



**DEPARTMENT OF CORRECTIONS  
PROBATION AND PAROLE DIVISION  
OPERATIONAL PROCEDURE**

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| Procedure No.: PPD 6.1.202  | Subject: <b>YOUTH PAROLE ORIENTATION</b> |  |
| Reference: 52-5-126, MCA; 52-5-127, MCA<br>Applicable ACA Standards: 2-7131     | Page 1 of 3                              |  |
| Effective Date: 04/06/18  | Revised:                                 |  |
| Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator |  |  |

**I. PURPOSE:**

Juvenile Parole Officers will perform quality case management services. This procedure outlines the parole orientation meeting as the first formal contact with the youth in the community after release from a youth correctional facility.

**II. DEFINITIONS:**

**Case Plan/Progress Review** – A specific and individualized plan developed to guide the Parole Officer’s approach to supervising youth. The Case Progress Review is built upon the youth correctional facility case plan. The plan includes goals and objectives with projected completion dates.

**Ohio Youth Assessment System (OYAS)** – A standardized and validated evidence-based instrument used to assess the probability of a youth recidivating and to identify risk factors and criminogenic needs to assist service providers in prioritizing appropriate programming and ensuring efficient allocation of resources.

**PPD-Probation and Parole Division** – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, prerelease, and treatment services.

**III. PROCEDURES:**

**A. PAROLE ORIENTATION**

1. The Parole Officer (PO) that directly supervises a youth must meet with the youth and parent/guardian/custodian/representative within 24 hours of placement, excluding weekends and holidays. This includes youth who are transferring from other parole regions or locations.
2. If the youth is being placed with an out-of-home placement provider:
  - a. The placement provider representative will be present for the parole orientation meeting and will sign the *PPD 6.1.202(A) Youth Parole Orientation Checklist* as the placement provider.
  - b. The PO will contact the parent/guardian/custodian/representative as soon as possible after the orientation.
    - i. The documents and details in the *Youth Parole Orientation Checklist* are reviewed with the parent/guardian/custodian/representative and his/her signature is requested.
    - ii. If the parent/guardian/custodian/representative refuses to sign this form, the PO will indicate this in the signature line.
3. All documents and details in the *Youth Parole Orientation Checklist* are reviewed with both youth and parent/guardian/custodian/representative at the parole orientation meeting.
  - a. The review will include:

|                                   |                                |             |
|-----------------------------------|--------------------------------|-------------|
| Procedure No.: 6.1.202            | Chapter: Community Corrections | Page 2 of 3 |
| Subject: YOUTH PAROLE ORIENTATION |                                |             |

- i. *YSD 6.1.208(F) Youth Parole Agreement* is reviewed, signed, and dated;
  - ii. the specific points listed under each section, which includes reviewing and signing additional documents as listed in the checklist when applicable:
    - 1) Home Agreement;
    - 2) Duty to Register Letter for sexual or violent offenders;
    - 3) Relapse Prevention Plan;
    - 4) *PPD 6.1.202(B) Notification of Search*;
    - 5) *PPD 6.1.206(A) Youth Restitution Agreement*; and
    - 6) Other appropriate documents.
  - iii. the basic content from *PPD 6.3.103 Youth Interventions* to ensure both youth and parent/guardian/custodian/representative are aware of graduated intervention options including interventions and revocation.
- b. The significance of case planning and setting goals and objectives for change will be emphasized with the youth and his/her parent/guardian/custodian/representative, and the following will be reviewed:
- i. The most recent OYAS assessment:
    - 1) the seven (7) risk/needs factors influencing delinquent behavior will be reviewed as measures of change;
    - 2) that an updated OYAS assessment will be completed every six (6) months; and
    - 3) the youth's and parent/guardian/custodian/representative's participation and input are valuable and is requested.
  - ii. The current *PPD 6.1.204(A) Youth Case Plan/Progress Review*:
    - 1) the case plan goals and objectives are direct results of the OYAS assessment;
    - 2) any changes to these goals and objectives will be reviewed;
    - 3) an updated Case Plan/Progress Review will be completed every three (3) months;
    - 4) the youth's and parent/guardian/custodian/representative's participation and are valuable and is requested; and
    - 5) the PO, youth, and parent/guardian/custodian/representative sign the document.
  - iii. The PO confirms address and contact numbers for both the youth and parent/guardian/custodian/representative, as well as making sure that the youth and parent have contact information for the PO and all reentry team members.
  - iv. The PO emphasizes the partnership and communication plan involving the parent/guardian/custodian/representative.
- c. The PO shows the youth the *YSD 6.2.101(D) Placement Change Notification* that will be mailed to his/her parent/guardian/custodian/representative. If present, a copy of this is given to the parent/guardian/custodian/representative.
- d. The PO reviews the *Medication Information Form* from the youth correctional facility and discusses the parental and/or youth care facility's responsibility to ensure proper ongoing healthcare and to ensure medication monitoring occurs.
- e. The PO reviews *PPD 3.3.300 Offender Grievance Program* with the youth and parent/guardian/custodian/representative:
- i. The PO emphasizes the requirement for all grievances to first be resolved directly with the PO. If resolution is not possible at this stage, a grievance may be submitted.
  - ii. The PO gives a copy of the *PPD 3.3.300 Offender Grievance Program* and all applicable forms to the youth and parent/guardian/custodian/representative.
- f. A picture of the youth is taken and uploaded into YMS within three (3) days.
- g. The youth and parent/guardian/custodian/representative sign and date *PPD 6.1.202(A) Youth Parole Orientation Checklist*. A copy is given to both.

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|-----------------------------------|--------------------------------|-------------|
| Procedure No.: 6.1.202            | Chapter: Community Corrections | Page 3 of 3 |
| Subject: YOUTH PAROLE ORIENTATION |                                |             |

**IV. CLOSING:**

Questions concerning this procedure should be directed to the immediate supervisor.

**V. FORMS:**

PPD 6.1.202 (A) Youth Parole Orientation Checklist

PPD 6.1.202 (B) Notification of Search