


---

# Court Coverage

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

<b>POLICY NUMBER:</b>	DCFS/JJS 600.02
<b>EFFECTIVE DATE:</b>	April 29, 2022
<b>APPROVED BY:</b>	Dr. Domonique Rice, Deputy Administrator – DCFS
<b>SUPERSEDES:</b>	DCFS JJS 5.00.16 Youth Parole Bureau Court Coverage effective August 12, 2019
<b>APPROVED BY:</b>	Dr. Cindy Pitlock, Administrator – DCFS 
<b>DATE:</b>	04/29/2022
<b>REFERENCES:</b>	
<b>ATTACHMENTS:</b>	Attachment A: Court Observation Sheet (Supervisory Review Document)

## I. SUMMARY

The Division of Child and Family Services (DCFS), Juvenile Justice Services, shall utilize a consistent process for staff representation of DCFS recommendations when attending court.

## II. PURPOSE

This policy establishes how DCFS Youth Parole Bureau staff shall prepare for and conduct themselves in Court appearances.

## III. DEFINITIONS

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

A. 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.

B. Unit Manager: Supervisory youth parole staff.

## IV. PRACTICE GUIDELINES AND PROCEDURES

A. Ensuring Court Coverage

1. Scheduled court hearings shall be reviewed daily in the morning briefings.

## Court Coverage

---

2. It is each Youth Parole Counselor's (YPC) responsibility to ensure a representative from the DCFS Youth Parole Bureau (YPB) attends each court hearing for youth on their caseload, and that person has the information needed to adequately represent the DCFS YPB updates and recommendations to the court.
3. Unit Managers may determine that coverage of a court case requires additional DCFS staff to fully represent DCFS' position on any case. In such a case, the Unit Manager shall assign additional staff as necessary.

### B. Court Appearance

1. All DCFS YPB staff are expected to follow:
  - a. The guidelines for all court appearances
  - b. The Department of Health and Human Services (DHHS) DCFS's Personal Appearance Policy when attending court
2. Casual dress days do not apply to court.
3. YPB staff are expected to arrive at the courthouse no later than 15 minutes prior to the set hearing time for all in-person hearings. For video hearings, YPB staff are to be signed in no later than 5 minutes prior to the set hearing time.
4. Unit managers shall complete Attachment A: Court Observation Sheet, when observing court in a supervisory capacity.

### C. Court Preparation

1. Prior to each court hearing, YPB staff attending court must be prepared to adequately present recommendations to the court. Preparation may include, but is not limited to:
  - a. Review case file of each youth the YPB staff is expected to cover.
  - b. Receive updates from the youth, family, case workers, and/or service providers.
  - c. Ensure any and all activities that were required from the last court hearing are completed or updates are prepared for the court.
  - d. Contact attorneys on the case to be aware of any key issues expected to be discussed during the hearing.
2. The YPB staff who attend court must have accurate knowledge of the following information:
  - a. Current physical placement
  - b. Relevant Youth Level of Service (YLS) information relating to risk level and services
  - c. Current case plan
  - d. Compliance with substance abuse treatment, mental health counseling, medication management, employment, educational programming, and Juvenile Sex Offender treatment, if applicable
  - e. Relevant family factors impacting youth performance on parole, including level of family engagement
  - f. Current list of treatment providers and progress in treatment

## Court Coverage

---

- g. Education status
  - h. The nature of the offense for which the youth is on parole
  - i. The nature of the offense or offenses with which the youth is newly charged, if any
  - j. The likelihood of the youth's and parent's appearance at the next hearing if not held in custody (if applicable)
  - k. Recommendations of the assigned YPC
  - l. If revocation is being recommended, sufficient information to make representations as required by NRS 63.780
  - m. Any additional information helpful to make recommendations and representations to the court
3. Unit Managers who shall be attending court in a supervisory capacity may review any prior completed Court Observation Sheets.
  4. Residential Services – courts requesting facility representation or youth presence for youth housed in a DCFS facility:
    - a. Parole shall notify the designated Residential Services Court Liaison, who shall then coordinate with the youth's facility caseworker for facility representation and youth presence.

### D. Court Documentation

1. YPCs are expected to provide documentation of the case's observed in court in a manner identified in the YPB SOP.

## V. COURT APPEARANCE MONITORING

### A. Required Monitoring

1. The Chief of the Youth Parole Bureau shall be responsible for ensuring Unit Managers observe each of the YPCs they supervise in court at least bi-annually.
  - a. Observation shall be documented on the Court Observation Sheet (Attachment A).
2. Trends in court performance shall be reviewed by YPB leadership bi-annually and additional training or changes to practice shall be implemented as needed.
3. Observation may occur in person or by viewing recorded court proceedings.
  - a. Observation should note YPC performance related to:
    - a. Representing the case and answering the court's questions
    - b. Responsiveness to court or stakeholder questions and concerns
    - c. Problem solving
    - d. Professionalism
    - e. Proper preparation and documentation

- B. Upon complaint by any court stakeholder of a YPC court performance, the supervisor shall observe the YPC in court at the next hearing in which they appear and review the recorded court proceedings which triggered the complaint immediately.

## Court Coverage

---

1. The findings shall be used to provide the YPC with feedback, adjustments to their presentation and additional training as necessary.

### **VI. STANDARD OPERATING PROCEDURES**

- A. The Youth Parole Bureau shall create Standard Operating Procedures consistent with this policy, to include:
  1. Creation and placement of a court schedule for all YPB offices/staff when applicable depending on jurisdiction.
  2. The supervisory review cycle of court observations, including completion of the Court Observation Sheet, and how results may be used for quality improvement.
  3. The coordination with facilities for information needed for court.
  4. The communication of sensitive information with relevant parties.
  5. Documentation requirements of staff covering cases.
- B. This policy shall be reviewed annually.