

POLICY BULLETIN (PB)			
Subject: Parole Violation Process (CN 410)			
PB Number:			
	California Department of Corrections and Rehabilitation Division of Juvenile Justice	Manual: <input type="checkbox"/> Administrative (YAM) <input type="checkbox"/> Education Services (ES) <input type="checkbox"/> Institutions and Camps (I&C) <input checked="" type="checkbox"/> Parole Services (PS) <input type="checkbox"/> Special Education (SE)	Revision #: Section #: 5505

The purpose of this Policy Bulletin (PB) is to provide all Division of Juvenile Justice (DJJ) Institutions and Camps manual holders with information regarding the attached revised DJJ policy for Parole Violation Process.

This is the annual review and the policy revisions were required for compliance with negotiated agreements between the parties in L.H. V. Schwarzenegger. Failure to implement the required amendments may result in exposure of CDCR to further litigation.

Instructions

This PB contains changes to the above referenced manual(s). To update your manual(s), please follow the directions below step by step.

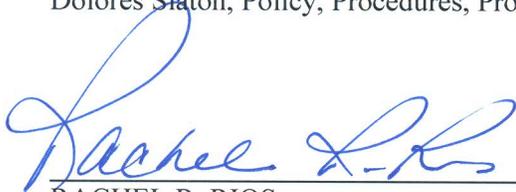
1. Locate the correct manual(s), as marked above.

Remove	Insert	Special Instructions
Parole Violation Process, Parole Services Manual, Section(s) #5295, 5355, 5370, 5415, 5505, 5545, 5550, 5645, 5670, 5745, Revision Date: 6/10/09	Parole Violation Process, Parole Services Manual, Section #5505, Revision Date: 9/14/10	N/A
N/A	Insert the forms behind index in numerical order.	For the most current versions of forms, go to: http://intranet/ops/JJ/Pages/Forms.aspx

3. Update the Revision Record Log (first page of the manual) using the revision number reference above.

This cover sheet does not need to be archived in the manual, only the attached items.

Please distribute to interested parties and make additional copies if necessary. Please direct any inquiries to Dolores Slaton, Policy, Procedures, Programs, and Regulations (PPP&R) Unit Manager, at (916) 262-1431.



 RACHEL R. RIOS
 Chief Deputy Secretary (A)

 10/7/10
 Approval Date

Attachment(s)



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

Manual	Section #	Replace(s)
<input type="checkbox"/> Administrative (YAM)		
<input type="checkbox"/> Education Services (ES)		
<input type="checkbox"/> Institutions and Camps (I&C)		
<input checked="" type="checkbox"/> Parole Services (PS)	5505	5295, 5355, 5370, 5415, 5505, 5545, 5550, 5645, 5670, 5745
<input type="checkbox"/> Special Education (SE)		

Signature/Approval Date


 RACHEL R. RIOS
 Chief Deputy Secretary (A)

10/7/10
 Approval Date

Policy The Division of Juvenile Parole Operations (DJPO) shall maintain a process to adjudicate parole violations in a timely and consistent manner to protect the juvenile parolee's constitutional right to due process.

Scope The JPB, DJPO, Division of Juvenile Facilities (DJF), and Juvenile Parolees.

Authority Welfare and Institutions Code, Section 1712 e.t., 1732.8, 1766, 1767.1, 1767.2, 1767.3, 1767.35, 1767.6

- Related Standards/References**
- United States Constitution, Amendment XIV, Section I.
 - Welfare and Institutions Code, Section 1719
 - California Code of Regulations, Title 15, Division 4.5 Sections 4852, 4853, 4977, 4978, 4980, 4981, and 4982
 - Conformity with Americans with Disabilities Act During Revocation Proceedings: I&C Manual, Section 5255; and PS Manual, Section 6158.4

Related Remedial Plan or Court Order

- Farrell Lawsuit**
- Safety and Welfare
 - Education Services
 - Wards with Disabilities Program
 - Mental Health
 - Health Care Services
 - Sexual Behavior Treatment Program

- Other Lawsuits & Court Orders**
- L.H. Lawsuit
 - Other: _____

Requirements

- | | | |
|--|---|--|
| This policy has a training requirement: | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| This policy has an audit requirement: | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| This policy has restricted distribution: | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| This policy requires annual review: | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| This policy requires a local procedure: | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Revision Date(s) 9/14/10



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

Effective Date

DEFINITION(S)

Board Coordinating Parole Agent - Division of Juvenile Parole Board parole agent responsible for coordination and facilitation of parole violation hearings, ensuring coordination and communication with counsel and witnesses, assisting with the provision of necessary accommodations and effective communication for parolees, and providing security at parole violation hearings.

Charges - Behaviors and corresponding codes describing the alleged violation(s) of parole conditions.

Charge Section - A section of the Violation Report form, DJJ 3.264, that lists the alleged charges and includes an evidentiary narrative that describes the alleged behavior.

Confidential Informant - A person whose identity is not known to the parolee and whose status as a confidential informant has been established by an outside law enforcement agency.

Confidential Information - Any information that may lead to the identity of a Confidential Witness, or that, if disclosed, would present a threat to the safety and security of an institution/facility, or is part of an ongoing investigation that would be compromised if the information was disclosed. Information material to innocence or guilt that does not lead to the identity of the Confidential Witness in a pending revocation proceeding shall be disclosed.

Confidential Witness - A person whose identity is not known to the parolee and whose status as a confidential witness has been established by law enforcement or by an agent of the Division of Juvenile Parole Operations.

Corrective Action Plan - A treatment and supervision sanction in the community, developed at the parole field unit level, imposed upon parolees in response to parole violations for which detention is not warranted as an alternative to revocation.

Date of Discovery - The date that the Division of Juvenile Justice obtains knowledge that an alleged violation of parole has occurred.

Day(s) - Calendar days, unless otherwise specified.

Detention Criteria - Factors or behavior(s) that may demonstrate a need for detention.

- Parolee is a danger to himself/herself,
- Parolee is a danger to the person or property of another,
- Parolee is a risk to abscond from parole supervision, or
- Parolee's mental state has deteriorated to the point where it is likely that there is a threat to public safety.

Detention Section - A section of the Violation Report form, DJJ 3.264, summarizing reasons why the parolee meets detention criteria.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

Developmental Disability - A condition attributable to a mental or physical impairment, manifested before age twenty-two, and likely to continue indefinitely, resulting in substantial limitation in three or more specified areas of functioning (i.e., caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working) and will require specific and lifelong extended care.

Disability - A physical or mental impairment that substantially limits one or more of the major life activities of an individual; a record of such impairment or condition; or being regarded as having such an impairment or condition.

Disciplinary Decision-Making System - Division of Juvenile Justice facility disciplinary system which has the ability to impose a sanction, deprive a youth of something possessed, or deny something which a youth reasonably expects as part of his/her prescribed program because the youth commits an institutional rule or law violation.

Dismissal - Action required if there is insufficient evidence to support a probable cause finding at the Probable Cause Hearing or if there is insufficient admissible evidence to make a finding of good cause by a preponderance of the evidence at the Revocation Hearing or Revocation Extension Hearing, or in the interest of justice.

Disposition Section - A section of the Violation Report form (DJJ 3.264) recommending an appropriate disposition for the violation behavior and outlining reasons for the recommendation.

Dual Commitment - A person who is under the jurisdiction of both the Division of Juvenile Justice and the adult division of the California Department of Corrections and Rehabilitation.

Effective Communication - Communication with persons with disabilities or those with limited English skills and reading ability that is as effective as communication with others. Effective communication may require the use of an appropriate auxiliary aid or service, or may be achieved by methods such as speaking clearly or using simple language and soliciting feedback to ensure understanding.

Exit Interview - A meeting with a parole violator and a hearing officer of the Juvenile Parole Board prior to a parole violator's Revocation Release Date at which the general and special conditions of parole are issued and explained to the parole violator.

Expedited Probable Cause Hearing - A Probable Cause Hearing held at an earlier stage in the proceedings upon sufficient offer of proof by the parolee or his/her counsel that there is a complete defense to all parole violation charges that are the basis for the parole hold.

Fearful Witness - A person whose identity is known to the parolee, but who has indicated that he/she: 1) does not wish to testify; and 2) fears the risk of harm if he/she testifies at a hearing in the presence of the parolee.

Good Cause - Justifiable, legitimate and unforeseeable reason for delay, asserted in good faith and caused by factors that are beyond the control of the Division of Juvenile Parole Operations, the Juvenile Parole Board, or the Division of Juvenile Justice.

McPherson Status - Status applicable to a youth, juvenile parolee, or juvenile parole violator who is on adult parole or who has discharged from his/her adult case, and has voluntarily consented to serve his/her juvenile commitment in an adult institution, which includes parole violations and revocation extensions.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

Minor Victim/Witness - Any victim or witness under the age of eighteen (18).

Not in Custody - A parolee who is not detained on a Division of Juvenile Justice parole hold.

'Not in Custody Hearing' - A revocation hearing for a parolee who is not under a Division of Juvenile Justice parole hold.

Notice of Charges - An official action conducted by Division of Juvenile Justice staff to personally serve a parolee notice of the charges against him/her including a short factual summary of charged conduct.

Notice of Conditions of Parole - A document that notifies a juvenile parolee of behavior and treatment requirements while under parole supervision.

Notice of Rights - An advisement to a parolee of his/her procedural and due process rights in parole revocation proceedings pursuant to the L.H. stipulated permanent injunction and State and federal constitutions.

Parole Hold - Any invocation by the Division of Juvenile Justice of their authority to involuntarily detain a parolee for revocation proceedings and/or commence revocation proceedings pursuant to Welfare & Institutions Code §1767.3. This term shall not apply to the detention of a parolee who has absconded from the State of California until he or she is physically returned to the State of California and is in custody.

Parole Placement Plans - A report prepared by the Division of Juvenile Parole Operations and provided to the Juvenile Parole Board in preparation for a parole violator's release to parole supervision, which includes but is not limited to: identified placement, recommended special conditions of parole, supervision plans, educational/vocational plans, and community treatment plans.

Parole Report - A report provided to the Juvenile Parole Board that is informational in nature or requests an administrative action other than a parole violation, including but not limited to requests to lift parole holds, continue on parole, and miscellaneous decisions.

Parole Violator - A parolee who violated a condition of parole, and whose parole has been revoked and returned to custody.

Physical Impairment - A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that affects one or more of the bodily systems.

Preponderance of Evidence - Standard of proof that requires a finding that it is more likely than not that a fact or charge is true.

Probable Cause - Facts as would lead a person of ordinary caution and prudence to conscientiously entertain a strong suspicion that an alleged charge is true.

Probable Cause Hearing - A hearing in which the juvenile parolee appears and at which it is determined whether there is probable cause to believe that the juvenile parolee has violated a condition of parole and, if so, whether the juvenile parolee should be detained during the revocation process.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

Reasonable Accommodation - A modification or adjustment that will help provide equal access to programs, activities and services for parolees with disabilities or effective communication needs.

Return to Custody Assessment - A recommended disposition offered by the Juvenile Parole Board which is presented to a parolee prior to a Probable Cause Hearing (also termed "the Offer").

Revocation Extension Hearing - The two-phase hearing (evidentiary and disposition) in which the parolee appears before the Juvenile Parole Board, at which it is determined whether the preponderance of the evidence shows that the parolee committed Willful Program Failure and/or Serious In-Custody Misconduct, and in which a parolee's parole revocation period may be extended. A parolee's parole revocation period may not be extended because of the Division of Juvenile Justice's failure to provide a recommended program at all or in a timely manner.

Revocation Hearing - A two-phase hearing (evidentiary and disposition) at which it is determined whether the preponderance of the evidence shows that the parolee violated a condition of parole and whether the parolee should be returned to parole supervision or remanded to custody.

Revocation Proceeding/Revocation Process - All stages of the process by which a parolee/parole violator may be returned to or retained in custody following an alleged parole violation up to and including the revocation or revocation extension hearing and any administrative appeal.

Revocation Release Date - The date in which a parole violator will be released to the community.

Revocation Release Report - A report prepared by the facility and provided to the Juvenile Parole Board in preparation for a parole violator's release to parole supervision, which includes but is not limited to: facility adjustment, demonstrated behaviors, treatment program participation and completion, accommodation/effective communication issues.

Serious In-Custody Misconduct - In-custody behavior by a parole violator that poses an immediate and serious threat to the safety and security of youth, staff or property within the facility (See Revocation Extension Matrix)

Sufficient Offer of Proof - A reasonable likelihood that a parolee would produce uncontroverted evidence of his/her innocence at an expedited probable cause hearing.

Supplemental Charges - Additional charges based on evidence discovered by the Division of Juvenile Parole Operations after the parole hold for detained cases or after the Notice of Rights step for Not-In-Custody cases.

Unit Supervisor - Term used by parole when referring to the Supervising Parole Agent or Assistant Supervising Parole Agent in a parole office.

Victim - A person against whom a parole violation has been committed.

Violation Levels:

Level I: Minor violations of parole for which detention may not be warranted.

Level II: Selected minor law violations, moderate technical violations, or repetitive Level I behavior for which detention may not be warranted.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

Level III: Any behavior that the Division of Juvenile Parole Operations believes represents a risk or threat to public safety. Level 3 violations are mandatory referrals to the Juvenile Parole Board.

Violation Report - A three-part report (Charge Section, Detention Section and Disposition Section) describing a parolee's alleged violations of parole and recommendations presented to the Juvenile Parole Board during parole revocation proceedings.

Willful Program Failure - Repeated and intentional refusal to attend and/or participate in a treatment and training program. The repeated refusal shall be documented by treatment staff. Staff shall specify the dates of non-participation and shall include information demonstrating that the parole violator does not have a mental or physical impairment that prevents him/her from fully participating in the program. A parole violator shall not be charged with willful program failure when program unavailability, facility lockdown, instructor absence or other circumstances beyond the parole violator's control prevent him/her from completing the program prior to the expiration of his/her revocation term.

TRAINING

The Division of Juvenile Justice (DJJ) shall provide comprehensive annual training to DJJ staff, including but not limited to all JPB Commissioners, JPB hearing officers, JPB Board Coordinating Parole Agents, JPB Americans with Disabilities Act (ADA) Coordinators, DJJ Parole Agents, DJJ Correctional Counselors, and other JPB and DJJ personnel who have direct or supervisory responsibility for communicating with or making decisions affecting juvenile parolees in connection with revocation proceedings.

This training shall include the general requirements of Title II of the American's with Disabilities Act (ADA) and effective communication needs, requirements of the L.H. v. Schwarzenegger Permanent Injunction, due process rights of juvenile parolees, and the policies and procedures developed pursuant to the L.H. v. Schwarzenegger Permanent Injunction. The training shall be tailored to the job classification(s) and responsibilities of the staff present at the training sessions.

GOAL(S)

- The DJPO will provide a mechanism to adjudicate alleged parole violations quickly and fairly. The measure of this policy's success shall be the ability to provide the parolee with a process that insures informed involvement and participation in all proceedings while providing the element of accountability for behavior in the parole system. This shall be achieved through the use of processes outlined on the LH Flow Chart (Attachment A).
- The DJPO will review and ensure that parole staff provides parolees with reasonable accommodations, in a timely manner for any disability and/or effective communication needs that may prevent them from fully participating in the revocation process.
- The DJPO will monitor the timely completion of the revocation process.

QUALITY ASSURANCE

Monitoring and compliance will be accomplished through:

- Executive oversight, and



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- Tracking of and reporting on the timelines of the parole violation process including: service of notice of charges, completion of the violation report, unit supervisor review, transmission of the revocation packet to the JPB, and provision of accommodations and effective communication assistance, as well as any reasons for delay. Tracking and reporting will be conducted through a computerized, statewide, real time networked database tracking and reporting system known as Juvenile Scheduling and Tracking System (JSTS).

PROCEDURES

1.0 Parole Violation Process Overview

- When a parolee is alleged to have violated a condition of parole, he/she is placed into the violation process. The Division of Juvenile Parole Operations (DJPO) violation process has three (3) levels. The three (3) levels are: the Corrective Action Plan (CAP), the Revocation Process, and the Revocation Extension Process. In addition an Exit Interview process is utilized for revoked parolees returning on parole status.

1.1.1. The Corrective Action Plan

- 1.1.1.1. Parolee violation behavior that is not required to be reported to the Juvenile Parole Board (JPB) may be addressed at the unit level by the Unit Supervisor or Regional Administrator through a CAP.
 - 1.1.1.1.1. Level 1: Minor violations of parole for which detention may not be warranted.
 - 1.1.1.1.2. Level 2: Selected minor law violations, moderate technical violations, or repetitive Level 1 behavior for which detention may not be warranted.
- 1.1.1.2. The CAP process is an internal reporting process, through which the Parole Agent presents alternative sanctions to the Unit Supervisor and submits a report that documents the parolee's behavior containing a recommended sanction and plan to address the behavior. The Unit Supervisor will review and approve the alternative sanctions, if appropriate, prior to the CAP being presented to the parolee.

1.1.2. The Revocation Process

- 1.1.2.1. Addresses Level 3 parolee behavior which parole staff are required to report to the JPB, including serious technical and/or law violations, and or any Level 1 or Level 2 behavior which the Parole Agent and Unit Supervisor deem serious or reportable.
- 1.1.2.2. If a parolee's violation behavior is considered serious, the Parole Agent will complete a Violation Report form, DJJ 3.264, that consists of the following three sections:
 - 1.1.2.2.1. Charge Section
 - 1.1.2.2.2. Detention Section
 - 1.1.2.2.3. Disposition Section
- 1.1.2.3. The revocation process is a two-part process. The first part is the initial hearing which is called a Probable Cause Hearing. This hearing is to determine if there is



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

probable cause to believe that the parolee has violated a condition of parole and, if so, whether or not the parolee should be detained pending a Revocation Hearing. The Probable Cause Hearing shall be held within thirteen (13) business days after the date of the parole hold.

- 1.1.2.4. The second part of the revocation process is the Revocation Hearing. A Revocation Hearing is a two-part hearing (evidentiary and disposition) to determine whether the preponderance of the evidence shows that the parolee violated a condition of parole and whether the parolee should be returned to parole supervision or remanded to custody. The Revocation Hearing shall be within thirty-five (35) calendar days after the date of the parole hold.
- 1.1.2.5. Serious in-custody misconduct involving violence against a person that occurs while a parolee is in custody pending completion of revocation proceedings shall be grounds for a new charge and shall be submitted as a supplemental parole violation. Any finding of good cause on such in-custody misconduct may result in the parolee being returned to custody for up to twelve (12) months beyond the disposition of the pending violation. The hearing on the supplemental charges shall be held no later than the thirty-fifth (35) calendar day after the date of discovery by DJPO staff.
- 1.1.2.6. Dual commitment cases will be afforded the same opportunities to have their violation behavior addressed through the CAP or revocation process as non-dual commitment cases. DJPO staff will work with the Division of Adult Parole Operations (DAPO) or Division of Adult Institutions (DAI) staff when dealing with violation behavior for dual commitment cases.

1.1.3. Revocation Extension Process

- 1.1.3.1. A parole violator who commits an act of Serious In-Custody Misconduct or Willful Program Failure while in revoked status is subject to revocation extension proceedings. Revocation Extension Hearings will take place if the parole violator is in a local county facility, state prison, Division of Juvenile Justice (DJJ) facility or other detention facility. The DJPO shall be responsible for the revocation extension process for those parole violators housed in non-DJJ facilities that are under the supervision of the DJPO.
- 1.1.3.2. The JPB shall review all revocation extension referrals. If the proceedings result in a finding of good cause, the period of revocation may be extended up to twelve (12) months, from the current Revocation Release Date (RRD).

1.1.4. Exit Interviews

- 1.1.4.1. All parole violators serving revocation terms shall participate in an Exit Interview with the JPB prior to the RRD. The parole violator shall not be held beyond their RRD for purposes of conducting an Exit Interview.
- 1.1.4.2. The purpose of the Exit Interview is for the JPB to:



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- 1.1.4.2.1. Review the revocation release packet with the parole violator, discuss the parole plans and placement.
- 1.1.4.2.2. Explain the parole violator's general and special conditions of parole to ensure that he/she has a clear understanding of expectations and requirements while on parole.
- 1.1.4.2.3. Provide an opportunity for the parole violator to ask questions and/or request clarification.

NOTE: The hearing officer does not have the authority to deny release at the Exit Interview, unless the parole violator has been referred to the JPB for revocation extension.

2.0 CORRECTIVE ACTION PLAN

- 2.1. Violation behavior defined as Level 1 or Level 2 may be reported on a Corrective Action Plan (CAP) form, DJJ 3.221.
- 2.2. Once it has been determined that an alleged violation has occurred, the Parole Agent will staff the case with a Unit Supervisor to determine the appropriate sanctions and reporting method. The discussion will take into consideration the parolee's progress on parole, the violation behavior and the available alternative sanctions to determine the most appropriate method for addressing the behavior.
- 2.3. If the behavior will be addressed through the CAP process, the Parole Agent will identify and recommend a case plan that includes sanction and supervision recommendations to the Unit Supervisor.
- 2.4. The Unit Supervisor will review and approve the CAP, if appropriate, prior to the Parole Agent presenting it to the parolee. Prior to meeting with the parolee, the Parole Agent will conduct a field file review to determine whether the parolee will require a disability accommodation and/or effective communication assistance during the meeting. If such a need is identified from the review, the Parole Agent will ensure that the accommodations/assistance is provided.
- 2.5. A range of recommended sanctions associated with Level 1 and Level 2 behaviors are provided below. This range allows the Parole Agent to retain a substantial amount of treatment flexibility. CAP sanctions will take into consideration any accommodation and/or effective communication needs of the parolee.
- 2.6. Nothing in the CAP process is intended to hinder DJPO staff from presenting a violation through the revocation process if the parolee's behavior meets the criteria or parole staff determines that revocation is the most appropriate method for addressing the behavior.
- 2.7. **CAP Levels 1 and 2 Behaviors and Sanctions**
 - 2.7.1. Level 1 Behaviors include, but are not limited to, the following:
 - 2.7.1.1. Positive drug test (no substantial pattern of use)
 - 2.7.1.2. Failure or refusal to drug test
 - 2.7.1.3. Use of alcohol
 - 2.7.1.4. Missing, evading or absconding supervision for thirty (30) days or less



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- 2.7.1.5. Failure to follow instructions
- 2.7.1.6. Failure to follow rules of placement
- 2.7.1.7. Open container in vehicle
- 2.7.1.8. Minor traffic violations
- 2.7.1.9. Failure to follow restrictions or curfew
- 2.7.1.10. Electronic Monitoring/Global Positioning System (GPS) violations
- 2.7.1.11. Use of marijuana
- 2.7.1.12. School adjustment problems
- 2.7.1.13. Lack of involvement in work, school, training or public service
- 2.7.1.14. Violation of minor municipal codes or county ordinances
- 2.7.2. Recommended Sanctions for Level 1 Behavior include but are not limited to:
 - 2.7.2.1. Counseling discussion
 - 2.7.2.2. Referral to community program
 - 2.7.2.3. Additional restrictions (e.g. curfew, other instructions)
 - 2.7.2.4. Change of placement
 - 2.7.2.5. Electronic Monitoring/Global Positioning System (GPS)
 - 2.7.2.6. Public service hours
 - 2.7.2.7. Contracted counseling through parole office
 - 2.7.2.8. Other assignment/instruction agreed upon with supervisor
- 2.7.3. Level 2 Behaviors include, but are not limited to, the following:
 - 2.7.3.1. Misdemeanor violations (does not include DUI and marijuana possession)
 - 2.7.3.1.1. Two or more misdemeanor violations within a six (6) month period
 - 2.7.3.1.2. Two or more traffic warrants within a six (6) month period
 - 2.7.3.2. Missing evading or absconding supervision for up to ninety (90) days
 - 2.7.3.3. Non-violent misdemeanor (disorderly conduct, open container, trespassing)
 - 2.7.3.4. Gang association / activity continued after prior intervention
 - 2.7.3.5. Long-term failure to be involved in work, school, training or public service
 - 2.7.3.6. Access to weapon (not firearm)
 - 2.7.3.7. Battery
 - 2.7.3.8. Repetition of Level I behaviors
- 2.7.4. Recommended Sanctions for Level 2 Behavior include but not limited to:
 - 2.7.4.1. Any sanction listed in Level 1
 - 2.7.4.2. Referral to residential treatment program
- 2.8. **Process for Reporting Level 1 and 2 Behaviors - Corrective Action Plan**
 - Parole Agent Responsibilities
 - 2.8.1. The CAP process begins on the first (1st) business day following the date of discovery of the alleged parole violation.
 - 2.8.1.1. On the first (1st) business day, the Parole Agent will begin an investigation into the alleged violation behavior(s).
 - 2.8.1.2. By the second (2nd) business day from the date of the DJJ parole hold or date of discovery, the Parole Agent shall:



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- 2.8.1.2.1. Present the case to the Unit Supervisor to determine whether probable cause exists for the allegation(s).
- 2.8.1.2.2. Conduct a field file and relevant database review to identify the parolee's accommodation/effective communication needs, if any. The Parole Agent will document the findings in a CAP Report form, in the appropriate section and in Section I of the Request for Accommodation and Assistance form, DJJ 3.260 and update the Disability Effective Communication (DEC) form, DJJ 3.299. If any accommodation/effective communication needs are identified, the Parole Agent will ensure that the appropriate accommodation or assistance is provided to the parolee at the face to face meeting to discuss the proposed CAP. (*See Ensuring Disability Accommodations and Effective Communication During Revocation Proceedings CN 418*)
- 2.8.1.2.3. In consultation with the Unit Supervisor, make an initial determination on whether the behavior is appropriate for processing through the CAP process
- 2.8.1.3. The Parole Agent will have ten (10) business days to identify the appropriate community alternative or other appropriate sanction recommendations to present to the Unit Supervisor.
- 2.8.1.4. By the end of the fifteenth (15th) business day after discovery, the Parole Agent will review and select one or more actions from the list of recommended sanctions for Level 1 or 2 behaviors. Upon completion of the CAP Report the Parole Agent will present a recommendation to the Unit Supervisor for review and approval with consideration given to parolee's accommodation/effective communication needs.
- 2.8.1.5. No later than the twentieth (20th) business day, the Parole Agent will conduct a face-to-face interview with the parolee and ensure he/she does not have any unmet or previously unidentified accommodation/effective communication needs. At the beginning of the interview, the parolee will be given the opportunity to self-identify any accommodation/effective communication needs which shall be noted on Section II of the Request for Accommodation and Assistance form, DJJ 3.260. The Parole Agent will modify the CAP sanction, if necessary, to meet the parolee's accommodation/effective communication needs. Any substantial changes in the approved CAP will require further review and approval by the Unit Supervisor.
- 2.8.1.6. Once the parole agent ensures that all accommodations/effective communication needs are met, the Parole Agent will then present the CAP recommendations to the parolee.
- 2.8.1.7. The parolee will then be required to either accept or reject the Parole Agent's recommendation by signing and dating the report. The Parole Agent will provide the parolee with a signed copy of the Corrective Action Plan form, DJJ 3.221.
- 2.8.1.8. The Parole Agent will monitor compliance of the sanctions imposed.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

NOTE: If the parolee accepts the recommended sanction, the Parole Agent will monitor their progress toward compliance. If the parolee rejects the CAP recommendation, the Parole Agent will advise the parolee that the behavior shall be addressed through the revocation process.

Supervising Parole Agent Responsibilities

- 2.8.2. By the close of the sixteenth (16th) business day, the Supervising Parole Agent (SPA) will:
- 2.8.2.1. Review and approve the CAP submitted by the Parole Agent.
 - 2.8.2.2. Review the parolee's progress with the Parole Agent at subsequent case conferences.
 - 2.8.2.3. Review the parolee's progress and compliance with imposed sanctions at regular case review summaries.

Regional Coordinator's Responsibilities:

- 2.8.3. The Regional Coordinator, Regional Administrator, or their designee, may review the CAP decisions for compliance and training purposes.
- 2.8.4. The Regional Coordinator will prepare required reports as necessary to measure compliance, and quality assurance.

NOTE: If the parolee rejects the CAP recommendation, the case will be handled through the revocation process. The parole agent will advise the parolee of the next steps and continue to guide the case through the revocation process in accordance to the policy standards below.

Parole Agent Responsibilities

- 2.8.5. By the close of the second (2nd) business day from the date of CAP rejection, the Parole Agent shall:
- 2.8.5.1. Present the case to the Unit Supervisor to determine if probable cause exists to place a parole hold. Standard practice shall be that this Probable Cause Determination (PCD) conference should be done face-to-face or telephonically. If the hold was previously placed and the parolee does not meet the detention criteria the parole hold may be dropped. The Parole Agent will then take the case through the revocation process as a NIC case.
 - 2.8.5.2. If the parolee is detained, the Parole Agent will follow the process and timeframes outlined in the revocation process for detained parolees which includes serving the parolee with the following documents:
 - 2.8.5.2.1. Notice of Charges form, DJJ 3.274, documenting a short factual summary of the behavior.
 - 2.8.5.2.2. Notice of Parole Revocation Rights and Acknowledgement form, DJJ 3.270.
 - 2.8.5.2.3. Request for Accommodation and Assistance form, DJJ 3.260, Sections 1 through 3 completed.
 - 2.8.5.2.4. Accommodation and Assistance Grievance form, DJJ 3.261.

NOTE: If the parolee is a non-707b offender, and the recommendation is to detain, the Parole Agent shall notify Intake and Court Services Section, via telephonic and electronic mail transmission, of the potential for transfer to the county of commitment and submit a copy of the revocation packet.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- 2.8.5.3. If the determination is made to handle the case as a NIC referral, the Parole Agent will follow the process and timeframes outlined in the NIC revocation process for non-detained parolees ensuring that:
- 2.8.6. By the close of the 10th business day from the date of CAP rejection, the parolee is served with the following documents:
 - 2.8.6.1. Notice of Charges form, DJJ 3.274, documenting a short factual summary of the behavior.
 - 2.8.6.2. Notice of Parole Revocation Rights and Acknowledgement form, DJJ 3.270.
 - 2.8.6.3. Request for Accommodation and Assistance form, DJJ 3.260, Sections 1 through 3 completed.
 - 2.8.6.4. Accommodation and Assistance Grievance form, DJJ 3.261.
- 2.8.7. By the close of the thirteenth (13th) business day from the date of CAP rejection any additional investigation into the alleged parole violation(s) is completed and a revocation packet is assembled for presentation to a Unit Supervisor including evidence and the following documents:
 - 2.8.7.1. Revocation Packet Content Checklist form, DJJ 3.281, with column 1 completed
 - 2.8.7.2. A copy of the Notice of Charges form, DJJ 3.274, bearing the parolee's signature
 - 2.8.7.3. Notice of Parole Revocation Rights and Acknowledgement form, DJJ 3.270, bearing the parolee's signature
 - 2.8.7.4. Request for Accommodation and Assistance form, DJJ 3.260, Sections 1 through 3 completed, bearing the parolee's signature.
 - 2.8.7.5. Initial and updated Disability Effective Communication (DEC) form, DJJ 3.299
 - 2.8.7.6. WDP Board Information Report
 - 2.8.7.7. All prior Requests for Accommodation and Assistance forms, DJJ 3.260 - these do not need to be included so long as the current DJJ 3.260 form notes the existence in JSTS and review of all prior DJJ 3.260 forms.
 - 2.8.7.8. Youth Request for Reasonable Accommodation, DJJ 8.043
 - 2.8.7.9. A copy of the Parole Hold Notification form, DJJ 3.267
 - 2.8.7.10. Violation Report form, DJJ 3.264, Sections A, B, and C
 - 2.8.7.11. Documentary evidence (i.e. law enforcement reports, lab results, etc)
 - 2.8.7.12. Supplemental Reports (if applicable)
 - 2.8.7.13. Parole Revocation Hearing Notice and Witness Determination form, DJJ 3.268
 - 2.8.7.14. Notice of Conditions of Parole form, DJJ 3.207, bearing the parolee's signature
 - 2.8.7.15. Parole Violation Disposition Log (CAP I & II) form, DJJ 3.266 (if applicable)
 - 2.8.7.16. Action Log form, DJJ 1.601F
 - 2.8.7.17. Jurisdiction and Confinement History
 - 2.8.7.18. Clinical Summary
 - 2.8.7.19. Confidential Information Disclosure form, DJJ 3.286 (if applicable)
- 2.8.8. The parole office will be notified of the date, time and location of the Revocation Hearing by the JPB. The JPB is responsible to issue subpoenas for all State witnesses required for the Revocation Hearing. It shall be the Board Coordinating Parole Agent's responsibility to ensure all State witnesses are notified of the date, time and location of the Revocation Hearing. The Parole Agent shall exercise due diligence in securing attendance of State



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

witnesses. The JPB is responsible to issue subpoenas for all State witnesses required for the Revocation Hearing.

Supervising Parole Agent Responsibilities

- 2.8.9. If the case is being handled as a NIC referral after a CAP rejection, by the close of the fifteenth (15th) business day from the date of the CAP rejection the Unit Supervisors shall:
 - 2.8.9.1. Determine if there is sufficient basis to proceed with the revocation process.
 - 2.8.9.2. If the determination is to proceed, enter the refer decision step in the Juvenile Revocation and Scheduling Tracking System (JSTS).
- 2.8.10. By the close of the twentieth (20th) business day from the date Notice of Rights and Charges the Unit Supervisor shall:
 - 2.8.10.1. Review the revocation packet and supporting documentation for accuracy and completeness.
 - 2.8.10.2. Approve all necessary reports ensuring confidential witness information is redacted from police reports and/or any other supporting evidence/documents.
 - 2.8.10.3. Ensure the appropriate original documents are sent to JPB via US mail and the entire revocation packet is scanned in JSTS.
 - 2.8.10.4. Original documents to be sent to JPB via US mail include:
 - 2.8.10.4.1. Violation and Disposition Report, DJJ 3.264 A and C
 - 2.8.10.4.2. Notice of Charges, DJJ 3.274
 - 2.8.10.4.3. Notice of Rights and Acknowledgement, DJJ 3.270
 - 2.8.10.4.4. Request for Accommodation and Assistance, DJJ 3.260

3.0 REVOCATION PROCESS

3.1. Violations Reportable to the Juvenile Parole Board

- 3.1.1. The revocation process is designed for serious behaviors that shall be reported to the JPB as well as Level 1 or 2 behaviors that DJPO staff determines should be reported to the JPB.
- 3.1.2. During the parole revocation process, a parolee may be detained on a parole hold if they meet the following Detention Criteria:
 - 3.1.2.1. Is a danger to himself/herself
 - 3.1.2.2. Is a danger to the person or property of another
 - 3.1.2.3. Is a risk to abscond from parole supervision
 - 3.1.2.4. His/her mental state has deteriorated to the point where it is likely that there is a threat to public safety.

3.2. Not In Custody (NIC) Referrals

- 3.2.1. For Not In Custody parolees, timelines for the revocation process begin from the day the notices of rights and charges are served.
- 3.2.2. Parolees involved in alleged violation behavior that does not warrant detention shall have a timely Revocation Hearing to be held within sixty (60) calendar days after the notices of rights and charges have been served.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

Parole Agent Responsibilities for Not In Custody Referral

- 3.2.3. By the close of the second (2nd) business day from the date of discovery, the Parole Agent shall:
- 3.2.3.1. Present the case to the Unit Supervisor to determine if probable cause exists to place a parole hold. Standard practice shall be that this Probable Cause Determination (PCD) conference should be done face-to-face or telephonically. If a hold was previously placed and the parolee does not meet the detention criteria the parole hold may be dropped. The Parole Agent will then take the case through the revocation process, as a NIC case.
- 3.2.4. By close of the fifth (5th) business day, after the date of discovery, the Parole Agent shall:
- 3.2.4.1. Conduct a review of the field file and relevant databases to identify the parolee's accommodation/effective communication needs, if any. The Parole Agent will document the findings in Section I of the Request for Accommodation and Assistance form, DJJ 3.260 and update the Disability Effective Communication (DEC) form, DJJ 3.299. If any accommodation/effective communication needs are identified, the Parole Agent will ensure that the appropriate accommodation or assistance is provided to the parolee at the face to face meeting.
 - 3.2.4.2. Contact the DJPO Americans with Disabilities Act (ADA) Coordinator as needed to arrange for identified accommodations and/or effective communication assistance to be provided during the notices of rights and charges.
 - 3.2.4.3. Prepare and complete the following documents:
 - 3.2.4.3.1. Notice of Charges form, DJJ 3.274, with a short factual summary of the behavior
 - 3.2.4.3.2. Notice of Parole Revocation Rights and Acknowledgement form, DJJ 3.270
 - 3.2.4.3.3. Request for Accommodation and Assistance form, DJJ 3.260
- 3.2.5. By close of the tenth (10th) business day, after the date of discovery, the Parole Agent will:
- 3.2.5.1. Conduct a face-to-face interview with the parolee and ensure he/she does not have any unmet or previously unidentified accommodation/effective communication needs. During the course of the interview, the parolee will be given the opportunity to self-identify any accommodation/effective communication needs, which shall be noted on Section II of the Request for Accommodation and Assistance form, DJJ 3.260. (*See Ensuring Disability Accommodations and Effective Communication During Revocation Proceedings CN 418*)
 - 3.2.5.1.1. If the parolee is not available at the time of notice, the Parole Agent will return daily (business days) until the notification process is completed.
 - 3.2.5.1.2. If the required accommodation and/or effective communication assistance is not available at the time of notice, the Parole Agent shall stop the notice and notify the DJPO ADA Coordinator, via telephone. The Parole Agent will resume the notification process as soon as the accommodation and/or effective communication assistance has been provided.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- 3.2.5.2. Complete Section III of the Request for Accommodation and Assistance form, DJJ 3.260 based upon his/her observations. *(See Ensuring Disability Accommodations and Effective Communication During Revocation Proceedings CN 418)*
 - 3.2.5.3. Serve and review the following documents, ensuring they are signed by the parolee where appropriate:
 - 3.2.5.3.1. Notice of Charges form, DJJ 3.274, and a short factual summary of the behavior.
 - 3.2.5.3.2. Notice of Parole Revocation Rights and Acknowledgment form, DJJ 3.270.
 - 3.2.5.3.3. Request for Accommodation and Assistance form, DJJ 3.260.
 - 3.2.5.3.4. Accommodation and Assistance Grievance form, DJJ 3.261.
 - 3.2.5.4. Enter Notice of Rights (NOR) and information from DJJ 3.260 sections II and III in JSTS.
- 3.2.6. By the close of the fifteenth (15th) business day after the date of discovery, the Parole Agent shall:
- 3.2.6.1. Complete the investigation into the alleged parole violation(s).
 - 3.2.6.2. Assemble a revocation packet to present to a Unit Supervisor including the following documents:
 - 3.2.6.2.1. Revocation Packet Content Checklist form, DJJ 3.281, with column 1 completed
 - 3.2.6.2.2. A copy of the Notice of Charges form, DJJ 3.274, bearing the parolee's signature
 - 3.2.6.2.3. Notice of Parole Revocation Rights and Acknowledgement form, DJJ 3.270, bearing the parolee's signature
 - 3.2.6.2.4. Request for Accommodation and Assistance form, DJJ 3.260, with Sections 1 through 3 completed, bearing the parolee's signature
 - 3.2.6.2.5. Initial and updated Disability Effective Communication (DEC) form, DJJ 3.299
 - 3.2.6.2.6. WDP Board Information Report
 - 3.2.6.2.7. All prior Requests for Accommodation and Assistance forms, DJJ 3.260 - these do not need to be included so long as the current DJJ 3.260 form notes the existence in JSTS and review of all prior DJJ 3.260 forms.
 - 3.2.6.2.8. Youth Request for Reasonable Accommodation, DJJ 8.043
 - 3.2.6.2.9. Violation Report form, DJJ 3.264, Sections A, and C
 - 3.2.6.2.10. Documentary evidence (i.e. law enforcement reports, lab results, etc)
 - 3.2.6.2.11. Supplemental Reports (if applicable)
 - 3.2.6.2.12. Parole Revocation Hearing Notice and Witness Determination form, DJJ 3.268
 - 3.2.6.2.13. Notice of Conditions of Parole form, DJJ 3.207, bearing the parolee's signature
 - 3.2.6.2.14. Parole Violation Disposition Log (CAP I & II) form, DJJ 3.266 (if applicable)
 - 3.2.6.2.15. Action Log form, DJJ 1.601F
 - 3.2.6.2.16. Jurisdiction and Confinement History



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- 3.2.6.2.17. Clinical Summary
- 3.2.6.2.18. Confidential Information Disclosure form, DJJ 3.286 (if applicable).

Supervising Parole Agent Responsibilities:

- 3.2.7. By the close of the fifteenth (15th) business day from the date of discovery, the Unit Supervisor shall:
 - 3.2.7.1. Determine if there is sufficient basis to proceed with the revocation process.
 - 3.2.7.2. If the determination is to proceed, enter the refer decision step in JSTS.
- 3.2.8. By the close of the twentieth (20th) business day from the date of notice of rights and charges, the Unit Supervisor shall:
 - 3.2.8.1. Review the revocation packet and supporting documentation for accuracy and completeness.
 - 3.2.8.2. Approve all necessary reports ensuring confidential witness information is redacted from police reports and/or any other supporting evidence/documents.
 - 3.2.8.3. Ensure the appropriate original documents are sent to JPB via US mail and the entire revocation packet is scanned in JSTS.
 - 3.2.8.4. Original documents to be sent to JPB via US mail include:
 - 3.2.8.4.1. Violation and Disposition Report, DJJ 3.264 A and C
 - 3.2.8.4.2. Notice of Charges, DJJ 3.274
 - 3.2.8.4.3. Notice of Rights and Acknowledgement, DJJ 3.270
 - 3.2.8.4.4. Request for Accommodation and Assistance, DJJ 3.260

NOTE: The parole office will be notified of the date, time and location of the Revocation Hearing by the JPB. The JPB is responsible to issue subpoenas for all State witnesses required for the Revocation Hearing. It shall be the Board Coordinating Parole Agent's responsibility to ensure all State witnesses are notified of the date, time and location of the Revocation Hearing. The Parole Agent shall exercise due diligence in securing attendance of State witnesses.

3.3. Detained In Custody Referrals

- 3.3.1. The revocation process for detained cases begins with the placement of the DJJ parole hold. The day DJJ parole hold is placed shall be designated as day zero. The next business day following placement of the DJJ parole hold is designated as business day one.
- 3.3.2. Parolees involved in alleged violation behavior that warrants detention shall have a timely Revocation Hearing to be held within (35) calendar days after the parole hold.

Parole Agent Responsibilities

- 3.3.3. By the close of the second (2nd) business day after the parole hold is placed, the Parole Agent shall:
 - 3.3.3.1. Present the case to the Unit Supervisor to determine whether probable cause exists to retain the parole hold. Standard practice shall be that this Probable Cause Determination (PCD) conference should be done face-to-face or telephonically. If the parolee meets the detention criteria and probable cause exists, the Parole Agent will initiate revocation proceedings.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- 3.3.3.2. Conduct a review of the field file and relevant databases to identify the parolee's accommodation/effective communication needs, if any. The Parole Agent will document the findings in Section I of the Request for Accommodation and Assistance form, DJJ 3.260 and update the Disability Effective Communication (DEC) form, DJJ 3.299. If any accommodation/effective communication needs are identified, the Parole Agent will ensure that the appropriate accommodation or assistance is provided to the parolee at the face to face meeting.
 - 3.3.3.3. Contact the DJPO ADA Coordinator as needed to arrange for identified accommodations and/or effective communication assistance to be provided during the notices of rights and charges.
 - 3.3.3.4. Prepare and complete the following documents:
 - 3.3.3.4.1. Notice of Charges form, DJJ 3.274, with a short factual summary of the behavior
 - 3.3.3.4.2. Notice of Parole Revocation Rights and Acknowledgement form, DJJ 3.270
 - 3.3.3.4.3. Request for Accommodation and Assistance form, DJJ 3.260
 - 3.3.3.5. Enter Notice of Rights (NOR) and information from DJJ 3.260 sections II and III in JSTS.
- 3.3.4. By close of the third (3rd) business day after the parole hold is placed, the Parole Agent shall:
- 3.3.4.1. Confirm the identity of the parolee in custody.
 - 3.3.4.2. Conduct a face-to-face interview with the parolee and ensure he/she does not have any unmet or previously unidentified accommodation/effective communication needs. During the course of the interview, the parolee will be given the opportunity to self-identify any accommodation/effective communication needs, which shall be noted on Section II of the Request for Accommodation and Assistance form, DJJ 3.260.
 - 3.3.4.2.1. If the parolee is not available at the time of notice, the Parole Agent will return daily (business days) until the notification process is completed.
 - 3.3.4.2.2. If the required accommodation and/or effective communication assistance is not available at the time of the notice, the Parole Agent shall stop the notice and notify the DJPO ADA Coordinator, via telephone. The Parole Agent will resume the notification process as soon as the accommodation and/or effective communication assistance has been provided.
 - 3.3.4.3. Complete Section III of the Request for Accommodation and Assistance form, DJJ 3.260 based upon his/her observations.
 - 3.3.4.4. Serve and review the following documents, ensuring they are signed by the parolee where appropriate:
 - 3.3.4.4.1. Notice of Charges form, DJJ 3.274, and a short factual summary of the behavior.
 - 3.3.4.4.2. Notice of Parole Revocation Rights and Acknowledgment form, DJJ 3.270.
 - 3.3.4.4.3. Request for Accommodation and Assistance form, DJJ 3.260.
 - 3.3.4.4.4. Accommodation and Assistance Grievance form, DJJ 3.261.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- 3.3.5. By the close of the fourth (4th) business day after the parole hold is placed, the Parole Agent shall:
- 3.3.5.1. Fax the Notice of Parole Hold form, DJJ 3.267, to the parolee's last known counsel of record or Public Defender's office.
- 3.3.6. By close of the sixth (6th) business day after the parole hold is placed, the Parole Agent shall:
- 3.3.6.1. Complete an investigation into the alleged parole violation(s). A revocation packet will be assembled to present to the Unit Supervisor to include evidence and the following completed documents:
- 3.3.6.1.1. Revocation Packet Content Checklist form, DJJ 3.281, with column 1 completed.
- 3.3.6.1.2. A copy of the Notice of Charges form, DJJ 3.274.
- 3.3.6.1.3. Notice of Parole Revocation Rights and Acknowledgement form, DJJ 3.270, bearing the parolee's signature.
- 3.3.6.1.4. Request for Accommodation and Assistance form, DJJ 3.260, Sections 1 through 3 completed, bearing the parolee's signature.
- 3.3.6.1.5. Initial and updated Disability Effective Communication (DEC) form, DJJ 3.299
- 3.3.6.1.6. WDP Board Information Report.
- 3.3.6.1.7. All prior Requests for Accommodation and Assistance forms, DJJ 3.260 - these do not need to be included so long as the current DJJ 3.260 form notes the existence in JSTS and review of all prior DJJ 3.260 forms.
- 3.3.6.1.8. Youth Request for Reasonable Accommodation, DJJ 8.043.
- 3.3.6.1.9. A copy of the Parole Hold Notification form, DJJ 3.267.
- 3.3.6.1.10. Violation Report form, DJJ 3.264, Sections A, B, and C.
- 3.3.6.1.11. Documentary evidence (i.e. law enforcement reports, lab results, etc.).
- 3.3.6.1.12. Supplemental Reports (if applicable).
- 3.3.6.1.13. Parole Revocation Hearing Notice and Witness Determination form, DJJ 3.268.
- 3.3.6.1.14. Notice of Conditions of Parole form, DJJ 3.207, bearing the parolee's signature.
- 3.3.6.1.15. Parole Violation Disposition Log (CAP I & II) form, DJJ 3.266 (if applicable).
- 3.3.6.1.16. Action Log form, DJJ 1.601F.
- 3.3.6.1.17. Jurisdiction and Confinement History.
- 3.3.6.1.18. Clinical Summary.
- 3.3.6.1.19. Confidential Information Disclosure form, DJJ 3.286 (if applicable)
- 3.3.6.2. If the parolee is a non-707b offender, notify Intake and Court Services, via telephonic and electronic transmission, of the potential for transfer to the county of commitment and submit a copy of the revocation packet.

Supervising Parole Agent Responsibilities

- 3.3.7. By the close of the sixth (6th) business day after the parole hold is placed, the Unit Supervisor shall:



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- 3.3.7.1. Determine if there is sufficient basis to proceed with the revocation process and enter the refer decision step in JSTS.
- 3.3.8. By the close of the seventh (7th) business day after the parole hold is placed, the Unit Supervisor shall:
 - 3.3.8.1. Review the revocation packet and supporting documentation for accuracy and completeness.
 - 3.3.8.2. Approve all necessary reports ensuring confidential witness information is redacted from police reports and/or any other supporting evidence/documents.
 - 3.3.8.3. Ensure the original documents are sent to JPB via US mail and the entire revocation packet is scanned in JSTS.
 - 3.3.8.4. Original documents to be sent to JPB via US mail include:
 - 3.3.8.4.1. Violation and Disposition Report, DJJ 3.264 A, B, and C.
 - 3.3.8.4.2. Notice of Charges, DJJ 3.274.
 - 3.3.8.4.3. Notice of Rights and Acknowledgement, DJJ 3.270.
 - 3.3.8.4.4. Request for Accommodation and Assistance, DJJ 3.260.

Juvenile Parole Board Responsibilities

- 3.3.9. By close of the eighth (8th) business day after the parole hold is placed, upon JPB receipt of the revocation packet, the parolee will be appointed an attorney.
 - 3.3.9.1. The parolee's attorney will be provided with a copy of the revocation packet.
 - 3.3.9.2. The Probable Cause Hearing will be scheduled and notification of the date, time and location of the hearing will be communicated to the parolee's attorney and appropriate parole staff..
- 3.3.10. By close of the ninth (9th) business day after the parole hold is placed, a Summary of Revocation Decision: Return to Custody Assessment (RTCA) form, DJJ 3.276-RTCA shall be prepared.
- 3.3.11. By close of the tenth (10th) business day after the parole hold is placed, the RTCA shall be communicated to the parolee's attorney.
- 3.3.12. No later than the thirteenth (13th) business day after the parole hold is placed, a Probable Cause Hearing will be conducted with a Board Coordinating Parole Agent (BCPA), hearing officer, parolee and the parolee's attorney.
- 3.4. Additional evidence or information discovered by DJPO after the revocation packets have been sent to the Juvenile Parole Board.
 - 3.4.1. Any charges not submitted with the revocation packet shall be processed as additional supplemental charges. Supplemental charges may not be made based on evidence in possession of DJPO at the time of the parole hold for detained cases or the Notice of Rights step for Not-In-Custody cases.
 - 3.4.1.1. The Parole Agent is to immediately inform and staff the case with the Unit Supervisor regarding any additional charges.
 - 3.4.1.2. The Parole Agent shall follow the same procedures outlined in the "Detained In-Custody Referrals" section of this policy.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- 3.4.1.3. The Unit Supervisor will enter and scan the supplemental charges and supporting documentation into JSTS, as soon as practicable.
- 3.4.1.4. If chargeable behavior is discovered after the parole hold for detained cases, or after the Notice of Rights step for Not-In-Custody cases, but before the packet has been sent to the JPB, the parolee can be served on the new charges, and the new charges incorporated into the initial packet.
- 3.4.2. Evidence or documents not provided to the parolee's attorney at least forty-eight (48) hours prior to the hearing shall not be admitted or considered during the hearing unless the DJJ can show good cause for the delay.
- 3.5. **Probable Cause Hearing**
 - 3.5.1. At the conclusion of the Probable Cause Hearing, the BCPA shall, within one (1) business day, notify the responsible parole office in writing of the outcome of the Probable Cause Hearing and, if applicable, the list of State and defense witnesses to be called at a Revocation Hearing.
- 3.6. Possible outcomes of the Probable Cause Hearing are:
 - 3.6.1. Probable Cause is not found, the parole hold is lifted and the parolee is released as soon as possible, but no later than three (3) business days following the hearing.
 - 3.6.2. Probable Cause is found but the detention criteria are not met and the parole hold is lifted. The parolee is released as soon as possible, but no later than three (3) business days after the hearing, and the case is set for a NIC Revocation Hearing within sixty (60) calendar days from the notification of rights and charges.
 - 3.6.3. Probable Cause is found, the parolee accepts the RTCA offer and the case is settled. The offer is a recommended disposition offered by the JPB to the parolee prior to the Probable Cause Hearing.
 - 3.6.4. Probable Cause is found, the parolee is ordered detained and an optional waiver is invoked. An optional waiver is a request by the parolee to postpone his/her Revocation Hearing until such time as his/her pending court action is completed. The JPB proceeds with a disposition at the Probable Cause Hearing.
 - 3.6.5. Probable Cause is found, the parolee rejects the offer and the case is set for a Revocation Hearing.
- 3.7. Activating the Optional Waiver
 - 3.7.1. A parolee may request the revocation process to resume on the violation charges that had been waived. In order to do this, the parolee sends the JPB Revocation Desk an Optional Waiver Activation Card form, DJJ 3.280, or written notification requesting a Revocation Hearing. Upon receipt of the parolee's request to activate the optional waiver, the written request shall be stamped with the date received and a Revocation Hearing shall be scheduled within thirty-five (35) days from the date of receipt.

NOTE: Parolees may activate their optional waivers at any time prior to or after completion of their court case, so long as it is not within thirty-five (35) Days of his/her Revocation Release Date.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

Non 707-b Offenders

Jurisdiction of any offender committed to the DJJ for specified non Welfare and Institutions Code (WIC) 707b offenses, excluding sex offenders under California Penal Code Section 290(d)(3)(290.008), shall be returned to the county of commitment when detention has been ordered by a JPB hearing officer at a Probable Cause Hearing for the purpose of determining a parole violation. (*WIC, section 1767.35*)

If the recommendation is to detain for revocation, the Parole Agent shall notify Intake and Court Services Section, via telephonic and electronic mail transmission, of the potential for transfer to the county of commitment and submit a copy of the revocation packet.

Upon notification from the JPB that probable cause has been found on a non-707b offender and that they have been ordered detained, the responsible parole office shall immediately contact and advise the Intake and Court Services section to advise of the parolee's detention to begin the transfer process.

Within fifteen (15) days of receiving DJJ's notification the court of commitment will convene a reentry disposition hearing for the parolee. The parolee shall remain under DJJ jurisdiction and under the supervision of the DJPO until such time as the court of commitment has issued a disposition order.

3.8. **If a Revocation Hearing is ordered**

- 3.8.1. The BCPA will provide the parole office with the date, time and location of the hearing.
- 3.8.2. The hearing shall not be scheduled without adequate notice to the witnesses and shall not normally occur less than ten (10) business days from the date of the Probable Cause Hearing. This timeframe will provide the time necessary to subpoena witnesses.
- 3.8.3. The Board Coordinating Parole Agent will provide the list of State and defense witnesses to be called at the Revocation Hearing and the JPB shall be responsible for issuing all subpoenas for State witnesses.
- 3.8.4. The JPB will be responsible for coordinating accommodations and effective communication assistance for Probable Cause and Revocation Hearings.
- 3.8.5. Parole staff will exercise due diligence in securing the attendance of all subpoenaed State witnesses attendance at the Revocation Hearing. Securing attendance of State witnesses shall be attempted, via telephone, personal contact, contact letters, etc., and all efforts will be documented in the field notes.

3.9. **Revocation Hearing**

- 3.9.1. No later than the thirty-fifth (35th) calendar day following placement of a parole hold, a Revocation Hearing shall be conducted. If the thirty-fifth (35th) calendar day falls on a weekend or holiday, the Revocation Hearing will occur no later than the first (1st) business day following the weekend or holiday. It is the Parole Agent's responsibility to attend Revocation Hearings and to present their case. If there is good cause for the Agent of Record's inability to attend the Revocation Hearing, the Supervising Parole Agent will designate an alternate Parole Agent to represent DJPO at the hearing.

Out-of-Area Violations



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- 3.9.2. If a parolee commits an alleged parole violation out of the area of their assigned parole unit, the Agent of Record or Officer of the Day, within one (1) business day following knowledge of the parole hold, shall:
- 3.9.2.1. Notify the Unit Supervisor of the out-of-area arrest and parole hold and determine whether continued detention is necessary or if the hold should be dropped and the violation addressed through a NIC referral.
 - 3.9.2.2. The Agent of Record will notify the out-of-area parole office via telephone, advising of the case circumstances.
 - 3.9.2.3. The Agent of Record will complete and obtain approval to transmit via fax the Request for Special Investigation form DJJ 3.102 and Section I of the Request for Accommodation and Assistance form, DJJ 3.260.
 - 3.9.2.4. The out-of-area Unit Supervisor shall assign agent coverage; the out of area agent who will then conduct the investigation and proceed through the standard revocation or NIC referral process.
 - 3.9.2.5. The out-of-area agent shall act as the direct liaison to the responsible Agent of Record.

3.10. After the Revocation Hearing

Parole Agent Responsibilities

- 3.10.1. Following disposition in revocation proceedings, the Parole Agent shall:
- 3.10.1.1. Maintain case management and supervision responsibilities for parole violators held in non-DJJ facilities for those cases being supervised by the Division of Juvenile Parole Operations (DJPO). This may include:
 - 3.10.1.1.1. Monitoring court action.
 - 3.10.1.1.2. Continuing with case conference cycle, annual good cause review reports, and any other mandatory casework requirements.
 - 3.10.1.1.3. Maintaining contact with the parole violator as per parole standards.
 - 3.10.1.1.4. Tracking the Revocation Release Date (RRD).
 - 3.10.1.1.5. Processing any Serious In-Custody Misconduct through the revocation extension process.
 - 3.10.1.1.6. Preparing reports for Exit Interview.
 - 3.10.1.1.7. Providing the parole violator at least ten (10) days notice of annual good cause reviews and discharge reviews and their right to provide a written statement for the hearing.

Support Staff Responsibilities

- 3.10.2. Upon receipt of the revocation hearing results from JPB, support staff shall:
- 3.10.2.1. Record the revocation proceedings on the Action Log form, DJJ 1.601F.
 - 3.10.2.2. Place a copy of the Board Order in the parolee's Field File.

3.11. Dual Commitment Violation Process

- 3.11.1. Dual Commitment is the status term for a person who is under the jurisdiction of both the DJJ and the Division of Adult Parole Operations (DAPO).



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- 3.11.2. The DJPO supervises dual jurisdiction cases that are also under DAPO or the Division of Adult Institutions (DAI) status.
- 3.11.3. Dual commitment cases will be afforded the same opportunities to have their violation behavior addressed through the CAP or revocation process as parolees who are solely under DJJ jurisdiction. DJPO staff will work with the DAPO or DAI staff when investigating violation behavior(s) for dual commitment cases.
- 3.11.4. Dual commitment cases that are revoked or detained in a DAI or local facility will continue to be supervised and monitored by DJPO agents.
- 3.11.5. Level 1 and 2
 - 3.11.5.1. When a parolee is under dual jurisdiction and commits a Level 1 or Level 2 behavior, the DJPO Parole Agent may address the behavior through the CAP process without consulting with the DAPO.
- 3.11.6. Level 3
 - 3.11.6.1. When a parolee is under the jurisdiction of both the DAPO and the DJPO, and the parolee's violation behavior meets mandatory reportable criteria to the JPB, the DJPO Parole Agent will contact the DAPO to coordinate the processing of any alleged parole violations.
 - 3.11.6.2. The decision whether or not to proceed with the juvenile revocation process resides with the DJPO. Factors that the DJPO will consider in determining which division will take the lead in the revocation process include but are not limited to:
 - 3.11.6.2.1. Seriousness of alleged violations.
 - 3.11.6.2.2. Needs of the parolee.
 - 3.11.6.2.3. Services available to the parolee through the DJPO.
 - 3.11.6.2.4. Location of the parolee.
 - 3.11.6.2.5. Whether or not the parolee is amenable to treatment.
 - 3.11.6.2.6. McPherson status.
 - 3.11.6.2.7. Any other factors the Parole Agent deems relevant to the individual case.
 - 3.11.6.3. If it is determined that DJPO will move forward with the juvenile revocation process, the DJPO will communicate this information to the DAPO parole agent.

Parole Agent Responsibilities

- 3.11.7. The DJPO Parole Agent's primary responsibilities and timeframes for addressing violation behavior for a dual commitment are the same as outlined in the CAP, NIC or revocation processes.
- 3.11.8. By close of the first (1st) business day after the DJJ parole hold is placed, the Parole Agent shall:
 - 3.11.8.1. Advise the DAPO Parole Agent of the parolee's arrest and discuss which division shall be responsible for processing the violation.
- 3.11.9. By close of the second (2nd) business day after the DJJ parole hold is placed, the Parole Agent shall:
 - 3.11.9.1. Staff the case with the Unit Supervisor to determine whether probable cause exists to retain the parole hold. Standard practice shall be that this Probable Cause



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

Determination (PCD) conference should be done face-to-face or telephonically. If the parolee meets the detention criteria, the Parole Agent will initiate revocation proceedings.

3.11.9.2. Review file to determine McPherson status and, if applicable, advise a Unit Supervisor of parolee's McPherson status and of any action being taken by the DAPO.

3.11.10. By close of the third (3rd) business day after the parole hold is placed:

3.11.10.1. If the decision is to have the DAPO proceed with the adult revocation process, the DJPO Parole Agent will notify the parolee that the DAPO will be taking the lead in processing the matter.

3.11.10.2. If the determination is not known, the DJPO Parole Agent will continue with the DJJ revocation process.

3.11.11. By close of the sixth (6th) business day after the parole hold is placed

3.11.12. A determination will be made whether or not to proceed with the juvenile revocation proceedings.

3.11.12.1. If the determination is to continue with the juvenile revocation process, all reports, revocation packets and timelines must be met in accordance with the revocation process including those applying to non-707b cases.

3.11.12.1.1. For those parolees being detained in DAI facilities, the Parole Agent will fill out Sections 1, 2b, 5, 6 and 7 of the Youth Transfer/Assignment Request form, DJJ 1.430, to be included into the revocation packet, in order to ensure dual commitments/McPherson parolees can attend their Revocation Hearing within 50 miles of their arrest location.

3.11.12.1.2. The BCPA's responsibility, upon receipt of the revocation packet, will be to complete Sections 2a, 3 and 8 of the Youth Transfer/Assignment Request form, DJJ 1.430, and forward it to the DAI Classification and Parole Representative (C&PR), where the inmate is housed, at least 48 hours prior to the anticipated release.

3.11.12.1.3. If DJJ parole is revoked, the Parole Agent will communicate the parolee's McPherson status to the detention facility.

3.11.12.1.4. McPherson parolees will be transferred to the DAI as soon as possible upon DJJ parole revocation.

3.11.12.1.5. The Parole Agent shall continue the responsibilities for case management and supervision of revoked McPherson parolees transferred to a DAI facility, as identified above in the "After the Revocation Hearing" section of this policy.

3.11.12.2. If the determination is to defer to the adult revocation process, the DJPO Parole Agent will communicate with the DAPO Parole Agent to ensure that the DAPO Parole Agent is prepared to proceed with the revocation action in a timely fashion. The DJJ Parole Agent shall also request confirmation of a parole hold per Penal Code, section 3056. However, if the DAPO elects to not address the behavior, the DJPO will move forward as outlined in the juvenile revocation process. The parolee will be provided the same due process rights and timelines as any parolee solely under DJJ jurisdiction.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- 3.11.12.2.1. Once the decision is made by the DJPO to defer the case to the DAPO, the decision is final and the parolee cannot be re-charged or re-arrested for the same incident.
- 3.11.12.2.2. The Parole Agent shall continue the responsibilities for case management and supervision of the parolee, including but not limited to:
 - 3.11.12.2.2.1. Notifying a Unit Supervisor that the case is deferred to the DAPO and proceed to drop the DJJ parole hold within twenty-four (24) hours of the decision to defer.
 - 3.11.12.2.2.2. Monitoring the DAPO violation process and/or court action.
 - 3.11.12.2.2.3. Obtaining a copy of the Board of Parole Hearings (BPH) Revocation Hearing results and place a copy in the field file.
 - 3.11.12.2.2.4. Reporting the parolee's behavior and the BPH Revocation Hearing results to the JPB at the next annual good cause review.
 - 3.11.12.2.2.5. Continuing with case conference cycle, annual good cause review, discharges, and any other mandatory casework requirements.
 - 3.11.12.2.2.6. Maintaining contact with parolee as per parole standards.
 - 3.11.12.2.2.7. Providing the parolee with at least ten (10) days notice of any JPB hearing (annual review, discharge review, etc.) and their right to provide a written statement for the hearing.
 - 3.11.12.2.2.8. Thirty (30) days prior to release from DAI or local confinement, the Parole Agent shall provide the parolee written instruction to report to a DJPO office within two (2) business day after his/her release. Written instructions shall be delivered either through the DAI liaison or in person by the Parole Agent.

NOTE: Within three (3) business days of the parolee's release from the DAI or local confinement, the Parole Agent shall conduct a case conference to re-evaluate the parolee's supervision level and treatment and service needs.

4.0 REVOCATION EXTENSION PROCESS

- 4.1. Parole violators who are pending revocation proceedings will be subject to extensions of their Revocation Release Date (RRD) in circumstances of Serious In-Custody Misconduct. Any recommendation for an extension of an RRD shall be referred to the JPB for revocation extension proceedings.
- 4.2. The Division of Juvenile Facilities (DJF) shall be responsible for revocation extension referrals for parole violators housed in DJJ Facilities and/or for parole violators supervised by the Facilities' Population Management Section. This process is outlined in the DJF policies and procedures.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- 4.3. The DJPO shall be responsible for revocation extension referrals for parole violators housed in non-DJJ facilities that are supervised by DJPO, as outlined in these policies and procedures.
- 4.4. If a parole violator is a dual commitment and is currently in a non-DJJ facility serving both DJPO and DAPO revocation, the DJPO Parole Agent may defer the serious in-custody misconduct to DAPO.
- 4.5. The Revocation Extension Hearing must occur at the earliest practical time after the alleged conduct, but in any event, no later than thirty-five (35) calendar days after the parole violator has been served with their notice of rights and charges, absent good cause for going beyond that time. An attorney will be assigned to represent the parole violator in the parole revocation extension proceedings.
- 4.6. The parole violator will have the following rights in revocation extension proceedings:
 - 4.6.1. To receive accommodation for disabilities and effective communication assistance throughout the revocation extension process.
 - 4.6.2. To receive a copy of the Violation Report form, DJJ 3.264, Sections A, B and C.
 - 4.6.3. To receive a copy of all evidence that will be used against the parole violator unless it is deemed confidential.
 - 4.6.4. An attorney to represent the parole violator at all times during the revocation extension process.
 - 4.6.5. A Probable Cause Hearing within thirteen (13) business days following notice of rights to the parole violator. The parole violator will have a right to present letters, documents, and speak on his/her own behalf at the hearing. At this hearing, the parole violator will also be given an opportunity to discuss and accept or reject any Revocation Extension Assessment offer.
 - 4.6.6. If the charges are not resolved at the Probable Cause Hearing, the parole violator will have a right to a Revocation Extension Hearing within thirty-five (35) calendar days following notice of rights to the parole violator. He/she will also have a right to receive notice of the date and time of the hearing.
 - 4.6.7. To be heard in person and to present witnesses and documentary evidence in his/her defense at a Revocation Extension Hearing.
 - 4.6.8. To a neutral and detached hearing officer.
 - 4.6.9. To a written decision by the hearing officer addressing the evidence relied upon on and the reasons for the decision.
 - 4.6.10. To receive an audible audio recording of the Revocation Extension Hearing within ten (10) business days of DJJ's receipt of written request.
 - 4.6.11. To grieve or appeal any decision by the JPB to deny a parolee's request for accommodation or effective communication assistance if the parole violator did not get the help for his/her disability that he/she needed.
 - 4.6.12. To file an appeal with the assistance of an attorney within twenty (20) business days of receipt of the written hearing decision.
- 4.7. RRD extensions can only be ordered by the JPB at a Revocation Extension Hearing.
- 4.8. Pending District Attorney Referral
 - 4.8.1. If Serious In-Custody Misconduct has been referred to the District Attorney for prosecution and charges have been filed, a parole violator may conditionally waive the right to a timely Revocation Extension Hearing. The parolee retains the option to request a hearing. This type



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

of waiver is referred to as an optional waiver. In order for the parole violator to be eligible to optionally waive his/her Revocation Extension Hearing, charges must have been filed on the same behavior as the Serious In-Custody Misconduct. Information that the District Attorney is considering filing charges is insufficient to allow the parole violator to optionally waive his/her Revocation Extension Hearing. The revocation extension process continues within normal timeframes.

- 4.8.2. At the Probable Cause Hearing, in the presence of the hearing officer and with the assistance of his/her attorney, a parole violator may optionally waive the Revocation Extension Hearing. Upon receipt of a signed optional waiver, the parole violator's RRD will be extended for the period indicated on the Parolee-Attorney Decision form, DJJ 3.273 and Summary of RevEx Decision: Revocation Extension Assessment (REA) form, DJJ3.278-REA. The decision to grant or deny the optional waiver will be made at the Probable Cause Hearing. A parole violator who signs an optional waiver may later request a Revocation Extension Hearing. The hearing request must be received by the JPB no later than thirty-five (35) days prior to expiration of the revocation release date ordered by the JPB at the Revocation Extension Assessment. Upon receipt of a hearing request the JPB shall schedule a Revocation Extension Hearing within thirty-five (35) days after receipt of the request. In the event that the alleged conduct that is grounds for the charge occurs within thirty (30) days prior to the Revocation Release Date (RRD), the Revocation Extension Hearing must occur at the earliest practical time after the alleged conduct, but, in any event, no later than thirty-five (35) days after his/her RRD, absent good cause for going beyond that time.

4.9. **Revocation Extension Referral**

Parole Agent Responsibilities

- 4.9.1. Upon discovery by the DJPO that a parolee has engaged in a Serious In-Custody Misconduct in a non- DJJ facility, but no later than five (5) business days following discovery, the Parole Agent shall:
- 4.9.1.1. Obtain a copy of the behavior report from the detention facility.
 - 4.9.1.2. Conduct an independent investigation into the alleged Serious In-Custody Misconduct.
 - 4.9.1.3. Present the case to the Unit Supervisor to determine whether or not to pursue a referral for revocation extension. Standard practice shall be that this Probable Cause Determination (PCD) conference should be done face-to-face or telephonically.
 - 4.9.1.3.1. If the determination is not to proceed with a referral for revocation extension, the case is closed.
 - 4.9.1.3.2. If the determination is to proceed with a referral to the JPB for revocation extension, proceed as follows:
- 4.9.2. By the close of the second (2nd) business day, following the determination to pursue a referral for revocation extension, the Parole Agent shall:
- 4.9.2.1. Conduct a review of the field file and relevant databases to identify any accommodation and/or effective communication needs of the parole violator and note the findings in Section I of the Request for Accommodation and Assistance form, DJJ 3.260 and update the Disability Effective Communication (DEC) form,



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- DJJ 3.299. Contact the DJPO ADA Coordinator to arrange for needed accommodation and/or effective communication assistance to be provided for the service of rights and charges.
- 4.9.2.2. Prepare and complete the following documents:
- 4.9.2.2.1. Notice of Charges form, DJJ 3.274 with a short factual summary of the behavior.
- 4.9.2.2.2. Notice of Revocation Extension Rights and Acknowledgement form, DJJ 3.263.
- 4.9.2.2.3. Request for Accommodation and Assistance form, DJJ 3.260.
- 4.9.2.2.4. Disability Effective Communication (DEC) form, DJJ 3.299 update.
- 4.9.2.3. If the RRD is less than thirty (30) days from the date of discovery, place a DJJ parole hold.
- 4.9.3. By close of the third (3rd) business day following the determination to pursue a referral for revocation extension, the Parole Agent shall:
- 4.9.3.1. Conduct a face-to-face interview with the parole violator and ensure he/she does not have any unmet or previously unidentified accommodation/effective communication needs. During the course of the interview, the parole violator will be given the opportunity to self-identify any accommodation/effective communication needs, which shall be noted on Section II of the Request for Accommodation and Assistance form DJJ 3.260. (*See Ensuring Disability Accommodations and Effective Communication During Revocation Proceedings CN-418*)
- 4.9.3.1.1. If at the time of notice, the parole violator is not available, the Parole Agent will return daily (business days) until the notice process is completed.
- 4.9.3.1.2. If at the time of notice, needed accommodation and/or effective communication assistance is not available, the Parole Agent shall stop the notice and notify the DJPO ADA Coordinator, via telephone. The Parole Agent will resume the notice process as soon as the accommodation and/or effective communication assistance is provided.
- 4.9.3.2. Serve and review the following documents, ensuring they are signed by the parole violator as appropriate:
- 4.9.3.2.1. Notice of Charges form, DJJ 3.274, including a short factual summary of the behavior.
- 4.9.3.2.2. Notice of Revocation Extension Rights and Acknowledgment form, DJJ 3.263.
- 4.9.3.2.3. Request for Accommodation and Assistance form, DJJ 3.260.
- 4.9.3.2.4. Accommodation and Assistance Grievance form, DJJ 3.261.
- 4.9.3.3. Enter Notice of Rights (NOR) and information from DJJ 3.260 sections II and III in JSTS.
- 4.9.4. By close of the sixth (6th) business day following the determination to pursue a referral for revocation extension, the Parole Agent shall:
- 4.9.4.1. Prepare a revocation extension packet to present to a Unit Supervisor to include evidence and the following documents:



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- 4.9.4.1.1. Revocation Extension Packet Content Checklist form, DJJ 3.283, column 1 completed.
- 4.9.4.1.2. Notice of Revocation Extension Rights and Acknowledgement form, DJJ 3.263, bearing the parolee's signature.
- 4.9.4.1.3. Notice of Charges form, DJJ 3.274.
- 4.9.4.1.4. Request for Accommodation and Assistance form, DJJ 3.260, with Sections 1 through 3 completed, bearing the parolee's signature.
- 4.9.4.1.5. Initial and updated Disability Effective Communication (DEC) form, DJJ 3.299.
- 4.9.4.1.6. WDP Board Information Report.
- 4.9.4.1.7. All prior Requests for Accommodation and Assistance forms, DJJ 3.260 - these do not need to be included so long as the current DJJ 3.260 form notes the existence in JSTS and review of all prior DJJ 3.260 forms.
- 4.9.4.1.8. Youth Request for Reasonable Accommodation, DJJ 8.043.
- 4.9.4.1.9. Violation Report form, DJJ 3.264, Sections A, B, and C.
- 4.9.4.1.10. Supplemental Reports (if applicable).
- 4.9.4.1.11. Documentary Evidence (investigation/law enforcement reports, lab results, etc.).
- 4.9.4.1.12. Confidential Information Disclosure form, DJJ 3.286 (if applicable).
- 4.9.4.1.13. Parole Revocation Hearing Notice and Witness Determination form, DJJ 3.268.
- 4.9.4.1.14. Action Log form, DJJ 1.601F.
- 4.9.4.1.15. Jurisdiction and Confinement History.

Supervising Parole Agent Responsibilities

- 4.9.5. By the close of the sixth (6th) business day, the Unit Supervisor shall:
 - 4.9.5.1. Determine if there is sufficient basis to proceed with the revocation extension process and enter the refer decision step in JSTS.
- 4.9.6. By the close of the seventh (7th) business day following the determination to pursue a referral for revocation extension, the Supervising Parole Agent shall:
 - 4.9.6.1. Review the revocation extension packet and supporting documentation for accuracy and completeness.
 - 4.9.6.2. Approve all necessary reports ensuring confidential witness information is redacted from police reports and/or any other supporting evidence/documents.
 - 4.9.6.3. Ensure the original documents are sent to JPB via US mail and the entire revocation packet is scanned in JSTS.
 - 4.9.6.4. Original documents to be sent to JPB via US mail include:
 - 4.9.6.4.1. Violation and Disposition Report, DJJ 3.264 A, B, and C
 - 4.9.6.4.2. Notice of Charges, DJJ 3.274
 - 4.9.6.4.3. Notice of Revocation Extension Rights and Acknowledgement, DJJ 3.270
 - 4.9.6.4.4. Request for Accommodation and Assistance, DJJ 3.260.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

NOTE: Evidence or documents not provided to the parole violator's attorney at least forty-eight (48) hours prior to the hearing shall not be admitted or considered during the hearing unless the DJJ can show good cause for the delay.

4.10. Juvenile Parole Board Processing:

- 4.10.1. By close of the eighth (8th) business day following notice of rights to the parole violator, upon JPB receipt of the revocation extension packet, a determination will be made by the JPB Officer of the Day whether the JPB will proceed with revocation extension proceedings. Acceptance or dismissal of the referral will be noted on the Revocation Extension Packet Content Checklist and faxed back to the parole unit. If the JPB accepts the referral, the parole violator will be appointed an attorney. The JPB will provide the attorney with a copy of the revocation extension packet. Probable Cause Hearing will be scheduled by the JPB.
- 4.10.2. On or before the ninth (9th) business day following notice of rights to the parole violator, a Summary of RevEx Decision: Revocation Extension Assessment (REA) form, DJJ 3.278-REA shall be prepared.
- 4.10.3. On or before the tenth (10th) business day following notice of rights to the parole violator, the REA shall be communicated to the parole violator's attorney.

4.11. **Revocation Extension Probable Cause Hearing:**

- 4.11.1. No later than thirteenth (13th) business day following notice of rights to the parole violator, the JPB will conduct a Probable Cause Hearing with the BCPA, hearing officer, parole violator and the parole violator's attorney. Witnesses shall not attend and live testimony shall not be taken. Probable Cause Hearings shall not be audio or video recorded, but a written record shall be made of the hearing.
- 4.11.2. At the conclusion of the Revocation Extension Probable Cause Hearing, the BCPA shall, within one (1) business day, notify the responsible parole unit in writing of the outcome of the Hearing and if applicable, provide the list of State and defense witnesses to be called at a Revocation Extension Hearing.
- 4.11.3. Possible outcomes of the Revocation Extension Probable Cause Hearing are:
 - 4.11.3.1. Probable Cause is not found, the parole hold is lifted and the parole violator released as soon as possible but no later than three (3) business days following the hearing or upon expiration of the RRD, whichever occurs later.
 - 4.11.3.2. Probable Cause is found, and the case is set for a Revocation Extension Hearing.
 - 4.11.3.3. Probable Cause is found, and an optional waiver is invoked.
 - 4.11.3.4. Probable Cause is found, the parole violator accepts the offer and the case is settled.
- 4.11.4. If a Revocation Extension Hearing is ordered, the BCPA will provide the parole unit with the date, time and location of the Revocation Extension Hearing and a list of both State and defense witnesses to be called. Immediately upon receipt of the witness lists following the Revocation Extension Probable Cause Hearing, but no later than fourteen (14) calendar days prior to the Revocation Extension Hearing, subpoena(s) shall be sent by the JPB for all State witnesses. Law enforcement officers are entitled to ten (10) business days notice to appear.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

NOTE: Parole staff will exercise due diligence in securing the attendance of State witness at the Revocation Extension Hearing.

4.12. **Revocation Extension Hearing**

4.12.1. No later than thirty-five (35) calendar days following notice of rights to the parole violator, a Revocation Extension Hearing shall be conducted. If the thirty-fifth (35th) calendar day falls on a weekend or holiday, the Revocation Extension Hearing will occur no later than the next business day after the weekend or holiday.

4.13. **After the Revocation Extension Hearing**

Parole Agent Responsibilities

4.13.1. Following disposition in revocation extension proceedings, the Parole Agent shall:

4.13.1.1. Maintain case management and supervision responsibilities for parole violators held in non-DJJ facilities for those cases being supervised by the Division of Juvenile Parole Operations (DJPO). This may include:

4.13.1.1.1. Monitoring court action.

4.13.1.1.2. Continuing with case conference cycle, annual good cause review reports, and any other mandatory casework requirements.

4.13.1.1.3. Maintaining contact with the parole violator as per parole standards.

4.13.1.1.4. Tracking the Revocation Release Date (RRD).

4.13.1.1.5. Processing any Serious In-Custody Misconduct through the revocation extension process.

4.13.1.1.6. Preparing reports for Exit Interview.

4.13.1.1.7. Providing parole violators at least ten (10) days notice of annual good cause reviews and discharge reviews and their right to provide a written statement for the hearing.

Support Staff Responsibilities

4.13.2. Upon receipt of the revocation extension hearing documentation, support staff shall:

4.13.2.1. Record the revocation extension proceedings on the Action Log form, DJJ 1.601F.

4.13.2.2. Place a copy of the Board Order in the parolee's Field File.

5.0 **EXIT INTERVIEW**

5.1. No later than two (2) business days prior to the RRD, a parole violator shall attend an Exit Interview with one hearing officer from the JPB. The purpose of the Exit Interview is to explain to the parole violator their general and special conditions of parole. The hearing officer or DJPO staff does not have the authority to retain the parole violator in custody beyond the RRD, absent submission of a revocation extension referral by DJPO or the DJJ facility for serious in-custody misconduct and/or failure to sign conditions of parole.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

5.2. Exit Interviews are not audio or video recorded, but a written record shall be made of the proceeding.

NOTE: If the parole violator has an RRD of less than 90 days upon arrival to a DJJ facility, DJPO will be responsible for the Exit Interview Packet.

5.3. Parole Violators Detained in Division of Juvenile Justice Facilities

Division of Juvenile Facilities Responsibilities

5.3.1. No later than ninety (90) days prior to the Revocation Release Date (RRD), the facility Re-Entry Parole Agent shall:

- 5.3.1.1. Prepare a Revocation Release Report.
- 5.3.1.2. Prepare Parole Placement Plans
- 5.3.1.3. Prepare and process any registrations and notifications.
- 5.3.1.4. Prepare a release packet for submission to field parole, which shall include:
 - 5.3.1.4.1. Approved Revocation Release Report.
 - 5.3.1.4.2. Approved Parole Placement Plans, DJJ 3.289.
 - 5.3.1.4.3. Clinical Summary.
 - 5.3.1.4.4. Copy of the most recent Violation Report form, DJJ 3.264, Sections A, B, and C.
 - 5.3.1.4.5. Psychological Evaluations (if applicable).
 - 5.3.1.4.6. Medical Summary.
 - 5.3.1.4.7. High School Graduation Plan.
 - 5.3.1.4.8. Notice of any holds and/or warrants.
 - 5.3.1.4.9. Copy of the Immigration Customs Enforcement (ICE) detainer.
 - 5.3.1.4.10. Photos.
 - 5.3.1.4.11. Request for Accommodation and Assistance form, DJJ 3.260, with Sections 1 through 3 completed.
 - 5.3.1.4.12. Initial and updated Disability Effective Communication (DEC) form, DJJ 3.299.
 - 5.3.1.4.13. Ward Disability Program Board Information Report (WDP) form.
 - 5.3.1.4.14. Youth Request for Reasonable Accommodation, DJJ 8.043.

5.3.2. No later than seventy-five (75) days prior to the RRD, submit the release packet to the designated field parole unit for preparation of the Parole Placement Plans.

Field Supervising Parole Agent Responsibilities

- 5.3.3. Upon receipt of the Revocation Release Report form, DJJ 3.288, the Supervising Parole Agent shall:
- 5.3.3.1. Assign a Parole Agent to complete Parole Placement Plans form, DJJ 3.289.
 - 5.3.3.2. Monitor the RRD and ensure that the Parole Agent submits plans for approval no later than forty-five (45) days prior to the RRD.
 - 5.3.3.3. Review and approve the Parole Placement Plans and submit them to the DJJ facility.

Field Parole Agent Responsibilities



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- 5.3.4. No later than forty-five (45) days prior to the RRD, the field Parole Agent shall:
 - 5.3.4.1. Complete the Parole Placement Plans, which will include:
 - 5.3.4.1.1. Information on the recommended placement or other placement options.
 - 5.3.4.1.2. Information on any community, law enforcement or family concerns.
 - 5.3.4.1.3. Information on support services available to the parolee.
 - 5.3.4.1.4. Request and justification for any special conditions.
 - 5.3.4.1.5. Registration and Notification Requirements.
 - 5.3.4.2. Conduct a review of the release packet/slough file and, if the parole violator is in a DJJ facility, contact the institutional Parole Agent to identify any accommodation and/or effective communication needs. Any identified accommodation and/or effective communication needs will be documented in the Parole Placement Plans.

Support Staff Responsibilities

- 5.3.5. No later than thirty (30) days prior to the RRD, support staff shall assemble and forward the parole placement packet to the DJJ facility where the parole violator is located.

Juvenile Parole Board Responsibilities

- 5.3.6. If the JPB has any concerns regarding the Parole Placement Plans, the JPB will contact the facility within five (5) business days of receipt of the plans to discuss concerns.

Division of Juvenile Facilities Responsibilities

- 5.3.7. Immediately upon receipt of the Parole Placement Plans, the facility will:
 - 5.3.7.1. Schedule an Exit Interview to be conducted no later than two (2) business days prior to the RRD and forward the date and time of the Exit Interview to the designated parole unit.
 - 5.3.7.2. Confirm the RRD and release arrangements with the designated parole unit.

5.4. Parole Violators Detained in a Local or a Division of Adult Institutions Facility

- 5.4.1. The DJPO will retain responsibility for completing all necessary reports prior to the RRD, for parole violators detained in a local facility or the Division of Adult Institutions (DAI), who are awaiting his/her Exit Interview and are under the supervision of the DJPO.
- 5.4.2. If the parole violator is transferred to a DJJ facility ninety (90) days or more prior to his/her RRD, DJJ facility staff will assume responsibility for the preparation and processing of the revocation release packet, scheduling and participation in the Exit Interview.

Supervising Parole Agent Responsibilities

- 5.4.3. No later than seventy-five (75) days prior to the parole violator's RRD, the Supervising Parole Agent shall:
 - 5.4.3.1. Assign a Parole Agent to complete an Abbreviated Revocation Release Report form, DJJ 3.288A, and Parole Placement Plans form, DJJ 3.289.
 - 5.4.3.2. Ensure support staff process and mail all registration/notification(s), as required.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

Parole Agent Responsibilities

- 5.4.4. No later than forty-five (45) days prior to the RRD, the Parole Agent shall:
- 5.4.4.1. Complete the Abbreviated Revocation Release Report and Parole Placement Plans, which will include:
 - 5.4.4.1.1. Information on the recommended placement or other placement options.
 - 5.4.4.1.2. Information on any community, law enforcement or family concerns.
 - 5.4.4.1.3. Information on support services available to the parole violator.
 - 5.4.4.1.4. Request and justification for any special conditions.
 - 5.4.4.1.5. Registration and Notification Requirements.
 - 5.4.4.2. Conduct a field file and relevant database review to identify any accommodation/effective communication needs. The Parole Agent will document the findings in Section I of the Request for Accommodation and Assistance form, DJJ 3.260. If any accommodation/effective communication needs are identified, the Parole Agent will ensure that the appropriate accommodation or assistance is provided to the parole violator at the face to face meeting.
 - 5.4.4.3. Conduct a face-to-face interview with the parole violator and ensure he/she does not have any unmet or previously unidentified accommodation/effective communication needs. During the course of the interview, the parole violator will be given the opportunity to self-identify any accommodation/effective communication needs, which shall be noted on Section II of the Request for Accommodation and Assistance form, DJJ 3.260. *(See Ensuring Disability Accommodations and Effective Communication During Revocation Proceedings CN-418)*
 - 5.4.4.4. The Parole Agent shall complete Section III of the Request for Accommodation and Assistance form, DJJ 3.260, based upon his/her observations. *(See Ensuring Disability Accommodations and Effective Communication During Revocation Proceedings CN-418)*
 - 5.4.4.5. Discuss with the parole violator the planned parole program and expectations, including special conditions of parole, recommended aftercare, education and employment and any other relevant information the Parole Agent may have at that time. The Parole Agent shall ensure that any disability accommodation or effective communication assistance is provided during the interview.
 - 5.4.4.6. Submit the Abbreviated Revocation Release Report, Parole Placement Plans and Request for Accommodation and Assistance form, DJJ 3.260, to support staff for preparation and processing of the revocation release packet.

Support Staff Responsibilities

- 5.4.5. No later than sixty (60) days prior to the RRD, support staff shall:
- 5.4.5.1. Prepare and process any required registrations and notifications.
- 5.4.6. No later than ten (10) business days from receipt of the Parole Placement Plans, support staff shall:
- 5.4.6.1. Assemble the revocation release packet, which shall include:
 - 5.4.6.1.1. Revocation Release Packet Content Checklist form, DJJ 3.282, column 1 completed.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- 5.4.10. No later than ten (10) business days prior to the Exit Interview, the Parole Agent shall:
 - 5.4.10.1. Interview the parole violator and review the revocation release packet. The parole violator will have an opportunity to ask questions and/or clarification.
 - 5.4.10.2. Advise the parole violator of the date and time of the Exit Interview.
 - 5.4.10.3. Make release arrangements with the detention facility to release the parole violator on the RRD.
- 5.4.11. At the Exit Interview, the Parole Agent shall:
 - 5.4.11.1. Attend the Exit Interview for parole violators under his/her supervision.
 - 5.4.11.2. Provide reporting instructions to the parole violator.

Board Coordinating Parole Agent Responsibilities

- 5.4.12. The BCPA will:
 - 5.4.12.1. Contact the JPB ADA Coordinator to arrange for accommodations/effective communication assistance for the Exit Interview, if necessary.
 - 5.4.12.2. Attend the Exit Interview and provide security coverage during the Exit Interview.
- 5.4.13. In the event the Parole Agent is unable to attend the Exit Interview, the BCPA will:
 - 5.4.13.1. Provide reporting instructions to the parole violator instructing him/her to report to their Parole Agent no later than forty-eight (48) hours after release from custody.
 - 5.4.13.2. Upon completion of the Exit Interview:
 - 5.4.13.2.1. Review board order and special conditions of parole for accuracy.
 - 5.4.13.2.2. Contact the parole unit and discuss the results of the Exit Interview.
 - 5.4.13.2.3. Forward original Exit Interview documentation, including the original copy of the Exit Interview Order form, DJJ 3.297, and Request for Accommodation and Assistance form, DJJ 3.260, to the Master File Unit and copies of these documents to the Juvenile Parole Board for distribution within one (1) business day.

Hearing Officer Responsibilities

- 5.4.14. The hearing officer shall conduct the following reviews in preparation for the Exit Interview:
 - 5.4.14.1. Accommodation/Effective Communication Review: Locate and review the Request for Accommodation and Assistance form, DJJ 3.260 and all supporting documents. Ensure all needed accommodations and/or effective communication assistance will be available for the hearing.
 - 5.4.14.2. In-Custody Review: Review the Abbreviated Revocation Release Report form, DJJ 3.288A.
 - 5.4.14.3. Placement/Supervision Review: Review the Parole Placement Plans form, DJJ 3.289.
- 5.4.15. At the Exit Interview, the hearing officer will:
 - 5.4.15.1. Explain to the parole violator that the purpose of the Exit Interview is as follows:
 - 5.4.15.1.1. To set and explain to the parole violator his/her general and special conditions of parole.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- 5.4.6.1.2. Abbreviated Revocation Release Report form, DJJ 3.288A.
- 5.4.6.1.3. Parole Placement Plans form, DJJ 3.289.
- 5.4.6.1.4. Request for Accommodation and Assistance form, DJJ 3.260, with Sections 1 through 3 completed, bearing the parolee's signature.
- 5.4.6.1.5. Initial and updated Disability Effective Communication (DEC) form, DJJ 3.299.
- 5.4.6.1.6. WDP Board Information Report.
- 5.4.6.1.7. Youth Request for Reasonable Accommodation, DJJ 8.043.
- 5.4.6.1.8. Copy of the most recent Violation Report form, DJJ 3.264, Sections A, B, and C, or Annual Review.
- 5.4.6.1.9. Clinical Summary.
- 5.4.6.1.10. Notice of any holds and/or warrants.
- 5.4.6.1.11. Copy of the Immigration Customs Enforcement (ICE) detainer.
- 5.4.6.1.12. Copy of all registrations/notifications.
- 5.4.6.1.13. Recent photos.
- 5.4.6.1.14. Jurisdiction Confinement History.
- 5.4.6.1.15. CII Summary.
- 5.4.6.1.16. Psychological evaluations, medical summary and high school graduation plan if applicable and available.
- 5.4.6.2. Submit the completed revocation release packet to the Unit Supervisor for review and approval.
- 5.4.6.3. Upon Unit Supervisor's review and approval scan and forward the release packet to the JPB.
- 5.4.6.4. Mail original documents to JPB via US mail.
- 5.4.6.5. Original documents to be sent to JPB via US mail include:
 - 5.4.6.5.1. Abbreviated Revocation Release Report form, DJJ 3.288A.
 - 5.4.6.5.2. Parole Placement Plan form, DJJ 3.289.
 - 5.4.6.5.3. Request for Accommodation and Assistance form, DJJ 3.260.

Supervising Parole Agent Responsibilities

- 5.4.7. No later than thirty (30) days prior to the RRD, the Supervising Parole Agent shall:
 - 5.4.7.1. Review and approve the Abbreviated Revocation Release Report, Parole Placement Plans and revocation release packet.
 - 5.4.7.2. Ensure that the revocation release packet were scanned and forwarded to the JPB and the original documents were mailed to the JPB.

Juvenile Parole Board Responsibilities

- 5.4.8. If the Juvenile Parole Board (JPB) has any concerns regarding the Parole Placement Plans, the JPB will contact the Supervising Parole Agent (SPA) within five (5) business days of receipt of the revocation release packet to discuss concerns.
- 5.4.9. No later than fifteen (15) business days prior to the Exit Interview, the JPB Scheduler will notify the parole unit of the date and time of the Exit Interview.

Parole Agent Responsibilities



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

- 5.4.15.1.2. The hearing officer does not retain authority to deny release to community parole supervision, absent submission of a revocation extension referral by the detention facility.
- 5.4.15.2. Review the revocation release packet with the parole violator, discuss the parole plans and placement.
- 5.4.15.3. Review and explain the general and special conditions of his/her parole to ensure the parole violator has a clear understanding of expectations and requirements while on parole.
- 5.4.15.4. Provide an opportunity for the parole violator to ask questions and/or request clarification.
- 5.4.15.5. Document the general and special conditions of parole on the Notice of Conditions of Parole form, DJJ 3.207.
- 5.4.15.6. Document the Exit Interview proceedings on the Exit Interview Order form, DJJ 3.297, with instructions to release the parole violator from custody on or before the RRD.
- 5.4.15.7. Have the parole violator sign and date the Notice of Conditions of Parole form, DJJ 3.207.
- 5.4.15.8. Sign and date the Exit Interview Order form, DJJ 3.297.
- 5.4.15.9. Ensure the parole violator is provided a copy of the Notice of Conditions of Parole form, DJJ 3.207, and Exit Interview Order form, DJJ 3.297.

5.5. After the Exit Interview

Parole Agent Responsibilities

- 5.5.1. Following the Exit Interview, the Parole Agent shall:
 - 5.5.1.1. Return copies of the Exit Interview Board Order and signed Notice of Condition of Parole to the parole unit within one (1) business day for processing by support staff. If the Parole Agent is unable to attend, the BCPA will forward the documentation to the Juvenile Parole Board for distribution.
 - 5.5.1.2. Complete the confinement record upon lifting of the hold and submit to the Unit Supervisor for sign off.

Support Staff Responsibilities

- 5.5.2. Upon receipt of copies of the Exit Interview documentation, support staff shall:
 - 5.5.2.1. Record Exit Interview proceedings on the Action Log form, DJJ 1.601F.
 - 5.5.2.2. Send out law enforcement notification letters.
 - 5.5.2.3. Update Youthful Offender Data Application to place the parole violator on active status.
 - 5.5.2.4. Prepare the first contact packet for the Parole Agent.
 - 5.5.2.5. Disperse original and copies of the Exit Interview documentation.

FORM(S)

1. Abbreviated Revocation Release Report, DJJ 3.288A.
2. Accommodation and Assistance Grievance, DJJ 3.261.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

3. Action Log, DJJ 1.601F.
4. Confidential Information Disclosure, DJJ 3.286.
5. Corrective Action Plan, DJJ 3.221.
6. Disability-Effective Communication Summary Report (DJJ 3.299).
7. Exit Interview Order, DJJ 3.297.
8. Notice of Charges, DJJ 3.274.
9. Notice of Conditions of Parole, DJJ 3.207.
10. Notice of Parole Revocation Rights and Acknowledgement, DJJ 3.270.
11. Notice of Revocation Extension Rights and Acknowledgement, DJJ 3.263.
12. Optional Waiver Activation Card, DJJ 3.280.
13. Notice of Parole Hold, DJJ 3.267.
14. Parole Placement Plans, DJJ 3.289.
15. Parole Revocation Hearing Notice and Witness Determination, DJJ 3.268.
16. Parole Violation Disposition Log (CAP I and II), DJJ 3.266.
17. Parolee-Attorney Decision, DJJ 3.273.
18. Request for Accommodation and Assistance, DJJ 3.260.
19. Request for Accommodation and Assistance - Definitions, DJJ 3.260B.
20. Request for Accommodation and Assistance - Instructions, DJJ 3.260A.
21. Request for Special Investigation, DJJ 3.102.
22. Revocation Extension Packet Content Checklist, DJJ 3.283.
23. Revocation Packet Content Checklist, DJJ 3.281.
24. Revocation Release Packet Content Checklist, DJJ 3.282.
25. Revocation Release Report, DJJ 3.288.
26. Summary of RevEx Decision: Revocation Extension Assessment, DJJ 3.278-REA.
27. Summary of RevEx Hearing and Decision, DJJ 3.277-OWR.
28. Summary of RevEx Hearing and Decision, DJJ 3.277-PCH.
29. Summary of RevEx Hearing and Decision, DJJ 3.277-REV.
30. Summary of Revocation Decision: Return to Custody Assessment, DJJ 3.276-RTCA.
31. Summary of Revocation Hearing and Decision, DJJ 3.275-OWR.
32. Summary of Revocation Hearing and Decision, DJJ 3.275-PCH.
33. Summary of Revocation Hearing and Decision, DJJ 3.275-REV.



DIVISION OF JUVENILE JUSTICE

Parole Violation Process

34. Violation Report Charge Section, DJJ 3.264A.
35. Violation Report Detention Section, DJJ 3.264B.
36. Violation Report Disposition Section, DJJ 3.264C.
37. Youth Request for Reasonable Accommodation, DJJ 8.043.