

Juvenile Offenders Sentenced to Adult Probation

905.1 PURPOSE:

To establish a protocol for the identification, processing, and supervision of juveniles sentenced in the adult criminal justice system and ensure these offenders are properly supervised, receive appropriate juvenile treatment programming and resources to assist them in successfully reintegrating into the community.

905.2 GUIDELINES:

- A. In the event a juvenile offender is sentenced as an adult and is convicted as a sex offender or domestic violence offender, the file should be reviewed by the Supervising Probation Officer of the Sex Offender Unit or by the Supervising Probation Officer of the Domestic Violence Unit before assigning the case.

905.3 RESPONSIBILITIES:

- I. Adult Office Assistant – Legal:
 - A. Shall enter the offender's information in CE using an adult PIN number as outlined in the clerical workbook located in the Probation Tools shared folder.
 - B. Within twenty-four (24) hours of receipt, the case file shall be assigned to the corresponding Supervising Probation Officer, (SPO) of the Orientation and Assessment unit based on the youth's place of residence.
- II. Adult Division:
 - A. Orientation and Assessment unit:
 1. Complete orientation.
 2. Advise the SPO of the youth being sentenced to adult probation.
 - B. Orientation and Assessment Supervising Probation Officer:
 1. Confirm the probationer is a juvenile on adult probation and enter a supervision warning note in CE to alert the probationer is a juvenile offender on adult probation.
 2. Assign the case within five (5) business days following their orientation and assessment to:
 - (a) An adult SPO if the youth is older than 17.5 years of age.
 - (b) A juvenile SPO if the youth is younger than 17.5 years of age.
 - (c) Cases shall be assigned to the corresponding unit based on their initial risk assessment score and place of residence.
 3. May override cases when appropriate.
 - C. Adult Unit Supervising Probation Officer:
 1. Confirm the probationer is a juvenile on adult probation.

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2. Assign the case to a Probation Officer within five (5) business days.
 3. If a case is received from the juvenile division due to a violation, and the youth is in custody, assign the case to a probation officer immediately to initiate the remand petition and to complete the supplemental report.
 4. If a case is received from the juvenile division due to a violation, and the youth is out of custody, assign the case to a probation officer within five (5) business days to initiate the out of custody petition.
- D. Adult Probation Officer:
1. Shall supervise youth in the same manner as an adult offender.
 2. Shall complete an adult assessment and case plans if required.
 3. Complete associated reports if a violation occurs.
- III. Juvenile Division:
- A. Supervising Probation Officer:
1. Shall review file to determine if the youth is appropriate for juvenile supervision.
 2. If appropriate, within five (5) business days shall assign the case to a probation officer for the completion of a juvenile assessment and supervision.
 - (a) Cases shall be assigned to the corresponding unit based on assessment score and place of residence.
 3. When the youth reaches 17.5 years of age, the file shall be transferred to the Adult Services division for supervision as an adult offender.
 4. If the youth commits a violation while being supervised by the juvenile division:
 - (a) Immediately transfer the case to a SPO in the adult division if the offender is in custody.
 - (b) If the youth is out of custody, transfer the case within three (3) business days.
 - (c) Review the file to determine if it is appropriate for the youth to be supervised by the adult division.
 5. May override cases when appropriate.
- B. Juvenile Probation Officer:
1. Shall complete a juvenile assessment.
 2. Identify when a youth reaches 17.5 years of age, and give file to the SPO within five (5) business days for transfer to the adult division for supervision.

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3. If the youth commits a violation while being supervised by the juvenile division prior to 17.5 years of age, shall:
 - (a) Submit the file to a SPO immediately for re-assignment to the adult division for the processing of violation and the completion of Supplemental Report.
 - (b) Provide a synopsis of the reason(s) for the violation(s) and include with the referral to the adult division and make available for further details as needed.
- IV. Identification of Juvenile Offender on the Adult/ Juvenile System:
- A. To run a report to identify juvenile offenders sentenced to adult probation, go to CE/ Reports/Clients/ Adult Offenders Under 18 When Created.