

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 BCJDC and JPPO 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 BCJDC Program Manager who coordinates with the assigned JPPO 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 BCJDC and the Chief JPPO in collaboration with the Children's Court.
4. The JPPO agrees to provide one and a half officers to staff this program. Remaining staffing will be provided by BCJDC, contract providers, and volunteers. Only the YRC Program Manager will have the authority to advise any JPPO 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 JPPO, 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 JPPO 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 JPPO.

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, JPPO and BCJDC 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 JPPO, and Director BCJDC 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 JPPO will track pending disposition hearings of youth enrolled in the YRC and assure that the JPPO, 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 JPPO and the assigned JPPO will coordinate with the YRC staff on matters affecting the YRC operations. The YRC will provide a schedule to the JPPO 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 JPPO will be responsible to administer all required UAs.
5. The assigned JPPO will be responsible to keep the JPPO 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. BCJDC 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.

- **Escape from custody:** This applies to a youth who is on escape status from a youth correction facility or other "secure" detention setting, and/or commits a new offense while committed to a youth correctional facility. Youth may be detained pursuant to an arrest warrant signed by a District Court Judge.

- **Type of warrants:**

Failure to appear: A court order directing law enforcement to take physical custody of a youth that fails to appear at a judicial proceeding.

Violation of Conditional Release: A court order directing law enforcement to take physical custody of a youth that has been conditionally released pending a trial.

Probation Violation: A court order directing law enforcement to take physical custody of a youth who is alleged to have violated conditions of formal probation.

Juvenile Parole Detention Order/Retake: A document instructing law enforcement to take into custody a youth who is on parole status from a CYFD correctional facility. A JPPO may detain a child on parole status who is alleged to have violated a term or condition of parole until the completion and review of a preliminary parole revocation hearing.

Out of Jurisdiction: A youth taken into custody by law enforcement who is a run away from out-of state and/or arrested on a warrant issued by another jurisdiction.

Summons: A summons directing law enforcement to take the person in custody and deliver them to detention.

- **In Custody Youth:**

Youth who are committed to a CYFD facility or some other "secure" detention facility (perhaps from another county) and are summoned to appear in court. Determine whether youth is returning from evaluation prior to disposition or whether youth is already serving a commitment. Select appropriate code number from list depending upon facility from which youth is coming.

- **Most serious offense:**

Determine which of the current alleged offenses is the most serious. Using the Offense Severity Scale find the offense and the letter that is assigned to that particular offense. Match the letter with the corresponding score.

- **Additional Current Offense:**

Three or more unrelated additional current felonies: Unrelated additional current felonies relates to situations where a youth is arrested and brought to detention by law enforcement for three (counting current offense) or more felony charges that are separated in time and/or place and very often involve separate victims.

One unrelated additional current felony: Unrelated additional current felony relates to situations where a youth is arrested and brought to detention by law enforcement for two (counting current offense) or more felony charges that are separated in time and/or place and very often involve separate victims.

- **Legal Status:**

Currently under Supervision: The youth is under the jurisdiction and/or supervision of CYFD, either probation, parole, Drug Court, or any other state jurisdiction and/or supervision.

The current Probation/Parole status is for felony violent/assaultive offense or unlawful possession of a firearm.

Pending trial (or disposition) with filed petition. Score only most serious pending petitioned offense. Determine which of the current alleged offenses is the most serious. Using the Offense Severity Scale find the offense and the letter that is assigned to that particular offense. Match the letter with the corresponding score. No score for misdemeanor petitions over six months old, unless there is an outstanding warrant.

- **Warrant History:**

Score two points for each warrant (excluding traffic) during the previous eighteen months.

- **Prior Sustained Offense:**

Two or more prior felony adjudications within the last three years: A felony adjudication includes only those events where a youth admitted, plead no contest, or was found through court proceedings to have committed a felony offense.

One prior felony adjudication or three or more misdemeanor adjudication: A felony or misdemeanor adjudication includes only those charges where jurisdiction has been established by the Court as described above.

Two prior misdemeanor adjudications: A misdemeanor adjudication includes only those charges where jurisdiction has been established by the Court as described above.

- **Cause Injury to self or be subject to injury by others:**

Injury to self - This decision is made by trained medical staff.

Injury by others - Credible information exists that the child will be subject to injury or threat of injury by others.

- **Mitigating Factors:**

Regular school attendance is enrollment in a recognized public or private educational institution, home school, or post high school institution as reported by the youth or parent, guardian, or custodian.

Responsible adult to assure supervision and return to court is parent, guardian, or custodian or a party approved by the parents who has clear ties to the community.

No referral within the past year: This will include any delinquent or probation violation.

First referral at ages sixteen or older: This will include any delinquent offense or probation violation.

First Referral: This will include any delinquent offense.

Not on probation, first FTA warrant and unaware of warrant: If youth can establish that they never received notice due to changing of address, wrong address indicated, or having changed their living arrangement in such a way that a reasonable person could believe they did not receive notice and the youth was not on probation.

No FTA warrant history: There is no indication in any of the information available to the booking officer that this child has failed to appear in the past for court proceedings. This does not include preliminary inquiry meetings within the JPPO.

- **Aggravating Factors:**

No verifiable community ties means that the youth cannot establish that he lives in this community with his PGC that have a verifiable permanent address.

Possession of a firearm during offense without use or threatened use means any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosion. Firearms include any handgun, rifle, or shotgun.

Reported history of runaways from home within the past six months (2 or more) OR runaway from home and one runaway from placement. This means that the PGC has reported these events to local law enforcement or JPPO and has tried to locate the youth. This does not apply to youth that are forced out of the home by the PCG.

Reported history of runaway from out-of-home placement within past six months (2 or More). Same definition as above except the out-of-home placement is the reporting entity.

Multiple victims in the offense. Refers to two or more victims associated with the same offense.

Documented threats to victim/witness. This refers to reported events either to the local JPPO or law enforcement.