



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 (04/02)

Effective Date:

10/25/2010

Date of Last Review:

10/25/2016

Related Standards and References:

- [ORS 420A.010](#) (Oregon Youth Authority, Creation and duties)
- American Correctional Association, *Standards for Juvenile Probation and Aftercare Services*; 2-7171 (Supervision)
- OYA Form: [YA 3031](#) (Status Change Report/Request)

Related Procedures:

- [OYA General Field Procedure](#): Courtesy Supervision

Policy Owner:

Community Services Assistant
Director

Approved:


Colette S. Peters, 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 should be confirmed as part of the residential referral/screening process.

IV. GENERAL STANDARDS:

A. Courtesy Supervision Request

Upon approval by the requesting field supervisor, the field office staff requesting courtesy supervision must submit a completed YA 3031 (Status Change Report/Request) to the proposed receiving field office.

B. Courtesy Supervision Approval

1. The receiving office field supervisor must review the YA 3031, accept or deny the courtesy supervision, and notify the requesting field office of the decision.
2. If the courtesy supervision is accepted, the receiving field office staff must assign a courtesy JPPO to the case and update JJIS accordingly.
3. Case management and supervision responsibilities must be delineated between the sending and receiving field offices as outlined in the OYA general field procedure.

C. Notification of Youth Out-of-area Placement

1. Field supervisor must be notified of a youth placement in their county of supervision when the placement is anything other than an OYA contracted residential program and does not require courtesy supervision.
2. Field 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. OYA GENERAL PROCEDURE REQUIRED: YES

An OYA general field 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