

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

CHAPTER ONE: ADMINISTRATION AND MANAGEMENT

POLICY 1.5: CHANNELS OF COMMUNICATION

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I. POLICY:

The Oklahoma County Juvenile Bureau (OCJB) supports and encourages open channels of communication between the courts, agencies that support the OCJB with services for residents and probationers, and all departments, as well as within each department.

II. PROCEDURE:

A. Communication Between Departments of the OCJB:

1. Weekly formal meetings are held, unless cancelled by the Director, with the Director, Facility Administrator, Chief of Court Services, Human Resources Manager, Business Manager, Internal Affairs/Facilities Maintenance Supervisor, and Executive Secretary, who are considered the Executive Staff of the OCJB. The meetings have an agenda with designated topics along with standing agenda items for department updates, personnel updates, and budget updates for all department heads to discuss, to include internal and external issues.
2. Informal weekly meetings are held normally on the last working day of the week with Executive Staff to share any pertinent information among department heads that has occurred during the week or may occur over the weekend. Also, agenda items are requested for the next formal Executive Staff meeting.
3. The Facility Administrator meets monthly and the Chief of Court Services meets bi-monthly with their department heads and supervisors to communicate OCJB updates and to receive information from their employees **(3-JDF-1A-23)**.
4. Department heads, shift supervisors, and team supervisors have meetings with their employees to disseminate updates and information from meetings they have attended and also to receive input from their employees in reference to day to day operations **(2-7009) (3-JDF-1A-13) (3-JDF-1A-23)**.
5. Quarterly meetings are held for all OCJB employees working in the Oklahoma County Juvenile Detention Center (OCJDC), and monthly meetings are held for all OCJB employees working in Court Services. These meetings are scheduled in designated areas in order to meet employee's work schedules, to provide information, review new policies,

provide required quarterly health and safety training, and receive information from employees **(2-7010) (2-7011)**. Employees are encouraged to provide input regarding policies and procedures, programs, concerns, goals, and operational improvements **(2-7009) (3-JDF-1A-13) (3-JDF-1A-20)**.

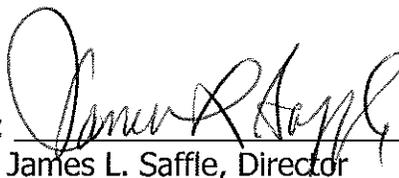
- B. Communications with the Courts:
1. Periodic meetings are held as needed with the Presiding District Judge, other judges assigned to the juvenile courts, Director, Facility Administrator, Chief of Court Services, and required support staff. An agenda is prepared to address various updates and issues confronting the courts and/or the OCJB **(3-JDF-1A-26)** .
 2. The Facility Administrator and the Chief of Court Services advise the court of the extent and availability of services and programs **(2-7021) (3-JDF-1A-25)**.
 3. The OCJDC provides a daily population report to the court, the Director, and Court Services. The population sheet includes the names of the residents in the OCJDC, his/her length of stay, the day admitted, workers assigned, and charges.
 4. The Court Services Department communicates with the courts on an ongoing basis through the submission of disposition studies, services reports to the judiciary, and officer presence at client hearings.
- C. Communication with the Board of County Commissioners (BOCC)
1. The Director works closely with the BOCC and the other elected County officials in getting approval for operational contracts, the OCJB annual budget, capital project approvals, and providing updates regarding the needs and issues of the OCJB. The Director attends BOCC weekly meetings and monthly County Budget meetings as required and disseminates the information pertaining to OCJB at the weekly Executive Staff meetings **(3-JDF-1A-26) (3-JDF-1A-27)**.
- D. Communication with the Citizens for Juvenile Justice Board (CJJ):
1. The Director, Facility Administrator, and Chief of Court Services attend scheduled meetings of the CJJ Board, hosted by the OCJB, that meet at a minimum of four (4) times per calendar year. The CJJ Board is a voluntary advisory committee to OCJB, established by 10A O.S. § 2-4-109, which is made up of citizens who volunteer their services from various areas of the community. Members of the CJJ Board are approved by the District Judge of the Juvenile Courts. OCJB operational updates, grant applications, employee event requests, and juvenile programs are presented to the board to obtain their input during these meetings **(2-7223) (3-JDF-1A-12)**.
- D. Communication in the OCJDC:
1. The following procedures facilitate the system of two-way communication between employees and residents in the OCJDC **(3-JDF-1A-24)**:

- a. Each Intake/Probation Officer assigned to a resident in the OCJDC conducts face-to-face visits in accordance with Policies 7.1-15 "Visitation of Youth in Detention," 7.2-2, "Preliminary Inquiry," and 7.3-3, "Probation Supervision;"
 - b. Youth Guidance Specialists are available to counsel with residents upon request;
 - c. Detention Officers assigned to each dayroom are available and encouraged to talk with residents on an ongoing basis;
 - d. Shift Supervisor I's, Shift Supervisor II's, and Administrative Staff are available to visit or counsel with residents upon request;
 - e. "Request to Staff" forms are available to each resident who wishes to request a meeting with a specific OCJDC employee;
 - f. Structured activities, as well as free time are used as means to increase communication between employees and residents; and
 - g. Residents are able to have constant contact with employees through personal interaction or through the intercom communication system in each respective dayroom.
2. The OCJDC conducts monthly reviews of resident program activity, demographics, offenses, length of stay, and referral sources. The OCJDC prepares statistical reports from data reviewed, which address all operational activity for the month, and the information is disseminated to CJJ Board members, Courts, and the Director. Annual statistical reports are compiled on all monthly activities, and utilized for determining planning needs annually **(3-JDF-1A-25)**.

Approved: _____

James L. Saffle, Director

Date

 10/3/16