I. POLICY:

The Oklahoma County Juvenile Bureau (OCJB) monitors operations through the use of ongoing inspections and evaluations that are conducted by the Chief of Court Services, Facility Administrator, and/or their designees and reported to the Director **(3-JDF-1A-28) (2-7013).**

II. PROCEDURE:

A. Monitoring and Evaluation of Overall Performance:
   1. Written goals and objectives are developed annually and serve as the basis for evaluation of overall performance **(2-7006).** Such goals and objectives are consistent with the broad goals incorporated into the philosophy statement, but are more specific so they are quantifiable and measurable. The Chief of Court Services and Facility Administrator shall collect data on an ongoing basis and report progress towards OCJB goals and objectives quarterly. The Director shall conduct an overall evaluation of goals and objectives at least annually **(2-7006) (2-7013) (2-7086).**
   2. The Chief of Court Services, Facility Administrator, and/or their designated staff shall monitor the facility's fiscal activities. The results are discussed and documented at least annually and exist apart from any external or continuous audit conducted by others **(3-JDF-1B-12) (2-7013) (2-7067).**
   3. The Chief of Court Services, Facility Administrator, and/or their designated staff provide monthly statistical reports concerning their respective areas to the Director for review and use in the annual report **(2-7013) (2-7076) (2-7080).**

B. Court Services Information Collection and Application **(2-7013) (2-7080)**:
   1. Probation case management audits shall be conducted periodically, as authorized by Policy 7.3-4, "Probation Case Management Audits."
   2. Methods of evaluation shall be established for all in-house OCJB programs and specified in the program's formal lesson plan. Monitoring and evaluation shall occur on an ongoing basis. All community programs shall be evaluated as authorized by Policy 7.4-1 "Standards for Youth Programs, Referrals, and Service Providers."

3. The Chief of Court Services shall verbally report major developments, problems and plans for solving them, and services furnished to the courts and juveniles to the Director on an ongoing basis.
4. Additional data is collected and reports are formulated as needed.
5. Information collected shall be used to ensure compliance with policy and procedure and assist in decision making.

C. Oklahoma County Juvenile Detention Center (OCJDC) Information Collection and Application:
1. There are guidelines for the collection and retention of information pertaining to the detained juveniles **(3-JDF-1A-06)**.
2. A majority of data is obtained on a daily basis, while other information may be collected on a one time or limited basis to respond to a specific need.
   a. Daily reports are received concerning juvenile population changes, room assignment information, residents scheduled for court, and copies of incident and/or disciplinary reports.
   b. Monthly statistical reports shall be developed regarding OCJDC programs and general operations for inclusion in annual reports **(3-JDF-1A-28)**.
   c. Major developments in each department or administrative unit, major incidents, population data, assessment of staff and juvenile morale, and major problems and plans for solving them are reported verbally to the Director on an ongoing basis and formally furnished in a written report to the parent agency at least annually **(3-JDF-1A-29)**.
   d. Additional data is collected and reports are formulated as needed.
3. Use of Information by the Facility Administrator:
   a. Information collected shall provide assistance in decision making and/or research within the facility.
   b. Daily shift reports are also used for monitoring activities, security concerns, maintenance needs.
4. Use of Information by Shift Supervisors, Detention Officers, and Court Services Officers:
   a. Daily population (DPOP) sheets and room assignment sheets are used to monitor the population movement in and out of the facility, as well as the room assignment of juveniles while in residence.
   b. Facility Admission Records, Medical Logs, Mail Logs, Visitation Records Telephone Logs, and Medical Records are used to assist in the management and provision of services to juveniles in the OCJDC and juveniles on probation.
   c. Records of previous contacts and current status including matters such as bench warrants or pick-up orders and court reports may be provided to authorize sources outside the detention facility, including juvenile justice personnel and law enforcement agencies.

D. OCJDC Space Management Program **(3-JDF-1A-28)**:
The OCJB shall ensure that the OCJDC has adequate space for its residents and programs. The space management program is reviewed at least annually with regards to facility goals and objectives and changes are made as needed.

Approved: _____ 10/28/15
James L. Saffle, Director Date

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