

Court

Division of Child and Family Services (DCFS)
Juvenile Justice Services (JJS)
Statewide Policy

POLICY NUMBER:	DCFS/JJS 100.20
EFFECTIVE DATE:	February 15, 2024
APPROVED BY:	Sharon Anderson, Deputy Administrator – DCFS 
DATE:	02/07/2024
SUPERSEDES:	New Policy
REFERENCES:	Nevada DHHS Division of Child and Family Services Personnel Policy and Procedure Manual 230.6
ATTACHMENTS:	None

I. SUMMARY

The Division of Child and Family Services (DCFS), Juvenile Justice Services (JJS), shall utilize a consistent process for staff representation of DCFS recommendations when attending court. State statutes and DCFS regulations provide for required codes of conduct for employees in their relationships with DCFS program participants. These regulations are for the protection of the public, the Division, and its employees. As such, it is imperative DCFS JJS employees know and adhere to these requirements.

II. PURPOSE

Establish how DCFS JJS employees shall prepare for and conduct themselves in court appearances. Since public services are supported by taxes, the activities of persons engaged in public service are subject to a closer scrutiny than those of their counterparts in private enterprise. Also, since the majority of the taxpayers receive no direct benefit from DCFS services, which is in contrast to fire departments and public schools, the Division is under closer scrutiny than many other public service agencies. Because of this, DCFS JJS employees must maintain high standards of professional behavior and appearance at all times. These high standards apply to all relationships with clients, other staff members, community contacts, and professional organizations, including court officials, and court appearances.

III. DEFINITIONS

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

- A. Division of Child and Family Services (DCFS) Juvenile Justice Services (JJS) Employees: For purposes of this policy, reference to Youth Parole Bureau staff and juvenile justice facility staff as required.

IV. PRACTICE GUIDELINES AND PROCEDURES

- A. DCFS JJS employees are the Division's representatives and spokespersons for JJS involved youth. DCFS JJS employees must abide by the Division's policies and procedures.
1. Without prior approval, DCFS JJS employees should not discuss the shortcomings of the Division with clients, service providers, stakeholders, or the community. This includes court staff when not on the official court record.
 2. DCFS JJS employees must inform the appropriate supervisory staff, and/or Administration in the Division of perceived problems using their chain of command.
 3. DCFS JJS employees should ensure clear and consistent messages are provided to clients, service providers, stakeholders, the court, and the community. DCFS JJS employees should not contradict other DCFS staff in public.
- B. Status Check/Review Hearings (Not Mandated by Statute)
1. The Deputy Administrator, or their designee must approve any DCFS JJS initiated motion for a non-statutorily mandated status check, review hearing or the like, prior to the matter being requested to be placed on the court calendar.
 2. Cases involving additional DCFS agencies, and/or programs, must be staffed with said agencies and/or program prior to requesting approval from the Deputy Administrator, or their designee pursuant to subsection 1.
 - a. A consensus among all DCFS agencies and/or programs shall be reached prior to requesting approval from the Deputy Administrator and prior to the case being placed on calendar.
 - i. Should a lack of consensus be reached, the case shall be referred to the respective Deputy Administrator(s) for review and direction.
 3. If necessary, the Deputy Administrator or designee shall consult the Deputy Attorney General (DAG), District Attorney (DA), Public Defender (PD), Alternate Public Defender (APD) and other court personnel.
 - a. Any designee must have Deputy Administrator approval in writing prior to said consults.
- C. Court Hearings (Mandated by Statute)
1. Cases that involve additional DCFS agencies, and/or programs, must be staffed with said agencies and/or program prior to said hearing.
 - a. A consensus among all DCFS agencies and/or programs about what will be represented shall be reached prior to the hearing.
 - i. Should a lack of consensus be reached, the case shall be referred to the respective Deputy Administrator(s) for review and direction.

Court

2. If necessary, the Deputy Administrator or designee shall consult the Deputy Attorney General (DAG), District Attorney (DA), Public Defender (PD), Alternate Public Defender (APD) and other court personnel.
 - a. Any designee must have Deputy Administrator approval in writing prior to said consults.

D. Court Preparation

1. Prior to a scheduled non-statutorily mandated status check, review hearing or the like, the Youth Parole Bureau (YPB) shall prepare a summary of what will be presented to the Court.
 - a. The prepared summary shall be completed no later than two business days prior to said hearing.
 - i. A copy of the prepared summary shall be provided to all involved DCFS agency employees and program staff to include the DAG, and respective Deputy Administrator(s).
2. Prior to all statutorily mandated court hearings, the YPB shall prepare the court report or summary of what will be presented to the court.
 - a. The prepared court report or summary shall be completed no later than 2 business days prior to said hearing.
 - i. A copy of the prepared court report or summary shall be provided to all involved DCFS agency employees and program staff to include the DAG, and respective Deputy Administrator(s).
 - b. The YPB shall provide the appropriate virtual link for the scheduled hearing to all involved DCFS agency employees and program staff to include the DAG, and respective Deputy Administrator(s), no later than 24 hours prior to said hearing.

E. Court Documentation

1. The YPB shall document all hearing activities in the DCFS web-based case management system.

V. STANDARD OPERATING PROCEDURES

- A. This policy shall serve as Youth Parole Bureau and facility Standard Operating Procedures.
- B. This policy shall be reviewed every two years or sooner if deemed necessary.