

STANDARDS GOVERNING INTENSIVE PROBATION SERVICES

- I. The Intensive Probation Officer shall have a caseload size of no more than fifteen (15) juveniles who have been adjudicated delinquent, and who would otherwise receive placement services or require more intensive supervision than provided by traditional probation supervision.
- II. Each juvenile assigned to intensive probation supervision must have three (3) face-to-face contacts per week with the supervising 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.
- III. There must be a minimum of one (1) contact per week with the parent(s) or guardian(s) of each juvenile assigned to 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 Intensive Probation Officer and the parent(s) or guardian(s) of the juvenile must occur at least once every two weeks.
- IV. 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.)
- V. 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 Intensive Probation Officer and approved by the Chief Juvenile Probation Officer, or designee, within ten (10) work days after a case is assigned to intensive probation supervision.
- VI. The intensive probation supervision plan must be reviewed on a monthly basis by the 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 plan and to determine whether modification to the plan may be appropriate.
- VII. 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.
- VIII. Intensive probation supervision under this program should normally be provided for a minimum of six (6) months to a maximum of twelve (12) months.