

POLICY BULLETIN (PB)			
Subject: Division of Juvenile Facilities Exit Interview Process (CN 422)			
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 checked="" type="checkbox"/> Institutions and Camps (I&C) <input type="checkbox"/> Parole Services (PS) <input type="checkbox"/> Special Education (SE)	Revision #: Section #: <div style="text-align: right;">4172</div>

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 Division of Juvenile Facilities Exit Interview 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.

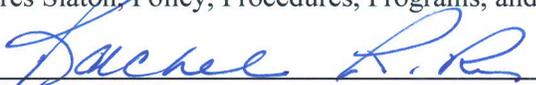
1. Locate the correct manual(s), as marked above.

2.	Remove	Insert	Special Instructions
	Division of Juvenile Facilities Exit Interview Process, Institutions and Camps Manual, Section(s) #4172, Revision Date: 4/15/09	Division of Juvenile Facilities Exit Interview Process, Institution and Camps Manual, Section #4172, Revision Date: 7/30/10	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)



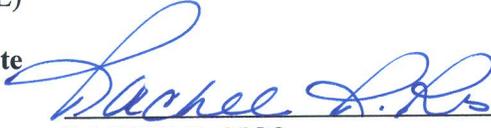
DIVISION OF JUVENILE JUSTICE

Division of Juvenile Facilities Exit Interview Process

Institutional Treatment

Manual	Section #	Replace(s)
<input type="checkbox"/> Administrative (YAM) <input type="checkbox"/> Education Services (ES) <input checked="" type="checkbox"/> Institutions and Camps (I&C) <input type="checkbox"/> Parole Services (PS) <input type="checkbox"/> Special Education (SE)	4172	N/A

Signature/Approval Date



 RACHEL R. RIOS
 Chief Deputy Secretary (A)

10/7/10

 Approval Date

Policy The purpose of the Exit Interview is to process and prepare the parole violator for release. There is no discretion to deny release at an Exit Interview.

Scope Staff from Division of Juvenile Facilities (DJF), Juvenile Parole Board (JPB), Division of Juvenile Parole Operations (DJPO), juvenile parole violator and the community at large.

Authority Welfare and Institutions Code, Section 1766 (a)

Related Standards/References

- Referral to Parole, I&C Manual, Section 4130-4190
- California Code of Regulations, Title 15, Division 4.5, Sections 4966 and 4070-4085

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) 7/30/10

Effective Date



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DEFINITIONS

Board Coordinating Parole Agent - Division of Juvenile Parole Board 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

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.



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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, 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.

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

Not in Custody - A parolee who is not 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.



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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 who 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.

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 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.



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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. In the case of alleged parole violators who are not in custody, the revocation process begins when the parolee is notified of the pending charges and of his or her rights.

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.

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.

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.



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TRAINING

The Division of Juvenile Justice 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 ADA and effective communication needs, requirements of the L.H. v. Schwarzenegger Permanent Injunction, due process rights of juvenile parole violators, 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.

Additionally, the Division of Juvenile Justice shall provide training regarding this policy to all parole violators at orientation upon revocation of parole. All parole violators having received orientation prior to implementation of this policy shall receive notification on the policy and its implementation.

GOAL(S)

A parole violator shall attend an Exit Interview with a hearing officer from the Juvenile Parole Board to explain to the parole violator their general and special conditions of parole.

QUALITY ASSURANCE

Each facility shall utilize the Wards Information Network (WIN) for monitoring and tracking of timeframe compliance. Management oversight and facility self-monitoring will be utilized to ensure compliance with the provisions of the L.H. Stipulated Permanent Injunction.



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PROCEDURES

1.0 General Policy

- 1.1. A parolee may be returned to custody for up to one (1) year for a parole violation. Parole violators may earn program credits in accordance with the Program Credit Policy, Sections 4070-4085.
- 1.2. Thirty (30) days prior to the Revocation Release Date (RRD), the revocation release packet shall be forwarded to the Juvenile Parole Board (JPB) for review of conditions of parole and placement. If the hearing officer has any concerns regarding the placement, they will contact the facility.
- 1.3. No later than (2) two business days prior to the RRD, a parole violator shall attend an Exit Interview with one hearing officer from the Juvenile Parole Board as well as a parole agent from the Board or from the Division of Juvenile Facilities (DJF) institution. The purpose of the Exit Interview is to explain to the parole violator their general and special conditions of parole. Neither the hearing officer nor facility staff has authority to retain the parole violator in custody beyond the RRD under any circumstances, absent submission of a revocation extension referral by facilities.
- 1.4. Refusal of a parole violator to sign his/her conditions of parole at an Exit Interview will result in mandatory referral for Revocation Extension proceedings.
- 1.5. Serious In-Custody Misconduct following the completion of an Exit Interview, but prior to release can also result in referral for Revocation Extension proceedings.
- 1.6. Exit Interviews are not audio or video recorded, but a written record shall be made of the proceeding.

2.0 Dual Jurisdiction Parole Violators

- 2.1. The DJF shall be responsible for the exit interview referrals for parole violators housed in Division of Juvenile Justice (DJJ).
- 2.2. The Division of Juvenile Parole Operations (DJPO) shall be responsible for the exit interview referrals for parole violators housed in non-DJJ facilities.
- 2.3. However, the Division of Juvenile Justice Facilities' Population Management Section will continue to supervise only those parole violators housed in the Division of Adult Institutions (DAI) that were under their supervision prior to implementation of these policies and procedures, until such time as they are returned to parole supervision or returned to a DJJ facility. In these cases, the Population Management Parole Agent III, under the direction of the Intake and Court Services Administrator, will fulfill the responsibilities outlined below.

3.0 PROCESSING THE REFERRAL

3.1. Youth Correctional Counselor

- 3.1.1. No later than one hundred twenty (120) days prior to the Revocation Release Date (RRD), the Youth Correctional Counselor shall:



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- 3.1.1.1. Prepare a draft Revocation Release Report form, DJJ 3.288.
- 3.1.1.2. Submit the draft Revocation Release Report to the Facility Re-Entry Parole Agent/ Case Manager for review and verification.

3.2. Facility Re-Entry Parole Agent, Casework Specialist, or Case Manager

- 3.2.1. No later than ninety (90) days prior to the RRD, the Facility Re-Entry Parole Agent/Case Manager shall:
 - 3.2.1.1. Review the draft Revocation Release Report and edit for accuracy.
 - 3.2.1.2. Submit draft Revocation Release Report to the Living Unit Case Record Technician for editing and processing.
- 3.2.2. No later than thirty (30) days prior to the RRD, the Facility Re-Entry Parole Agent/Case Manager shall:
 - 3.2.2.1. Upon receiving the final Revocation Release Report from the Living Unit Case Records Technician for approval, ensure all registrations and notification have been completed
 - 3.2.2.2. Upon receipt of the approved Revocation Release Report, and after field file and relevant data base review complete Section I of the Request for Accommodation and Assistance form, DJJ 3.260. If a disability accommodation/effective communication need is identified during the completion of Section I, the Facility Re-Entry Parole Agent/Case Manager shall contact the Wards with Disabilities Program (WDP) Coordinator to arrange for any needed accommodations during the review of the Revocation Release Report with the parole violator
 - 3.2.2.3. Meet with the parole violator to conduct an interactive interview and then ask the parole violator to complete Section II of the Request for Accommodation and Assistance form, DJJ 3.260
 - 3.2.2.4. The Facility Re-Entry Parole Agent/Case Manager shall then fill in Section III of the Request for Accommodation and Assistance form, DJJ 3.260 and provide the parole violator with a copy of the Revocation Release Report ensuring that any needed disability accommodation/effective communications are provided so that the parole violator can understand the report
 - 3.2.2.5. Ensure that the Exit Interview date is scheduled on the appropriate board agenda.

3.3. Living Unit Case Record Technician

- 3.3.1. No later than seventy-five (75) days prior to the RRD, the Living Unit Case Record Technician shall:
 - 3.3.1.1. Edit the draft Revocation Release Report
 - 3.3.1.2. Prepare and process any registrations and notifications
 - 3.3.1.3. Submit the final Revocation Release Report through the facility approval process
 - 3.3.1.4. Upon receipt of the approved Revocation Release Report, prepare the packet for submission to field parole, which shall include:
 - 3.3.1.4.1. Revocation Release Report form, DJJ 3.288
 - 3.3.1.4.2. Clinical Summary
 - 3.3.1.4.3. Copy of the most recent Violation Report form, DJJ 3.264
 - 3.3.1.4.4. Psychological Evaluations (if applicable)
 - 3.3.1.4.5. Medical Summary
 - 3.3.1.4.6. High School Graduation Plan



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- 3.3.1.4.7. Notice of any holds and/or warrants
 - 3.3.1.4.8. Copy of the Immigration Customs Enforcement (ICE) detainer
 - 3.3.1.4.9. WDP Board Information Report (In WIN)
 - 3.3.1.4.10. Photos
 - 3.3.1.5. Submit the packet to the designated field parole unit for preparation of the Parole Placement Plans.
- 3.3.2. No later than thirty (30) days prior to the RRD, the Living Unit Case Record Technician shall:
 - 3.3.2.1. Upon receipt of Parole Placement Plans form, DJJ 3.289, from the field parole unit, no later than thirty (30) days prior to the RRD, submit the revocation release packet to the JPB.
 - 3.3.2.2. Provide a copy of the approved Revocation Release Report and Parole Placement Plans to the Facility Re-Entry Parole Agent/Case Manager
 - 3.3.2.3. Provide a copy of the Request for Accommodation and Assistance form, DJJ 3.260, with Sections I through III completed, to the WDP Coordinator.
- 3.4. Facility Re-entry Parole Agent/ Case Manager
 - 3.4.1. If the JPB communicates any concerns regarding the placement, immediately staffs the case with the field Parole Agent and Facility Parole Agent III. If the recommendation is that no changes will be made to the placement, prepares an addendum within two (2) business days explaining the justification for the original placement and presents at the Exit Interview to justify the reasons why the recommended change(s) were not made.
 - 3.4.2. If the recommendation is to change the placement, within two (2) business days, prepares an updated Revocation Release Report and forwards to the designated field parole unit to prepare updated Parole Placement Plans reflecting the change(s). The parole unit will return the updated Parole Placement Plans to the facility prior to the scheduled Exit Interview.
- 3.5. Facility Case Services Section
 - 3.5.1. No later than one (1) week prior to the Revocation Release Date (RRD), the Case Services Unit shall:
 - 3.5.1.1. Confirm the scheduled date of the Exit Interview with the Facility Re-entry Parole Agent/Case Manager
 - 3.5.1.2. Notify the WDP Coordinator of the date of the Exit Interview
- 3.6. WDP Coordinator
 - 3.6.1. No later than five (5) calendar days prior to the Exit Interview, the WDP Coordinator shall:
 - 3.6.1.1. Arrange for needed accommodation/effective communication assistance for the Exit Interview.
- 3.7. Facility Re-entry Parole Agent/Case Manager
 - 3.7.1. No later than five (5) calendar days prior to the Exit Interview, Facility Re-Entry Parole Agent/Case Manager shall:



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- 3.7.1.1. Confirm the Exit Interview is scheduled prior to the parole violator's RRD. The Division of Juvenile Justice (DJJ) cannot retain parole violators in custody past their RRD for the purpose of conducting the Exit Interview
- 3.7.1.2. Notify the parole violator of the date of the Exit Interview
- 3.7.1.3. Review the Revocation Release Report, Parole Placement Plans and parole conditions with the parole violator. Prior to this review, the Facility Re-Entry Parole Agent/Case Manager shall review the Request for Accommodation and Assistance form, DJJ 3.260, to determine if the parole violator requires any disability accommodation/effective communication assistance. The Facility Re-Entry Parole Agent/Case Manager shall ensure that those accommodations are provided at the review
- 3.7.1.4. Ensure the parole violator has signed the Case Report Receipt Verification form, DJJ 1.603

3.8. Living Unit Case Record Technician

- 3.8.1. On the date of the scheduled Exit Interview, the Living Unit Case Record Technician shall:
 - 3.8.1.1. Prepare the release packet for review by the hearing officer at the Exit Interview:
 - 3.8.1.1.1. The completed Revocation Release Packet Content Checklist form, DJJ 3.282
 - 3.8.1.1.2. The Request for Accommodation and Assistance form, DJJ 3.260, Sections I through IV completed
 - 3.8.1.1.3. Revocation Release Report form, DJJ 3.288
 - 3.8.1.1.4. Parole Placement Plans form, DJJ 3.289
 - 3.8.1.1.5. Any psychological/psychiatric reports or evaluations
 - 3.8.1.1.6. A copy of the most recent Notice of Conditions of Parole form, DJJ 3.207, bearing the parole violator's signature
 - 3.8.1.1.7. A copy of all registrations and notification issued and any responses received
 - 3.8.1.1.8. A copy of the Action Log form, DJJ 1.601F
 - 3.8.1.1.9. Clinical Summary
 - 3.8.1.1.10. Other relevant documentation

3.9. Facility Re-entry Parole Agent/Case Manager

- 3.9.1. Ensure the revocation release packet contains all of the documents for the hearing officer's review
- 3.9.2. Attend the Exit Interview with the parole violator and provide security coverage in the hearing room

4.0 CONDUCTING THE EXIT INTERVIEW

4.1. JPB Hearing Officer

- 4.1.1. The hearing officer shall conduct the following reviews in preparation for the Exit Interview:
 - 4.1.1.1. Accommodation/Effective Communication Review



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- 4.1.1.1.1. Locate and review the Request for Accommodation and Assistance form, DJJ 3.260, and all supporting documents.
- 4.1.1.1.2. Ensure all needed accommodations or effective communication assistance will be available for the hearing.
- 4.1.1.2. In-Custody Review:
 - 4.1.1.2.1. Review the Revocation Release Report form, DJJ 3.288
- 4.1.1.3. Placement/Supervision Review:
 - 4.1.1.3.1. Review the Parole Placement Plans form, DJJ 3.289
- 4.1.2. During the Exit Interview, the hearing officer shall:
 - 4.1.2.1. Ensure that all required documents are present and complete
 - 4.1.2.2. Indicate to the Parole Agent/Case Manager or escort officer that he/she is ready to begin and have the parole violator brought into the room
 - 4.1.2.2.1. In the event that the parole violator refuses to attend the hearing, such refusal may constitute a violation of parole and may be subject to revocation extension proceedings unless there is good cause for the non-appearance.
 - 4.1.2.3. Ask all parties to identify themselves. Each person will then identify themselves by stating their first and last name, spelling their last name. The parole violator shall state his/her first and last name, spell his/her last name and state his/her YA number.
 - 4.1.2.4. Review the Request for Accommodation and Assistance form, DJJ 3.260, and conduct an interactive accommodation/effective communication review with the parole violator in order to identify any need for reasonable accommodations/effective communication assistance.
 - 4.1.2.4.1. Verify the accommodation/effective communication needs assessment with the parole violator.
 - 4.1.2.4.2. If a physical/mental impairment, or effective communication need that would affect the parole violator's ability to effectively participate is identified, but has not been accommodated, make all reasonable efforts to immediately secure the necessary accommodation, including but not limited to granting a brief recess to arrange for the accommodation.

Note: If it is not possible to secure the accommodation in order to hold the Exit Interview on the same day, postpone the proceeding until accommodations can be made available. The Exit Interview must be rescheduled prior to the parole violator's Revocation Release Date (RRD). The parole violator shall not be retained in custody past his/her RRD in order to hold the rescheduled Exit Interview.
 - 4.1.2.5. Explain to the parole violator that the purpose of the Exit Interview is as follows:
 - 4.1.2.5.1. To explain to the parole violator his/her general and special conditions of parole.



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Note: 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.

- 4.1.2.6. Review the revocation release packet with the parole violator, discuss the parole plans and placement, and allow the parole violator to make statements and/or ask questions.
- 4.1.2.7. 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.
 - 4.1.2.7.1. Additional special conditions of parole, not requested in the Parole Placement Plans form, DJJ 3.289, that do not impact the parolee's placement may be added as appropriate and deemed necessary.
- 4.1.2.8. Provide an opportunity for the parole violator to ask questions and/or request clarification.
- 4.1.2.9. Document the general and special conditions of parole on the Notice of Conditions of Parole form, DJJ 3.207.
- 4.1.2.10. 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.
- 4.1.2.11. Have the parole violator sign and date the Notice of Conditions of Parole form, DJJ 3.207.
- 4.1.2.12. Sign and date the Exit Interview Order form, DJJ 3.297.
- 4.1.2.13. 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.
- 4.1.2.14. Return the revocation release packet and all documentation to facility staff.

5.0 Concluding the Exit Interview

5.1. Facility Case Services Section

- 5.1.1. Upon receipt of documentation following completion of the Exit Interview, the Case Services Unit shall:
 - 5.1.1.1. Record information from the Exit Interview proceedings on the Action Log form, DJJ 1.601F.
 - 5.1.1.2. Prepare and provide the Notice of Conditions of Parole form, DJJ 3.207 to the Facility Re-Entry Parole Agent/Case Manager.
 - 5.1.1.3. Confirm release arrangements with the designated parole unit.
 - 5.1.1.4. Place copies of Exit Interview documentation in the field file.
 - 5.1.1.5. Forward original Exit Interview documentation to the Master Files Unit.



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- 5.1.1.6. Forward a copy of the Exit Interview Order form, DJJ 3.285, to Information Systems.
- 5.1.1.7. Forward a copy of the Exit Interview Order form, DJJ 3.285, and completed Request for Accommodation and Assistance form, DJJ 3.260, to the JPB Revocation Desk.
- 5.1.1.8. Mail the field file to the designated parole unit within two (2) business days.

5.2. Parole Agent/Case Manager

- 5.2.1. Ensures the parole violator is released on the Revocation Release Date (RRD).

FORM(S)

1. Action Log, DJJ 1.601F
2. Case Report Receipt Verification, DJJ 1.603
3. Exit Interview Order, DJJ 3.297
4. Notice of Conditions of Parole, DJJ 3.207
5. Parole Placement Plans, DJJ 3.289
6. Revocation Release Packet Content Checklist, DJJ 3.282
7. Revocation Release Report, DJJ 3.288
8. Request for Accommodation and Assistance, DJJ 3.260
9. Request for Accommodation and Assistance - Definitions, DJJ 3.260B
10. Request for Accommodation and Assistance - Instructions, DJJ 3.260A