



Bernalillo County Youth Services Center

YOUTH REPORTING CENTER PROTOCOLS

The following protocols have been designed to provide YRC staff with direction/instruction on how various matters should be handled

STAFF ROLES:

1. The BCYSC and JPO staffs provide direct supervision, case management, and facilitate program development and presentation. The YRC is a collaborative effort utilizing professional staff from differing governmental jurisdictions who bring unique knowledge, skills, and abilities. It is expected these unique disciplines will compliment each other and provide the referred youth with a multidisciplinary approach that will increase the likelihood of their and the program's success.
2. Day to day management of the YRC is provided by the assigned BCYSC Program Manager who coordinates with the assigned JPO Manager as needed. YRC staff should consult with the YRC Program Manager on matters specific to YRC operations. On issues related specifically to their governmental unit, staff should consult their assigned supervisor. It is anticipated that consultations will occur between the supervisors to assure efficient YRC operations.
3. Policies and procedures governing the YRC will be reviewed and approved by the Director of BCYSC and the Chief JPO in collaboration with the Children's Court.
4. The JPO agrees to provide one and a half officers to staff this program. Remaining staffing will be provided by BCYSC, contract providers, and volunteers. Only the YRC Program Manager will have the authority to advise any JPO assigned to the YRC that their attendance is not required. In the event a particular agency's staff cannot be in attendance the absence will be coordinated with the YRC Program Manager. Employees have the responsibility of letting their immediate supervisor, as well as, the YRC Program Manager know of the pending absence to ensure adequate coverage for the Center.

YRC PROCESSING:

1. Youth going to detention hearings are reviewed at the eleven AM meeting and eligibility for YRC is discussed and recommended by the Liaison Team as appropriate. If the Hearing Officer makes a youth eligible, then Community Custody Staff will escort the PGC to an office to explain the program and prepare the necessary paperwork.
2. If a youth is referred directly from a court hearing or by their assigned JPO, then YRC staff conducts an initial intake interview with client and family, explains the program, determines their suitability, and prepares the necessary paperwork. Any staff assigned to YRC are expected to perform this function.
3. Youth deemed inappropriate for YRC will be reviewed with Program Manager and JPO Supervisor if necessary before denial is initiated. The referring source will be advised of this decision and the reasons why.
4. Upon completion of YRC a transition packet is completed by YRC and sent to JPO.



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YRC OPERATIONS:

1. A YRC advisory work group will continue to offer a forum for discussion, modification, and review of the YRC program. This forum will be used for problem solving, program development, client or staff grievances and other relevant matters pertaining to YRC. The group will consist of Children's Court, JPO and BCYSC representatives and will meet as required to assure an efficient operation of YRC. Issues requiring upper management decision making will be referred to the Presiding Judge, Chief JPO, and Director BCYSC for their direction as they relate to the specific agency.
2. It is anticipated that all staff assigned to the YRC will understand and be able to perform all functions associated with the YRC. Further, while acknowledging different knowledge, skills, and abilities of the staff assigned it is expected the each staff will be prepared to perform any function necessary for the efficient operation of the YRC.
3. The assigned JPO will track pending disposition hearings of youth enrolled in the YRC and assure that the JPO, DA, and PD receive a status report as to the youth's progress in the YRC before said hearings.
4. It is expected that youth referred to YRC will have frequent contact with their assigned JPO and the assigned JPO will coordinate with the YRC staff on matters affecting the YRC operations. The YRC will provide a schedule to the JPO as to the times when YRC youth will be most accessible. Youth can be seen at other times with the concurrence of YRC staff. The assigned or supervising JPO will be responsible to administer all required UAs.
5. The assigned JPO will be responsible to keep the JPO staff informed as to vacancies and the availability of specific time slots. It was agreed this would generally be done via the E-mail.
6. BCYSC will provide the location for operating the YRC and will maintain this location in a way that provides a clean and safe area that meets environmentally acceptable standards.