

# **EXPEDITOR**

## **Responsibilities and Performance Standards**

- 1. Constructs release option plans as appropriate for pre-adjudicated detained youth**
  - Obtains relevant data (petition, JVR, affidavit, court contact history, history of prior services) of all youth scheduled for daily detention hearings
  - Contacts assigned CSU worker for coordination including confirmation that guardian has been notified of hearing and review of DAI
  - Contacts guardian and facilitates appearance at detention hearing as necessary
  - In coordination with placement specialist
    - i. Works with detained youth, guardians and families, CSU workers, RDJJ staff, attorneys, caseworkers and others to formulate a safe release option plan for appropriate youth
    - ii. Contacts alternative facility, as necessary, to secure placement
  - Completes youth data sheet and written release option plan
  - Presents plan at pre-detention hearing meeting with Commonwealth's Attorney, defense attorney and other concerned personnel
  - Present plan at detention hearing and records outcome of hearing
  
- 2. Reduces length of stay by completing a review of all detained youth every ten days**
  - In coordination with the CSU, Commonwealth's Attorney, Public Defender, Department of Justice Services and attorneys, conducts a weekly detention review meeting in order to identify youth appropriate for community release and devises release plans, as appropriate
  - Facilitates the placement of post-dispositional youth in court ordered placements

- 3. Reduces FTA rates by notifying released youth and their guardians of upcoming court dates.**
  - Sends court date reminder letters one week before court date
  - Makes court date reminder phone call 48 hours before court
- 4. Prepares and distributes caseload results to supervisor on a weekly basis**
- 5. Assists in the identification, evaluation and improvement of detention alternatives**
- 6. Performs other related duties as assigned**

## **PLACEMENT SPECIALIST**

### Responsibilities and Performance Standards

#### **1. Identifies, evaluates and improves detention alternatives**

- Surveys community to identify existing resources which, alone or in combination, can be utilized as detention alternatives
- Contacts resources and conducts site visits for assessment
- Documents in writing the procedure for referral of detained youth and resource description
- Updates information on a monthly basis

#### **2. Assists in the construction of alternative detention plans for pre-dispositional detained youth**

In coordination with Expeditor

\* Works with detained youth, guardians and families, CSU workers, RDJJ staff, attorneys, caseworkers and others to formulate a safe release option plan for appropriate youth

\*Contacts alternative facilities, as necessary, to secure placement

#### **3. Verifies timely placement/onset of services set out in implemented release plan**

#### **4. Monitors and tracks detained youth and produces corresponding tracking and status reports**

- Enters demographic, case and detention information on all detained youth into a database and tracks their immediate status
- Updates database with new case status information

- Prepares monthly statistical reports on the number and types of releases from detention
- Provides statistical information to DJJ as directed

**5. Provides court date reminders to reduce failures to appear of released youth**

- Sends court date reminder letter to youth and guardian approximately one week before court
- Calls youth and guardian approximately 48 hours before court

**6. Performs other related duties as assigned**