



OREGON YOUTH AUTHORITY

Policy Statement

Part III – Youth Services (Community)



Subject:

Case Closure [Field]

Section – Policy Number:

E: Case Closure – 1.0

Supersedes:

I-E-1.0 (01/07)

Effective Date:

11/30/2011

Date of Last

Review/Revision:

None

Related Standards and References:

- [ORS 419C.481](#) (Guardianship and legal custody of youth committed to Oregon Youth Authority)
- [ORS 420.045](#) (Parole; discharge; revocation of parole)
- American Correctional Association, *Standards for Juvenile Probation and Aftercare Services*; 2-7145 (Supervision)
- OYA policy: [I-E-2.5 \(Activities Related to Crime Victims\)](#).
- [JJIS Policy](#): Inter-Jurisdiction Transitional Points
- [OYA form](#): YA 3500 (Order Consenting to Final Discharge)
YA 3501 (Maximum Commitment Final Discharge Report)

Related Procedures:

- [General field procedures](#): Case Closure
Sex Offender Registration
Victim Notification of Offender Status

Policy Owner:

Community Services Assistant
Director

Approved:


 Colette S. Peters, Director

I. PURPOSE:

This policy defines the process by which an OYA youth offender case is closed and OYA custody is terminated.

II. POLICY DEFINITIONS:

Juvenile Justice Information System (JJIS): The Juvenile Justice Information System (JJIS) is a statewide-integrated electronic information system designed, developed, and implemented to support a continuum of services and shared responsibility among all members of the juvenile justice community. In a collaborative partnership between the Oregon Youth Authority (OYA) and Oregon's county juvenile departments, JJIS is administered by the State of Oregon through OYA.

III. POLICY:

OYA follows an orderly process of case management which includes systematically closing a youth offender's case. The juvenile parole/probation officer (JPPO), in review with the field supervisor, will determine when a youth offender is eligible for termination of OYA custody and will proceed according to OYA general standards.

IV. GENERAL STANDARDS:

A. Termination of OYA custody

The reason for requesting termination may include:

1. The youth offender's maximum allowable commitment time is approaching;
2. The youth offender is no longer in need of or benefiting from OYA programs and services;
3. The youth offender has fulfilled court-ordered conditions;
4. The youth offender has met or made significant progress toward meeting the case plan goals; or
5. The youth offender's age.

B. A request for termination must be made by OYA staff to the committing court. The request may include:

1. A written report that outlines the progress a youth offender has made, including a listing of programs and treatment that has been completed; the youth offender's adjustment to community placement; and future planning for the youth offender;
2. The status of any unpaid court-ordered financial obligations;
3. A YA 3501 (Maximum Commitment Final Discharge Report);
4. A review hearing; and
5. A copy of the youth offender's court order.

C. The JPPO will submit the request to the appropriate field supervisor for approval.

D. After the field supervisor's approval is granted, the JPPO must submit the request to the committing court for final decision.

1. Local process for submitting requests may vary, as directed by the court.

2. Staff must be aware of and follow the local court process.
- E. A copy of the request will be sent to the appropriate county juvenile department.
 - F. The JPPO must ensure OYA policy I-E-2.5 (Activities Related to Crime Victims) is followed when any victims request notification.
 - G. After the termination is approved by the court and OYA receives a signed court order, the JPPO must -
 1. Close the youth offender's case plan in JJIS;
 2. Confirm and update the youth offender's address and phone number in JJIS;
 3. Enter the termination of commitment and close the youth offender's case in JJIS if there are no other active referrals; and
 4. Follow JJIS policy Inter-Jurisdiction Transition Points and specific JJIS procedures.

V. OYA GENERAL FIELD PROCEDURE REQUIRED: YES

The general field procedure addresses the following areas:

- A. Processing a request for termination; and
- B. Closure of the case file and JJIS.

VI. LOCAL OPERATING PROTOCOL REQUIRED: YES

Each field office must have a local protocol that complies with local court processes for submitting requests for termination.