

## HUNT COUNTY JUVENILE PROBATION SERVICES (HCJPS)

<b>CHAPTER: PROBATION</b>	<b>Subject: Chief Administrative Officer Responsibilities and Diversion of Youth Under Age 12</b>
STANDARD: 341.300 & 341.302 TFC §53.01 (b-1) and §53.011	# of PAGES 3 at 12:30 o'clock P FILED FOR RECORD NOV 08 2017
<b>Subchapter C</b>	JENNIFFER LINDENZWEIG County Clerk Hunt County, TX By: <i>Jennifer Lindenzweig</i>

### **Standard 341.300**

- (a) The chief administrative officer must develop, maintain, and enforce a policy and procedure manual for the juvenile probation department, which must include the policies and procedures of the juvenile probation department as established by the juvenile board.
- (b) The chief administrative officer must provide all employees with a copy of or access to the policy and procedure manual, review the manual no later than the last day of the calendar month of the previous year's review, maintain documentation of this review, and update the manual as necessary.

### **Policy**

The chief administrative officer shall maintain an administrative manual for HCJPS. This includes developing, updating, and facilitating formal juvenile board approval for the manual.

The administrative manual applies to all HCJPS employees and shall identify:

- (1) the policies, procedures, and regulations of the juvenile probation department and
- (2) a current organizational chart depicting structure, lines of authority, and responsibility.

The chief administrative officer shall:

- (1) enforce the policies & procedures contained in the department's policy & procedure manual
- (2) ensure departmental staff are trained in and adhering to all of the policies and procedures
- (3) provide the employees access (at any time) to the administrative manual without going through a supervisor or the Chief
- (4) notify employees of updates to the manual at employee staff meetings after changes are approved
- (5) ensure updates and revisions are placed in all copies of the manual in a timely manner
- (6) review the policy & procedure manual no later than the last day of the calendar month from the prior annual review
- (7) document the date of the annual review of the policy manual and sign it
- (8) notify the juvenile board of any significant changes to the policies and ensure their review and approval by the juvenile board

A complete copy of the manual will be kept where it is accessible to all employees. The contents of the policy manual shall become an integral part of the staff orientation.

The policy manual is subject to revision according to interoffice policy and TJJD standards.

The juvenile board shall review and approve the updated policies in a formal open meeting with documentation in the juvenile board minutes, resolution or other written documentation.

The chief administrative officer retains full responsibility for the policy and procedure manual but may elect to delegate some of the policy and procedure manual maintenance duties to other departmental staff.

It is the responsibility of all employees to keep current on all policies and procedures that are in the policy and procedure manual.

***Standard 341.302***

The chief administrative officer or his/her designee must serve as the liaison to the local community resource coordination group pursuant to Texas Government Code §531.055.

***Policy***

The HCJPS Chief administrative officer or his/her designee will regularly attend and participate in the CRCG for Hunt County. The approval of this policy and procedure serves as the designation by the Juvenile Board for who should attend and participate in the CRCG pursuant to Texas Government Code §531.055.

When appropriate, HCJPS will present a case to the CRCG group in an effort to develop an individual plan with identified gaps in service delivery, collect and share data regarding the juvenile, and establish relationships among local service providers for collaboration outside of the CRCG meeting.

The Chief is to be kept informed of all CRCG related efforts.

**Diversion of Youth Under Age 12 to the Local CRCG or other Juvenile Service Provider - TFC §53.01 (b-1) and §53.011**

It is the policy of the Hunt County Juvenile Probation Department, to the extent possible, that any youth younger than age twelve (12) referred for an offense not requiring formal review by the prosecutor under TFC §53.01 will be diverted from prosecution and the decision for detention will be implemented only as a last resort when other options are unavailable.

Upon receiving a referral, the assigned JPO or intake officer will determine if the following circumstances exist:

1. The child is younger than 12 years of age;
2. There is probable cause to believe the child engaged in delinquent conduct or conduct indicating a need for supervision;
3. The child's case does not require referral to the prosecuting attorney.
4. The child is eligible for deferred prosecution.
5. The child and the child's family are not currently receiving services from the probation department and would benefit from receiving the services.

The assigned officer will then refer the child's case to the local CRCG or other community juvenile service provider. The assigned officer will take the recommendations from the local CRCG and or service provider to create and coordinate a service plan for appropriate services for the youth and family. The child, parent/guardian will be informed the consent for services is voluntary. The department may monitor the child for up to three months for compliance with the service plan. However, the assigned officer may refer the case to

the prosecutor if the child fails to successfully participate in required services during the three months. The assigned officer may adjust the service plan or care as necessary during the monitoring period of the youth.

**Hunt County Juvenile Probation Services**

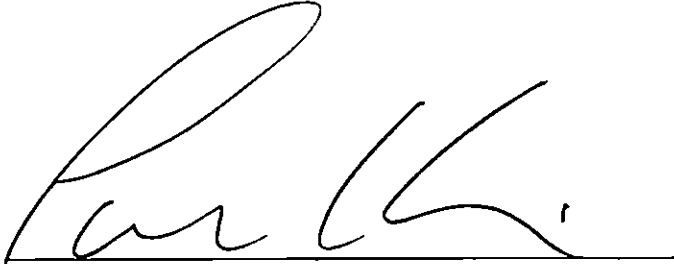
**POCICY AND PROCEDURE on  
Referral of Youth Under Age 12**

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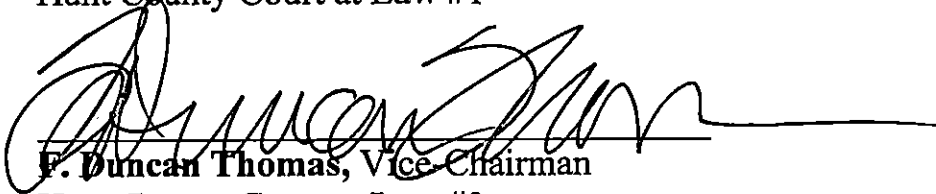
JENNIFER LINDENZWENG  
County Clerk, Hunt County, TX  
By Jennifer Lindenzweng

**JUVENILE BOARD APPROVAL**



**Timothy S. Linden, Juvenile Board Chair**  
Hunt County Court at Law #1

11-8-17  
Date Signed

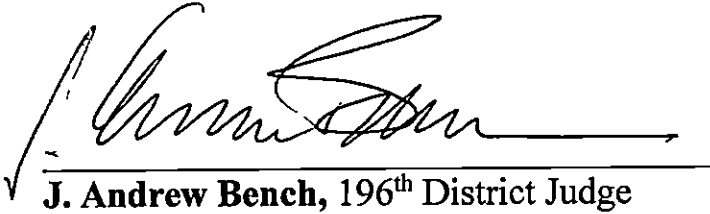


**F. Duncan Thomas, Vice-Chairman**  
Hunt County Court at Law #2

11-8-17  
Date Signed

absent  
**John L. Horn, Hunt County Judge**

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Date Signed



**J. Andrew Bench, 196<sup>th</sup> District Judge**

11-8-2017  
Date Signed

absent  
**Keli M. Aiken, 354<sup>th</sup> District Judge**

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Date Signed