



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part III – Youth Services (Community)**



*Subject:*

**Courtesy Supervision**

*Section – Policy Number:*

**D: Case Management – 1.2**

*Supersedes:*

**III-E-3.2 (10/10)**  
**III-E-3.2 (04/02)**

*Effective Date:*

**02/01/2021**

*Date of Last Review:*

**None**

**Related Standards and References:**

- [ORS 420A.010](#) (Oregon Youth Authority, Creation and duties)
- OYA policy: [III-D-1.3](#) OYA Juvenile Parole/Probation Officer Contact Standards

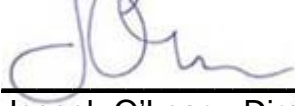
**Related Procedures:**

- [Community Services Procedure](#): Courtesy Supervision

**Policy Owner:**

Community Services Assistant  
 Director

**Approved:**

  
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 Joseph O'Leary, Director

**I. PURPOSE:**

This policy provides guidelines for OYA field staff when coordinating courtesy supervision for a youth placed in an out-of-area location.

**II. POLICY DEFINITIONS:**

**Courtesy supervision:** Supervision of a youth by a secondary juvenile parole/probation officer (JPPO) when the youth’s primary JPPO cannot provide adequate supervision because of geographic distance.

**III. POLICY:**

In an effort to address community safety concerns and provide appropriate services to youth, courtesy supervision by a secondary OYA field office is sometimes necessary when a youth is placed outside the area of the assigned primary juvenile parole/probation officer (JPPO). **Courtesy supervision is used when distance prevents the primary JPPO from providing a youth the necessary level of monitoring, supervision and support.**

Youth in residential placements generally do not require courtesy supervision unless there are significant behavioral or mental health concerns. However, local protocol or agreements with residential placements may require courtesy supervision. This is confirmed as part of the residential referral/screening process.

#### **IV. GENERAL STANDARDS:**

##### **A. Courtesy Supervision Request and Approval**

1. The sending JPPO must discuss a request for courtesy supervision with their field supervisor.
2. If approved, the requesting field supervisor must contact the receiving field office supervisor to discuss the case.
3. The receiving office field supervisor must accept or deny the courtesy supervision, and notify the requesting field office of the decision.
4. If the courtesy supervision is accepted, the receiving field office staff must assign a courtesy JPPO to the case and update JJIS accordingly.
5. Case management and supervision responsibilities must be delineated between the sending and receiving field offices as outlined in the Community Services procedure.

##### **B. Youth Contacts**

1. The sending JPPO will maintain face-to-face contact with the youth every 90 days.
2. The receiving JPPO will have face-to-face contact with the youth every 30 days and follow all other youth contact standards as outlined in OYA policy [III-D-1.3](#) OYA Juvenile Parole/Probation Officer Contact Standards.

##### **C. Notification of Youth Out-of-area Placement**

1. Field supervisors must be notified of youth placements in their county of supervision when the placement is anything other than an OYA substitute care placement and does not require courtesy supervision.
2. Staff from the sending area field office must notify the receiving area field supervisor of the youth's name, JJIS number, and location and placement date.

#### **V. GENERAL PROCEDURE REQUIRED: YES**

A Community Services procedure addresses the following:

- A. Requesting courtesy supervision; and
- B. Coordination of case management and supervision duties.
  1. Sending field office.
  2. Receiving field office.

#### **VI. LOCAL OPERATING PROTOCOL REQUIRED: NO**