



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

Procedure No.: PPD 6.4.202	Subject: YOUTH PAROLE VIOLATION REPORT
Reference: 52-5-129, MCA; 20.9.302 ARM; 20.9.308 ARM Applicable ACA Standards: 2-7157	Page 1 of 6
Effective Date: 02/20/18	Revised:
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator	

I. PURPOSE:

Parole Officers will utilize a standard form for reporting youth progress to supplement violation information on youth that are recommended to return to youth correctional facilities.

II. DEFINITIONS:

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. *PPD 6.4.202(A) Youth Parole Violation Report* will be completed prior to an on-site hearing or the signing of a waiver on every youth who is recommended for return to a youth correctional facility.

B. The *Youth Parole Violation Report* is comprised of the following complete, specific, and concise information:

1. Legal History:

a. Youth Court commitment:

- i. county and judicial district of commitment;
- ii. committing offenses;
- iii. date of commitment;
- iv. maximum age of commitment;
- v. other specific orders/recommendations from the commitment order; and
- vi. list revocation information.

vii. **EXAMPLE:** *On 7/4/2011, John was committed to the Department of Corrections by the Honorable Judge Layth E. Smackdown, 95th Judicial District Youth Court, Watertown County. He was committed to Hampton Beach Youth Correctional Facility (HBYCF) until age 18 or sooner released. John's committing offenses were Burglary (F), Theft (M), Criminal Mischief (F), and Obstructing a Peace Officer (M). He was ordered to pay \$805 in restitution and to successfully complete the chemical dependency program at PHYCF.*

2. Placement History:

- a. List placements and dates since last release from a youth correctional facility.

3. Alleged Parole Violations:

- a. Only list significant victim impact regarding any alleged violation; and
- b. List the violations that will result in restitution and the estimated restitution amount for each.

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- c. *EXAMPLE: There was reportedly \$350 taken from the Cool Hand Pizza Parlor in Watertown. This money has not been returned to date. The owner of this business, Mr. Herbert Watkins, reports that his business is currently slow and the loss of \$350 will make it difficult to pay his current employees. He is requesting that every possible step be taken to have this amount paid back to him as soon as possible.*
4. Progress on Parole Supervision:
- a. Case Plan Goals and Objectives:
- i. List all OYAS assessment dates/total score/supervision levels since the most recent placement at a youth correctional facility;
 - ii. Describe the youth's overall progress made in his/her specific case plan goals and objectives while on parole supervision; and
 - iii. Summarize the youth's level of commitment and motivation to adhere to his/her case plan and parole requirements.
 - iv. *EXAMPLE: John was assessed at moderate supervision (score of 12) on the OYAS Residential Tool Assessment on 12/2/2012. He was reassessed with the OYAS Reentry Tool 30 days before his release from PHYCF (score of 11). John's case plan goals/objectives focused on the following:*
 1. *Family and Living Arrangements: John regressed in his relationship with his mother during the time he was in group home placement. He reports that his mother did not maintain contact with him during this time and he was often stressed out about his mother's health.*
 2. *Substance Abuse, Mental Health, and Personality: John did not attend substance abuse counseling with Darin DeFunk, at all. He also continued to maintain that he does not have a drug problem, so he shouldn't have to go to counseling. He intends on waiting for the day that all drugs are made legal and then there would be no problem.*
 3. *Peers and Social Support Network: John continued to associate with known drug users and dealers despite the cautions from his parole officer, the school counselor, and substance abuse counselor.*
5. List the youth's comments and beliefs about his/her own progress toward accomplishing specific case plan goals and objectives.
6. Home and/or Other Placements:
- a. Detail the youth's level of compliance at each placement;
 - b. Include the strengths and weaknesses of the parents and/or placement providers and the youth's responses to each;
 - c. Summarize the abilities of the parents and/or placement providers to support, guide, supervise, and discipline the youth;
 - d. Summarize the extended family and/or community's involvement or response to the youth's home or other placement;
 - e. Describe the level of structure that was provided for the youth;
 - f. Describe the relationship and attitude of the youth toward parents and/or authority/parent figures; and
 - g. Document the level of cooperation by the parents and/or placement provider with POs and other professionals
 - h. *EXAMPLE: John was initially placed with guide home parents who own a 3-bedroom, 2000 square feet, ranch style home. On 2/7/2012, a home agreement was signed by John and the*

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guide home parents to assist them in handling stressful situations, setting limits and boundaries, and enforcing violations. John refused to follow most of the guide home rules, his curfew, and the dating guidelines. John wanted to be able to date anyone he wanted, including a 14-year-old female currently on juvenile probation supervision. Through many attempts to get him to comply with parole and guide home rules, John continued to violate them. The guide home parents' expectations were appropriate, and they communicated well with John and his parole officer. They went well beyond the call of duty in time and efforts to support him. John reported that he liked the guide home parents, but he just didn't like their rules.

On 6/3/12, the re-entry team, including the guide home parents, met and agreed that John would not return to the guide home. Subsequently, on 6/9/2012, John was placed at the Juvenile Transition Center (JTC). While residing at the center, John had a hard time with other youth making fun of him and he got caught up in a lot of horseplay. John seemed to have poor conflict resolution skills and was quick to get into fights with others who disagreed with his views. John claimed that he was more mature than his peers.

7. Education/Employment:

- a. Include the names and types of schools attended and the youth's overall adjustment to each school;
- b. Identify whether the youth received special education services;
- c. Identify the youth's grade level and number of high school credits reported by the school as well as whether the youth is on track toward graduation or HiSET;
- d. Identify youth's progress in OYAS education and employment risk areas:
 - i. truancy/expulsions;
 - ii. effort in school; and
 - iii. relationships with current school personnel/employer.
- e. List the names and locations of employers;
- f. List the type of work; i.e. fast food, construction, etc.;
- g. Document whether the youth's performance on the job was acceptable or unacceptable and any comments that were received from the employer; and
- h. Document motivation of the youth to seek and/or maintain employment.
- i. *EXAMPLE: John attended 10th grade at the North Forty High School. He has an IEP in reading and math as a special education student. John was allowed to use the resource room for extra help during the day. His attendance record shows that John rarely attended a full day at school. He skipped 3 class periods consistently during his first three weeks in guide home care. He also skipped full school days 4 times. He attended Saturday School as consequences. His grades were a 'C' in Art and Physical Education; a 'D' in English; and an 'F' in math, biology, and technology. John has earned 10 credits cumulatively thus far and did not receive full credit for this last semester due to truanancies at North Forty High School.*

Due to John's lack of credits, the re-entry team allowed him to enroll at the Kickback Alternative School in Gravytown in an attempt to earn his HiSET. His attendance was good, and it appeared as though he was close to being ready to take the HiSET. However, when placed in Big Falls, John had to start HiSET preparation classes in a new location.

John was not employed for the first month he was on parole. However, he turned in several job applications and was actively looking for work. On 5/2/2012, John was hired at Bob's

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Big Burger with a starting wage of \$8.00/hr. His main duties included dishwashing and cooking. John worked an average of 4 hours daily. John quit after 1 month. He said that he didn't get along with his supervisor and he wanted to work more hours.

On 5/18/2012, John began work at the Pizza House. His duties included taking customer orders, cleaning, and setting up tables. He was making \$7.75/hr. and was working approximately 20 hours per week. John was employed with Pizza House until he was detained at the Whispering Pines County Detention Center.

8. Treatment:

- a. Identify all treatment providers, titles, and type of treatment provided;
- b. Describe the length of time and number of sessions the youth had with each treatment provider;
- c. Describe the youth's participation, motivation level, and progress made in treatment;
- d. Document recommendations received from treatment providers; and
- e. Attach reports, notes, or correspondence from treatment providers.
- f. *EXAMPLE: Jane Helpinout, case manager with Kid Homes Inc., attempted to keep John focused on his case plan. John kept telling Jane that he couldn't do the work. Jane believes he was being lazy and was unwilling to talk about any of his on-going problems.*

John attended individual mental health sessions with Sarah Smith, LCPC, at Twin Peaks Counseling. The re-entry team was concerned about John's attendance with Sarah, so he was transported by a member of the re-entry team the majority of the time. As a result, John believed that we were forcing him to go to counseling. Sarah reported John participated in 11 individual counseling sessions with her. Sarah stated that John's anger problems will likely continue until he decides to come to terms with his own abuse issues. She added that John appears to not trust most people in authority positions.

John attended sessions with Darin DeFunk, LAC, at the Down & Out Chemical Dependency Clinic. John attended individual sessions and group sessions once a week for 9 weeks. On 4/10/2012 and 5/13/2012, John tested clean on his urinalysis tests. The remaining 7 weeks, John tested positive for marijuana. It appeared as though John used the clinic as a social hang out rather than using the sessions as a mechanism for sobriety.

John worked well with his mentor, Bart Simpson. Bart reported that John was cooperative while working on his life skills topics. John appeared motivated to work on independent living topics with the goal of living on his own as soon as possible.

9. Assistance Given by PO:

- a. Describe the assistance given to the youth to aid in his/her success in meeting case plan goals and parole agreement compliance;
- b. Describe the assistance given by yourself and other POs;
- c. List the reentry team members (not listed previously) and their specific involvement with the youth;
- d. List all interventions and their dates;
- e. List specific efforts to ensure community protection;
- f. List specific efforts to hold youth accountable for behavior;
- g. List specific efforts to ensure youth was developing competencies; and
- h. List specific actions taken such as drug testing, alcohol testing, electronic monitoring, searches, placements, referrals, etc.

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- i. *EXAMPLE: John was on a medium supervision level. I met with him on a weekly basis at the guide home and at the parole office. When John was presented with several parole violations, we signed an intervention agreement placing him at the JTC program in Big Falls. John made 6 restitution payments totaling \$485.00 to date. John's current restitution balance is \$320.00. John was given 6 urinalysis tests; one during his first month on parole and 5 tests thereafter. I encouraged John to work with his mentor to improve his school grades and social skills. I worked with John ongoing with EPICS (Effective Practices in Community Supervision) skills and helped him apply specific behavior tools to specific situations he was facing. John struggled with these concepts.*

10. Family Reunification Plan:

- a. Describe progress made toward family reunification;
- b. Describe current plan toward family reunification; and
- c. Describe strengths and/or barriers to family reunification.
- d. *EXAMPLE: Since John's placement into a youth correctional facility, it was established that John would receive ongoing substance abuse and mental health counseling in efforts that he could stabilize in his commitment and follow-through to support his return home to live with his mother, Alice Cook. However, Alice did not maintain contact with John while he was in a YCF, guide home, and group home care. John was preoccupied with his mother's health and often used this as an excuse to get in fights or not participate in treatment. I made numerous efforts to contact Alice during John's placements but was mostly unsuccessful. Upon one successful contact, Alice informed me that she would call him the next day. Unfortunately, the youth did not hear from her. I suspect the mother's health issues; drug abuse that I am hearing rumors about; and possible depression is interfering with her ability to communicate with John and myself. Until this situation changes, we cannot move forward toward placing John back at home.*

11. Other Information:

- a. List any specific information not covered by the above categories.

12. Appraisal and Recommendation:

- a. The appraisal will summarize:
 - i. youth placements;
 - ii. services provided; and
 - iii. overall adjustment.
- iv. *EXAMPLE: John was placed in guide home care due to a strained relationship and lack of contact and cooperation from his mother. The intent was for John and his mother both to stabilize more before moving John back to his mother's home. He was placed at a guide home for 2 months and then at the Juvenile Transition Center for a period of 6 months. A team of people and services surrounded John. He had several services offered to him: mental health counseling; substance abuse counseling; case management; specialized educational services; mentoring; and staff guidance from a guide home and group home. John signed the updated case progress review and seemed to agree with the goals and objectives. However, John was consistently oppositional to adult authority.*

John makes friends easily and is well-liked by other youth no matter where he lives. He is motivated to work and make money; however, he lacks follow through with his educational needs. John doesn't believe he is chemically dependent and has not fully

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availed himself to the services that were provided to him. John excels in the area of life skills because of his strong desire to live on his own.

Overall, John consistently violated parole conditions in two separate out of home placements. He did not participate in substance abuse counseling and does not believe he has a problem with drugs. His continued offenses have resulted in a significant loss to a local business owner. John does not appear to be motivated for recovery at this time.

- b. Recommendations will include:
 - i. the specific youth correctional facility the youth would return to;
 - ii. evaluations, treatment, or specialized services/programs needed; and
 - iii. placement options upon future release from the state youth correctional facility.
 - iv. *EXAMPLE: I respectfully recommend that John be returned to Hampton Beach Youth Correctional Facility with placement in the chemical dependency unit. John's mental health counselor and I both recommend he continue to address his anger and authority issues. I further recommend that John be referred to the restitution crew as soon as is appropriate.*

My final recommendation is John be considered for placement in a group home that specializes in independent living skills following Hampton Beach YCF. However, family reunification and ongoing contact with his mother should be emphasized and supported. It is hoped that this situation would improve, and John would be able to return to his mother's home to live in the future.

13. Supervisory Review

- a. The PO's supervisor will review, add comments if appropriate, and sign all *Youth Parole Violation Reports* prior to distribution.
- b. The supervisor distributes copies of *Report* to the PO and Hearings Officer.

IV. CLOSING:

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

V. FORMS:

PPD 6.4.202 (A) Youth Parole Violation Report