

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

**CHAPTER THREE: PERSONNEL**

**POLICY 3.02: Appointments and Duties**

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**I. Policy:**

Every person employed by the Oklahoma County Juvenile Bureau (OCJB) is officially appointed to a position that has been approved by the Director and shall be listed on the monthly payroll submitted to Oklahoma County.

**II. Procedures:**

As per state statutes, 10 OSA, 1201-1210, duties performed by the employees of the OCJB include the following:

**A. Administrative Work of The Court**

The Director, under the general supervision of the Administrative Judge, shall organize, direct, and develop the administrative work of the court, including the social, financial, and clerical work, and the Director shall perform such other duties regarding children, as any judge of the court shall direct. The professional employees shall have charge of cases assigned to them for investigation or treatment and shall perform such other duties as may be assigned to them by the Director. **(2-7024)**

**B. Investigations and Reports**

It shall be the duty of the Director and other employees of the OCJB, at the request of and under the direction of the court, to investigate and report on all cases (except deprived cases) that are pending in the Juvenile Docket of the District Court, and to investigate and report on all cases of delinquent children and children in need of supervision, residing or being in Oklahoma County. The Director shall have the power to file, or cause to be filed, information or complaint and to institute and commence the necessary legal proceeding for the purpose of carrying into effect the laws of this state relating to delinquent children and children in need of supervision. **(2-7022)**

**C. Transportation of Juveniles**

The employees, as designated by the Director, shall have authority to transport all juveniles found to come within the purview of the court to a place or places where the order of the court requires such juveniles to be confined or placed.

D. Juvenile Detention

The Director, as authorized by the Administrative Judge of the Juvenile Division, may appoint necessary employees for the Oklahoma County Juvenile Detention Center, in the same manner as is provided for the appointment of other employees of the OCJB. Said positions include Detention Center Administrators, Detention Officers, Youth Guidance Specialists, Culinary Arts Specialists, and other positions required to maintain the Detention Center in a safe and secure manner. **(3-JDF-1B-16)**

Approved: James L. Saffle 12/19/14  
James L. Saffle, Director Date