

The following standards are juvenile probation counselors' contact and review standards for youth on probation. The Court may order additional or different supervision contacts.

Juvenile Probation Counselor (JPC) Standards

Making the initial contact with the probationer

The JPC must attempt to contact the youth to set the first probation appointment within two judicial days of receiving the case. The initial contact may be made by telephone or regular mail.

Low Risk Youth on low-level supervision

1 contact per month with the youth or the parent.

First contact is through Parent and Youth Information Letter.

Within thirty days of letter - call to parent or youth.

Monthly calls for the duration of probation.

No face to face contact is required (unless required through court order or as necessary to obtain urinalysis testing).

Community surveillance officers (CSOs) or student interns make the contacts with the youth.

The CSOs and student interns report to a lead JPC who is the liaison with the court.

Moderate Risk Youth on field supervision

2 face to face contacts per month with the youth, either in the office or the field.

2 collateral contacts per month with either the parent, school or treatment provider: collateral contacts do not need to be face to face.

If the youth is eligible for a Community Juvenile Accountability Act (CJAA) program as indicated in the risk assessment, notify the CJAA program assistant, Julie Allen, at 205-9530. The CJAA program assistant will work with the JPC in identifying available treatment slots.

Make referrals to other programs as indicated by the case management plan.

High Risk Youth on field supervision

2 face to face contacts per month with the youth, either in the office or the field

2 additional contacts with the youth per month, they do not need to be face to face

2 collateral contacts with the parent, school or treatment provider: they do not need to be face to face

If the youth is eligible for a CJAA program as indicated in the risk assessment, notify the CJAA program assistant, Julie Allen, at 205-9530. The CJAA program assistant will work with the JPC in identifying available treatment slots.

Make referrals to other programs as indicated by the case management plan.

New cases assigned to probation before full assessment is complete

The JPC must complete all of the following tasks within ***thirty days*** of receipt of the case:

- (1) Conduct motivational interview with the youth and family
- (2) Complete risk assessment and give a copy of the summary to unit supervisor
- (3) If the youth is eligible for a CJAA program as indicated in the risk assessment, notify the CJAA program assistant, Julie Allen, at 205-9530. The CJAA program assistant will work with the JPC in identifying available treatment slots.

The JPC may refer youth to other programs as appropriate under the case management plan.

Low-level overrides supervised in the field

- Low-level cases referred to the field supervision unit are treated as "new cases" for purposes of conducting the interview and completing the full assessment.
- If the youth continues to score as low-risk to re-offend after the full assessment has been completed, the youth will remain in the field supervision unit and the low-level supervision standards apply.

Youth on warrant status

If a youth is placed on a warrant, the file must be closed and transferred to records within *two weeks* of the date the warrant was issued.

Case closure

Cases must be closed or transferred to the restitution unit monitor within two weeks of the date probation ends unless another matter has been filed and is pending. The unit supervisor may grant exceptions in very limited cases.

Youth in secure detention or Alternative to Secure Detention (ASD) placement

Supervision contact standards remain the same while the youth is in secure detention or an ASD placement. Some conditions of the court order will be suspended due to the custodial status of youth.

Release from Detention

The JPC is currently responsible for monitoring all components of the court order, including making sure the youth is released from detention when the court ordered detention period expires. This procedure, as well as others, is under review.

Documentation

The JPC must document contacts and actions taken in the chronological notes.

Exceptions to Contact Standards

Monthly contact do not apply in the following circumstances:

1. The youth is in inpatient mental health or drug and alcohol treatment. If so, the JPC must make one contact per month, either face to face or by telephone; or
2. The youth has moved to another county or jurisdiction, ***and***:

- a. The youth's probation has been transferred to the other jurisdiction and the other jurisdiction is supervising the youth under an interlocal agreement as a courtesy supervision, transfer of jurisdiction or Interstate Compact; **or**
 - b. The youth has moved to an out-of-county jurisdiction temporarily with the JPC's approval, the JPC has notified the court that the youth has moved, and the court has approved suspension of supervision contacts and standards while the youth is out-of-the jurisdiction, **or**
 - c. The youth has moved out of the jurisdiction permanently with the JPC's approval and the JPC has obtained a court order terminating probation.
3. The youth is out of the jurisdiction on short-term vacation (one month or less) with the JPC's approval
 4. The youth is committed to the Juvenile Rehabilitation Administration (JRA).

Supervision Standards

Quarterly reviews:

- Supervisors must meet with each JPC once every three months to conduct a full case review.
- As part of the case review, the supervisor must review the JPC chronological notes to determine if the JPC has met the supervision contact standards.
- Documentation: Supervisor must document in the file that the supervisor conducted the case review and *note whether the JPC has met supervision standards.*

Monthly reviews and reports:

Field units

- Supervisor must check whether the JPC completed the risk assessment and notified the CJAA program assistant of eligible youth within the thirty-day deadline.
- Supervisor must check to make sure appropriate cases are closed in a timely manner.
- Supervisor must complete the Monthly Status Record of cases assigned and closed and re-appearances for the month per JPC and submit to Susan Waild.
- Supervisor must complete monthly workload points, including information about which cases should be closed per JPC, and submit to Susan Waild.

Low level supervision unit

- Low-level supervision unit lead JPC conducts case reviews at the end of probation or when a change in risk level or supervision status is under review.

Modification Standards

See Standards for Reporting Violations to the Court and Filing Modifications