



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

| | | |
|--|--|--|
| Procedure No.: PPD 6.2.104 | Subject: YOUTH PLACEMENT COMMITTEES | |
| Reference: 41-5-121, MCA; 41-5-122, MCA; 41-5-124, MCA; 41-5-125, MCA; 41-5-2005, MCA | Page 1 of 2 | |
| Effective Date: 03/15/18 | Revised: 08/13/18 | |
| Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator | | |

I. PURPOSE:

Juvenile Parole Officers are mandatory attendees at youth placement committee meetings in every judicial district in Montana. Officers will responsibly represent the interest and philosophy of the Department of Corrections.

II. DEFINITIONS:

None.

III. PROCEDURES:

A. YOUTH PLACEMENT COMMITTEE PROCESS

1. Pursuant to §41-5-121, MCA, the Director of the Department of Corrections shall appoint juvenile Parole Officers (PO) to youth placement committees according to:
 - a. the PO's qualifications;
 - b. the costs involved in the PO's attendance at youth placement committee meetings; and
 - c. the location of the PO's home in relation to the location of the youth placement committee.
2. To request the appointment of a PO, a POII will complete *PPD 6.2.104(A) Request for YPC Appointment* and *PPD 6.2.104(B) Appointment to YPC* and forward both by email to the Director's Executive Assistant for the Director's review and signature:
 - a. *PPD 6.2.104(A) Request for YPC Appointment*: Complete all fill-in sections.
 - b. *PPD 6.2.104(B) Appointment to YPC*: Complete the following fill-in sections: "Parole Officer Name and Address"; "Judicial Districts"; "Counties"; "Dear"; and "cc:".
 - c. *PPD 6.2.104(B) Appointment to YPC* is returned by email to the POII, PO, and the Chief Probation Officer of each judicial district.
3. POs will:
 - a. be familiar with the statutes relating the composition, duties, confidentiality, and process of youth placement committees;
 - b. maintain contact and communication with youth court services in their judicial districts regarding appropriate times/places for the committee meetings;
 - c. review written referral information received at or prior to the committee meetings;
 - d. attend the committee meetings; and
 - e. ensure that an alternate member (another PO) can attend the committee meetings in the POs absence, when possible.

| | | |
|-------------------------------------|---|-------------|
| Procedure No.: 6.2.104 | Chapter: Community Corrections and Youth Services | Page 2 of 2 |
| Subject: YOUTH PLACEMENT COMMITTEES | | |

B. REPRESENTATIVE OF DEPARTMENT OF CORRECTIONS

1. Parole Officers are representatives of the Department at youth placement committee meetings. Knowing that one alternative for placement is a youth correctional facility, POs need to be familiar with current:
 - a. population reports from youth correctional facilities;
 - b. programs and services available at youth correctional facilities;
 - c. statutes regarding youth court commitments to youth correctional facilities, including, but not limited to:
 - 1) commitments that involve youth with misdemeanor offenses only (§41-5-1513, MCA);
 - 2) commitments involving youth with one or more offenses that were transferred to district court (§41-5-206, MCA);
 - 3) commitments that have been prosecuted under the extended jurisdiction prosecution act (§41-5-1602, MCA); and
 - 4) commitments that have been or will be transferred for adult probation/parole supervision (§41-5-208, MCA); and
 - d. placement options for youth.
2. POs will dissent at youth placement committee meeting votes when a referred youth is not appropriate for placement in a youth correctional facility.
 - a. Youth are not appropriate for youth correctional facility placements when they:
 - 1) do not meet the statutory requirements;
 - 2) do not possess the intellectual capability to progress through the cognitive-behavioral program at a youth correctional facility; or
 - 3) have severe mental health issues that will significantly impact them from making progress in a youth correctional facility due to their need for intensive medical, psychiatric, and/or mental health services.
 - b. Due to mental health placements sometimes becoming necessary directly from a youth correctional facility, POs will make every effort to reduce the likelihood of this happening by thoroughly screening these youth during youth placement committee meetings.

IV. CLOSING:

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

V. FORMS:

- PPD 6.2.104 (A) Request for YPC Appointment
- PPD 6.2.104 (B) Appointment to YPC