

**STANDARDS GOVERNING
SPECIALIZED INTENSIVE PROBATION SERVICES
FOR DRUG AND ALCOHOL OFFENDERS**

- I. The Specialized Intensive Probation Officer shall have a caseload size of no more than fifteen (15) juveniles.
- II. Juveniles must be assigned to specialized intensive probation supervision under this program on the basis of objective criteria which have been reduced to writing and approved by the Court.
- III. The caseload may include the following types of clients:
 - a) Juveniles referred on the basis of a violation of the Controlled Substance, Drug, Device and Cosmetic Act;
 - b) Juveniles who were under the influence of drugs or alcohol at the time of their offense;
 - c) Juveniles who have a history of drug/alcohol abuse;
 - d) Juveniles whose assessment indicates that they are at risk of drug/alcohol abuse; or
 - e) Juveniles upon whom the Court has imposed a condition of drug/alcohol treatment or urinalysis testing.
- IV. Each juvenile assigned to specialized intensive probation supervision must have three (3) face-to-face contacts per week with the Specialized Intensive Probation Officer, at least one (1) of which must occur on weekends or otherwise outside normal office hours. After six (6) weeks of satisfactory adjustment to probation, this level of service may be reduced to two (2) face-to-face contacts per week, at least one (1) of which must occur outside normal office hours. After twelve (12) weeks, the level of service may be reduced, if warranted, to one (1) weekly face-to-face contact. All such reductions shall be approved by the Chief Juvenile Probation Officer, or designee, and shall be noted in the case record, together with the rationale for the reduction in service.
- V. There must be a minimum of one (1) contact per week with the parent(s) or guardians(s) of each juvenile assigned to specialized intensive probation supervision. (A contact is defined as a face-to-face meeting, or a telephone contact.) However, a face-to-face meeting between the Specialized Intensive Probation Officer and the parent(s) or guardian(s) of the juvenile must occur at least once every two weeks.
- VI. There must be a minimum of one (1) contact every two (2) weeks with the juvenile's school, other social service providers, employer, and significant others, if appropriate. (A contact is defined as a face-to-face meeting, a telephone contact, or written report.)

- VII. An intensive probation supervision plan, which provides balanced attention to the protection of the community, the imposition of accountability for offenses committed, and competency development must be developed by the Specialized Intensive Probation Officer and approved by the Chief Juvenile Probation Officer, or designee, within ten (10) work days after a case is assigned to specialized intensive probation supervision.
- VIII. The specialized intensive probation supervision plan must be reviewed on a monthly basis by the Specialized Intensive Probation Officer and the Chief Juvenile Probation Officer, or designee. The review will be utilized to determine progress toward achieving the goals and objectives set forth in the treatment plan and to determine whether modification to the plan may be appropriate.
- IX. Courts or probation departments which utilize urinalysis testing with juvenile offenders must develop a written policy approved by the Court regarding such testing. The policy must, at a minimum, detail the circumstances under which testing may occur, the types of offenders who may be tested, who may conduct the tests, procedures governing a chain of custody of urine samples which will ensure confidentiality, and certainty of specimen ownership; the provision of results, both positive and negative, to the person being tested; the forewarning to offenders being tested of the possible sanctions for and ramifications of positive results; and a method for confirming a positive test result in cases where a juvenile denies drug use.
- X. A chronological record of all contacts shall be maintained and include, at a minimum: the name of the person contacted; the title/relationship of this person; the date of the contact; the time of the contact; the location of the contact (school, home, etc.); the type of contact (face-to-face, telephone, etc.); and a summary of the contact.
- XI. Specialized intensive probation supervision under this program should normally be provided for a minimum of six (6) months to a maximum of twelve (12) months.