an officer supervises a youth who is detained in the OCJDC, the officer shall visit with him/her face-to-face a minimum of one (1) time per work week (Monday-Friday).
 - b. When an officer is informed that a youth whom he/she supervises who is detained in the OCJDC has been placed on confinement, the officer shall visit with him/her face-to-face a minimum of one (1) time per day (Monday-Friday).
 - c. The officer shall make additional visits when he/she determines that they will be necessary or beneficial and/or at the request of the staff of the OCJDC and/or the youth.
 - d. In the event that an officer is not present, his/her supervisor shall ensure that all necessary contacts with the youth in the OCJDC are made.
5. Supervision While a Youth is Placed in Residential Community or Emergency Placement:
- a. Officers of the OCJB shall provide referrals and recommendations to youth, their parent/legal guardian/custodian, and the court in order to assure adequate treatment of youth alleged to be in need of residential community placement or emergency placement and to meet the individual needs of the youth and families it serves, as authorized by Policy 7.4-2, "Residential Community and Emergency Placements" **(2-7101) (2-7106)**.
 - b. Officers shall have a minimum of one (1) face-to-face contact with a youth in placement each month, unless:
 - i. The youth is under interstate compact supervision; or
 - ii. The placement facility is more than five hundred (500) miles, round trip, from the base station.
 - (a) In this situation, the Officer shall have person-to-person contact with the youth at least one (1) time bi-monthly and telephone contact with the youth, as well as the placement authority, at least two (2) times per month in the month(s) that the youth is not visited or arrange an interstate compact agreement, as authorized by Policy 7.4-3 "Interstate Compact and Case Transfer" **(2-7107)**.
 - c. Officers shall have ongoing communication with the parent/legal guardian/custodian of the youth while the youth is in a residential community placement or emergency placement and shall provide counsel in preparation for the youth's return to the home **(2-7121)**.

6. Officers shall check their voicemail and e-mail inbox each morning upon arrival to work. They shall return correspondence for matters that require such action within two (2) business days.
 7. Officers shall maintain ongoing communication with service providers to ensure that both parties are aware of pertinent information. Contacts to and from community agencies are made according to the supervision plan and have a specific purpose **(2-7139)**.
- L. Documentation of the Activities of Youth during Probation Supervision:
1. Officers shall ensure timely and accurate documentation of all activities and contacts with the youth and his/her parent/legal guardian/custodian are maintained on the Juvenile On-Line Tracking System (JOLTS). The JOLTS can be accessed at www.jolts.oja.ok.gov
 - a. Officer shall ensure the status of the youth's probation supervision is updated and documented on the JOLTS within three (3) business days or within two (2) business days for the following:
 - i. The officer has received notification that a youth has changed his/her home address, telephone number, and/or school information;
 - ii. The officer has received notification that an event has occurred which may pose a risk to public safety and/or the youth; and/or
 - iii. The youth is reported to be absent from the home, his/ her location is unknown, and is presumed to be Absent Without Leave (AWOL).
 - b. Officers shall ensure that when the court has added or removed a bench warrant or pick-up order for the youth that the status of the warrant is updated on the JOLTS within the business day in which it is issued.
 2. Officers shall document all face-to-face field and office contacts and attempted contacts with the youth and/or his/her parent/legal guardian/custodian on the "Youth Contact Notes," Attachment D.
 3. Officers shall organize all documentation pertaining to the youth's case in their field files in the manner authorized by Policy 7.3-2 "Disposition Study."
 - a. The confidentiality of field files and all other information gathered during supervision shall be maintained as authorized by Policy 7.1-6 "Juvenile Records, Confidentiality, and Health Insurance Privacy and Accountability Act (HIPAA)" **(2-7190)**.
- M. Officer Responsibility for Submission of Court Reports and Attendance at Hearings:
1. Officers are responsible for submitting timely and accurate court reports to ensure the court remains informed of the youth's progress.

2. Officers are responsible for attending all court hearings for all youth under their supervision.
- N. Types of Hearings and Officer Responsibilities:
1. Detention Hearings:
 - a. Detention hearings occur on the first business day following a youth's detainment in the OCJDC.
 - b. Officers shall check the following sources each morning, upon arrival to work to remain aware of the detention status of the youth whom they supervise:
 - i. The call checklist;
 - (a) Officers shall pass the call checklist from office to office after viewing and initialing it. When the designated final person receives the list, he/she will place it in the Office of Juvenile Affairs' mail box, which is located in the court clerk's office.
 - ii. Their voicemail box; and
 - iii. Their e-mail inbox, specifically e-mails from the "Juvenile Detention User" and the Intake and Diversion Services Unit who is responsible for distributing the referee docket.
 - c. Officers shall inform the parent/legal guardian/custodian of the youth's detention status, the reason for his/her detention, and the date and time of the detention hearing. The parent/legal guardian/custodian should be present at the detention hearing.
 - i. In the event that a parent/legal guardian/custodian is not present for a detention hearing, the officer shall inform him/her of the outcome.
 - d. Officers shall attend detention hearings for the youth that they supervise and be prepared to answer any questions that the judge has regarding the case.
 - i. In the event that an officer is not present, his/her supervisor shall ensure that a designee attends the hearing in his/her place.
 2. Arraignment Hearings:
 - a. Arraignment hearings occur when a new delinquency petition is filed against a youth, meaning that they have allegedly committed a new offense and are alleged to be delinquent. The youth and his/her parent/legal guardian/custodian are provided with a copy of the delinquency petition at this time.
 - b. Officers shall inform the parent/legal guardian/custodian of the date and time of the arraignment hearing. The parent/legal guardian/custodian should be present at the arraignment hearing.

- i. In the event that a parent/legal guardian/custodian is not present for the arraignment hearing, the officer shall inform him/her of the outcome and ensure that he/she receives a copy of the delinquency petition.
 - c. Officers shall attend arraignment hearings for the youth that they supervise and be prepared to answer any questions that the judge has regarding the case.
 - i. In the event that an officer is not present, his/her supervisor shall ensure that a designee attends the hearing in his/her place.
- 3. Pre-trial Conference:
 - a. Pre-trial conference occurs for the purpose of resolving a new delinquency petition.
 - b. Officers shall inform the parent/legal guardian/custodian of the date and time of the pre-trial conference. The parent/legal guardian/custodian must be present at the pre-trial conference.
 - c. Officers shall attend pre-trial conference hearings for the youth that they supervise and be prepared to answer any questions that the judge has regarding the case.
 - i. In the event that an officer is not present, his/her supervisor shall ensure that a designee attends the hearing in his/her place. The officer shall familiarize the designee with the case prior to the hearing if possible.
 - d. Officers shall be prepared to make recommendations for modifications of the ITSP as a result of the youth's continued delinquent behavior **(2-7157)**.
 - e. Pre-trial conference can result in:
 - i. A stipulation to delinquency petition entered by the youth, in which the youth admits guilt to the delinquent act described in the delinquency petition; or
 - ii. The youth refutes the delinquent acts described in the delinquency petition and:
 - (a) The state drops the charges, or
 - (b) The case is brought to a bench or jury trial.
 - (1) The officer shall attend the trial of a youth he/she supervises.
- 4. Review Hearings:
 - a. The officer shall attend all review hearings for the youth that he/she supervises.
 - i. In the event that an officer is not present, his/her supervisor shall ensure that a designee attends the hearing in his/her place. The officer shall familiarize the designee with the case prior to the hearing if possible.

- b. The officer shall arrive prior to the scheduled hearing and use this time to review the youth's service report with the youth and his/her parent/legal guardian/custodian.
 - i. The officer shall provide the youth and his/her parent/legal guardian/custodian with a copy of the service report and have them sign and date the officer's copy to acknowledge their presence at the hearing, receipt of the report, and understanding of the report and conditions of the ITSP **(2-7132)**.
- c. The officer shall respond to the judge on the youth's behalf when the youth's case information is read from the court docket. The officer shall inform the judge of all parties who are present.
 - i. In the event that a youth and his/her parent/legal guardian/custodian are not present for the review hearing, the officer shall call the youth and/or his/her parent/legal guardian/custodian, inform them of the hearing, and inquire about their whereabouts. The officer shall report this information to the judge when the court docket is read. If the phone call is not answered, the officer shall leave a voicemail informing the youth and/or his/her parent/legal guardian/custodian of the hearing and requesting the call be returned.
- d. Officers shall notify the youth and his/her parent/legal guardian/custodian when the judge is preparing to hear the youth's case and report to the bench with them.
- e. Officers shall be informed about the current status of the youth and their progress with the ITSP and prepared to respond to any inquiries the judge and/or other officers of the court may have.
- f. Officers shall abide by all orders of the court.
- g. When additional services are ordered and/or modifications are made to the ITSP, officers shall make referrals and/or complete the required action within two (2) business days.
- h. When the court orders weekend sanctions in the OCJDC, the officer shall deliver copies of the authorizing court minute to the central control area and the Shift Supervisor of the OCJDC prior to the end of the business day on the Friday that the sanctions are scheduled to begin.
- i. Review hearings shall be scheduled no longer than three (3) months apart **(2-7135) (2-7138)**.
- j. Acceleration of Review Hearings:
 - i. Review hearings may be re-scheduled to be conducted sooner when situations arise that are problematic enough to require

immediate court intervention, which shall be determined by the officer and his/her supervisor.

- ii. When the supervising officer and his/her supervisor agree that an accelerated review hearing is necessary, the officer shall:
 - (a) Contact the district attorney's office and the youth's attorney to explain the presenting problems;
 - (b) Contact the bailiff to schedule a new court date and time;
 - (c) Inform the youth, his/her parent/legal guardian/custodian, the district attorney's office, and the youth's attorney of the new court date and time;
 - (d) Create and submit an updated service report including the issues requiring immediate attention and the officer's recommendation of how to address them; and
 - (e) Notify the youth and his/her parent/legal guardian/custodian of the new Review hearing date and time.

O. Service Reports for the Judiciary:

1. The officer shall utilize the Case Management System (CMS) to complete a concise and informative service report for the judiciary prior to each review hearing. The CMS can be accessed on each officer's desktop and at <https://cms.oja.state.ok.us>. The "Service Report for the Judiciary Sample," Attachment G, provides an example of what the report will look like. The service report shall:
 - a. Include a completed "Service Report for the Judiciary Cover Page," Attachment A;
 - b. Convey a factual and pertinent account of the youth's progress and/or barriers in each area of his/her ITSP;
 - i. Service reports shall provide updated progress notes for each of the goals established in the ITSP;
 - ii. Progress notes shall reflect the progress and/or barriers for each goal by utilizing the terms "compliance," "non-compliance," or "in abeyance."
 - iii. Willful and deliberate non-compliance as well as behaviors that could result in the filing of a new petition shall always be reported **(2-7158)**.
 - c. Contain documentation obtained from outside entities that are working with the youth to support the information contained in the service report as well as their recommendations **(2-7139) (2-7157)**; and
 - d. Contain the officer's recommendation(s) for action, and/or modification to the ITSP **(2-7138) (2-7143) (2-7156) (2-7157)**.

2. The officer shall develop their recommendation(s) based on:
 - a. The youth's progress or lack thereof with his/her ITSP **(2-7157)**;
 - b. The "Graduated Sanctions per Risk Level" Attachment F and/or "Continuum of Incentives and Positives Recognition," Attachment E;
 - c. The evaluation of a variety of intervention measures before recommendations for sanctions to secure detention are made **(2-7156)**; and
 - d. The input of the youth and his/her parent/legal guardian/custodian, who shall be included in the evaluation and consideration to modify the level of supervision to the extent possible **(2-7137) (2-7138) (2-7186)**.
3. 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, provide any corrections that need to be made, recommend additional treatment and/or services conditions (if necessary), and 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.
4. The officer shall make copies to distribute to the youth and his/her parent/legal guardian/custodian, the youth's attorney, district attorney, judge and 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 review hearing.
 - 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 review hearing, prior to the hearing.
5. The disposition study and service reports shall contain a summary of the performance of the youth during the entire period of supervision. This information shall be maintained in the SF file and on the JOLTS following the conclusion of the case and may provide guidance for the conduct of future cases **(2-7145)**.

P. Responses to Compliance with Probation:

1. When an officer observes a youth in compliance with his/her probation conditions, the officer shall provide a timely incentive.

2. The "Continuum of Incentives and Positive Recognition," Attachment E, shall be utilized to determine an appropriate response.
- Q. Responses to Probation Violations:
1. When an officer learns of an alleged violation of conditions of probation by a youth they supervise, he/she shall immediately investigate to determine the action required **(2-7153)**.
 2. All alleged violations of court-ordered conditions of probation are also reviewed by the officer and his/her supervisor to determine the action required **(2-7154)**.
 3. The officer and his/her supervisor shall consider a variety of intervention measures before recommending detention and/or revocation to the extent that public safety is not endangered and the possibility of successful community supervision exists **(2-7156) (2-7222)**;
 4. The courts allow the officers to resolve minor violations of court-ordered probation conditions such as **(2-7155)**:
 - a. Failure to attend a program due to valid reasons;
 - b. Occasional truancy from school;
 - c. Minor disrespect or disregard for the rules of the home;
 - d. Failing to contact officer as required.
 5. When an officer determines that a youth has violated a court-ordered condition of probation, the officer shall:
 - a. Evaluate the need to modify the youth's level of supervision;
 - b. Evaluate the need to recommend to the court a modification of the youth's ITSP to establish revised goals, supplemental rules, and/or conditions; and
 - c. Utilize the "Graduated Sanctions for Probation Violations per Risk Level," Attachment E, in developing appropriate responses and recommendations based on the seriousness of the violation, the risk level of the youth, and whether or not there was a victim impact associated with the violation.
 - d. Report the violation as well as the resolution, if applicable, to the court at the next review hearing using the service report for the judiciary **(2-7158)**.
 - e. Provide supporting justification as to the final actions and recommendations being made to the court **(2-7157)**.
 - f. Schedule an accelerated review hearing, per III. N. 4. j. ii. if necessary;
 6. When other intervention measures have not resulted in compliance with court-ordered conditions of probation, the court may order a youth to serve a sanction in detention for a period of up to five (5) days as authorized in 10A O.S. §2-2-503.
 7. When all intervention measures, court-ordered special conditions, and/or sanctions have not resulted in the youth's willingness to comply with

court-ordered probation conditions the officer may evaluate the need to request the youth's probation be revoked **(2-7214)**.

R. Revocation of Probation:

1. As specified in 10A O.S. § 2-2-503, the court may revoke a disposition order and terminate probation supervision **(2-7159)**.
2. An officer considering making a recommendation for a youth's probation to be revoked shall staff the case with his/her supervisor. The supervisor will determine if an additional staffing of the case should occur with the Office of Juvenile Affairs (OJA).
3. An officer may recommend a youth's probation be revoked when **(2-7156) (2-7214) (2-7222)**:
 - a. The youth continually and willfully fails to comply with the court-ordered conditions of probation and the goals of his/her ITSP;
 - b. All other alternatives to revocation have been considered to the extent that public safety is not endangered and the possibility of successful community adjustment exists;
 - c. The youth exhibits violent, aggressive, or assaultive behavior;
 - d. The youth habitually commits serious delinquent acts and as a result has incurred additional charges; and/or
 - e. The safety of the youth may be at risk by allowing him/her to remain in the community.
4. Applications to revoke a youth's probation are initiated by the District Attorney, who files a petition with the court. The petition contains the specific factual allegations which constitute each violation.
 - a. The District Attorney presents the petition and application to revoke probation at the next review hearing to the judge, the probation officer, the youth, his/her parent/legal guardian/custodian, and his/her attorney; and
 - b. The judge reviews the application to revoke and determines if probable cause exists to revoke the youth's probation and schedule a revocation hearing.
5. Officers may request the court consider an automatic revocation of the youth's probation occur if he/she does not comply with additional conditions being recommended.
6. A youth considered for revocation is not recommended for placement in the OCJDC unless it is necessary to protect the public, prevent self-injury, ensure the presence of the youth at subsequent court hearings, or to hold the youth for transfer to OJA custody **(2-7215) (2-7222)**.
7. If the youth is placed in the OCJDC:
 - a. The hearing shall be scheduled within fourteen (14) calendar days;
 - b. The hearing may be postponed or delayed for good cause and/or the youth may choose to waive the hearing once informed of their rights and the consequences of his/her choice;

- c. At or before the hearing, the officer is responsible for providing a copy of the youth's report to the court, the youth's attorney and the youth's parent/legal guardian/custodian which explains the decision for release or deferral.
 - d. The courts are responsible for restricting access to the hearing from any person that would prevent an orderly and/or fair hearing for the youth.
9. The judge records the findings of the hearing to be preserved for court record using a court minute.
 10. The judge issues a verbal decision at the conclusion of the hearing and provides a written decision to the youth within twenty-one (21) calendar days of the hearing.
- S. Officer Responsibility for Seeking Probation Fees and Restitution:
1. Officers are responsible for seeking probation fees and restitution pursuant to 10A O.S. § 2-2-503.
 2. Officers are responsible for maintaining accurate information concerning court-ordered monetary obligations and for reporting the status of such at each review hearing.
 3. Officers maintain documentation concerning amounts of probation fees and/or restitution assessed, paid, and balances owed on the JOLTS.
 4. The administrative assistant and/or designee for the Probation Services Unit (PSU) shall collect probation fees and/or restitution and maintain the accurate balances on the JOLTS.
 5. Officers shall make an initial assessment of probation fees to be paid monthly in accordance with Policy 7.3-2, "Disposition Study." The amount of probation fees recommended shall be based on the family's ability to pay. Probation fees may be temporarily reduced, temporarily frozen, permanently reduced, and/or permanently waived (**2-7142**).
 - a. Officers may recommend a probation fee adjustment at any time during a youth's supervision utilizing the "Probation Fee Adjustment Request," Attachment L, of Policy 7.3-2 "Disposition Study." The Chief of Court Services shall review and approve or deny each request.
 6. Probation fees are assessed on a monthly basis, beginning on the first day of the month following the youth's disposition. Probation fees are only assessed for full months of supervision services and are not charged for the month the youth is relieved of supervision.
 7. Payment instructions can be located in the Probation Services and Detention Guide provided to the youth and his/her parent/legal guardian/custodian during the initial office visit and on the "Disposition Cover Page," Attachment J of Policy 7.3-2, "Disposition Study," provided to the youth and his/her parent/legal guardian/custodian at the disposition hearing.

T. Pick-Up Orders:

1. Pick-up orders shall be requested by the end of the working day when:
 - a. A youth presents a threat to him/herself or the community;
 - b. An officer has reason to believe that a youth is a flight risk; or
 - c. A youth is Absent Without Leave (AWOL) and therefore in violation of one or more of his/her court-ordered probation conditions and the officer is unable to locate the youth.
 - i. Youth whose whereabouts are unknown are referred to as absent without leave (AWOL), as specified in 10A O.S. § 2-7-605.
 - ii. Officers shall take immediate steps to locate a youth who has been reported to have violated his/her probation conditions to comply with an established curfew and reside in the residence approved by the court by failing to be present in the residence as required **(2-7160)**.
 - iii. Officers shall contact all known relatives, friends, and community contacts such as school personnel, program providers, counselors, and mentors in an effort to locate the youth.
 - iv. Officers who are able to successfully locate AWOL youth who have not committed new crimes and who are not viewed as an undue risk to the public or themselves may continue on probation supervision **(2-7161)**.
2. To request a pick-up order, the officer shall:
 - a. Staff the case with his/her supervisor to ensure the violation(s) of the court-ordered probation conditions warrant a pick-up order and that all other intervention measures and alternatives have been evaluated **(2-7222)**.
 - b. Upon concurrence that a pick-up order is necessary, the officer shall complete a "Pick-Up Order Request," Attachment C, by listing the youth's demographic information and the reason for the request, citing the specific violations of court-ordered conditions of probation.
 - c. If the youth is AWOL, the officer shall submit the "Pick-Up Order Request," Attachment C, to his/her supervisor, who shall approve and sign the request.
 - i. The supervisor shall inform the Chief of Court Services of the approval.
 - d. In cases involving other circumstances, the supervisor shall staff the request with the Chief of Court Services prior to approval.
 - e. The supervisor shall return the signed "Pick-Up Order Request," Attachment C, to the officer, who shall obtain the youth's JDL file, attach the request, complete an official pick-up order, and submit

all of the documentation to the judge, who shall approve or deny the pick-up order.

- f. The officer shall update the JOLTS warrants screen to reflect the active warrant once it is approved by the judge.
- e. When a pick-up order is signed by the judge, the officer shall make a copy for his/her field file and submit the original to the court clerk's office, which shall make the pick-up order available to local law enforcement agencies.
- f. Officers shall cooperate with law enforcement agencies in efforts to apprehend youth known to be or suspected to be involved in criminal activities **(2-7165)**.
- g. The officer shall inform the parent/legal guardian/custodian of the active pick-up order and its implications.
- h. The officer shall attempt monthly telephone contacts with the youth and his/her parent/legal guardian/custodian in an effort to locate the youth. However, the officer shall never attempt face-to-face contact while a youth has an active warrant.

U. Procedure for Youth Under Supervision Detained on an Out-Of-County PUO and/or Bench Warrant (BW):

- 1. If a youth under the supervision of the OCJB is detained in the Oklahoma OCJDC on a PUO/BW that was issued in another county, the officer shall:
 - a. Contact the assigned officer/supervisor in the county where the PUO/BW was issued by telephone;
 - b. Notify the assigned officer/supervisor of the following information:
 - i. The youth is currently detained in the OCJDC on a PUO/BW that was issued by their county; and
 - ii. The county where the PUO/BW was issued is responsible for making arrangements to have the youth picked up and/or ordered to be released from the OCJDC within forty-eight (48) hours of the time of the youth's detainment.
 - c. Confirm a time frame for pick up/release from the OCJDC with the county where the PUO/BW was issued;
 - d. Obtain and ensure that the OCJDC receives a court minute indicating that the youth is being picked up/made releasable to the specified county, to include the time frame; and
 - e. Provide a copy of the court minute to the central control center of the OCJDC and to the Assistant Facility Administrator over security or his/her designee.

V. Procedure for Youth Under Supervision Detained on an Out-Of-State PUO and/or BW:

- 1. If a youth under the supervision of the OCJB is detained in the OCJDC on a PUO/BW that was issued in another state, the officer shall:

2. Contact the assigned officer/supervisor in the state where the PUO/BW was issued by telephone;
3. Notify the assigned officer/supervisor of the following information:
 - a. The youth is currently detained in the OCJDC on a PUO/BW that was issued by their state; and
 - b. Notify the Interstate Compact Administrator for the Office of Juvenile Affairs (OJA) by telephone of the youth whom is currently detained in the OCJDC on an active PUO/BW from the respective state. The Compact Administrator for OJA will notify the Public Defender's office to initiate the paperwork with the state the youth absconded from for a voluntary return.

W. Arrangement of Transportation for Youth:

1. Transportation of a youth placed outside of the home or detained in the OCJDC can be provided by the staff of the OCJDC for the following purposes:
 - a. To attend a court appearance when living in a residential community or emergency placement; and
 - b. To attend an intake appointment at a residential community or emergency placement.
2. Officers shall request transportation of youth by:
 - a. Submitting a court minute signed by the judge stating that the OCJB shall transport [youth's name] to [location] for [reason] as well as information regarding the youth's return to the OCJDC (if applicable);
 - b. Completing a "Request for Transportation," Attachment A, of Policy 8.8-1 "Transportation of Juveniles" and submitting it to the OCJDC Shift Supervisor II on duty;
 - c. Sending an e-mail to the Facility Administrator, Assistant Facility Administrator, and all Shift Supervisors informing them of the transportation request.
3. Transportation requests shall be submitted as far in advance as possible, as soon as the officer becomes aware of the need for transportation.

X. Extending Jurisdiction Beyond the Age of Eighteen (18) Years, as Authorized by 10A O.S. § 2-2-102 B. 2:

1. The court has the authority, but is not required, to extend the jurisdiction of a youth beyond the age of eighteen (18) years, but not beyond nineteen (19) years, in order to:
 - a. Grant the youth an opportunity to complete the ITSP or achieve reasonable treatment objectives; or
 - b. Allow the youth to complete payment of court costs.

Y. Types of Release from Probation Supervision:

1. Early Termination and/or Successful Completion of Probation: The officer may recommend and the court may grant a youth to be released from

probation supervision earlier than the initial term of up to one hundred and eighty (180) days when:

- a. The youth has successfully completed his/her ITSP and complied with the court-ordered probation conditions; and
 - b. Supervision and the delivery of services to the youth are no longer required to protect the community and to enhance the youth's overall performance **(2-7144)**.
2. A youth who has had his/her probation supervision revoked by the court shall be released from probation supervision and placed in the custody of the OJA.
 3. Youth who are beyond the age of eighteen (18) years and the court has not extended jurisdiction as specified in 10A O.S. § 2-2-102 and 10A O.S. § 2-7-504 may be held in contempt of the court and unsuccessfully released from probation supervision with or without additional consequences.
 4. Youth who have absconded and have been AWOL for a period of three (3) months are released from active supervision and placed on inactive probation until they are located.
- Z. Officer Responsibilities when Closing a Case:
1. The assigned officer responsible for closing the case shall:
 - a. Ensure that all of the case information is updated;
 - b. Enter a contact note in the JOLTS to summarize the release hearing and reflect the case closure; and
 - c. Complete and document the requirements set forth using the "Probation Services Case Closure Audit," Attachment H, and submit the form, along with the youth's field file to his/her supervisor within three (3) business days.
- AA. Supervisor Responsibilities for the Review and Maintenance of Closed Cases:
1. The supervisor shall conduct a case closure audit to ensure all closure requirements are satisfied. Upon completion of the audit, the supervisor shall create a contact note in the JOLTS to indicate that all case closure steps have been completed.
 2. Closed field files shall be maintained as authorized in Policy 7.1-6, "Juvenile Records, Confidentiality, and Health Insurance Privacy and Accountability Act (HIPAA)."
- BB. Officer Responsibilities for Reporting Child Abuse and/or Neglect **(2-7133-1)**:
1. Officers shall immediately report to their supervisor if it is reported or suspected that a youth is being abused or neglected, regardless of whether or not the youth is under the supervision of the OCJB. The Officer and his/her supervisor shall make an immediate referral to the Department of Human Services (DHS) Child Welfare Division.

2. Officers shall immediately report to their supervisor, at any time during a youth's supervision, if it is determined that the home where the youth is residing is not a safe and/or appropriate place for the youth to reside. The Officer and his/her supervisor shall make an immediate referral to the DHS Child Welfare Division.

CC. Post Release Services:

1. When it is reported that a youth who has been released from probation supervision requires additional services, the OCJB shall make every effort to extend assistance and make referrals with the goal of reducing recidivism **(2-7152)**.

Approved:

 12/18/15
Jime Overstreet, Chief of Court Services Date

Attachments: Attachment A, "Service Report to the Judiciary Cover Page"
Attachment B, Deleted
Attachment C, "Pick-Up Order Request"
Attachment D, "Youth Contact Notes"
Attachment E, "Continuum of Incentives and Positive Recognition"
Attachment F, "Graduated Sanctions for Probation Violations Per Risk Level"
Attachment G, "Service Report for the Judiciary Sample"
Attachment H, "Probation Services Case Closure Audit"

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

IN THE MATTER OF:
DOB:
AGE:
JOLTS #:
DISPOSITION DATE:
OFFICER:

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

| | | | |
|-----------------|--|------------------|--|
| JUVENILE | | ATTORNEY | |
| MOTHER | | STATE/ADA | |
| FATHER | | OTHER | |

DELINQUENT ACT(S):

DISPOSITIONAL ORDER **SERVICE REPORT TO THE JUDICIARY**

PROBATION CONDITIONS:

I UNDERSTAND THAT 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.

My signature below indicates that I was present at the hearing on this date. I have had an opportunity to review and ask questions about this report 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. I understand that I must complete all court ordered conditions.

ADDITIONAL INFORMTION AND/OR RECOMMENDATION: This Officer recommends a 60 day review hearing.

YOUTH

DATE

PARENT/LEGAL GUARDIAN/CUSTODIAN

DATE

PROBATION OFFICER

DATE

PROBATION SUPERVISOR

DATE

**OKLAHOMA COUNTY JUVENILE BUREAU
Request for Pick-Up Order**

Youth's Name: _____ DOB: _____

Next Court Date/Time: _____ JOLTS: _____

Reasons for Request:

REASON(S) FOR APPROVAL/DENIAL:

INTAKE/PROBATION OFFICER

DATE

INTAKE SUPERVISOR/PROBATION SUPERVISOR

DATE

JUDGE

DATE

**OKLAHOMA COUNTY JUVENILE BUREAU
Youth Contact Notes**

Youth Name _____ JOLTS Number _____

Date of Birth _____

Contact Date _____ Contact Time _____

Location of Contact:

- Court
- Detention
- School
- Work
- Home
- Placement
- Office
- Other

Type of Contact:

- C.S.W.
- Drug Testing
- Education
- Counseling
- Curfew
- D.A.A.Y.
- OCJB Program
- Phone Calls
- Monthly Visit
- C.R.E.W.
- Supervision
- New Charges
- Other _____

Youth Signature _____ Officer Signature _____
Parent/Legal Guardian/Custodian Signature (if youth is not available) _____

Contact Notes: _____

Supervisor Signature _____ Date _____

Contact Date _____ Contact Time _____

Location of Contact:

- Court
- Detention
- School
- Work
- Home
- Placement
- Office
- Other

Type of Contact:

- C.S.W.
- Drug Testing
- Education
- Counseling
- Curfew
- D.A.A.Y.
- OCJB Program
- Phone Calls
- Monthly Visit
- C.R.E.W.
- Supervision
- New Charges
- Other _____

Youth Signature _____ Officer Signature _____
Parent/Legal Guardian/Custodian Signature (if youth is not available) _____

Contact Notes: _____

Supervisor Signature _____ Date _____

Continuum of Incentives and Positive Recognition

| Condition- Court Ordered or Officer Imposed | Behavior | Incentive Level |
|---|--|---|
| Counseling Programs | Unexcused absences Completion of the program Progress reported from treatment | Verbal praise in court Certificates for successful completion of classes/programs Raffle opportunity Decreased court reviews Decreased contacts in the office Tickets for movies Meal coupons Reduced drug testing Reduced community service hours Curfew extension Weekend pass out of county Sobriety chips Sobriety key chains |
| Education/school attendance | No pattern of absences GPA has improved Positive feedback from teachers Involved in extracurricular school activities | Verbal praise in court for Certificates of achievement School supplies Planners/calendars Tour of college Permission to participate in recreational activities or community events Reduced community service hours Fast food tokens Decreased contacts in the office Curfew extension |
| Reporting | No pattern of missed appointments with officer Reporting as scheduled | Verbal praise in court for Certificates of achievement Reduced community service hours Decreased contacts in the office Decreased phone check-ins Curfew extensions |
| Drug/Alcohol Testing | No positive drug tests Extended period of drug/alcohol free testing | Sobriety chips Sobriety key chains Extended curfew Verbal praise in court Reduced drug testing Reduced community service hours Curfew extension Certificates of achievement Verbal praise in court |
| Community Service | Completed within timeframe Completed hours prior to timeframe Completed partial hours as required | Waive remaining hours Verbal praise in court Curfew extension for one evening Certificate of achievement Fast food tokens |

Graduated Sanctions for Probation Violations per Risk Level

| Offense Severity | Risk Level | | |
|---|---|--|--|
| | Low | Moderate | High |
| <p>MINOR No Victim Impact</p> <ul style="list-style-type: none"> • Disrespect-occasional • First absence from required treatment • First absence from school or work • First absence from supervision contact • Contact with restricted associate • Minor/initial violation of other identified requirements and conditions of probation | <ul style="list-style-type: none"> • Warning(verbal or written) and review of conditions • Written assignment/research paper • Community service hours • Short-term increased frequency of drug screens • Increased treatment services • Temporary curfew restrictions • Loss of privileges • Apology letter • Mentoring • Sanction in abeyance • Maintain a journal • Extra chores | <ul style="list-style-type: none"> • Written assignment/research paper • Community service hours • Increased drug screens • Increased treatment • Short-term period of curfew hours • Video assignment • Letter to parent/guardian • Non-compliance meeting • Warning letter • Volunteer hours at home • Addition of in-house program | <ul style="list-style-type: none"> • Written assignment/research paper • Community service hours • Drug/alcohol assessment • Increased treatment services • Short-term period of curfew hours • Increased contacts in office or home visits • Volunteer hours at home • One on one program • Detention (1-5 days) |
| <p>MODERATE Attempted contact with victim</p> <ul style="list-style-type: none"> • Single incident of school suspension for behavior problems • Pattern of absences from treatment • Pattern of absences from school/work • Pattern of non-compliance with treatment goals • Failure to start community service • More than one violation of alcohol or drug possession or use | <ul style="list-style-type: none"> • Reassessment of risk/needs and level of supervision • Increased frequency of drug screens • Increased treatment services • Community service hours • Curfew restrictions • Home confinement by parent/guardian • Warning (verbal/written) • Remove personal privileges by parent/ guardian | <ul style="list-style-type: none"> • Reassessment of risk/needs and level of supervision • Community service hours • Increased drug screens • Increased treatment services • Restrict/control driving privileges • Short-term period of curfew hours • Detention (1-5 days) | <ul style="list-style-type: none"> • Reassessment of risk/needs and level of supervision • Community service hours • Increased frequency of drug screens • Increased treatment services • Curfew restrictions • Increased contacts • Detention)1-5 days • Restrict associates by parent/guardian |
| <p>SERIOUS Unauthorized contact with victim</p> <ul style="list-style-type: none"> • Frequent/repeated school suspensions • Refused to attend school or treatment • Repeated failure to comply with rules and supervision of guardians • Refuses to report for CS • Established pattern of alcohol/drug use • Refusal to submit to drug testing • Numerous positive drug test | <ul style="list-style-type: none"> • Reassessment of risk/needs and level of supervision • Increased frequency of drug screens • Increased treatment requirements • Restrict associates by parent/guardian • Detention (1-5 days) • Home confinement by parent/guardian or officer • Remove personal privileges by parent/guardian • Parent/guardian/child conference | <ul style="list-style-type: none"> • Reassessment of risk/needs and level of supervision • Reassess current placement • Increased drug screens • Increased treatment requirements • Restrict associates by guardian • Home confinement under parental/guardian supervision • Detention (1-5 days) | <ul style="list-style-type: none"> • Reassessment of risk/needs and level of supervision • Increased drug screens • Increased treatment requirements • Restrict associates by parent/ guardian • Home confinement under parental/guardian supervision • Detention (1-5 days) |

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

IN THE MATTER OF: John David Doe
DOB: 11/24/1997
AGE: 17.9
JOLTS #: 992400444
DISPOSITION DATE: 07/01/2015
OFFICER: Emily Fees

JDL(S) #: 15-0244
DATE/TIME: 10/01/2015
JUDGE: Cassandra Williams
ATT. OF RECORD: Lenora Burdine
 5905 N. Classen Ct.
 Oklahoma City, OK 73111

| | | | |
|-----------------|--|------------------|--|
| JUVENILE | | ATTORNEY | |
| MOTHER | | STATE/ADA | |
| FATHER | | OTHER | |

DELINQUENT ACT(S):

- 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.

My signature below indicates that I was present at the hearing on this date. I have had an opportunity to review and ask questions about this report 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. I understand that I must complete all court ordered conditions.

ADDITIONAL INFORMATION AND/OR RECOMMENDATION: This Officer recommends a 60 day review hearing.

YOUTH

DATE

PARENT/LEGAL GUARDIAN/CUSTODIAN

DATE

PROBATION OFFICER

DATE

PROBATION SUPERVISOR

DATE

Individual Treatment and Service Plan

| Name | JOLTS # | County | Court | Type |
|--|---|-------------------|----------------------|-----------|
| DOE, JOHN DAVID | 9921100467 | OKLAHOMA | 11/04/15 @ 3:00 P.M. | PROBATION |
| Worker | Office Phone | Home Phone | Pager | |
| FEES, EMILY | (405) 713-6432 | | | |
| Supervisor | Office Phone | Home Phone | Pager | |
| CONOVER, KIM | (405) 713-6400 | | | |
| Current age as of 8/21/2015 | | | | |
| 17 years, 270 days | | | | |
| CASE GOAL WITH ESTIMATED ACHIEVEMENT DATE | | | | |
| <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: | | | |
| PLAN OF ACTION - Youth | | | | |
| Goal 1: Offenses and Dispositions: Accountability | | | | |
| Action Step 1: | Complete 40 hours of Community Service Work (CSW) at a non-profit organization or maintain part-time employment. | | | |
| Start/Completion Date: | 7/1/2015 -- | | | |
| Progress/Comments: | Completed 20 hours of CSW. | | | |
| Action Step 2: | Abide by all conditions of probation. | | | |
| Start/Completion Date: | 7/1/2015 -- | | | |
| Progress/Comments: | Received a new charge on 07/15/15 for Unauthorized Use of a Motor Vehicle (JDL 15-0000). | | | |
| Goal 2: Educational / Employment: Educational Development | | | | |
| Action Step 1: | Maintain enrollment in an education program with no unexcused absences, or suspensions/expulsions while school is in session. | | | |
| Start/Completion Date: | 7/1/2015 -- | | | |
| Progress/Comments: | Enrolled in the 12th grade at SeeWorth Academy. | | | |
| Goal 3: Peer Relationships: Positive Influences | | | | |
| Action Step 1: | No contact with any co-defendants. | | | |
| Start/Completion Date: | 7/1/2015 -- | | | |
| Progress/Comments: | Compliance. | | | |
| Goal 4: Substance Abuse: Substance Abuse | | | | |
| Action Step 1: | Submit to drug testing at the discretion of the Probation Officer when behavior and/or actions warrant testing. | | | |
| Start/Completion Date: | 7/1/2015 -- | | | |

| | | | | | | | | |
|--|---|-------|----------|-------|----------------|-------|------|-------|
| Progress/Comments: | Tested positive for marijuana on 07/25/15, 08/15/15, 09/19/15, and on 10/05/15. On 10/28/15, he was discharged for missed appointments. | | | | | | | |
| Action Step 2: | Complete a substance abuse assessment and follow all recommendations. | | | | | | | |
| Start/Completion Date: | 7/1/2015 -- 7/20/2015 | | | | | | | |
| Progress/Comments: | Compliance | | | | | | | |
| Action Step 3: | Complete the Drug and Alcohol Awareness for Youth (D.A.A.Y.) Program. | | | | | | | |
| Start/Completion Date: | 7/1/2015 -- 7/24/2015 | | | | | | | |
| Progress/Comments: | Compliance | | | | | | | |
| Goal 5: | Leisure / Recreational: Independent Living | | | | | | | |
| Action Step 1: | 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: | Non-Compliance. | | | | | | | |
| PLAN OF ACTION - Family | | | | | | | | |
| Goal 1: | | | | | | | | |
| Action Step 1: | | | | | | | | |
| Start/Completion Date: | -- | | | | | | | |
| Progress/Comments: | | | | | | | | |
| POST-PLACEMENT REINTEGRATION SURVEILLANCE | | | | | | | | |
| Risk Level | Date | Level | Date | Level | Date | Level | Date | Level |
| 1) Service / Program: | | | | | | | | |
| Frequency: | | | | | | | | |
| Provider: | | | | | | | | |
| Comments: | | | | | | | | |
| 2) Service / Program: | | | | | | | | |
| Frequency: | | | | | | | | |
| Provider: | | | | | | | | |
| Comments: | | | | | | | | |
| 3) Service / Program: | | | | | | | | |
| Frequency: | | | | | | | | |
| Provider: | | | | | | | | |
| Comments: | | | | | | | | |
| ACCOUNTABILITY | | | | | Family Income: | | | |
| Child Support: | Amount = | | | | Person > | | | |
| Child Support: | Amount = | | | | Person > | | | |
| Probation Fees: | Amount = | | \$102.46 | | Guidelines: | | | |

| | | | | | | | | |
|----------------------------|------------|-------|---------------------------------------|-------|------|-------|------|-------|
| Restitution: | Amount = | | Probation Fees are \$25.00 per month. | | | | | |
| Court Costs: | Amount = | | | | | | | |
| Attorney Fees: | Amount = | | | | | | | |
| Fine: | Amount = | | | | | | | |
| Community/Direct Services: | Hours = | 40 | | | | | | |
| Other: | Describe » | | | | | | | |
| Progress / Comments: | | | | | | | | |
| Level of Supervision | Date | Level | Date | Level | Date | Level | Date | Level |

**OKLAHOMA COUNTY JUVENILE BUREAU
Probation Services Case Closure Audit**

DATE: _____ JOLTS#: _____
CLIENT'S NAME: _____ OFFICER'S NAME: _____

DATE PROBATION BEGAN: _____ DATE CASE WAS CLOSED: _____
JDL#: _____ JDL#: _____ JDL#: _____ JDL#: _____

JUVENILE ON-LINE TRACKING SYSTEM INFORMATION:

- YES NO IS THE RESIDENCY INFORMATION UPDATED?
- YES NO ARE ALL PROGRAMS CLOSED OUT?
- YES NO ARE ALL CASE(S) CLOSED OUT?
- YES NO IS THERE A CONTACT NOTE INDICATING THE CASE HAS BEEN RELIEVED OF SERVICE, INACTIVE, AND/OR DISMISSED?
- YES NA IF THE JUVENILE WAS PLACED ON INACTIVE, IS THE PICK-UP ORDER AND/OR BENCH WARRANT LOCATED IN THE FILE?
- YES NO IS THE LEVEL OF SUPERVISION CLOSED?

FIELD FILE STATUS:

Organizational Criteria: Court date is written on top of file and all paperwork is fastened securely in file. A copy of the disposition study, service report(s), court minute(s), Delinquency Petition(s), and Stipulation to Delinquency Petition(s) are located in the file.

- YES NO IS THERE A PICTURE OF THE CLIENT LOCATED IN THE FILE?
- YES NO IS THE DISPOSITION STUDY, FINAL SERVICE REPORT, & MOST RECENT COURT MINUTE IN THE FILE?

PROBATION OFFICER

PROBATION OFFICER III