JUVENILE SEX OFFENDERS:
From Investigation to Disposition

September 16, 2016
APAAC Training Center
Phoenix, Arizona

TREATMENT & SUPERVISION OPTIONS

Presented By:

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Distributed By:

ARIZONA PROSECUTING ATTORNEYS' ADVISORY COUNCIL
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Phoenix, Arizona 85015

SUPERIOR COURT - JUVENILE PROBATION DEPARTMENT
Maricopa County
DURANGO FACILITY – 3131 West Durango Phoenix, AZ 85009-6292 – (602) 506-4011
SOUTHEAST FACILITY – 1810 South Lewis Street Mesa, AZ 85210-6234 – (602) 506-2619

Safety Plan

- ☐ The juvenile not leave his place of residence without direct adult supervision by a parent or an adult approved by this officer.
- ☐ You shall be at home at all times, except for medical appointments, treatment programs and activities approved by the probation officer.
- ☐ Cooperate with and follow all rules of your parent/guardian/custodian.
- ☐ No contact with the victim or victims' property.
- ☐ The juvenile have no unsupervised contact with anyone 13 years of age or younger without direct adult supervision by a parent or an adult who is approved by this officer.
- ☐ Participate and cooperate with treatment services as directed by the probation officer, case manager, parents or DCS.
- ☐ Any adult that supervises you, except in the school environment, must be at least 21 years of age, know the charges related to sexual offending and agree to follow the safety plan.
- ☐ No possession or viewing or any materials for the purpose of sexual arousal.
- ☐ Access to a computer is for school/educational purposes only and requires adult supervision.
- ☐ No access to any electronic device capable of connecting to the internet or capable of recording videos and/or taking pictures.
- ☐ No viewing of unrated movies or movies with a rating higher than PG13;
- ☐ You must sleep in your own bed & must dress/ undress alone in the bathroom or bedroom.
- ☐ The juvenile is not to use a cellular phone or other device capable of connecting to the internet.
- ☐ The court authorizes release of court reports to treatment providers, Maricopa Mercy Care, and/or DCS, for treatment purposes only.
- ☐ The juvenile shall not date.
- ☐ The juvenile shall not enter onto the premises of parks, playgrounds, public swimming pools, malls or other places primarily used by children, without approval from this officer.
- ☐ **This Safety Plan may be reviewed and modified by the court at any time. Any violations of these conditions will be addressed by the court.**

Judge/Commissioner: _____ Date: _____

Juvenile: _____ Parent/Guardian: _____

Juvenile Prob. Officer: Olivia Omotinugbon 602-527-1206

MARICOPA COUNTY SUPERIOR COURT
JUVENILE DIVISION
SPECIAL SUPERVISION ADDENDUM TO UNIFORM CONDITIONS OF PROBATION

In the matter of _____ JV#_____ F#_____

I understand I have been placed on Probation and shall obey the following addendum terms and conditions of probation:

1) I will be home at all times, except for school, court ordered treatment, and activities approved by the juvenile probation officer (JPO) or surveillance officer (SO) in advance.
2) I will not operate a motor vehicle alone unless approved by the JPO or SO in advance.
3) I will not have any written, verbal or physical contact with anyone under the age of _____ unless approved by the JPO or SO in advance.
4) I will not live with, or sleep in the same place as anyone under the age of _____ unless approved by the JPO or SO in advance.
5) I will not act as a baby-sitter or caregiver for any child unless approved by the JPO or SO in advance.
6) I will not date or engage in any sexual activity with another person, animal or object.
7) I will not have any contact, travel past or go near (directly, or through another person) _____.
8) I will not visit or hang out in schoolyards, parks, playgrounds, city, state and county fairs, local carnivals, school field-trips, arcades, waterparks, swimming pools or other places primarily used by children under the age of _____ unless approved by the JPO or SO in advance.
9) I will not access the internet on any device unless approved by the JPO or SO in advance.
10) I will not view or possess any sexually stimulating or sexually oriented materials.
11) I will not hang out in places where sexually stimulating or sexually oriented materials are available.
12) I will not access any pay movie channels, including, but not limited to, Pay-Per-View, Showtime, HBO, Cinemax, Playboy, and Spice unless approved by the JPO or SO in advance.
13) I will not view "TV14" rated movies unless approved by the JPO or SO in advance. I will not view "NC-17," "R", "UNRATED", "MA", "NR" or "X" rated movies.
14) I will not utilize 1-800 or 1-900 telephone numbers.
15) I will not play or engage in any type of "game system" to include CD, DVD, computer or on-line games unless approved by the JPO or SO in advance.
16) I will not own or use a Cell Phone, tablet, or any other electronic wireless device capable of taking, sending or receiving images, or accessing the Internet, which includes electronic streaming images/videos unless approved by the JPO or SO in advance..

I also understand:

17) I will contact the Juvenile Probation Officer (JPO) or Surveillance Officer (SO) as directed.
18) I will participate in any evaluation or assessment as required by the court or the JPO.
19) I will allow my Therapist permission to discuss my treatment with the JPO and SO.
20) I will submit fingerprints, a blood test or a DNA sample as ordered by the court.
21) I will submit to announced or unannounced examination of any and all computers, phones or electronic devices to which I have access. This includes any and all devices, any and all data or images stored on hard disks, "Zip Disks," floppy diskettes, CD ROMS, optical disks, magnetic tape, Flash Drives, or any other storage media whether installed within a device or removable and separate from the actual computer device.

RECEIPT AND ACKNOWLEDGMENT: I acknowledge receipt of the conditions of probation and any attachments added. I understand that by not abiding by the conditions of probation I may be arrested, returned to court, and/or committed to the Arizona Department of Juvenile Corrections.

Juvenile	Date	Juvenile Court Judge	Date
Probation Officer	Date	Parent or Guardian	Date
		Parent or Guardian	Date

Sex Offender Treatment Providers/ Programs offered in Maricopa County

Juveniles adjudicated of a sexual offense have the opportunity to participate in sex offender treatment as a part of their probation terms. Treatment ranges from outpatient care to therapeutic group home care to secured locked intensive inpatient programs. A traditional sex offender treatment program is generally a 12 to 18 month program with more or less time required depending on the severity of the offense and the juvenile's ability to work through the program. The Special Supervision Unit relies on clinicians and psychologists to determine sexual risk and need. After adjudication, prior to disposition, a psychosexual evaluation is recommended in order to assist with making treatment recommendations.

While the juvenile is pending Adjudication and/or Disposition, and he/she is released into the community, the Special Supervision Unit will recommend that the juvenile complies with a safety plan.

Out Patient Sex Offender Providers: Probation will make a recommendation for outpatient sex offender treatment for juveniles with a low to moderate risk to sexually re-offend. Outpatient sex offender treatment can range from 1 to 7 days a week, which includes individual, group and family treatment. Group treatment is gender specific. Boys and girls will participate in sex offender treatment separately. All of our patient providers are able to work with families if re-unification with the victim is an option. Most outpatient treatment providers are able to prepare juveniles for polygraph examinations.

- **Grossman and Grossmans**: Grossmans is an outpatient provider with two locations. One in the West Valley and one location in Mesa. They offer individual treatment- with an option to participate in Boundary Therapy for low risk offenders who do not have younger victims or hands on victims. The Boundary/ Individual treatment program is generally one day a week. The traditional sex offender program is four days a week and includes individual, group and family treatment. Grossmans is an AOC (probation) contracted provider.
- **Resolution Group**: The Resolution Group offers the same services as Grossmans. They also have two locations. One in Central Phoenix and the other in Mesa. Resolution Group is an AOC (probation) contracted provider and an MMIC/ DCS contracted provider.
- **YDI Intensive Out-Patient Chaperone Program**: The YDI Chaperone Program is an intensive outpatient program for moderate risk offenders who require additional support and supervision in the community. The program begins as a seven day a week program and later reduces to a four to five day a week program when risk is reduced and certain portions of the program are completed. YDI Chaperone provides individual, group and family treatment. YDI is located in Central Phoenix. One significant difference is that this program offers transportation to and from the juvenile's home to the office location. The Chaperone Program is an AOC (probation) contracted provider.
- **Arizona Center for Change**: AZ Center for Change offers similar services to Grossmans and The Resolution Group. They are located in Central Phoenix. They are **NOT** an AOC/probation contracted program. MMIC would submit a referral to this program.
- **Touchstone MST/PSB Program**: Touchstone's MST (Multi System Team approach) PSB (Problem Sexualized Behaviors) offers intensive sex offender treatment in the home. The treatment

requires parents/ guardians to be present for all sessions. It is a combination of individual/family treatment. Touchstone is an MMIC/ DCS contracted provider.

- **Oasis Psychological:** Oasis Psychological offers similar services to Grossmans and the Resolution Group. Their office is located in the East Valley. They are an AOC (probation) contracted provider. Their MMIC contract is currently pending.

Therapeutic Group Homes (Level 2 Homes): Therapeutic Sex Offender Group Homes provide placement, supervision and treatment to our moderate or moderate-high risk offenders or juveniles who cannot return to their homes if victims or younger children reside there. Treatments at therapeutic group homes include individual, group and family therapy on a more intensive basis than the outpatient therapy. The homes are gender specific. These placements also work with families if reunification with the victim is an option. The providers also are able to prepare juveniles for their polygraph examinations. Often times, this population has DCS involvement.

- **The UTURN FOUNDATION:** UTURN is a therapeutic group home for males with maladaptive sexualized behaviors. UTURN has three homes located in the East Valley. They provide in patient sex offender therapy four to seven days a week. The staff members and clinicians have specific training to work with this population. The juveniles in this program should expect to commit to at least one year to 18 months in treatment. The juveniles will attend a public school in the neighborhood. This population is monitored very closely. UTURN works closely with probation and ensures the juveniles in their program learn the skills they need while maintaining safety and security. UTURN is an AOC (probation contracted provider) and an MMIC/DCS contracted provider.
- **YDI (YOUTH DEVELOPMENT INSTITUTE) Therapeutic Group Home:** YDI offers the same program/ treatment as UTURN. They are located in Central Phoenix. The juvenile's at YDI attend school on site and do not attend a public school. YDI works closely with probation. YDI is an AOC (probation contracted provider) and an MMIC/DCS contracted provider.
- **Sequel Care of Arizona:** Sequel Care is a therapeutic group home located in Prescott/ Dewey area. They offer the same services as UTURN and YDI. These juveniles attend public school in the Prescott/ Dewey Area. Sequel Care is **NOT** an AOC (probation contracted provider). MMIC would submit a referral to this program.
- **New Horizons Group Home:** New Horizons is a therapeutic group home for males with maladaptive sexualized behaviors. This program offers placement and supervision; however, they do not offer therapy on site. Generally, juveniles in this program will attend outpatient sex offender treatment with Grossmans, The Resolution Group or Arizona Center for Change. The staff are trained to work with this population; however, clinicians are not on site. New Horizons Group Home is **NOT** an AOC (probation contracted provider). MMIC would submit a referral to this program.
- **Unique Family Services (UFS):** UFS is a specialized home for sexually maladaptive males who also have a DDD or Autistic Diagnosis. This program only houses six males and provides increased supervision. Juveniles need to have a specific diagnosis to qualify for this program.

The program is a short term placement offering services from 90-180 days. Therapy is provided on site. UFS is **NOT** an AOC (probation contracted provider). MMIC would submit a referral to this program.

Residential Treatment Centers (RTC Level 1 Care): There is only one locked RTC which is able to provide services for sexual maladaptive youth in the state of Arizona. A recommendation for an RTC is generally for youth presenting with a moderate-high to high risk to reoffend.

- **Youth Development Institute (YDI):** YDI is the only Residential Treatment Center in Arizona able to provide treatment for problematic sexual behaviors. They offer intensive individual, group and family treatment in a secured setting. YDI has on site clinicians, medical providers and teachers. Youth at YDI's level 1 program are able to step down to the therapeutic group home when risk is reduced and after completion of certain portions of the programming requirements.

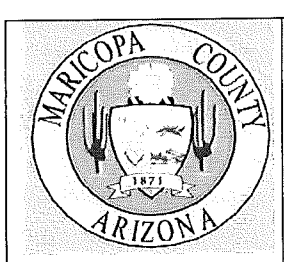
Arizona Department of Juvenile Corrections (ADJOC): ADJC has a sex offender treatment program, known as the Journey or Nova program. ADJC will be recommended for our high risk offenders or for adjudicated sex offenders who are expected to age out of the system in less than one year, who present with significant risk factors. ADJOC offers the highest level of sex offender treatment in the State of Arizona.

Probation Officers on the Special Supervision Unit- Durango Office

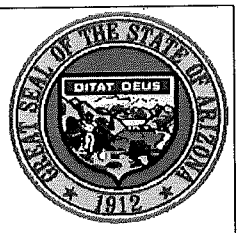
Supervisor: Kristine Younger

Probation Officers:

- Olivia Omotinugbon
- Christine Jacobs
- Amber Stressman
- Charles Counts
- Sarah Embury
- Rochelle Russell



Maricopa County Juvenile Probation Department
Procedures
COMMUNITY SUPERVISION BUREAU
"Providing access to evidence-based early intervention, supervision, treatment, and secure care services for youth so they can learn accountability & responsibility, families are strengthened and community safety is enhanced."



Procedures developed in support of Policy: III.D(9) Juvenile Sex Offender Registration

Effective: 12/23/2010

Authorized: ~S~, **Debra E. Olsen**, Deputy Chief, Community Supervision Bureau

Procedures

I. According to ARS §13-3821, a juvenile may be ordered to register as a sex offender if adjudicated of offenses pursuant to ARS §§13-1303, 13-1304, 13-1307, 13-1404, 13-1405, 13-1406, 13-1406.1, 13-1410, 13-1417, 13-3206, 13-3212, 13-3552, 13-3553, 13-3554, 13-3560; a second or subsequent violation to a person under the age of 15 years pursuant to 13-1402 or 13-1403 Subsection B. A judge may require registration for a violation of Chapter 14 or 35.1, if there was a finding of sexual motivation pursuant to Section 13-118, or if the adjudication is for an act that would constitute a specified offense.

A. When sex offender registration is being considered and/or recommended:
   1. The Special Supervision Juvenile Probation Officer (JPO) will be in court or have another JPO attend the hearing.
   2. The Special Supervision JPO will include the recommendation for sex offender registration in their written court report.
   3. The Special Supervision JPO will recommend registration at the time of disposition if the JPO is recommending commit to the Arizona Department of Juvenile Corrections (ADJC).

B. When sex offender registration is ordered, the Special Supervision JPO or covering JPO will make a request during the hearing, for the Clerk in the courtroom to expedite the minute entry and endorse the Maricopa County Sheriffs Office (MSCO) on the minute entry. This is necessary given that the juvenile has ten calendar days to complete registration and is required to present a copy of the minute entry ordering sex offender registration to MCSO.

C. Immediately following the hearing in which sex offender registration is ordered, the Special Supervision JPO or covering JPO will explain the sex offender registration process to the juvenile, legal guardian and/or family.

D. Within three business days of the hearing in which sex offender registration is ordered, the assigned Special Supervision JPO will gather the following documents:

- Minute Entry from the Adjudication Hearing
- Minute Entry ordering Sex Offender Registration
- Form III.D-.011 Sex Offender Registration Notification Letter

1. If the Juvenile is detained, the Special Supervision JPO will provide the Maricopa County Juvenile Probation Department (MCJPD) Transportation Unit, with the above documents within three business days of the registration order. The transportation unit will schedule and transport the juvenile to the MCSO, Records Section at the 201 W. Jefferson Street entrance; within 10 days of the sex offender registration order, to complete the registration.
2. If the juvenile is on release status in the community, (residence or placement) the Special Supervision JPO will make available, within three business days of the registration order, to the legal guardian/parent the above listed documents. It is the responsibility of the guardian/parent to ensure the juvenile completes the registration requirements as ordered.
3. If commitment to the (ADJC) is ordered and sex offender registration is deferred; the Special Supervision JPO will request a review of status hearing to be scheduled prior to the juvenile's 18th birthday. This recommendation should be written in the iCIS JV062U 1.0.0 Disposition Report.

E. The Special Supervision JPO will enter the date of the order for sex offender registration in the Form II.A-.004 iCIS Probation Contact Log within one business day following the order for registration.

F. If sex offender registration occurs during the time the juvenile is on probation the Special Supervision JPO will verify the probationers' registration compliance 11 calendar days after sex offender registration is ordered. Registration is verified by the following:

1. Receipt of a copy of the registration. This document must be placed in the "Other" section of the red file.
2. Verbal confirmation from the Maricopa County Sheriff's Office (MCSO) or Arizona Department of Public Safety (AZDPS).
   a. When verbal confirmation is obtained the Special Supervision JPO will document the following information in the Form II.A-.004 iCIS Probation Contact Log:
      i. Date verbal confirmation was received.
      ii. Name of agency from which confirmation was obtained
      iii. Name of the person providing confirmation.
   b. When verbal confirmation is obtained the Special Supervision JPO will obtain a copy of the registration document from MCSO or AZDPS within 30 days. This document must be included in the "Other" section of the red file.

G. The Special Supervision JPO will enter the date of sex offender registration compliance in the Form II.A-.004 iCIS Probation Contact Log

1. If the juvenile does not comply with the sex offender registration within the 10 day time frame, the Special Supervision JPO will violate the juvenile's probation; unless an exception has been staffed with the Special Supervision Unit Supervisor.
2. The Special Supervision JPO will also contact by telephone, the AZDPS Sex Offender Compliance Unit and MCSO, within three business days of the registration compliance date to notify them of the juvenile's failure to register.
    - AZDPS, Sex Offender Compliance Unit
      2320 N. 20th Avenue, Phoenix, AZ. 85009
      602-255-0611
    - Maricopa County Sheriff's Office
      201 W. Jefferson Street, Phoenix, AZ 85003
      602-876-1070
3. The Special Supervision JPO will document in the Form II.A-.004 iCIS Probation Contact Log the following information:
    a. Date of notification to each agency.
    b. Name of person the information was provided to.

II. Sex Offender Registration Appeals (Under age 18)

A. If a Special Supervision JPO receives case assignment for a sex offender registration appeal; the JPO will submit to the court an iCIS JV061U 1.0.0 Most Current Information report to address the sex offender registration.

B. The Special Supervision JPO will only be responsible to address the registration issue; this may include reaffirming the prior recommendation. The JPO is not required to be present in court, unless otherwise ordered by the court.

Forms

Form II.A-.004 iCIS Probation Contact Log
Form III.D-.011 Sex Offender Registration Notification Letter
iCIS JV061U 1.0.0 Most Current Information
iCIS JV062U 1.0.0 Disposition Report

Glossary

Adjudication Hearing: A formal Court hearing wherein both sides present their case and the Judicial Officer makes a ruling to adjudicate the child delinquent or incorrigible, or to dismiss the charge. The adult system counterpart is the Trial.

Arizona Department of Juvenile Corrections (ADJC): State agency responsible for juveniles adjudicated delinquent and committed to its jurisdiction by the county juvenile courts. It is accountable to the citizens of Arizona for the promotion of public safety through the management of the state's secure juvenile facilities and the development and provision of a continuum of services to juvenile offenders, including rehabilitation, treatment and education.

Minute Entry: The official documented record of court action.

Most Current Information (MCI): The report a JPO prepares and sends to the court that contains the most recent and relevant information that the Hearing Officer needs to make a decision.

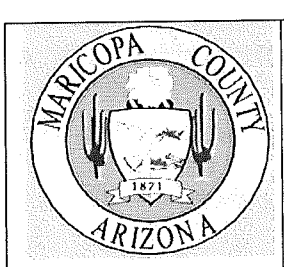
Red File: The file maintained by the JPO containing all disposition reports, minute entries, psychological reports, victim reports, school information and other matters which bear importance to the Court in decisions for the juvenile. It must be submitted to the Court by the JPO prior to Hearings. Each juvenile has three files: the Legal File that is stored by the Clerk of the Court and only leaves there to travel to a Judge's desk, the Social Working File and Red File that the Probation Officer maintains.

Special Supervision Juvenile Probation Officer (JPO): A specialized group of probation officers who have received specific training in the area of sex offender treatment, community protection, victim issues, and offender specific case management. This unit deals specifically with juveniles who have been adjudicated of a sexual offense per statute.

Responsibilities

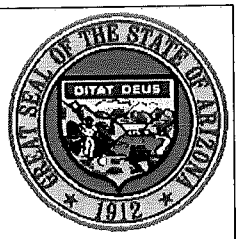
It is the responsibility of Special Supervision JPOs to know and adhere to these procedures.

It is the responsibility of Special Supervision supervisors to know and guide staff in adhering to these procedures.



Maricopa County Juvenile Probation Department
Procedures
COMMUNITY SUPERVISION BUREAU

"Providing access to evidence-based early intervention, supervision, treatment, and secure care services for youth so they can learn accountability & responsibility, families are strengthened and community safety is enhanced."



Procedures developed in support of Policy: III.D(10) Offender Notification to Schools

Effective: 6/17/2009

Authorized: ~s~, **Debra E. Olsen**, Deputy Chief, Community Supervision Bureau

Procedures

I. When a juvenile is adjudicated delinquent of a dangerous offense (ARS §§8-350, 13-105) or a sexual offense (ARS §§13-1405, 13-1406, 13-1410 or 13-1417) and placed on probation, the integrated Court Information System (iCIS), based on the offense code information entered into iCIS by Court Administration, will populate the iCIS Notify School Screen with the juvenile's name and iCIS JV266U 1.0.0 Notify to School Letter.

A. The Community Supervision Bureau (CSB) Judicial Clerk Supervisor or designee will review the iCIS Notify School Screen, located under the Tasks Tab, one time per week and do the following:

1. Identify any case without a Juvenile Probation Officer's (JPO) name listed in the Probation Officer field.
   a. Review iCIS to determine the current or last assigned JPO.
   b. Send an electronic message to the current or last assigned JPO Supervisor requesting they review the iCIS Probation Case Status Screen to confirm all end date and end reason field codes are completed for each status listed, if the case is no longer open.
2. Identify all cases listing a JPO name in the Probation Officer field.
   a. Select the print option on the iCIS Notify School Screen to generate the iCIS JV266U 1.0.0 Notify to School Letter for each identified case.
   b. Make one copy of each iCIS JV266U 1.0.0 Notify to School Letter printed.
   c. Send the original iCIS JV266U 1.0.0 Notify to School Letter, via U.S. mail, to the School District listed on the letter.
   d. Send via Interoffice mail, a copy of the iCIS JV266U 1.0.0 Notify to School Letter to the JPO listed on the letter.

B. The JPO will, upon receipt of the iCIS JV266U 1.0.0 Notify to School Letter, file the letter in the "Other" section of the juveniles' Red File.

C. The Judicial Clerk Supervisor or designee will annually review the School District Contact and Address Spreadsheet and make any changes necessary to ensure the information listed is up to date and accurate.

D. Once the review is complete, the Judicial Clerk Supervisor will send, via electronic mail, the School District Contact and Address Spreadsheet to the Court Information Technology Department (CTS) at CTSTechnicalSupport@mail.maricopa.gov for updating in the iCIS system.

Forms

iCIS JV266U 1.0.0 Notify to School Letter
iCIS Notify School Screen
iCIS Probation Case Status Screen
School District Contact and Address Spreadsheet

Glossary

integrated Court Information System (iCIS): The web based computer system used by the Judicial Branch to maintain court records; the Juvenile iCIS is tailored to the needs of the juvenile court.

Red File: The file maintained by the JPO containing all disposition reports, minute entries, psychological reports, victim reports, school information and other matters which bear importance to the Court in decisions for the juvenile. It must be submitted to the Court by the JPO prior to Hearings.

Responsibilities

It is the responsibility of all JPOs to know and adhere to these procedures.

It is the responsibility of all JPO Supervisors to know and guide their staff in adhering to these procedures.

It is the responsibility of the Community Supervision Bureau Judicial Clerk Supervisors and Judicial Clerk staff to know and adhere to these procedures.

	Maricopa County Juvenile Probation Department **Procedures** **COMMUNITY SUPERVISION BUREAU** *"Providing access to evidence-based early intervention, supervision, treatment, and secure care services for youth so they can learn accountability & responsibility, families are strengthened and community safety is enhanced."*	

Procedures developed in support of Policy: III.D(11) Contact and Supervision Standards – Special Supervision

Effective: 12/07/2015

Authorized: ~s~, **Frank G. Groenewold,** Deputy Chief, Community Supervision Bureau

Procedures:

I. Special Supervision Unit -Juvenile Probation Officer Case Assignment

A. The Supervisor will assign cases to the Special Supervision Juvenile Probation Officers (SSU JPOs) geographically. The geographical boundaries for assignments are fluid and may change as required to meet client and agency needs.

B. The Supervisor will review and assign cases to the SSU Investigative Probation Officer (IPO) based on the SSU Case Assignment Guidelines.

II. Detained Calendar Procedures (Red Ball/Warrant/Detention Review)

A. The SSU JPO will monitor their email messages, caseload information, and their cases daily to determine which juveniles have been detained on a new referral, warrant, set for detention review hearing, and are pending a court hearing within 24 hours.

B. Detained youth are considered high priority cases and the SSU JPOs will address case issues, duties, and responsibilities per Court Reports Manual.

C. The SSU JPO will contact the youth in detention to obtain information necessary to complete the court report per the Court Report Manual.

D. On Investigative cases, the SSU JPO will contact the youth in detention to complete the Arizona Youth Assessment System (AZYAS) Disposition Screening Instrument.

E. The SSU JPO will contact the parent/guardian to obtain information necessary to complete the court report for the Court Report Manual.

F. JPO Supervisors or designee manage the Detained Calendar to identify cases that are:
   1. Unassigned.
   2. Graded by the county attorney for prosecution.
   3. Detained on a warrant.
   4. Set for Detention Review Hearing.

G. The SSU Supervisor or designee will determine which cases are scheduled for court; they will:
   1. Assign cases that are eligible for the SSU to the SSU JPO.

PPC: casboy
Original: 10/31/2008
Revision: 12/07/2015

2. Require that the SSU JPO or designee attend to the case and fulfill required duties as soon as possible.

III. Special Supervision - Investigative Probation Officer (IPO)

A. The IPO will complete all case tasks pertaining to the sexual complaint until the juvenile is placed on probation or the case is dismissed. Assignments may include, but are not limited to:
   1. Cases from the geographical area of the unit in which they work.
   2. Investigative cases from other Standard Field units when the offense is sexual in nature.
   3. Consult, upon request, with Standard and/or Juvenile Intensive Probation Supervision (JIPS) JPOs regarding juveniles with non-petitioned sexual offenses.

B. When a juvenile is placed on probation, the SSU Supervisor will reassign the case to a SSU JPO.

IV. Contact Standards and Requirements on Pre-Adjudicated/Pre-Disposition Investigative Cases

A. SSU JPOs and/or IPOs will contact the youth and parent within ten working days of assignment, or no later than three working days prior to the court hearing, whichever is sooner.

B. SSU JPOs will contact the youth and parent/guardian to verify that they have received a notice of hearing and obtain information necessary to complete the AZYAS Disposition Screening Instrument and for the court report, per the Court Reports Manual.

C. JPOs will complete the AZYAS Disposition Screening Instrument as required by III.A(39) Risk Needs Assessments.

D. SSU JPOs are required to attend all delinquent hearings. If the JPO is unable to make contact with the youth and/or family prior to an original Advisory Hearing and they appear for the hearing, the JPO will gather the necessary information to complete the AZYAS Disposition Screening Instrument and to provide the Court with appropriate recommendations.

E. Contact will be made by telephone, electronic mail, regular mail, or in person.

F. SSU JPOs will assist the youth and the parent/guardian prior to the adjudication as needed to ensure compliance with any pre-adjudication court conditions; however, JPOs will not initiate or supervise Dismissal Agreements unless under the direction of court.

G. Notification by personal service may be required by the Court for subsequent hearings.

V. Contact Standards and Requirements on Post-Adjudication/Pre-Disposition Investigative Cases

A. Once a Disposition Hearing is set by the court, the SSU JPO and/or IPO will contact the parent/guardian within five working days to set an appointment to conduct a social interview and to complete the AZYAS Disposition Instrument.
   1. The social interview may take place:

a. Optimally in the home of the juvenile and parent/guardian or primary caregiver,
b. At an MCJPD facility,
c. At an approved community office location, or
d. Telephonically under extenuating circumstances with preapproval by a Supervisor.

2. The SSU JPO will speak with both the juvenile and parent/guardian or primary caregiver to complete the social interview. However, the interview with the juvenile and parent/guardian does not have to take place on the same date or time.
3. During the social interview, the SSU JPO will obtain information to complete the AZYAS disposition assessment.

B. Prior to completion of the Disposition Report, the SSU JPO will complete the following:
1. Go to the home of the juvenile and parent/guardian to verify the address and observe the juvenile's living environment. Significant objective observations as to safety and care will be noted in the Disposition Report.
   a. If the juvenile is placed temporarily out of the home of the parent/guardian (i.e., Detention, Detention Alternative, etc.) the SSU JPO will still visit the home of the parent/guardian.
   b. If the juvenile is a temporary or permanent ward of Department of Child Safety (DCS), the SSU JPO will visit the home/location where the juvenile is residing; a visit to the home of the juvenile's parent/guardian is not required.
   c. If the SSU JPO has safety or other exigent concerns regarding the visiting of the home of the juvenile or primary caregiver, the SSU JPO will discuss their concerns with their immediate Supervisor. If the Supervisor waives the requirement for a visit to the home, the Supervisor will document the discussion on II.A-.004 iCIS Probation Contact Log, noting the specific reason why the visit to the home was waived.

C. SSU JPOs and/or IPOs will use the information from the social interview to write the Disposition Report per III.A(15) Court Reports.

D. The SSU JPOs and/or IPOs will use the information from the social interview and home visit to write the Disposition Report per the Court Reports Manual.
1. Prior to completing a court report for a Disposition Hearing, the JPO will complete the AZYAS Disposition Instrument as required by III.A(39) Risk Needs Assessments.
2. If the case has proceeded to disposition at a hearing other than a Disposition Hearing the SSU JPOs will complete within 30 calendar days the AZYAS Disposition Instrument as required by III.A(39) Risk Needs Assessments.

E. Upon completion of the Disposition Hearing or if the complaint is dismissed, the JPO will complete all case tasks according to the III.A-.009 Clean Case Checklist within five working days and submit the file to the JPO Supervisor.

VI. Post-Disposition Requirements

A. The SSU JPO/IPO will review Uniform Conditions of Probation and the Addendum to Conditions of Probation (Special Supervision) immediately following the Disposition Hearing.

B. If the juvenile remains detained for more than 30 calendar days from the date of the Disposition Hearing, the assigned SSU JPO will again review with the juvenile, the Uniform Conditions of Probation along with the Addendum to Conditions of Probation (Special Supervision) no more than ten working days prior to the juvenile's release from detention.

C. SSU JPOs will complete the required AZYAS Instrument on all adjudicated offenses, within 30 calendar days of the juvenile being placed or continued on probation if not completed earlier in the pre-dispositional process.

D. SSU JPOs will initiate and complete an individualized case plan within 30 calendar days of the youth being placed on probation and a minimum of every six months thereafter. The case plan will include objectives that are measureable based upon the prioritization of the domains from the assessment tool. The case plan must be signed and dated by the SSU JPO, youth, and parent/guardian within 60 calendar days of the youth being placed on probation.

E. In addition to the AZYAS, SSU JPOs may make a referral for the Juvenile Sex Offender Assessment Protocol (JSOAP) and/or the Estimate of Risk of Adolescent Sexual Offense Recidivism (ERASOR), and/or a Psychosexual Evaluation.

F. The JSOAP, ERASOR and/or Psychosexual Evaluation are used to provide level of treatment and supervision recommendations.

G. The JSOAP, ERASOR and/or Psychosexual Evaluation are used to develop and update case plans.

VII. Special Supervision Unit Supervision Levels and Contact Standards

A. The SSU JPO will confer with their supervisor to recommend and discuss the appropriate level of supervision. The supervisor has the discretion to change the level of supervision of a juvenile based on their discussion with the SSU JPO. The Supervisor will note any level change in the juvenile's II.A-.004 iCIS Probation Contact Log.

B. Level One Supervision:

1. A juvenile is placed on Level One Supervision if one of the following applies:
   a. The juvenile resides in the community and has received less than 90 calendar days of treatment/therapy.
   b. The juvenile has not passed a sexual history polygraph.
   c. The juvenile will remain on level one for a minimum of 60 calendar days, after returning home from an out of home placement/RTC facility and/or an alternate living arrangement.
2. Minimum Contact Standards for Level One Supervision are as follows:
   a. Juvenile:
      i. The SSU JPO will make at least two visual contacts per 30 calendar days.

ii. The SSU Surveillance Officer (SO) will make at least one visual contact per week.

b. Parent/Guardian: The SSU JPO will make at least one telephone, email or visual contact every 30 calendar days. Emails do not qualify as a contact unless the officer receives a response from the parent/guardian.

c. Therapist/Case manager: The SSU JPO will make at least one telephone, email or visual contact every 30 calendar days. Emails do not qualify unless the officer receives a response from the therapist/case manager.

d. Home:
The SSU JPO and/or SO will visit the home within 3 working days when one of the following occurs:
   i. The juvenile is placed on probation and residing in the home.
   ii. The juvenile is released from an out-of-home placement /RTC facility to the home.
   iii. The SSU JPO and/or SO will visit the home once every 30 calendar days.

e. School (if applicable):
   i. The SSU JPO and/or SO will contact school personnel once every 30 calendar days.
   ii. This contact may be visual contact, telephone, facsimile, email or written correspondence such as copies of attendance or discipline records.

f. Employment (if applicable):
   i. The SSU JPO and/or SO will verify employment once every 30 calendar days.
   ii. Employment verification may include: speaking with the employer, receipt of a current paycheck stub, visual contact or observation of the juvenile at their place of employment.

C. Level Two Supervision Minimum Contact Standards:

1. A juvenile is placed on Level Two Supervision at the request of the assigned SSU JPO when one of the following applies:
   a. Juvenile resides in an out of home placement/RTC facility.
   b. Juvenile resides in the community and has passed a Sexual History Polygraph and has completed more than 90 calendar days of therapy/treatment.
   c. When the juvenile is residing in out of home placement/RTC facility, no SSU SO contact is required, unless directed by a supervisor.
   d. When the juvenile is residing in the community, SSU SO contact is required as listed in VII.C.2.

2. Minimum Contact Standards for Level Two Supervision are as follows:
   a. Juvenile:
      i. The SSU JPO will make at least one visual contact every 30 calendar days.

ii. The SSU SO will make at least two visual contacts every 30 calendar days.

b. Parent/Guardian: The SSU JPO will make at least one telephone, email or visual contact every 30 calendar days. Emails do not qualify as a contact unless the officer receives a response from the parent/guardian.

c. Therapist/Case manager: The SSU JPO will make at least one telephone, email or visual contact every 30 calendar days. Emails do not qualify as a contact unless the officer receives a response from the therapist/case manager.

d. Home:
   i. The SSU JPO and/or SO will visit the home once every 30 calendar days.
   ii. If juvenile is residing in an out-of-home placement/RTC facility the SSU JPO and/or SO will conduct a home visit prior to the juvenile receiving an initial home pass.

e. Out-of-home placement/RTC facility staff:
   i. The SSU JPO will contact the assigned placement facility within 10 working days of placement and provide them with the current SSU JPO contact information.
   ii. This contact will include telephone, email or visual contact with the facility administrator and/or staff every 30 calendar days.

f. School (if applicable):
   i. The SSU JPO and/or SO will contact school personnel once every 30 calendar days.
   ii. This contact may include visual contact, telephone, facsimile, email or written correspondence such as copies of attendance or discipline records.

g. Employment (if applicable):
   i. The SSU JPO and/or SO will verify employment once every 30 calendar days.
   ii. Employment verification may include: speaking with the employer, receipt of a current paycheck stub, visual contact or observation of the juvenile at their place of employment.

D. Level Three Supervision Minimum Contact Standards:

1. A juvenile is placed on Level Three Supervision at the request of the SSU JPO when the following applies:
   a. Juvenile resides in the community.
   b. Juvenile has passed a maintenance polygraph.
   c. Juvenile has discharged from probation directed treatment; this does not include aftercare programs.
   d. Juvenile may be required to complete a monitoring polygraph as directed by the SSU JPO.

2. Minimum Contact Standards for Level Three Supervision are as follows:
   a. Juvenile:

i. The SSU JPO will make at least one visual contact every 30 calendar days and a telephone contact on the alternating 30 calendar days.
ii. The SSU SO will make at least one visual contact every 30 calendar days.

b. Parent/Guardian:
   i. The SSU JPO will make at least one email or telephone contact every 30 calendar days. Emails do not qualify as a contact unless the officer receives a response from the parent/guardian.
   ii. These contacts can be conducted at groups, home, school or court.

c. Therapist/Case manager:
   i. The SSU JPO will make at least one telephone, email or visual contact every 30 calendar days when the juvenile is receiving treatment/therapy. Emails do not qualify as a contact unless the officer receives a response from the therapist/case manager.
   ii. When the juvenile is no longer involved in therapy/treatment no contact is required.

d. School (if applicable):
   i. The SSU JPO and/or SO will contact school personnel once every 30 calendar days.
   ii. This contact may include visual, telephone, facsimile, email or written correspondence such as attendance or discipline records.

e. Employment:
   i. The SSU JPO/SO will verify employment once every 30 calendar days.
   ii. Employment verification may include: speaking with the employer, receipt of a current paycheck stub, visual contact or observation of the juvenile at their job.

VIII. Level Change Implementation

A. SSU JPOs will review levels of supervision to address progress, regress, or no improvement taking into account the following:
   1. Establishing or maintaining a rapport with the juvenile and parent(s),
   2. Progress towards case plan goals,
   3. Reassessing criminogenic factors,
   4. The totality of the case (risk to the community, terms of probation compliance, graduated responses etc.).

B. The SSU JPO will note in the II.A-.004 Probation Contact Log the rationale for the requested change and provide their supervisor with the same information via email.

C. The SSU Supervisor will communicate with the SSU JPO as needed and formalize the level change in iCIS Supervision Level Screen as needed.