

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

CHAPTER ONE: ADMINISTRATION AND MANAGEMENT

POLICY 1.4: POLICIES & PROCEDURES

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I. POLICY:

The Oklahoma County Juvenile Bureau (OCJB) maintains a set of formal written policies and procedures that shall regulate operations. The policies and procedures of the OCJB shall be communicated and interpreted to all employees. The OCJB's policies and procedures shall be reviewed annually and updated as needed **(2-7011) (2-7012)**.

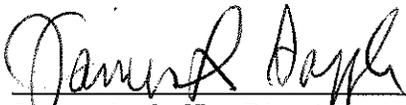
II. DEFINITIONS:

- A. **Senior Staff:** Refers to the Chief of Court Services, Intake and Diversion Services Manager, Intake Officer III Supervisor, Probation Officer III Supervisors, Accreditation/Training Manager, Administrative Officer/Program Coordinator, and Data Analyst II.
- B. **Shared Bureau:** An electronic file containing copies of Oklahoma County Juvenile Bureau policies/procedures and forms/attachments that is accessible on the computer desktop of all employees.

III. PROCEDURE:

- A. The OCJB maintains a written policy and procedure manual, which provides employees with the procedures, rules, and regulations necessary to provide for a safe and efficient operation **(2-7012)**.
- B. The Director is responsible for ensuring all OCJB policies and procedures are reviewed on an annual basis and revised as necessary **(2-7012)**.
- C. **Employee Participation (2-7009):**
 - 1. Employees working in the detention facility are provided several scheduled opportunities to provide input into policies and procedures through the following meetings **(3-JDF-1A-13)**:
 - a. The Facility Administrator conducts monthly meetings with the Assistant Facility Administrators and department heads;
 - b. The Assistant Facility Administrators and other department heads conduct monthly meetings with their employees; and
 - c. The Shift Supervisors conduct daily shift briefings with their respective employees.
 - 2. Employees working in Court Services are provided several scheduled opportunities provide input into policies and procedures:

- a. The Chief of Court Services and designated senior staff conduct on-going and annual reviews of policies and procedures.
 - b. Any employee of the Court Services Department may submit a suggestion for a new policy requirement and/or revision to an existing policy requirement at any time to the Chief of Court Services **(2-7009)**.
- D. Policies and procedures are interpreted to employees verbally during meetings or discussions with supervisors and through training. Employees are notified by electronic mail when new or existing procedures are issued and/or revised **(2-7011)**.
- E. New or revised policies and procedures may also be disseminated to volunteers and, when appropriate, to juveniles prior to implementation when authorized by the Director **(3-JDF-1A-22)**.
- F. The policy and procedure manual is available to all employees, volunteers, and, when appropriate, juveniles and is used in the training process for new employees **(3-JDF-1A-21) (2-7010) (2-7012)**.
- G. The OCJB Director is primarily responsible for the maintenance of the policy and procedure manual **(2-7012)**. When appropriate, the Director will assign responsibility for implementing new or existing policies to other administrators, as related to their positions.
- H. Policy and Procedure Manual Accessibility **(3-JDF-1A-21) (2-7012)**:
- 1. Employees are advised of the location of the manual and are aware of its availability to them during new employee orientation.
 - 2. The policy and procedure manual is accessible to all employees and the public. Employees and the public may access the manual on the OCJB website. Employees may also access the manual through the OCJB electronic Shared Bureau.
 - 3. Printed hard copies of the OCJB Manual are maintained and located in the following offices:
 - a. Court Services:
 - i. Chief of Court Services office;
 - ii. Intake and Diversion Services Manager's office; and
 - iii. Probation Officer Supervisor's offices; and
 - iv. Accreditation Manager's office.
 - b. Detention:
 - i. Facility Administrator's office;
 - ii. Assistant Facility Administrators' offices;
 - iii. Shift Supervisor's office (2); and
 - iv. Detention Accreditation/Training Manager's Office.

Approved:  10/14/15
 James L. Saffle, Director Date