

### Policy

The Department of Children and Families Juvenile Justice Office shall strive to provide the most appropriate services in the least restrictive, most trauma-informed environment for the Juvenile Justice clients they serve, with a focus on recidivism reduction.

The Juvenile Justice Office shall build a coalition with juveniles, families, courts and community agencies to:

- assess each juvenile's trauma history and its impact on functioning as well as general mental health and substance abuse needs;
- provide juveniles with effective treatment services that meet their individualized behavioral health needs, with particular attention to referral to evidence-based trauma-specific assessment or treatment if indicated;
- provide juveniles with rehabilitative services that match their individual needs;
- provide services in a setting that meets the community's need to maintain public safety;
- limit secure treatment to those juveniles who meet established criteria for risk;
- provide services in the community whenever possible; and maintain the juvenile's accountability; and
- involve youth and families in service planning, decision making, and behavioral health treatment if indicated.

**Legal reference:** Conn. Gen. Stat. [§17a-1 through §17a-83](#) and [§46b-120 through §46b-159](#).

### Training

DCF shall provide a Juvenile Justice training program for all Juvenile Justice staff. The training program shall be planned, coordinated and implemented by qualified DCF staff, consultants and vendors under the general direction and supervision of the DCF Workforce Development Academy.

Juvenile Justice staff shall complete the following training and required recertification:

- 10-day Juvenile Justice Certification Curriculum
- First Aid, CPR, Contagious Disease Control
- Natural Response Control Tactics and Verbal De-escalation
- Handcuffing and Mechanical Restraint Use
- Transport and Use and Care of Equipment
- Motivational Interviewing
- Case Planning
- Risk and Needs Assessment
- Childhood Trauma

**Related ACA Standards:** Training and Staff Development.

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### After Hours System

The DCF Juvenile Justice Office shall maintain a system that ensures the ability to respond after hours to emergency and non-emergency situations involving juveniles.

On-call Juvenile Justice staff shall be immediately available via their assigned state cell phone or, if prior arrangements have been made, at another telephone number.

If the on-call Juvenile Justice staff must respond to the field, he or she shall proceed en route as soon as possible, and in no case more than one hour after being notified.

**Related ACA Standards:** Intake; Community Placement Programs; Supervision

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### Juvenile Justice Social Work Supervisor Responsibilities

The purpose of supervision shall be to provide coaching, guidance, case direction and assistance to Juvenile Justice Social Workers to ensure progress towards the juveniles' case goals and the appropriate and timely delivery of services to juveniles and their families in accordance with the provisions of the juvenile's case plan.

Juvenile Justice Social Work Supervisors shall:

- recognize the impact of exposure to trauma and work collaboratively with DCF leadership to provide strategies to enable their staff to better manage professional and personal stress, particularly to address the impact of secondary traumatic stress;
  - be responsible for ensuring that staff under their supervision are knowledgeable about and comply with applicable DCF policy and procedures through regularly-scheduled unit meetings;
  - ensure timely and accurate completion of each Juvenile Justice Social Worker's quarterly and annual performance appraisals;
  - ensure that case services are maintained in the event an assigned Juvenile Justice Social Worker is unavailable;
  - conduct regular and consistent supervision that incorporates a trauma lens with each Juvenile Justice Social Worker on a face-to-face basis at least once per month and as needed;
  - document supervisory conferences in the electronic case record.
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### Supervisory Meetings

Each supervisory meeting shall include a discussion of each case assigned to the Juvenile Justice Social Worker and shall include the following:

- safety, risk, and needs assessments;
  - identification of the juvenile's trauma-related needs and referral for trauma-specific assessments and treatment, as indicated;
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### Supervisory Meetings (continued)

- assessment of the need for a surrogate parent;
- review of the case plan and court reports;
- appropriateness of the placement;
- review of any critical incidents or case alerts;
- review of steps necessary to achieve permanency, including concurrent planning and community supports;
- assessment of multi-disciplinary consultation needs;
- assessment of adequacy of existing services, including treatment, cultural and linguistic needs and appropriateness of service delivery;
- assessment of the need for a change in services in order to promote the well-being and resiliency of the juvenile;
- review of steps necessary to achieve the case goal;
- confirmation that visitation and contact standards have been met;
- documentation and approval of the plan for future visitation and contacts;
- review of the Juvenile Justice Social Worker's performance; and
- review of any action taken in consultation with the Program Manager and Human Resources to establish a plan of remediation for performance that does not meet existing standards.

**Cross reference:** DCF Policies [31-7-1.2](#), "Supervisory Conferences;" [31-7-1.1](#), "Supervisory Responsibilities: Unit Meetings;" [37-7-1.3](#), "Record Keeping."

**Related ACA Standards:** Supervision.

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### Notification to School Officials of Potentially Dangerous Students

When an adjudicated serious juvenile offender (SJO) is scheduled to attend school in the community, whether he or she is released from or will remain under DCF supervision, DCF shall notify the superintendent of schools if it is assessed that there is a risk of imminent personal injury to the juvenile or to others as a result of the juvenile attending school.

Juvenile Justice staff shall conduct a risk assessment prior to making the recommendation to notify the superintendent of schools. The risk assessment shall include negative or maladaptive behaviors developed in response to traumatic experiences, which may now be serving as survival strategies to manage overwhelming feelings and situations. The identification of potential trauma triggers and reminders are part of the risk assessment.

Written notification shall be approved and signed by the Regional Administrator and sent only to the superintendent of schools.

The notification shall include the juvenile's education records. Other relevant documentation shall be included only with the written permission of the juvenile's legal guardian.

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### Notification to School Officials of Potentially Dangerous Students (continued)

While it is the responsibility of the superintendent of schools or designee, based on records provided and daily interaction with the juvenile, to assess whether risk-abatement measures should be taken and whether the juvenile continues to present an imminent risk to him- or herself or others and to make adjustments to the juvenile's educational plan as required, Juvenile Justice staff shall provide assistance and consultation as appropriate and with the permission of the legal guardian.

**Legal reference:** Conn. Gen. Stat. §[10-233k](#).

**Related ACA Standards:** Juvenile Records, Supervision, Release and Revocation.

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### Record Keeping

The Juvenile Justice Office shall create and maintain case records for all juveniles under its supervision. Each Juvenile Justice Social Worker shall be responsible for ensuring the completeness and accuracy of the records of juveniles assigned to his or her caseload.

All records relating to a juvenile shall be maintained in a single hard copy case record or in the Juvenile Justice electronic records system (CONDOIT) and, where appropriate, in LINK. Hard copy records shall be kept in a secure location. All records relating to a juvenile shall be readily available to those DCF staff with a business need to access such records.

Other DCF Divisions, Offices and Units (*e.g.*, education, medical, clinical) may maintain separate records, but shall ensure that copies of all notes, documents and updates are entered into the electronic records system or provided to the Juvenile Justice Social Worker for inclusion in the juvenile's hard copy record. Other Divisions, Offices and Units maintaining separate records shall be responsible for the security of those records.

Records of juveniles under DCF supervision are subject to state and federal confidentiality laws and regulations. No DCF record or portion of a record shall be released to third parties without the review, redaction and the approval of the DCF Office of Legal Affairs.

**Cross reference:** DCF Policies: [31-8-5](#) "Confidentiality of Records," [31-7-1.3](#) "Record Keeping," [27-3-5](#) "Unified School District II."

**Legal references:** Conn. Gen. Stat. §[17a-28](#), §[46b-124](#).

**Related ACA Standards:** Juvenile Records.

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