



# OREGON YOUTH AUTHORITY

## Policy Statement

### Part III – Youth Services (Community)



Subject:

#### Case Closure

Section – Policy Number:

**E: Case Closure – 1.0**

Supersedes:

**I-E-1.0 (11/11)  
I-E-1.0 (01/07)**

Effective Date:

**01/30/2020**

Date of Last Revision/Review:

**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)
- [ORS 163A.030](#) (Hearing on issue of reporting by sex offender adjudicated in juvenile court; right to counsel)
- OYA policy: [I-E-2.5 \(Activities Related to Crime Victims\)](#).
- [JJIS policy](#): Inter-Jurisdiction Transitional Points
- JJIS Form: Sex Offense Registration Hearing Report
- [OYA form](#): YA 3500 (Order Consenting to Final Discharge)  
YA 3501 (Maximum Commitment Final Discharge Report)

#### Related Procedures:

- [COM III-E-1.0](#) Case Closure
- [COM I-E-2.5](#) Victim Notification of Youth Status

#### Policy Owner:

Community Services Assistant  
Director

#### Approved:

  
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 Joseph O'Leary, Director

### I. PURPOSE:

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

### II. POLICY DEFINITIONS:

**Juvenile Justice Information System (JJIS):** An electronic information system developed and maintained by the state through the Oregon Youth Authority (OYA) and administered in partnership with county juvenile departments.

### III. POLICY:

OYA follows an orderly process of case management which includes systematically closing a youth's case. The juvenile parole/probation officer (JPPO), in review with the field supervisor, will determine when a youth 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's maximum allowable commitment time is approaching;
2. The youth is no longer in need of or benefiting from OYA programs and services;
3. The youth has fulfilled court-ordered conditions;
4. The youth has met or made significant progress toward meeting the case plan goals; or
5. The youth'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 a youth's progress, including a listing of programs and treatment that have been completed; the youth's adjustment to community placement; and future planning for the youth;
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's court order.

##### **C. For any youth adjudicated on a felony sex crime, the JPPO must notify the youth and the court when termination of juvenile court jurisdiction and case closure is likely to occur within six months. The JPPO must:**

1. Complete a Sex Offense Registration Hearing Report; and
2. Follow local protocols in submitting necessary documents to the court for the hearing.

##### **D. The JPPO must submit the request to the appropriate field supervisor for approval.**

##### **E. 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.
- F. A copy of the request must be sent to the appropriate county juvenile department.
  - G. The JPPO must ensure OYA policy I-E-2.5 (Activities Related to Crime Victims) is followed when a victim requests notification.
  - H. After the termination is approved by the court and OYA receives a signed court order, the JPPO must -
    1. Close the youth's case plan in JJIS;
    2. Confirm and update the youth's address and phone number in JJIS;
    3. Enter the termination of commitment and close the youth'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 PROCEDURE REQUIRED: YES**

The general Community Services 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.