

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

CHAPTER ONE: ADMINISTRATION AND MANAGEMENT

**POLICY 1.7: ROLE OF BUREAU WITH OUTSIDE
AGENCIES/INTERAGENCY COOPERATION**

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I. POLICY:

The Oklahoma County Juvenile Bureau (OCJB) provides for collaboration and consultation with other criminal justice agencies, community interest groups, and service agencies on a continuing basis by the Director, Chief of Court Services, and Facility Administrator for the purpose of enhancing the formulation and evaluation of organizational policies, procedures, rules, and regulations **(2-7017)**.

II. DEFINITIONS:

- A. **Presiding District Judge of Juvenile Division:** The judge who is responsible for the overall operation of the facilities for the Oklahoma County Juvenile Bureau and Oklahoma County Juvenile Detention Center and directly supervises the Director.
- B. **Citizens Advisory Committee/Citizens for Juvenile Justice (CJJ):** As authorized by 10A O.S. § 2-4-109, A group with a minimum of seven (7) members, to serve without pay, appointed by the Presiding District Judge of the Juvenile Division, who shall serve for a period of four (4) years and until their successors are appointed. The CJJ provides counsel and advice to the Oklahoma County Juvenile Bureau and serves as a link between the OCJB and the community. The CJJ is comprised of an official or employee of the public schools of the county, a professional social worker employed by any recognized social agency in the county, a member of the Board of County Commissioners (BOCC), an attorney licensed to practice in the State of Oklahoma to be selected by the member of the County Bar Association of the county, and three (3) other members selected at will by the Presiding District Judge of the Juvenile Division. Of the seven (7) members three (3) shall be women and all members shall, at the date of their appointment, be legal residents of the county **(2-7016) (2-7017) (3-JDF-1A-12)**.
- C. **Board of County Commissioners (BOCC):** Three (3) elected officials who are authorized by Oklahoma State Statute as having the fiduciary responsibility to provide funding for the operations of the OCJB **(2-7060)**.

III. PROCEDURE:

- A. Coordinating with Community-Based Programs, Services, Colleges and Universities:
1. The Director or designee meets periodically with the Board of County Commissioners (BOCC) to discuss issues pertaining to the OCJB. Through these meetings, the OCJB is given the opportunity to provide input into county policies that impact OCJB employees, assist in planning as it relates to OCJB activities, as well as discuss the budgetary impact of the commissioner's decisions **(2-7016) (2-7017) (3-JDF-1B-06)**.
 2. The OCJB maintains a functional inventory of community agencies; field officers are informed about employment assistance, health services, and fiscal resources available to juveniles **(2-7018)**.
 3. Regular meetings and case conferences are held between the employees of the OCJB, probation agencies, shelter facilities, the court, local law enforcement agencies, and the Oklahoma County Juvenile Detention Center (OCJDC) to develop and maintain sound interagency policies and procedures **(3-JDF-1A-20) (2-7016) (2-7017)**.
 4. The OCJB cooperates and/or consults with colleges and universities in areas of mutual concern. The OCJB recognizes the tremendous contribution that local colleges and universities can make to the overall operation. When requested, an employee may teach a class or serve as a guest lecturer on work time. Universities may also provide interns for the OCJB **(2-7223)**. Other joint activities include training, research, planning, and consulting **(2-7016) (2-7019)**.
- B. Contracts/Written Agreements with Community Resource Providers:
1. The duties and responsibilities of consultants and contractors who provide a service to the OCJB shall be clearly specified in a contract or other type of written agreement.
 - a. The contracts/written agreements are reviewed annually, and are established to not exceed one (1) year in length. A provision for extension in one-year increments, not to exceed three (3) years, may be included.
 - b. Service personnel other than OCJB employees perform work in the OCJDC only under direct and continuous supervision, and only in those areas permitting contact with juveniles **(3-JDF-1A-34)**.
 2. The role and functions of employees of public or private agencies providing a service to the OCJB shall be dictated by a written agreement that specifies their relation to the authority and responsibility of the Director, Chief of Court Services, and/or Facility

Administrator. These contracts/written agreements are reviewed annually and updated as necessary **(3-JDF-1A-19)**.

C. Collaboration with City, County, State, Federal, Regional Agencies:

1. The OCJB collaborates with other justice systems and human service agencies in gathering, exchange, and standardization of information **(2-7079)**. The OCJB participates directly in State, and Regional planning efforts with criminal justice and noncriminal justice agencies. OCJB employees frequently complete surveys sent by the Federal Government, and are encouraged to actively participate in criminal justice agencies, including the American Correctional Association (ACA) and the American Probation and Parole Association (APPA) **(2-7016)**.
2. The OCJB shall collaborate and consult with other criminal justice agencies, community interest groups, and service agencies in order to enhance and evaluate policies, procedures, rules, and regulations **(2-7017)**.
3. The Director, Chief of Court Services, and Facility Administrator work with agencies and organizations to assist in providing necessary services for juveniles who fall within the purview of the OCJB.

D. Coordination/Collaboration for Transfers of Youth Supervision:

1. In accordance with 10A O.S. § 2-9-104, the OCJB shall provide adequate supervision and services to juveniles subject to the interstate compact, as ordered by the adjudicating judge or parole authority. The Court Services Intake and Diversion Services Manager serves as the OCJB liaison for all interstate compact matters **(2-7173)**. The Facility Administrator shall offer his/her cooperation to the Chief of Court Services for all interstate compact matters **(3-JDF-1A-14) (2-7016) (2-7172)**.
2. The OCJDC shall assist in the return of juveniles when they are apprehended under the Interstate Compact on Juveniles (ICJ).

E. Citizen's Advisory Committee/CJJ Board:

1. The Director serves as a member of the CJJ Board, attending bi-monthly meetings designed to provide the board with the current status of operations of the OCJB and receive guidance from the CJJ Board, which is comprised of community leaders **(2-7016) (2-7017) (3-JDF-1A-12)**.

Approved: _____

James L. Saffle, Director

Date