

**Protocol for Youthful Offender Cases
Accepted into Community Custody Program**

This protocol will be required for “YR” cases that are referred to the Community Custody Program (CCP). If the Court mandates that the juvenile is to be released with Community Custody supervision, this process will be followed.

- Bond is set by a Special Master or Judge via the order setting conditions of release.
- Parents and Defense Attorney are asked to go to the Community Custody Program to be given additional information.
- Parents are given an information letter outlining the process for posting the bond and acceptance into the CCP. (see attached)
- The Assistant District Attorney will prepare the Order Setting Conditions of Release at the end of the detention hearing and obtain the required signatures from the Court.
- CCP referral is received via “green form” immediately after the detention hearing.
- CCP staff will review case for acceptance and develop the release plan within five working days.
- CCP staff will generate Notice of Acceptance Form if the juvenile is accepted into the Community Custody Program and provide a copy to the Children’s Court Clerk Office for filing in the court record. A copy will also be provided to the District Attorney Office to facilitate victim notification. (see attached)
- CCP prepares and submits the release plan and a conditional order of release for judicial review and signature.
- After the Court signs the order of release the parent/family will be notified they can now post the bond.
- Children’s Court Clerk’s Office will accept the bond once verifying they have the notice of acceptance from CCP and the Affidavit of Release form will be generated by the Children’s Court Clerk’s Office following the posting of the bond.
- If the juvenile is denied acceptance, a CCP Denial Form will be generated and disseminated to Juvenile Probation/Parole Office, Defense Attorney, and Judge or Special Master who set the conditions of release.