



# OREGON YOUTH AUTHORITY



## Policy Statement

### Part III – Youth Services (Community)

Subject:

#### Court Report

Section – Policy Number:

**C: Case Planning and Review – 2.0**

Supersedes:

**III-C-2.0 (3/07)  
III-E-3.6 (2/06)**

Effective Date:

**02/27/2012**

Date of Last Review:

**02/27/2016**

#### Related Standards and References:

- [ORS 419C.620](#) (Circumstances requiring report)
- [ORS 419C.623](#) (Frequency and content of report)
- [OYA form](#): YA 3008 (Court Report – Full Report)  
YA 3009 (Court Report – Short Form)  
YA 3010 (Report to Court – Plan Progress)

#### Related Procedures:

- None

#### Policy Owner:

Community Services Assistant Director

#### Approved:

  
Fariborz Pakseresht, Interim Director

#### I. PURPOSE:

This policy delineates guidelines for OYA staff when providing juvenile courts with youth progress updates.

#### II. POLICY DEFINITIONS:

None.

#### III. POLICY:

OYA values open and responsive communications with its stakeholders. These stakeholders include, but are not limited to, juvenile courts. Providing juvenile courts with reports that describe a youth's progress is a vital part of OYA's communication with juvenile courts. Such reports also meet the reporting requirements described in Oregon laws.

Oregon law requires OYA to provide progress reports to juvenile courts upon the court's request. Such reports must be submitted in a timely manner.

#### IV. GENERAL STANDARDS:

##### A. Reporting

1. OYA furnishes reports upon the request of the juvenile court.

2. Field supervisors must work with local juvenile courts and stakeholders to develop protocols and timeframes regarding written reports to the court, report formats, and review hearings.

The following data reports available through the Juvenile Justice Information System (JJIS) may be considered when establishing local protocols:

- a) YA 3008 for the initial report; and
  - b) YA 3009 or YA 3010 for subsequent reports to the court.
3. OYA staff must ensure a youth's initial court report contains the following information:
    - a) A description of the offense(s) for which the youth was placed in OYA's legal custody;
    - b) The youth's criminogenic risk factors, and an assessment of treatment and service needs;
    - c) A case plan including a description of services to be provided and a transition plan for the youth's return to the community; and
    - d) Any other information required by the court.

**V. LOCAL OPERATING PROTOCOL REQUIRED: NO**