



Supervision Policy

DIVISION OF CHILD AND FAMILY SERVICES YOUTH PAROLE BUREAU	
SUBJECT:	SUPERVISION POLICY
POLICY NUMBER:	300.01
EFFECTIVE DATE:	10/1/2016
APPROVED BY:	Ross Armstrong, Deputy Administrator
DATE:	 8/2/2016
APPROVED BY:	Kelly Wooldridge, Administrator, Division of Child and Family Services
DATE:	
SUPERCEDES:	Policy # 174 Issue date: 1-23-07
REFERENCES:	NEVADA REVISED STATUTES (NRS) NRS 62 NRS 63 NRS 63.470 NRS 63.720 NRS 432B Interstate Commission for Juveniles, ICJ Rules: <i>Serving Juveniles While Protecting Communities</i>
ATTACHMENTS:	Attachment A: Youth Parole Caseload Audit Attachment B: Youth / Parent Grievance Form Attachment C: Standard Operating Procedure (SOP) - Conditions of Parole Attachment D: Aftercare Transition Plan & Quick Guide Attachment E: Levels of supervision/ Assessment & Classification

I. POLICY

Youth Parole Counselors are responsible for providing supervision and access to necessary services to youth on parole status with the goal of reducing the probability of their continued delinquent behavior while also protecting the community.

II. PURPOSE

The purpose of this policy is to ensure statewide uniform supervision of youth released from State facilities and provide guidance and to set forth conditions of supervision for youth on parole status with the Nevada Youth Parole Bureau (NYPB); these guidelines and conditions are also to ensure statewide uniform supervision of youth released from State facilities. These conditions are consistent with the relevant guidelines of the agency and the legal requirements of the State of Nevada for the care and protection of youth under its control.

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III. DEFINITIONS

As used in this policy, the following definitions shall apply:

- A. Admissions Team: The team that meets regularly to determine the most appropriate facility placement for a newly committed or revoked youth.
- B. Aftercare Transition Plan: A comprehensive and individualized plan for each youth that is developed by the Youth Parole Counselor in consultation with facility staff, the youth, the youth's family/guardian, and all other individuals deemed appropriate and integral to the youth's life. This plan identifies the goals and objectives for each youth based on their identified needs. This plan is reviewed and revised periodically.
- C. Amended Conditions of Parole: A version of the original conditions of parole but amended to reflect a specific change in parole conditions.
- D. Case Management: A collaborative process that assesses, plans, implements, coordinates, monitors and evaluates the options and services required by each youth to meet their needs.
- E. Case Review Team (CRT): A weekly multidisciplinary team meeting consisting of statewide Youth Parole management, mental health and Youth Parole Counselors and representatives of the Caliente Youth Center (CYC), the Nevada Youth Training Center (NYTC) and the Summit View Youth Center (SVYC).
- F. Certification: As defined in [NRS 62B.390](#), upon the motion by the district attorney and after a full investigation, the juvenile court may transfer a youth for criminal proceedings as an adult to any court that would have jurisdiction to try the offense if committed by an adult.
- G. Child and Family Team meeting (CFT): A family-driven, youth-centered, collaborative service team, focusing on the strengths and needs of the youth and family. The team consists of the youth (as appropriate), parents/guardian, and service professionals and assigned Youth Parole Counselor. The team may also consist of other family members, care providers, or individuals identified as being integral to the youth's environment. (Source: MSM Chapter 400)
- H. Classification Tool: An objective assessment that measures the risk and needs of the youth and is used to determine the initial level of community supervision necessary when the youth is placed on parole supervision
- I. Community Service: A sanction that requires an adjudicated youth to perform unpaid work for the community in addition to their term of commitment.
- J. Conditions of Parole (COPs): Written rules that explain to youth under parole supervision their responsibilities while they are on Parole status.
- K. DCFS: Division of Child and Family Services.

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- L. Furlough: Occurs when the Superintendent of a facility grants a youth temporary release from the facility for a period of time not to exceed ninety (90) days for the purpose of treatment. This release occurs after consultation with the Chief of Parole. While a youth is on furlough they are under the supervision of the Chief of the Youth Parole Bureau. (Source: [NRS 63.470](#))
- N. Initial Risk/Needs Assessment: A written assessment that is completed by Youth Parole Mental Health Counselors. The assigned Mental Health Counselor conducts a structured interview of the youth in the local detention facility.
- O. Interstate Compact for Juveniles (ICJ): The agreement pertaining to the legally authorized transfer of supervision and care, as well as the return of youth from one state to another.
- P. Juvenile Sex Offender (JSO): Youth adjudicated for a sexual offense.
- Q. Non-facility Youth: A youth that is on parole status that did not come directly from a juvenile correctional facility.
- R. Reclassification Tool: An objective assessment that measures the risk/needs of youth and is used to determine the ongoing level of community supervision.
- S. Restitution: Court ordered compensation for loss, damage or injury.
- T. Revocation of Parole: As defined in [NRS 63.780](#), the Chief of Youth Parole may recommend to the juvenile court that a youth's parole be revoked and that the youth be committed to a facility.
- U. Special Conditions of Parole: Written rules that explain to youth the special and specific requirements that are in addition to the standard requirements of parole.
- V. UNITY: The Unified Nevada Information Technology for Youth system is the Statewide Automated Child Welfare Information System for Nevada.

IV. PRACTICE GUIDELINES AND PROCEDURES

- A. Discrimination Prohibited: All Youth Parole Bureau staff, interns or volunteers shall ensure that all youth under the jurisdiction of the Bureau are free from any form of discrimination based on race, religion, national origin, gender, gender identity, sexual orientation, disability or political views. All youth shall have equal access to agency programs and activities.
- B. Confidentiality: All staff, interns and volunteers are required to abide by Youth Parole policies and procedures and as defined in NRS 62H.025, all information that they are privileged to during their service with the Youth Parole Bureau. This includes but is not limited to verbal, written or electronic dissemination of any information.

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- C. Assignment of Cases, Audits, and Accurate Reporting
1. Case assignments are made by Unit Managers to Parole Counselors and by the Clinical Program Manager to Mental Health Counselors upon the notification that a youth has been committed to DCFS for placement in a correctional or mental health facility and the necessary paperwork from the committing jurisdiction has been received.
 2. Assignment of the case will not exceed five (5) business days once the necessary paperwork has been received in order to begin the assessment process. In each locale, case assignments to Parole Counselors and Mental Health Counselors will be based on a systematic method that ensures continuity and equity of caseloads.
 3. Unit Managers will audit field supervision cases of Youth Parole Counselors assigned to them from both an administrative and case management perspective to ensure compliance with policies and procedures.
 4. All reports prepared by Youth Parole Counselors for submission to a reviewing authority, such as court reports or any official Youth Parole business report must be reviewed and have an approval signature from the Unit Manager prior to distribution of the report.
 5. Unit Managers shall ensure Youth Parole Counselors submit an accurate caseload list each month.
- D. Parole Status- Youth will be considered on Parole status when they are:
1. Granted parole by a Superintendent of a State Correctional Facility and upon their release from the facility. ([NRS 63.720](#)) Release from the facility shall be defined as exit of the vehicle that transported the youth from the facility. All youth shall sign general conditions of parole to be in effect between release from the facility and subsequent meeting with his or her parole officer.
 2. Committed to DCFS by a court but not placed in a correctional program due to age or other factors such as the need for therapeutic placement and issued a parole certificate by the superintendent of a state facility. ([NRS 62E.520](#))
 3. Transferred to Nevada through the Interstate Compact for Juveniles
- E. Grievances: Youth and parents or guardians will be advised of their ability to file a written grievance (Attachment B) with the Youth Parole Counselor's Unit Manager within five (5) business days of the youth being placed on Parole.
- F. Aftercare Transition Plan
1. Youth Parole Counselors will review each case and develop a preliminary aftercare transition plan (Attachment D) for supervision with goals that:
 - a. Are measurable
 - b. Contain positive objectives

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- c. Address public safety, accountability
 - d. Contain all court ordered sanctions and treatment goals
2. Youth Parole Counselors, the youth and when appropriate, parents/guardians will jointly develop the aftercare transition plan prior to youth's release from a facility or within ten (10) days of the youth's placement on parole status for non-facility youth.
 3. The aftercare transition plan shall be in writing and shall be furnished to the youth and his/her parents, guardians or custodians who will acknowledge, in writing, its receipt.
 4. The youth's performance with respect to their aftercare transition plan will be reviewed with them at a minimum of once every ninety (90) days.
 5. The youth's parents/guardians will be notified in advance of any significant change in the aftercare transition plan.
 6. All transitions plans must be appropriately document in UNITY.
- F. Conditions of Parole
1. Youth Parole Counselors are responsible for preparing and completing written conditions of parole (Standard, Amended or Special) for each youth they are assigned to supervise. (Attachment C)
 2. The Youth Parole Counselor shall ensure that a copy of the Conditions of Parole are provided to the institution so that the youth signs them prior to the release. For non-facility youth the Conditions of Parole shall be signed within twenty-four (24) hours of the youth being placed on Parole status.
 3. Youth Parole Counselors are responsible for reviewing the conditions for each youth and family, including the services and placement and assuring that parties understand each of the required elements.
 4. Youth Parole Counselors are responsible for filing the COPs based on the procedures and rules of each judicial district and region.
 5. Youth Parole Counselors have the authority to recommend and impose additional special conditions of parole above those set forth by the releasing authority in individual cases when such conditions will enhance community protection and facilitate the youth's adjustment or success.
 6. Youth Parole Counselors may also recommend removal or modification of special conditions to the Unit Manager.

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G. Case Management

1. Initial Preparation

- a. Youth Parole Counselors will receive the case file of newly committed youth from the administrative assistants.
- b. Youth Parole Counselors will familiarize themselves with the case including the Initial Risk & Needs Assessment completed by a Parole Mental Health Counselor.
- c. Youth Parole Counselors will review the youth commitment order and minutes of the court and be aware of any special conditions or orders of the court:
 - i. Youth Parole Counselors are responsible for enforcing and monitoring the orders of the court.
- d. Youth Parole Counselors will meet with newly committed youth in detention prior to the youth's transport to a correctional facility. This initial detention visit will be documented in a UNITY case note. During the meeting the Youth Parole Counselor shall at a minimum:
 - i. Explain the role of the Youth Parole Counselor during the youth's commitment and release on parole. The Youth Parole Counselor will provide the youth with a business card containing contact numbers.
 - ii. Explain the basic conditions of parole and, if known, any special conditions.
 - iii. Begin the process of case planning by discussing the youth's perspective on family, education, employment and goals.
 - iv. Provide answers to questions the youth may have regarding the institution or parole.
 - v. Advise the youth that they will be contacted periodically at the institution by their assigned Youth Parole Counselor or another Youth Parole Counselor. And, that the youth may contact their Youth Parole Counselor via phone or in writing if necessary.
- e. In the event the youth is transported to a facility prior to the Youth Parole Counselor establishing initial contact the Youth Parole Counselor shall meet with youth by video conference within fourteen (14) calendar days of the youth's arrival at the facility to explain the same points of information they would have discussed if a meeting in detention was possible.
- f. Complete the case plan report utilizing the case file. The case plan report shall be updated when the Youth Parole Counselor meets with the youth at the institution. The Youth Parole Counselor shall advise their immediate supervisor when the initial meeting was unable to be accomplished and document that conversation in UNITY along with the plan for video conferencing or telephonic contact with the youth at the facility.

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- g. Youth Parole Counselors will meet with the youth's family (if applicable) at their residence within thirty (30) calendar days of receiving the case assignment to evaluate the family and begin the case planning process. This initial home evaluation shall be documented in a UNITY case note.
- h. During the meeting with the youth's family, the Youth Parole Counselor shall also at a minimum:
 - i. Discuss initial placement, education and employment plans.
 - ii. Answer questions concerning the youth's commitment and parole.
 - iii. Review the basic conditions of parole and if know any special conditions of parole.
 - iv. Inquire if the parents have received information from the facility.

H. Planning

- 1. Youth Parole Counselors will maintain contact with youth and facility staff while the youth is in correctional care.
- 2. Youth Parole Counselors will consult with the Mental Health Counselor or other designated case manager at the correctional facility throughout the youth's stay in order to discuss recommendations for aftercare services
- 3. Youth Parole Counselors will staff cases with their Unit Managers when they have identified the need for specialized services or alternative placement.
- 4. Youth Parole Counselors will bring cases to CRT prior to the youth's release in order to secure clinical and fiscal approval for appropriate services for the youth.
- 5. Youth Parole Counselors are responsible for providing the service or treatment providers with the service authorization generated by the agency authorizing payment for the service.
- 6. Written documentation from service providers will be entered in UNITY by the Youth Parole Counselors, which includes the elements below:
 - a. Dates of service
 - b. Type of service provided
 - c. Cancellations/rescheduling by youth
 - d. Written evaluations
 - e. Termination of service

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7. Youth Parole Counselors will provide referrals for appropriate services such as vocational rehabilitation, family counseling, substance abuse counseling and mental health services as available and needed. Youth Parole Counselors will have knowledge of community and professional resources in their respective areas. A list of providers and resources with summary descriptions of services offered shall be maintained by each Youth Parole Office.
 - a. Youth Parole Counselors will develop, implement, modify and monitor specialized programs for youth identified as having special needs such as substance abuse, addiction, gang involvement, restitution, etc. from the onset of parole through termination of services.
 - b. Youth Parole Counselors shall follow at a minimum the established time frames for drug testing in the levels of supervision. Youth Parole Counselors shall increase drug testing as warranted by the youth's behaviors. Youth Parole Counselors shall follow established internal procedures for collection, submission to laboratory and recording of results.
 - c. Case management for youth not returning to his or her parent or guardian shall follow the policies as outlined in Chapter 200 of the Division's Child Welfare and Policies and Procedures so as to meet state and federal statutory requirements.
 - d. All case plans shall be appropriately documented in UNITY.

I. Evaluation

- a. Youth Parole Counselors are responsible for maintaining ongoing communication with both the youth and the service provider regarding services being provided.
- b. Youth Parole Counselors are responsible for documenting all service coordinating activities including but not limited to: discussions with the provider of services; discussion with the youth and/or family about the quality of services provided; participation in CFT's and presentation of cases at CRT for initiation or extension of services.

J. Responsiveness and Emergency Procedures

- a. When available, Youth Parole Counselors will respond to emergencies twenty-four hours a day, including weekends and holidays.
- b. Youth Parole Counselors will provide their work phone numbers to the Youth Parole Bureau and local detention facilities.
- c. When responding to after-hour situations, Youth Parole Counselors will contact a Unit Manager, or in their absence the Chief of Parole and receive approval to respond. Youth Parole Counselors will again contact a Unit Manager or the Chief of Parole at the conclusion of the incident and provide a summary of events.

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- d. Following their notification, Unit Managers will remain available to the Youth Parole Counselor until the matter has been resolved.
- e. Youth Parole Counselors will not respond to an after-hour emergency situation without prior approval of a Unit Manager, the Chief of Parole or the Deputy Administrator.

I. Contacts

- a. The range and nature of field supervision and office contact provided by Youth Parole Counselors to youth under their supervision will correspond to the agency's plan for classification, employment, education and supervision needs for each youth.
- b. Case management will be planned according to the assessment and classification reports and will incorporate a balanced approach, including consideration of goals and objectives to provide community protection, and accountability of the youth.
- c. Youth Parole Counselors will contact community agencies and education programs that are involved with youth under their supervision. The frequency and type of contact will be made according to the supervision plan set forth for the youth.
- d. All staff recommendations regarding conditions of parole that require the payments of fines and restitution shall be based upon the Order of the Court.
- e. All Youth Parole Bureau staff will maintain a cooperative working relationship with the public and private service agencies in the community.
- f. Youth Parole Counselors may assist employable youth in obtaining suitable employment as well as an appropriate education program. Youth Parole Counselors shall provide support for vocational programs.
- g. Youth Parole Counselors will provide guidance to youth on leisure time programs and activities available in the community.

II. Determining Levels of Supervision

- 1. The level of supervision a youth is placed under is based on an objective classification or reclassification tool.
- 2. Actual determination of which level of supervision a youth is placed under is an ongoing process throughout the period the youth is on parole.
 - a. No less than seven (7) days prior to a youth's parole or furlough from a correctional facility or within seven (7) days of a non-facility youth being placed on parole status the assigned Youth Parole Counselor shall utilize the Classification Tool (Attachment E) to determine the appropriate supervision level.

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- b. Reclassification of the supervision level shall occur at the conclusion of the first sixty (60) calendar days on parole or furlough and then every ninety (90) calendar days thereafter. Youth Parole Counselors shall utilize the Reclassification Tool (Attachment E).
- c. A Youth Parole Counselor shall reclassify the supervision level following an arrest or at any time the youth's behavior warrants such.
- d. The Youth Parole Counselor shall provide a signed copy of the Classification Tool to the Unit Manager for review and signature.
- e. A youth's current supervision level shall be noted in UNITY.

V. LEVELS OF SUPERVISION

- 1. Youth on parole status with the Nevada Youth Parole Bureau will be maintained on one of three levels of supervision. The levels of supervision are as follows:
 - a. Intensive
 - b. Moderate
 - c. Minimal
- 2. Intensive supervision requires:
 - a. Contacts with the youth are made weekly at a minimum. They are primarily in person in the office or in the community but may also occur by phone on occasion if needed. There must be a minimum of two face to face contacts with youth each month with one being in the home or place of residence.
 - b. Contacts with parents or placements of a youth are made weekly in person, by phone or a combination of both. There must be a minimum of one home visit each month.
 - c. If a youth is involved in an educational, vocational program, or treatment services the Youth Parole Counselor shall contact such program at a minimum of twice a monthly to assess the youth's participation.
 - d. If a youth is employed the Youth Parole Counselor shall verify by pay check stub, direct contact at place of employment or phone contact with the employer a minimum of once per month to verify continued employment. The Youth Parole Counselor shall be aware of the youth's work hours and nature of the employment.
 - e. Youth Parole Counselor's shall test youth for controlled substance usage a minimum of once a month or based on the drug of choice more frequently if indicated.
 - f. Youth Parole Counselors shall inspect cell phones, computers, and any electronic device that may appear to have access to the internet.

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- g. Any exceptions to the above must be approved by a Unit Manager or Chief of Youth Parole.
 - h. All contacts are recorded in UNITY through the case notes window (COM071) as soon as possible but no later than five working days after the contact.
3. Moderate supervision requires:
- a. Contacts with the youth are made at a minimum twice monthly. They may be in person in the office or in the community and may also occur by phone. There must be a minimum of one face to face contact in the home or place or residence each month.
 - b. Contacts with parents or placements of youth are made monthly primarily in person or by phone if necessary.
 - c. If a youth is involved in an educational or vocational program or treatment services, the Youth Parole Counselor shall contact such program a minimum of once per month to assess the youth's participation.
 - d. If a youth is employed the Youth Parole Counselor shall verify by pay stub, direct contact at place of employment or phone contact with the employer a minimum of once per month to verify continued employment. The Youth Parole Counselor shall be aware of the youth's work hours and nature of the employment.
 - e. Youth Parole Counselor's shall test youth for controlled substance usage at a minimum of every sixty (60) days.
 - f. Any exceptions to the above must be approved by a Unit Manager.
 - g. All contacts are recorded in UNITY through the case notes window (COM071) as soon as possible but no later than five working days.
4. Minimum supervision requires:
- a. Contacts with the youth are made at a minimum of one time each month. They may be face to face in the office or in the community. If applicable, youth shall provide documentation of participation in education, employment and / or treatment services.
 - b. Contacts with parents or placements of youth are made monthly in person or by phone.
5. Any exceptions to the above must have the approval of a Unit Manager.
6. All contacts are recorded in UNITY through the case notes window (COM071) as soon as possible but no later than five working days.

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VI. LEVELS OF SUPERVISION – JUVENILE SEXUAL OFFENDERS

1. Juvenile sex offenders on parole status with the Youth Parole Bureau will be maintained on one of two levels of supervision as described in Section H above:
 - a. Intensive
 - b. Moderate

VII. LEVELS OF SUPERVISION – OUT OF STATE PLACEMENTS NOT UNDER SUPERVISION OF ICJ

1. Supervision for youth that are in out-of-state facility placements will be as follows:
 - a. Contacts with the youth are conducted once a month, at minimum.
 - b. Contacts may be over the phone or by video conference.
 - c. Youth Parole Counselors shall request monthly written progress reports.
 - d. Youth Parole Counselors shall contact the parent or legal guardian once a month, at minimum.

VIII. LENGTH OF PAROLE SUPERVISION

1. The actual length of time a youth remains under supervision depends on their compliance with the terms of their Conditions of Parole or Juvenile Sex Offender Conditions of Parole and meeting the goals and objectives that were outlined for them. Length of parole may also be determined by court order.
2. Youth on parole status from another State through Interstate Compact are supervised the same as a Nevada parolee unless otherwise requested by the sending jurisdiction. The actual length of time such a youth remains under supervision is determined by the sending state.
3. Juvenile sex offenders, who fall under NRS 62F, are on parole status for a minimum of three years from the date of their most recent adjudication as a sex offender by a court. Youth sex offenders may be maintained on parole status up to their twenty-first birthday. The actual length of time such a youth remains under supervision depends on their compliance with the terms Juvenile Sex Offender Conditions of Parole and meeting the goals and objectives that were outlined for them.

IX. RESTITUTION AND COMMUNITY SERVICE

1. Youth Parole Counselors are responsible for ensuring that youth under their supervision complete community service and pay restitution that has been ordered by a court or otherwise imposed in the Conditions of Parole and Juvenile Sex Offender Conditions of Parole.

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2. If youth fail to make timely restitution payments or do not work towards the completion of community service, Youth Parole Counselors will staff the matter with a Unit Manager to determine what course of action should be taken.
3. Youth will be responsible for actually making payments for restitution. Unless approved in advance by a Unit Manager, Youth Parole Counselors will not accept money or checks from youth or their parents/guardians to make payments for restitution. If approved by a Unit Manager to accept money or checks, Youth Parole Counselors will provide a receipt to the person giving them the money or check.
4. Youth Parole Counselors will maintain updated records of community service completed and restitution paid by the youth in UNITY through the case notes window on a monthly basis.
5. When completing the termination report, Youth Parole Counselors will include information on the fulfillment of the youth's obligation regarding community service and restitution.

X. VIOLATIONS OF PAROLE

1. All arrests, petitions and alleged violations by a youth of the terms of their Conditions of Parole and Juvenile Sex Offender Conditions of Parole must be investigated immediately.
2. Decisions regarding a youth's detainment or release after an arrest will be based upon the youth's record, the seriousness of the offense, risk to the community, and the circumstances of parole.
3. When preparing a report regarding violations of the terms of the Conditions of Parole and Juvenile Sex Offender Conditions of Parole by a youth, the Youth Parole Counselor will make a recommendation of final disposition and provide supporting justification as to the final action or resolution.
4. All alleged and actual violations of the terms of the Conditions of Parole and Juvenile Sex Offender Conditions of Parole by a youth will be documented in UNITY through the case notes window as soon as possible but no later than seven (7) calendar days after the alleged or actual violation.

XI. REVOCATION OF PAROLE

1. Youth Parole Counselors who are considering revocation of a youth's parole status shall staff the matter with a Unit Manager. If a Unit Manager approves the revocation, the Youth Parole Counselor will present all supporting justifications for the recommendation as well as provide a summary of what alternative intervention measures were utilized or considered to the Case Review Team.

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2. If revocation is approved, the Youth Parole Counselor will file a petition with the appropriate agency, complete all other needed paperwork and prepare the necessary report. The Youth Parole Counselor will request parole revocation by submitting the revocation report to the Unit Manager. The Unit Manager will then staff the revocation at the next available admissions team meeting.

XII. CERTIFICATION

1. In matters where a district or county attorney request certification, upon notification the Youth Parole Counselor will advise their Unit Manager and be responsible for the completion and processing of all paperwork and reports.

XIII. ABSCONDERS

1. A youth is considered to be absconded from parole when he/she has either:
 - a. Left their home or placement with the assumed intent of not returning.
 - b. Failed to return to their home or placement following an authorized leave.
2. Following the determination that a youth is absconded, the Youth Parole Counselor will, within one business day.
 - a. Notify a Unit Manager and the parent, guardian or custodian as well as any assigned service providers.
 - b. Reasonably ensure that an appropriate report is filed with the applicable law enforcement agency and that an event number is obtained.
 - c. Document the situation in UNITY. This will be documented in the Placement/Location Directory (CFS102). For the purposes of UNITY, the youth's current placement will be terminated for reason RUNAWAY and a new placement/location type will be created as RUNAWAY. Placement/location type of ABSCONDER should not be used in UNITY as it is currently a child welfare placement/location type and may affect the case.
 - d. File the necessary petition to obtain an arrest warrant and, when secured, serve it upon the appropriate law enforcement agency if required, following protocols in the local Parole office.
3. Youth Parole Counselors will make monthly and ongoing attempts to locate youth on AWOL status until their apprehension or disposition of the case. Attempts to locate youth on AWOL status shall be documented in UNITY within seven (7) calendar days of the attempt to locate.

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XIV. TERMINATION FROM PAROLE

1. Youth may be recommended to the court for successful or unsuccessful termination from parole status by the Youth Parole Counselor and after consultation with the Unit Manager when they have:
 - a. Complied by the terms of their Conditions of Parole and Juvenile Sex Offender Conditions of Parole and met the goals and objectives outlined for them.
 - b. Reached the statutory age when supervision by the Youth Parole Bureau is no longer allowed.
 - c. Been adjudicated to adult status by a court.
 - d. Failed to comply by the terms of their Conditions of Parole or Juvenile Sex Offender Conditions of Parole, are no longer benefiting from services from the Youth Parole Bureau but have not committed additional crimes to the extent that revocation or other legal action would be warranted.
 - e. Death of the parolee.
2. Five primary areas of adjustment are considered when a recommendation for termination from parole is made. They are:
 - a. Criminal behavior during the period of parole.
 - b. Level of cooperation with the Youth Parole Counselor.
 - c. Living circumstance and conditions.
 - d. School and/or work program.
 - e. Compliance with court orders for restitution and community service.
3. Depending on the youth's over-all performance in the five primary areas of adjustment, they are submitted for termination to the court as either a successful or unsuccessful termination. The Youth Parole Bureau shall develop objective criteria for determining if a termination is successful or unsuccessful.
4. Youth Parole Counselors will prepare a written report containing a recommendation for termination which will include a summary of the youth functioning and progress during the entire period of parole and will note the type of termination. After Unit Manager approval, the Youth Parole Counselor will be responsible for submitting the report to the court of jurisdiction and closing the case in UNITY per local protocols.
5. Cases may also be terminated per court order.

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XV. DOCUMENTATION

UNITY Documentation	
COM071 Case Notes	CFS102 Placement/Location Directory
CFS060 Youth Parole Closure Window	CFS074 Case Plan Directory

XVI. PROCEDURES

The Youth Parole Bureau shall adopt and maintain procedures consistent with this policy including but not limited to case assignments, audits, grievances, parent orientation, family evaluation, violation of parole, and UNITY documentation.