

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

Policy No.: 08-06	Effective Date: 07/04	Revision Date: 6/5/17
Subject: Conditions of Parole		

**I. Policy Statement**

The Youth Parole Authority (YPA) shall provide written conditions to each parolee that describe the requirements and expectations of parole. Parolee(s) will receive, review, and sign a written copy of the parole agreement prior to release from a secure facility.

**II. Rationale**

To ensure that juvenile parolees understand the terms and conditions of their release from secure care and continued placement in the community.

**III. Procedures**

- A. Prior to release to parole, the order of parole and parole agreement shall be reviewed with the prospective parolee by the Assistant Program Director (APD) of the secure care facility, or their designee, unit supervisor, and case manager. The conditions of parole shall be explained in detail, and the parolee shall acknowledge understanding of the conditions of parole by signing the agreement.
- B. All additional parties identified on the parole agreement must sign and agree to the conditions imposed prior to the agreement going into affect.
- C. As needed, the case manager and their supervisor may submit a memorandum report to the YPA requesting amendments in the parole conditions. After review, the YPA may approve amendments without convening a hearing, but the new agreement must be re-signed by all parties. A "Special Attention Hearing" may be requested if the parolee, case manager, or the YPA have concerns about the changes.
- D. When a case manager becomes aware of a significant parole violation, they shall review the violation with their immediate supervisor and forward an email memorandum or incident report to the YPA administrative officer within seventy-two (72) hours. Violations will be reported when they are of a nature that would result in charges and/or changes in the conditions of parole set by the YPA. Refer to JJS Incident Report policy 05-15.
- E. The following information shall be included in reports submitted to the YPA regarding violations:

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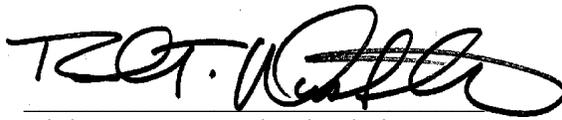
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1. specific nature of the alleged violation(s) and/or changes in the specific parole conditions;
2. date and place of alleged violation(s) or changes in the specific conditions;
3. action taken to correct the situation; and
4. recommendations.

**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.

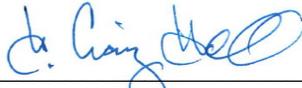
This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.



Rick T. Westmoreland, Chairman  
Youth Parole Authority

6/5/17

Review Date



H. Craig Hall, Chairman  
Board of Juvenile Justice Services

6/5/17

Review Date



Susan V. Burke, Director  
Division of Juvenile Justice Services

6/5/17

Review Date