



# Supervision Policy

DIVISION OF CHILD AND FAMILY SERVICES YOUTH PAROLE BUREAU	
<b>SUBJECT:</b>	<b>SUPERVISION POLICY</b>
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<b>SUPERCEDES:</b>	300.01 Supervision Policy (10/1/2016)
<b>REFERENCES:</b>	NRS 62B.340; NRS 62B.390; NRS 62B.625; NRS 62E.525; NRS 62E.710; NRS 62F; NRS 63.780; NRS 62E 505; NRS 62E. 506

## I. POLICY

The Division of Child and Family Services (DCFS) is responsible for juvenile justice services including appropriate facility placement, supervision, and access to services with the goals of rehabilitation, reducing the probability of recidivism, and protecting the community.

## II. PURPOSE

The purpose of this policy is to ensure statewide uniform policy for the placement and supervision of youth while they are in DCFS custody. This policy is 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 DCFS custody.

## III. DEFINITIONS

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

- A. Admissions Team: The team uses the completed Admissions Assessment Report and the Youth Level of Service/Case Management Inventory (YLS/CMI) to identify the appropriate placement and to arrange the date, time, and transportation to that identified facility.
- B. Amended Conditions of Parole: A version of the original conditions of parole amended to reflect specific changes in parole conditions.
- C. Tyler Supervision: Is a secured web-based criminal justice software program that aids in the organization of data and case management based on client and Division needs.

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- D. Case Management: The coordination of services on behalf of committed youth to assess, plan, implement, coordinate, monitor and evaluate the options and services required by each youth to meet their needs.
- E. Case Plan: A comprehensive and individualized plan for each youth that is developed by the state facilities in consultation with youth parole staff (if applicable), 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.
- F. Case Review Team (CRT): A weekly multidisciplinary team meeting attended by youth parole management, state facility and youth parole mental health staff and Youth Parole Counselors to secure clinical and fiscal approval for appropriate services for the youth. The CRT also reviews recommendations for revocations and provides final recommendations.
- G. Certification: As defined in [NRS 62B.390](#), 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.
- H. Child and Family Team Meeting (CFT): A family-driven, youth-centered, collaborative service team, focused on the strengths and needs of the youth and family. The team consists of the youth (as appropriate), parents/guardian, service professionals, and the youth's 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.
- I. Community Service: A sanction that requires an adjudicated youth to perform unpaid work for the community as part of their conditions of parole.
- J. Conditions of Parole (COP): 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
- L. Diverted Youth: A youth who has been committed to the custody of the Division of Child and Family Services for suitable placement as pursuant to NRS 62E.520.
- M. Family: A youth's family is the group of individuals who support a youth emotionally, physically, and financially. A family is defined by its members and each family defines itself. A family can include individuals of various ages who are biologically related, related by marriage, or not related at all.
- N. Furlough: Temporary release of a youth from a correctional facility for a period of time not to exceed ninety (90) days for the purpose of treatment. While a youth is on furlough they are under the supervision of the Chief of the Youth Parole Bureau.
- O. Graduated Response Matrix: A graduated series of sanctions including treatment and services to hold juveniles accountable for their actions, to protect the communities from the effects of juvenile delinquency, and to prevent the youth's subsequent involvement in the juvenile justice system.
- P. Incentive: A reward provided to a youth contingent upon meeting a goal identified in their case plan.

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- Q. 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.
- R. Juvenile Sexual Offender (JSO): Youth adjudicated for a sexual offense.
- S. Massachusetts Youth Screening Instrument-Version 2 (MAYSI-2): A mental health screening tool to assess immediate needs of youth in a secure setting.
- T. Recidivism: A child's tendency to relapse into a previous condition or mode of behavior after the initial intervention of the Juvenile Justice System.
- U. Request to Unit Manager for Parole Revocation: The form completed by the Youth Parole Counselor that outlines the reasons why revocation of parole is being requested.
- V. Restitution: Court ordered compensation for loss, damage or injury.
- W. 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 state facility.
- X. Sanction: A consequence provided to a youth contingent upon failure to meet a goal, or by violating any guidelines set by a youth's case plan or conditions of parole. Sanctions may include additional or re-instated restrictions, or additional support or treatment based on the violation and the youth's risks and needs.
- Y. Special Conditions of Furlough: Standard conditions of parole up to ninety (90) days for youth on furlough.
- Z. 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. Special Conditions of Parole are specific to Juvenile Sexual Offenders (aka JSO COP).
- AA. State Facilities: A facility operated by the state for the detention, treatment, and rehabilitation of youth Summit View Youth Center, the Nevada Youth Training Center, and Caliente Youth Center.
- BB. YLS/CMI: Youth Level of Service/Case Management Inventory (YLS/CMI) is a tool designed to provide an initial estimate of the youth's risks and needs to identify the appropriate level of supervision and response and is to be completed bi-annually to reassess risk. Needs, and supervision level. However, a major event may warrant a reassessment at any time while the youth is in a facility or under supervision of parole.

## **I. PRACTICE GUIDELINES AND PROCEDURES**

- A. Discrimination: 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.

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- 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.
- C. Assignment of Cases, Audits, and Accurate Reporting
  - 1. Each youth committed to DCFS is assigned a Youth Parole Counselor and a Mental Health Counselor, within five (5) days from receiving the court ordered commitment and all relevant documentation.
  - 2. Unit Managers shall audit a representative sample of Youth Parole Counselors for adherence to state statues, policy, and procedure quarterly.
  - 3. Youth Parole Counselors are responsible for updating their caseloads, obtaining reviews and approvals, as required, and all court related documents.
- D. Parole Status: Youth shall be considered on Parole status when they are:
  - 1. Released from a state correctional facility;
  - 2. Placed in an alternative diversion program; or Committed to DCFS by a court but diverted and placed into an alternative 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 shall be advised of their ability to file a written grievance with the Youth Parole Counselor's Unit Manager at the time of the initial contact by the Youth Parole Counselor.
- F. Case Plan
  - 1. DCFS Facility Mental Health Counselors shall develop a preliminary case plan for each youth to include measurable goals and objectives, accountability, and treatment needs.
  - 2. The preliminary case plan shall be finalized within 30 days of the youth's arrival at the DCFS Facility.
  - 2. DCFS Facility staff, Youth Parole Counselors, the youth, and parents/guardians shall jointly develop the case plan.
  - 3. The Case Plan will follow the Standard Operating Procedure (SOP) for Case Plans to include signatures, deadlines, and documentation.

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## G. Conditions of Parole (COP)

1. Youth Parole Counselor is responsible for preparing and completing a written COP (Standard, Amended, or Special) for each youth they are assigned to supervise.

a. Youth Parole Counselors will follow the SOP for completing COPs.

## H. Case Management

### 1. Initial Preparation

a. Youth Parole Counselors shall meet with newly committed youth in detention, within 14 days after being assigned the case, prior to the youth's transport to a state facility.

b. Youth Parole Counselors will meet with the Parent/Guardian within 14 days of being assigned the case to begin family engagement and case planning.

c. Youth Parole Counselors will follow the SOP for completing the Detention Initial Visit and Family Home Initial Visit.

## I. Reentry Planning

1. Reentry Planning begins the day the youth arrives at the state facility.

2. Youth Parole Counselors shall maintain contact with youth, parent or guardian and facility staff while the youth is in the facility, to include attending CFTs monthly.

3. Youth Parole Counselors shall provide referrals for appropriate services such as vocational rehabilitation, family counseling, substance abuse counseling and mental health services as available and needed.

## J. Responsiveness/Emergency Procedures

### 1. Notification

a. When a Unit Manager (UM) is notified of any emergency or after-hours situation, the UM will immediately notify the assigned Youth Parole Counselor (YPC) who will serve as the lead in coordinating and responding to emergency or after-hours situation.

1. The UM will immediately notify the Chief of Parole.

b. When a Youth Parole Counselor (YPC) is notified directly of any after hours or emergency situations, they will immediately notify their assigned UM.

### 2. Documentation

a. The assigned YPC will be responsible for documentation of the situation.

### 3. Communication

a. The Chief of Parole is responsible for communicating with the Deputy Administrator.



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## K. Contacts

1. The Youth Parole Counselor shall contact the youth as required based on their level of supervision.
2. Youth Parole Counselors shall contact community agencies and education programs that are involved with youth under their supervision. The frequency and type of contact shall be made according to the supervision plan set forth for the youth.

## L. Determining Levels of Supervision

1. The level of supervision shall be determined by the YLS/CMI.
2. All youth shall be placed on Intensive Supervision for the first thirty (30) days of parole
3. A Youth Parole Counselor will conduct an updated YLS/CMI to determine the level of supervision within 45 days of their parole. And every 6 months after or as often as needed based on the individual's performance.

## M. Levels of Supervision

1. Youth on parole status with the Nevada Youth Parole Bureau shall be maintained on one of three levels of supervision. The levels of supervision are as follows (YLS/CMI states supervision levels):
  - a. Intensive (YLS/CMI High and Very High)
  - b. Moderate (YLS/CMI Moderate)
  - c. Minimum (YLS/CMI Low)

## N. Levels of Supervision – Juvenile Sexual Offenders

1. Juvenile sex offenders shall be supervised in one of the following categories (YLS/CMI states supervision levels):
  - a. Intensive (YLS/CMI High and Very High)
  - b. Moderate (YLS/CMI Moderate and Low)

## O. Levels of Supervision – Out of State Placements Not Part of ICJ

1. Supervision for youth that are in out-of-state facility placements will follow the SOP for supervision.

## P. Length of Parole Supervision

1. The length of time a youth is under supervision will be determined by compliance and progress.

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2. Youth on parole status from another state through Interstate Compact are supervised under the same guidelines as a Nevada parolee unless otherwise requested by the sending jurisdiction. The length of time an Interstate Compact youth remains under supervision is determined by the sending state.
3. Juvenile sex offenders, per [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 juvenile court. Juvenile sex offenders may be on supervision up to their twenty-first birthday. The length of time a juvenile sex offender is under supervision after completing the above will be determined by the SOP.

## Q. Restitution and Community Service

1. Youth Parole Counselor is responsible for ensuring that youth under their supervision complete community service and pay restitution that has been ordered by a juvenile Court.

## R. Incentives

1. An incentive program shall be used to encourage youths' compliance with court ordered community service, restitution, and the conditions of parole.

## S. Violations of Parole

1. All arrests, petitions, and alleged violations of conditions of parole must be investigated upon discovery.
2. Youth Parole Counselors will respond to each violation based upon the SOP.

## T. Revocation of Parole

1. The Chief of the Youth Parole Bureau may recommend a parole revocation to the juvenile Court if the Chief or their designee has determined that:
  - a. Per NRS 62E. 505 that:
    - i. Appropriate alternatives that could meet the needs the child do not exist or were previously used to attempts to meet such needs and proved unsuccessful; and
    - ii. The child poses a public safety risk based on the child's risk of reoffending, as determined by a risk assessment conducted pursuant to NRS 62E. 506, any history of delinquent and the seriousness of the offense committed by the child.
2. The Chief of the Youth Parole Bureau may not recommend to the juvenile court that a child's parole be revoked and that the child be committed to a facility if the superintendent of the facility determines that:
  - a. There is not adequate room or resources in the facility to provide the necessary care;
  - b. There is not adequate money available for the support of the facility; or
  - c. The child is not suitable for admission to the facility.

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## U. Certification

1. If the District Attorney files a motion to certify the youth to adult status, then the Youth Parole Counselor shall prepare or obtain the following documentation:
  - a. Any evaluations or tests ordered by the Court, and
  - b. Certification Report

## V. Absent Without Leave (AWOL)

1. A Youth Parole Counselor will follow the SOP once a youth has been determined to be AWOL to include:
  - a. Notification of all needed parties.
  - b. Documentations
  - c. Attempts to locate.

## W. Termination from Parole

1. Youth shall be terminated from Youth Parole supervision when they have:
  - a. Reached the statutory age (21) when the Juvenile Court and Youth Parole no longer have jurisdiction;
  - b. An order from the Court has ordered termination;
  - c. Determined appropriate based on the SOP;
  - d. Died.
2. Youth Parole Counselor shall prepare a written report containing a recommendation for termination and obtain necessary approvals, as required.

## X. Standard Operating Procedures

1. The Youth Parole Bureau shall develop Standard Operating Procedures consistent with this policy.