



OREGON YOUTH AUTHORITY



Policy Statement

Part III – Youth Services (Community)

Subject:

OYA Juvenile Parole/Probation Officer Contact Standards

Section – Policy Number:

D: Case Management – 1.3

Supersedes:

III-D-1.3 (12/18)

Effective Date:

02/01/2021

Date of Last

Review/Revision:

None

Related Standards and References:

- [ORS 420.045](#) Parole; discharge; revocation of parole
- [ORS 420.915](#) Procedure upon apprehension of escapee, absentee or parole violator; rules
- [ORS 420A.115](#) Director, appointment
- [OAR 416-300](#) Parole and Revocations
- [OAR 416-255](#) Reentry Support and Services for DOC Offenders Releasing from OYA
- [OYA Multidisciplinary Team \(MDT\) Standards](#)
- OYA policy [I-A-9.0](#) Parent/Guardian Involvement in Youth Reformation
- [I-A-11.0](#) Assessment, MDT, Case Planning
- [III-A-3.0](#) Youth Foster Care Eligibility, Referral, Placement and Safety
- [III-A-7.0](#) Unauthorized Absence from Community Location
- [III-D-2.3](#) Meeting with Youth in the Community
- [III-C-1.3](#) Behavior Incentives and Reinforcing Behavior


Related Procedures:

- [COM 416-255](#) Reentry Support and Services for DOC Youth
- [COM III-D-1.2](#) Courtesy Supervision

Policy Owner:

Community Services Assistant
Director

Approved:



Joseph O'Leary, Director

I. PURPOSE:

This policy sets contact standards for Oregon Youth Authority (OYA) Juvenile Parole/Probation Officer (JPPO) with youth, families, and providers.

II. POLICY DEFINITIONS:

Adjudicated Youth: A person placed in the legal custody of OYA through a juvenile court, either in an OYA facility or placed in the community under supervision.

DOC Youth: A person in the legal custody of the Department of Corrections (DOC) and physical custody of OYA in an OYA facility.

Family: Includes a biological or legal parent, legal guardian, or other identified family member or support person who is an active part of the youth's treatment team and case plan.

Youth: A person in the legal and physical custody of OYA, either in an OYA facility or placed in the community under supervision, or a person in the legal custody of the Department of Corrections and the physical custody of OYA.

III. POLICY:

OYA protects the public by holding youth accountable, promoting change, developing and improving skills, and increasing the likelihood that youth will go on to lead productive, crime-free lives. OYA supports a culture of Positive Human Development (PHD) to assist in achieving those goals. PHD is built on the foundation of positive youth development and includes performing our duties in support of the five levels of the PHD pyramid. The five levels are safety and security, caring and supportive relationships, high expectations and accountability, meaningful participation, and community connection. Successfully conducting our work in alignment with PHD provides better support for youth success.

OYA encourages interaction with youth through a developmental approach. A developmental approach recognizes that most adolescent criminal behavior is largely influenced by factors associated with adolescence and focuses on providing opportunities that support development, especially around social and emotional learning, decision-making and problem-solving, and self-efficacy and self-identity.

Applying both this culture and approach, OYA assigns a JPPO to each youth in its legal or physical custody. The JPPO has routine contact with youth to provide support and reinforce treatment and development goals and progress. JPPOs are the primary case manager for adjudicated youth, monitoring the youth's case plan, supporting development and ensuring compliance with probation/parole conditions.

IV. GENERAL STANDARDS:

Youth contacts are intended to reinforce the case plan by identifying progress toward short and long-term goals, support youth in behavior change, and monitor compliance with probation and parole conditions.

A. Adjudicated youth

1. JPPOs must have face-to-face contact with each adjudicated youth on their caseloads at least once every 30 days.
 - a) Any exceptions must be authorized by the field supervisor. In those instances, JPPOs may use available technology (e.g., remote video meetings) for the required contact.
 - b) If an exception(s) has been granted for a 30-day face-to-face contact, the JPPOs must at least have face-to-face contact with the youth once every 90 days.
2. JPPOs must have face-to-face contact with adjudicated youth at the youth's place of residence at least once every 90 days.

- a) An exception may be authorized by the field supervisor, only if travel is not feasible or the contact would be unsafe for the JPPO.
 - b) JPPOs will follow safety standards listed in OYA policy III-D-2.3 Meeting with Youth in the Community when meeting youth in any community environment.
- B. JPPOs must have contact with DOC youth once every 30 days, and face-to-face contact at least once every 90 days.
- C. All youth and family contacts must be documented as JJIS youth contact notes, describing the contact content, who was present, the type of contact (e.g., in person, by phone) and any authorized exceptions. Contacts must be documented in JJIS within 10 business days of the contact.
- D. JPPOs must participate in multidisciplinary team (MDT) meetings as outlined in the OYA MDT Standards.
- E. Field supervisors must complete and document case reviews as outlined in OYA policy I-A-11.0 Assessment, MDT and Case Planning to verify youth contacts and exceptions are noted in JJIS.

V. ADDITIONAL CONTACTS

The below contacts supplement the contacts listed above.

- A. Youth in OYA facilities
 - 1. JPPOs must make the following contacts when any youth is participating in The University of Life program, or a short-term revocation track (i.e., Track 1):
 - a) Contact youth one time per month in addition to the standard listed in section IV.A.1 above (e.g., every other week).
 - (1) Face-to-face contact is recommended.
 - (2) Available technology may be used for these additional contacts when travel is not feasible.
 - b) Contact facility staff every other week regarding the youth's progress and behavior.
 - 2. Family contact
 - a) JPPOs must contact an adjudicated youth's family every 30 days to engage the family in the youth's case plan and inform the family of progress.

Exceptions to family contact must be authorized by the field

supervisor.

- b) JPPOs must contact a DOC youth's family as appropriate to engage the family in the youth's case plan and inform the family of progress.

3. Case coordinator/camp counselor contact

- a) JPPOs must contact an adjudicated youth's case coordinator or camp counselor every 30 days to receive updated treatment information from facility or program staff.
- b) JPPOs must contact a DOC youth's case coordinator or camp counselor as appropriate to receive updated treatment information from facility staff.

B. Youth on community supervision

1. Adjudicated youth

- a) Youth transitioning between placements

JPPOs must have face-to-face contact with youth preferably the day of the transition placement (e.g., substitute care, home), or within ten days of the transition placement.

- b) JPPOs must have contact with youth placed in an Intensive Behavioral Support residential program every other week. Face-to-face contact is recommended, but available technology may be used for these additional contacts when travel is not feasible.

- c) JPPOs must contact youth families and treatment providers at least every 30 days to engage families in case planning, inform families of progress, and receive updated treatment information from providers. Exceptions to family contact must be authorized by the field supervisor.

JPPOs may contact proctor parents to discuss behavior in the proctor home.

- d) JPPOs must contact a foster parent(s) at least once per month to review the youth's progress. The contact may be in person, by phone, or by email. Increased contact is advised when youth are presenting with behavioral or emotional difficulties in the foster home.

- e) Courtesy supervision

- (1) Primary (sending) JPPO must have face-to-face contact with the youth every 90 days.

- (2) Courtesy (receiving) JPPO must have face-to-face contact with the youth every 30 days.

- f) Youth who have absconded
 - (1) When staff are unable to contact youth who have absconded from their assigned community location, they must attempt to communicate with collateral contacts at least monthly. This includes people who the youth may contact or who may receive information about the youth's location.
 - (2) Communication efforts must be documented in JJIS as a contact note.

2. DOC youth

JPPOs may only contact DOC youth who have been released from an OYA facility and placed on post-prison supervision as agreed by the supervising agency. (See Community Services procedure [COM 416-255](#) Reentry Support and Services for DOC Youth.)

VI. LOCAL OPERATING PROTOCOL REQUIRED: NO