

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
YOUTH PAROLE AUTHORITY  
POLICY AND PROCEDURES

Policy No.: 08-02

Effective Date: 07/04

Revision Date: 09-09-15

Subject: YPA Case Files

**I. Policy Statement**

The Youth Parole Authority (YPA) administrative staff shall establish a new case file for each juvenile committed to the Division for Secure Care.

**II. Rationale**

To establish a means whereby pertinent case information on each secure care juvenile can be made available to the YPA and other Division staff as necessary.

**III. Procedure**

A. The Administrative Officer shall create and maintain a case file on each juvenile under the jurisdiction of the YPA.

B. The file shall contain, but not be limited to the following documents:

1. court commitment order,
2. court conviction history,
- ~~3.~~ 3. calculated suggested length of stay,
4. hearing notifications,
5. hearing decisions,
6. hearing summaries,
7. all written orders of the YPA member,
8. intake summary,
9. parole review report,
10. psychological and/or psychiatric evaluations, if appropriate.

C. All information contained in the YPA files is private and confidential. Requests for confidential information, shall be forwarded to the administrative officer and shall not be released without the written consent of the parties involved and in accordance with GRAMA regulations.

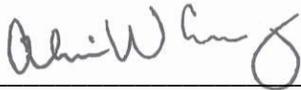
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**IV. Continuous Renewal**

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.



Alvin W. Emery, Chairman  
Youth Parole Authority

09-09-15

Review Date



Russell K. Van Vleet, Chairman  
Board of Juvenile Justice Services

09-09-15

Review Date



Susan V. Burke, Director  
Division of Juvenile Justice Services

09-09-15

Review Date