D. The SSU JPO will immediately communicate movement (up or down) to the assigned SSU SO.

IX. Contact Standards for Detained Juveniles

A. Assigned SSU JPOs or designee will make visual contact with their detained juveniles a minimum of once per calendar week.

B. This contact may occur within a detention facility, at court, or during a Child and Family Team (CFT) meeting, no matter where that meeting is held.

C. If SSU JPOs believe there are exigent circumstances which would warrant not having weekly visual contact with a detained juvenile, the JPO will discuss the circumstances with their immediate Supervisor. If the Supervisor or designee waives the requirement for weekly visual contacts in detention, the Supervisor will document the discussion on II.A-.004 iCIS Probation Contact Log, noting the specific reason why detention visit was waived.

D. Assigned SSU JPOs are required to make a visual contact with a detained youth if the youth has been committed at the Arizona Department of Juvenile Corrections (ADJC) and is awaiting transport. Cases will remain assigned to the SSU JPO until the youth has been transported to ADJC.

X. Court Ordered Community Restitution Hours

A. Upon receipt of the Uniform Conditions of Probation, the SSU JPO or designee will review the court order and enter the appropriate number of community restitution hours and due date on the iCIS Service List Screen.

B. The SSU JPO will monitor the juvenile's progress and maintain timely communication with the juvenile about the community restitution hours and due date.

C. The SSU JPO has the authority to extend the due date for good cause for up to 30 calendar days without further court order or court intervention.

D. When the juvenile has finished the community restitution hours, the SSU JPO will verify the hours have been completed. The work may be verified by one of the following methods:

1. Letter from the community service agency with the dates and times worked, and contact information for the supervising adult. The documentation is then placed in the juvenile's JPO Social Working File.
2. Work hours' time sheet from the community service agency with dates and times worked, and contact information for the supervising adult. The documentation is then placed in the juvenile's JPO Social Working File.
3. The SSU JPO contacts and verifies completion of work hours with the community service agency. This information will be documented on the II.A.004-iCIS Probation Contact Log.

E. Upon completion, the SSU JPO will close out the community restitution hours on the iCIS Service List Screen with the appropriate end date and end code.

F. The SSU JPO will maintain accurate and timely records of completion of community restitution hours by utilizing the iCIS Service List Screen.

G. Credit towards court ordered community restitution requirements are awarded on the basis of actual hours completed unless authorized by the Court.

H. Community restitution hours not completed by the due date or extension due date requires further action. In these cases, the SSU JPO should staff the matter with their supervisor to determine the next appropriate course of action.

XI. Documentation of Contacts

A. All SSU JPOs/SOs will use II.A-.004 iCIS Probation Contact Log to document case information as follows:
   1. Telephone, visual, and written contacts made on a case.
   2. Significant events occurring on a case.
   3. Specific domains identified in AZYAS or other assessment tools and ways those needs are being addressed.
   4. Progress, barriers, successes toward specific goals and objectives identified in the case plan.

B. All SSU JPOs/SOs will enter contact information on the II.A-.004 Probation Contact Log:
   1. Within two working days of the contact.
   2. Notes will be clear, concise, and contain case relevant information.
   3. Notes will include name(s), title(s), contact information, and any information related to the case.

XII. Reassignment of Cases

A. SSU JPOs will follow the criteria on the III.A-.009 Clean Case Checklist.

B. SSU JPOs will fill out the III.A-.009 Clean Case Checklist before submitting the file to the SSU Supervisor for reassignment outside of the special supervision unit.

XIII. JPO Compliance

A. Prior to the Supervisor approving any future vacation time, the assigned SSU JPO will ensure that contact standards are met in their absence. This would include making appropriate arrangements with their back up and/or their immediate Supervisor.

B. The assigned Supervisor will review each SSU JPOs caseload for compliance with contact and supervision standards.

Forms:

Addendum to Conditions of Probation (Special Supervision)
Uniform Conditions of Probation - Standard
iCIS JV062U 1.0.0 Disposition Report
iCIS Service List Screen
iCIS Supervision Level Screen
II.A-.004 Probation Contact Log
III.A-.009 Clean Case Checklist
III.A-.010 Probation Family Social History

Glossary:

Advisory Hearing: A formal Court hearing wherein the juvenile is advised of the charges against him/her, advised of his/her rights and asked if he/she wishes to be represented by a lawyer. A parent must be present in court with the juvenile.

Arizona Youth Assessment System (AZYAS): The Arizona Youth Assessment System (AZYAS) is an actuarial suite of assessment instruments that is based on empirical studies and research. The instruments use a combination of structured questions and responses to identify dynamic (factors that can change), static (factors that cannot change) factors to measure the risk of recidivism, identify criminogenic need (risk factors), and protective factors (strengths) for a youth.

Calendar Week: The calendar week begins on Monday and ends the following Sunday.

Case Plan: The documented behavior change plan and supervision strategy developed by the probation officer and in collaboration with the probationer. The case plan is used as a blueprint for change, addressing the juvenile's delinquency risk and strengths and prioritizing goals and needed services, as well as a method to measure the impact of interventions over time.

Child and Family Team: The Child and Family Team (CFT) is a defined group of people that includes, at a minimum, the child and his/her family, a behavioral health representative, and any individuals important in the child's life and who are identified and invited to participate by the child and family.

Clean Case Checklist: A document which details the requirements for transferring a case between JPOs.

Community Office: A location separate from an established probation building or facility which is located in the community, where Officers may conduct official court business such as office contacts with juveniles and their families.

Court: Any Superior, Justice or Municipal Court in Maricopa County.

Department of Child Safety: The Arizona Department of Child Safety is a human service organization dedicated to achieving safety, well-being and permanency for children, youth and families through leadership and the provision of quality services in partnership with communities.

Detained Advisory Procedures: (AKA "Red Ball") Procedures used by JPO's to monitor cases daily to determine when juveniles have been detained on a new referral pending a court hearing within 24 hours. Supervisors use these procedures to monitor the detained calendar daily to determine which are unassigned but graded by the county attorney for prosecution in juvenile court.

Detained Calendar: (AKA "Red Ball Calendar") Youth who are detained on a new referral or warrant and are pending a court hearing within 24 hours.

Detention: Temporary confinement of juveniles who require secure care in a physically restricting facility that is completely surrounded by a locked and physically secure barrier with restricted ingress and egress for the protection of the juvenile or the community pending court disposition or as a condition of probation.

Detention Review Hearing: A formal court hearing for youth who are currently detained to review release, continued to detainment or other relevant court issues.

Dismissal Agreement: An agreement given to a juvenile that gives a consequence for the complaint and allows the court to dismiss the complaint.

Disposition Hearing: A formal Court hearing wherein the Hearing Officer informs the juvenile what will happen as a result of the offense. The Judicial Officer seeks information from all interested parties before making the final decision. The juvenile,

parents and attorneys, if assigned, must be present. The adult system counterpart is the Sentence.

Disposition Report: Used for a disposition hearing to offer recommendations to the court regarding treatment services; accountability for delinquent actions; and fees, fines and restitution.

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.

Investigative cases: A case that is pre-adjudication/pre-disposition.

Investigative Probation Officers: Juvenile Probation Officers assigned to caseloads of Pre-Adjudication/Pre-Disposition cases.

Juvenile Probation Officer (JPO): A duly trained and badged officer of the Juvenile Court.

Maintenance Polygraph Test: Targets non-compliance behaviors that reveal the early onset of an escalating risk level. The test is intended to assist with ongoing risk assessment and risk management.

Monitoring Polygraph Test: Used to investigate the offender's possible involvement in re-offense behaviors since the time of disposition as well as other suspected problems. The test is intended to assist with ongoing risk assessment and risk management.

Out-of-home placement/RTC: Treatment services provided to juveniles who are housed outside of the home/family setting. These facilities include (Level I Residential Treatment Centers (RTC) - This service is provided in a locked or unlocked facility that has an integrated residential program of therapies and activities as well as psychiatric care. Treatment addresses the youths' medical and behavioral health needs that were determined at admission. Treatment includes a plan for subsequent discharge to a lower level of care. This service must include an on-site school. Level II Therapeutic Group Home (TGH) - This service provides 24 hour out-of-home care within a structured therapeutic environment. Treatment addresses the youths' behavioral health needs that were determined at admission. Treatment includes a plan for subsequent discharge to a lower level of care. Therapeutic interventions may include individual, group and/or family counseling. Other programming, such as, life skills development, communication skills and therapeutic social and/or recreational activities may be included in the service.

Psychosexual Evaluation: A specific evaluation performed for a juvenile who has been petitioned for a sexual offense or has a history of sexual deviance. This evaluation is designed to measure the juvenile's amenability to treatment, type of deviant arousal patterns, likelihood

Sexual History Polygraph Test: Provides a comprehensive, detailed history of the juvenile's sexualized behaviors, both normative and deviant, up to the date the juvenile is placed on probation.

Special Supervision Juvenile Probation Officer (SSU 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 delinquent for sexual based offenses under Arizona Revised Statute.

Special Supervision Unit (SSU): A 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.

Social Interview: An interview with a youth and family pending a Disposition Hearing. The interview will include information regarding family relationships, physical and mental health issues, substance abuse, school history, runaway history/status, peer associations and will allow for parental input about the youth utilizing the III.A-.010 Probation Family Social History form.

Social Working File: This is the most complete file on a juvenile and it is maintained by the Probation Officer. It has two parts: the social file that contains case contacts and duplicates of relative documents (Police Departmental Reports on each Compliant submitted by the arresting agency, school attendance sheets, copies of all reports submitted to the Court, victim statements letters, etc.) and, the Red File.

Surveillance Officer (SO): A duly trained and badged officer (employment classification: Juvenile Detention Officer) assigned to and working in the Community Services Bureau to assist in the field supervision of probationers.

Supervisor: A MCJPD employee at the rank of Supervisor or above.

Visual Contact: A face-to-face communication to discuss progress, issues of concern, or other pertinent matters.

Warrant: A legal document issued by the Court granting authority to law enforcement agencies to apprehend and secure an individual into custody. Warrants can be statewide or national. They are issued for juveniles who fail to appear at Court hearings or abscond

Responsibilities:

Special Supervision JPOs will manage assigned cases in all levels of supervision in compliance with contact and supervision standards and collaborate with other JPOs and SOs as needed.

The Special Supervision JPO supervisor will assign cases to Special Supervision JPOs, to assure the appropriate type and level of supervision.

The Special Supervision JPOs, SOs and supervisor will effectively document in iCIS all relevant case information.