

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

CHAPTER ONE: ADMINISTRATION AND MANAGEMENT

POLICY 1.1: TABLE OF ORGANIZATION

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I. POLICY:

- A. The purpose of this Chapter is to describe the administration, management, organizational structure, mission, and functions of the Oklahoma County Juvenile Bureau (OCJB). This document is reviewed annually and updated as needed **(3-JDF-1A-18) (2-7005) (2-7027)**.
- B. 10A O.S. § 2-4-101 established the counties within the State of Oklahoma that shall have juvenile bureaus based on having a population of eighty thousand (80,000) or more. Chapter 4 of Title 10A address the statutory basis for the juvenile bureaus statewide including organization, operation, responsibilities, and functions of the juvenile bureaus, which includes OCJB, and gives the authority to each bureau to have a Court Services Department and a Juvenile Detention Center **(2-7001) (2-7002) (2-7004) (2-7027)**.
- C. The Oklahoma County Juvenile Detention Center (OCJDC) facility is part of a legal entity **(3-JDF-1A-01)**.
1. The OCJDC is used solely for pretrial holding and not as a post-trial treatment center **(3-JDF-1A-04-1)**.
 2. Juveniles may be held post-trial while awaiting placement. Abused, dependent, or neglected juveniles charged with offenses that would not be crimes if committed by adults are not held in the OCJDC **(3-JDF-1A-08)**.
 3. Statements of purpose, philosophy, policy, program, and procedure are consistent with criminal codes and the statutes that establish and give direction to programs for juveniles. The OCJB provides services to juveniles only **(3-JDF-1A-07) (2-7124)**.
 4. No juvenile offender is confined in the OCJDC unless it is clearly shown through the "Pre-Adjudication Detention Screening Instrument," Attachment A of Policy 7.2-1, that secure placement is essential or ordered by the Courts for the safety of the juvenile **(3-JDF-1A-09) (2-7099)**.
 5. The OCJDC meets licensing requirements of the Office of Juvenile Affairs (OJA), within which jurisdiction it is located **(3-JDF-1A-02)**.

II. DEFINITIONS:

- A. **Accreditation (ACA) and/or Training Manager(s):** The employees responsible for ensuring that the OCJDC and Court Services receive and maintain accreditation with the American Correctional Association (ACA) standards. The Accreditation and Training Manager(s) report to the department heads of their respective units.
- B. **Administrative Assistant, Executive Assistants, and Secretary:** The employees who perform functions including correspondence, record keeping, and communication for the OCJB Director or his/her administrative staff. The Secretary reports directly to the OCJB Director.
- C. **Assistant Facility Administrators:** The employees who perform those duties that are assigned by the Facility Administrator of the OCJDC for the administrative and security operations of the OCJDC.
- D. **Business Manager:** The fiscal officer covering the areas of internal controls, petty cash, bonding for all appropriate staff, signature control on checks, and the issuing or use of vouchers. The Business Manager reports directly to the OCJB Director.
- E. **Chief of Court Services:** The sole administrator of Court Services responsible for intake, diversion, and probation, services **(2-7007)**. The Chief of Court Services reports directly to the OCJB Director.
- F. **Court Services:** The OCJB department that provides intake, diversion, and probation services **(2-7001)**.
- G. **Culinary Arts Specialists:** The employees that perform those responsibilities relating to food services that are assigned by the Food Services Manager. Such duties include food preparation, cleaning the OCJDC kitchen area, and maintenance of kitchen equipment.
- H. **Data Analyst II (DAII):** The DA II reports directly to the Chief of Court Services or as otherwise assigned. The DA II identifies and implements proper data collection methodology, provides management reports, assists in the development of statistical reports, annual reports, and provides training with the Juvenile On-Line Tracking System (JOLTS).
- I. **Delinquent (Juvenile):** A youth who has violated any federal or state law, municipal ordinance, or lawful order made by the court as authorized by 10A O.S. § 2-1-103 13.
- J. **Detention Officers:** Detention Officers work under the direction of the Shift Supervisors in performing the day-to-day shift responsibilities that are assigned, including direct supervision of residents, working in the control center, and any other assigned duties.
- K. **Director, Oklahoma County Juvenile Bureau:** The Chief Administrative Officer of the OCJB also referred to as the OCJB Director, who reports directly to the supervising District Judge of the Juvenile Division **(2-7003)**.

- L. **Facility Administrator:** The sole employee responsible for organizing and managing the OCJDC. The Facility Administrator reports directly to the OCJB Director.
- M. **Facilities Maintenance Staff:** The facilities maintenance staff is responsible for maintaining the physical plant of the entire OCJB building and grounds. They are under the supervision of Internal Affairs/Facilities Maintenance Supervisor.
- N. **Food Services Manager:** The Food Services Manager is responsible for the OCJDC's food service program, including the training and supervision of other food services personnel. Responsibilities include menu planning, food ordering, inventory control, equipment maintenance, food preparation, and housekeeping. The Food Services Manager works under the direction of the Facility Administrator.
- O. **Governing Body:** The Board of County Commissioners of Oklahoma County whose responsibilities include approval of funding for the OCJB operating budget.
- P. **Human Resources Manager:** Assists in planning, organizing, and directing agency personnel matters, and performs advanced managerial and supervisory skills. Acts as an internal consultant for all supervisory and administrative staff on all personnel matters. The Human Resources Manager reports directly to the OCJB Director.
- Q. **Intake/Diversion Services Manager (IDSM):** The IDSM provides guidance and supervision for the Intake and Diversion Services Unit (IDSU). The IDSM reports directly to the Chief of Court Services. The IDSM is responsible for developing and maintaining policies and procedures for the screening of referred youth for detention admission, intake, and the diversion processes to ensure an efficient and effective operation.
- R. **Intake/Probation Officers:** Intake/Probation Officers work for Court Services and provide Intake, Diversion, and Probation Services. They report directly to an Intake or Probation Supervisor.
- S. **Intake Supervisor:** The Intake Supervisor reports directly to the IDSM and is assigned supervision of lower ranking Intake Officers within the unit. No Intake Supervisor supervises more than ten (10) field staff members (2-7127).
- T. **Internal Affairs Investigator/Facilities Maintenance Supervisor/Assistant Internal Affairs Investigator/Facilities Maintenance Supervisor:** At the direction of the Director, are the sole employees responsible for investigating matters of employee and detention facility resident misconduct, violations of state law, and conducting pre-employment background investigations. Supervises staff assigned to Facilities Maintenance and responsible for all maintenance and physical plant operations. The Internal Affairs/Facilities Maintenance Supervisor reports directly to the OCJB Director and the Assistant reports directly to the Supervisor.

- U. **Janitorial:** Janitorial staff have the responsibility of housekeeping and waxing of floors for the entire OCJB building and the Detention Center non-housing areas. The Director's secretary supervises the janitorial staff and reports directly to the OCJB Director.
- V. **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.
- W. **Oklahoma County Juvenile Detention Center (OCJDC):** The Oklahoma County Juvenile Detention Center (OCJDC) of the Oklahoma County Juvenile Bureau (OCJB) operates pursuant to 10A O.S. § 2-3-101, and is authorized to provide services for juveniles only, with the exception of those delinquents who have been adjudicated to the Office of Juvenile Affairs (OJA), and prior to the date the child becomes eighteen (18) years of age have been court ordered upon request from OJA, to remain in OCJDC pending the completion of the previously adopted plan of rehabilitation, or achieve reasonable treatment objectives. If the court sustains the motion to retain custody, the delinquent child during the extended period and until the child reaches their nineteenth (19) years of age, shall be considered as a child for purposes of receiving services from OJA for the purposes of secure detention. Except for the exception cited above OCJDC is used solely for pretrial hearing and not as a post-trial placement. Juveniles may be held post-trial awaiting placement. The OCJDC is licensed by the OJA.
- X. **Non-Secure Service:** Any resource that provides a less restrictive environment than the secure OCJDC.
- Y. **Presiding Judge:** The supervising District Judge of the Juvenile Division of the District Court, who directs and supervises the appointed Judges of the Juvenile Division, the OCJB Director, and the operations of the OCJB.
- Z. **Probation Supervisor:** The Probation Supervisor reports directly to the Chief of Court Services and is assigned supervision of lower ranking Probation Officers within the unit. No Probation Supervisor supervises more than ten (10) field staff members **(2-7127)**.
- AA. **School Teachers:** Teachers are employees of the Oklahoma City Public Schools and/or certified teachers contracted by the Board of County Commissioners, and are responsible for carrying out relevant OCJDC policies which are consistent with established Oklahoma City Public School Board policy.
- BB. **Shift Supervisor:** The Shift Supervisor works under the direction of the Facility Administrator through the Assistant Facility Administrators, providing direct supervision of Detention Officers and the resident program.
- CC. **Status Offense:** An act that would not be a violation of the law if it was committed by an adult.

- DD. **Program, Student Intern/Volunteer, and Community Service Coordinator:** The position develops and maintains training sessions for program service providers, students, and volunteers. This position oversees the program service provider approval process and may conduct site visits and other compliance activities. The position recruits, supervises, and schedules a variety of student interns and volunteers to participate in learning activities and provide support to the OCJB. This position works with members of the community to identify opportunities for community service for the youth supervised by the Court Services department and maintains a Resource Manual, which identifies a variety of resources and service providers for supervising officers to utilize with the youth they serve. This position is directly supervised by the Chief of Court Services.
- EE. **Volunteer/Activity Coordinator:** The Volunteer/Activity Coordinator organizes and directs a comprehensive recreation and physical education program in the OCJDC and supervises residents in recreational activities as part of a juvenile detention management program. The Volunteer/Activity Coordinator recruits, screens, and supervises volunteers from the community who provide religious, educational, vocational, mental health and recreational activities for the OCJDC residents. This position is directly supervised by the OCJDC Assistant Facility Administrator of Administration.
- FF. **Volunteers:** Volunteers work under the direction of the Volunteer/Activity Coordinator in providing specified functions designed to enhance the overall operations of the OCJB.
- GG. **Youth Guidance Specialist:** Youth Guidance Specialists provide support to the residents of the OCJDC in appropriate interactions for their mutual safety, security, mental health, and personal development. The position is directly supervised by the OCJDC Assistant Facility Administrator of Administration.

Approved: _____

James L. Saffle, Director

10/7/16

Date