

Juvenile Justice Practice Guide

For use with DCF Policy 59-1 to 59-3

March 2014

59-1 Administration

- **Parole After Hours System**
- **Notification to School Officials of Potentially Dangerous Students**
 - Procedures
- **Record Keeping**
 - Practice Standards
 - Procedures
 - Sections of the hard copy record

59-2 Assessment and Treatment Services

- **Assumption of Custody upon Delinquency Commitment**
 - Introduction
 - Juvenile Justice Social Worker Responsibilities Prior to Commitment
 - Intake procedures
 - Out of State Placement
 - Documentation of Physical Custody
 - Direct Placement
- **Assessment and Case Planning**
 - Comprehensive Assessment
 - Review of Initial Placement
 - Case Planning

- Planning for Re-entry and Community transition
- **Leave and Release**
 - Practice Standards
 - Definitions
 - Procedures
- **Case Management**
 - Practice Standards
- **Community Reintegration Strategies and Plans for Transition**
- **Post - Secondary Vocational Training Planning Requirements**
- **Graduated Responses**
 - Incentives
 - Practice standards
 - Procedure
 - Sanctions
 - Practice Standards
 - Procedure
- **Return to Custody**
 - Practice standards
 - Procedures-return to custody for violation of Conditions of Parole
 - Procedures - pickup
- **Transitional Services Program**
 - Practices Standards
 - Procedures

59-3 Safety

- **Safety Measures**

- Practice standards
 - Incident Reporting
 - Field Safety
 - Making Home Visits
 - Dogs and Others Animals
 - Health Safety
- **Transportation of Juveniles**
 - Secure Transport
- **Searches**
- **Equipment**
 - Practice Standards
 - Procedures

PREAMBLE

The Department of Children and Families (DCF) is organized by its legislative authority and its mission as well as the specific accountabilities for Juvenile Justice for youth committed to DCF. The approach to Juvenile Justice is child-centered and family-focused, and mindful of the cognitive and developmental stages of youth in DCF custody, as well as the adverse childhood experiences, trauma and needs presented by these youth. Through a trauma-informed approach, the Juvenile Justice Social Worker will gather and provide relevant information to youth and family about the reasons for commitment, goals and objectives to address during placement, and desired outcomes to achieve successful community reintegration.

59-1 Administration

Parole After Hours System

Definitions:

On-call means a system of providing coverage for Juvenile Justice cases during the non-business hours of 5:00 pm to 8:00 am Monday through Friday and on holidays and weekends.

Qualified Juvenile Justice staff means a Juvenile Justice Social Worker or a Juvenile Justice Social Work Supervisor who has been a Juvenile Justice Social Worker or Juvenile Justice Social Work Supervisor for a minimum of six months.

Procedure:

Juvenile Justice shall maintain a system that ensures the ability to respond, after hours, to the emergency situations and non-emergency situations that require the involvement of Juvenile Justice.

The following on-call procedure shall be followed at all times:

A schedule of on-call staff assignments will be completed in six-month cycles.

Juvenile Justice Social Workers and Juvenile Justice Social Work Supervisors will normally be assigned to be on call from Sunday through Wednesday and from Thursday through Saturday. This does not preclude switching days if needed or to ensure coverage during certain periods such as holidays.

When there are insufficient numbers of qualified Juvenile Justice Social Work staff, a

Juvenile Justice Social Worker or Supervisor will be mandated to be on call according to terms of the collective bargaining agreement.

Qualified Juvenile Justice staff who are on call may be approved, upon request, to take his or her assigned state vehicle home during the course of the on-call assignment to be utilized for state business only.

On-call Juvenile Justice staff shall respond to calls in a timely manner. This is defined as being immediately available via their assigned state cellular phone, or if prior arrangements have been made, via another phone.

When it becomes necessary for Juvenile Justice staff to be called, it is expected that they will leave their location as soon as possible, but no later than within one hour of being notified. On-call staff shall then proceed with the directives provided. Should any questions arise during this time, the on-call staff will contact CJTS Operations Post (OP) for clarification and direction. In the event that CJTS OP determines that there is a need for managerial involvement, CJTS OP will contact the on-call manager at the Careline for direction.

When the on-call Juvenile Justice staff determines where the juvenile will be transported, he or she will contact the facility where the juvenile will be placed and provide an estimated time of arrival and any pertinent information that may be useful or required.

If the on-call Juvenile Justice staff is not familiar with the juvenile, he or she may call CJTS OP and request CONDOIT and LINK information to assist with assessment of the situation and how to proceed. Should any questions or issues arise during the process, the on-call Juvenile Justice staff shall contact CJTS OP and a decision will be made regarding the need to contact the on-call manager at the Careline.

Notification to School Officials of Potentially Dangerous Students

Procedure:

Determination of necessity to notify school:

The Juvenile Justice Social Worker, in consultation with the Juvenile Justice Social Work Supervisor and Program Manager, will review all cases of juveniles with a current SJO conviction for whom a return to public school is anticipated, either during the commitment or at the end of a commitment. Following the review, the Juvenile Justice Social Worker will request a teaming to make a determination whether DCF, in good faith, believes that notification to school officials is necessary because the juvenile poses a high risk to him- or herself or others in the school setting. The team may make a recommendation to the Regional Administrator or request a formal assessment (*e.g.*, psychosexual or psychosocial evaluation). In assessing risk, the following shall be considered: conviction charge and associated circumstances, criminal history, trauma history and impact on functioning, provider reports of treatment received and level of progress, current functioning and anticipated educational setting. If a formal clinical or

educational assessment is sought, the team will reconvene after the completion of such assessment to develop a recommendation for the Regional Administrator.

The teaming will include but not be limited to the Juvenile Justice Social Worker, Ongoing Services Social Worker (if dually committed), Juvenile Justice Social Work Supervisor, Program Manager, Regional Clinical Manager, Regional Education Consultant and the Area Office Attorney.

The Regional Administrator shall make the final determination regarding whether to notify the school superintendent.

DCF to assist school in assessing risk:

If the Regional Administrator determines that the school superintendent should be notified, the Juvenile Justice Social Worker shall issue a brief notification citing the statutory elements and provide the school superintendent with the juvenile's education records in the possession of DCF or that can be gathered from other sources. No other information shall be provided to the school superintendent without the parent's or guardian's permission.

In the event that the school requests an update from DCF on the juvenile's progress, a teaming will be held with the Regional Clinical Manager. In consultation with the juvenile's treatment providers, a progress report will be drafted for review and approval by the Regional Administrator. Release of this report to the school is subject to approval by the parent or guardian.

Record Keeping

Case information is required to be entered into CONDOIT within five days of the activity. The following should be included in the record:

- case plan;
- educational plan;
- intake screen;
- mittimus (JD-JM-16EL, scanned);
- birth certificate and Social Security card (scanned);
- commitment and recommitment dates;
- commitment charge(s);
- Expectations of Placement and Conditions of Parole (DCF-066 and DCF 065, scanned);
- releases of information (scanned);
- permission to treat (scanned);
- Parole Revocation Charge Sheet;
- DCF- 550, 551 for Title IV- E;
- case alerts; and
- Commissioner's Discharge.

Confidentiality Practice Standards:

- A. Non-DCF employees may read the records only if specifically requested and if authorized by DCF.
- B. It is a criminal offense to disclose any aspect of a juvenile's record, including the identity of the juvenile, to any unauthorized person. All staff, as well as consultants, volunteers and contract personnel, are expected to be familiar with the DCF confidentiality policy and procedures. It shall be the responsibility of managers and supervisors to ensure that the confidentiality policy and procedures are known by all persons having access to case records.
- C. No confidential documents may be released to third parties without the review, redaction and approval of the DCF Office of Legal Affairs.
- D. However, the Juvenile Justice Social Worker, clinical or supervisory personnel directly responsible for treatment implementation shall discuss fully the results of evaluations conducted as part of the treatment planning process.
- E. The case plan shall be shared with the juvenile to guarantee that there is full understanding of his or her participation in the treatment process.
- F. The Superior Court for Juvenile Matters has the authority to request periodic progress reports and case status reports. Such reports shall be provided upon the request of the judge. It shall be the responsibility of the Juvenile Justice Social Worker or Juvenile Justice Social Work Supervisor to fulfill such requests in a timely manner.

Procedures:

Electronic information systems:

Juvenile Justice utilizes three database systems: LINK, Northpointe and CONDOIT. LINK is the DCF overall database information system. CONDOIT is the electronic records database that is used solely for the committed delinquent population. In addition, the Risk and Needs Assessment (COMPAS-Youth) and the case plan are created and maintained in Northpointe. Juvenile Justice staff are responsible for creating and establishing the accurate cases in the databases for every juvenile.

Documentation of case work responsibilities:

Juvenile Justice Social Workers shall maintain documentation in the electronic and hard copy case records of all juveniles on their caseloads and ensure that all information pertaining to the juvenile is filed in one or both records. The electronic and hard copy case records must be kept current and reflect any face-to-face and collateral contacts associated with each case and are important sources of documentation of all interventions and contacts with the juvenile, his or her family and the providers.

All contacts must be documented within five working days. The Juvenile Justice Social Worker is responsible for the entry of documentation and the accuracy of all

documentation.

The Juvenile Justice Social Work Supervisor shall review the electronic record on a monthly basis and ensure that assessments, case plans and reviews are conducted and entered in a timely, complete and accurate manner. Errors and omissions shall be documented for each Juvenile Justice Social Worker in his or her supervisory file.

The hard copy case records shall contain, at a minimum, the following original documents:

- Parole Intake Face Sheet (demographic information)
- mittimus and other court documents;
- birth certificate (copy);
- Social Security card (copy);
- Social Security release authorization
- JD-JM145, “Permanency Plan Order and Review Delinquency/Family With Service Needs;”
- medical consent form (DCF-460);
- releases of information forms (DCF-2131);
- case plans;
- ACR (DCF-553);
- DCF-approved trauma screens;
- psychological evaluations;
- other diagnostic evaluations and clinical notes;
- Expectations of Placement and Conditions of Parole forms (DCF-066 and DCF 065);
- Board and Care Agreement;
- educational documents (*e.g.*, DCF-603, IEP, DCF-2069, DCF-2070);
- reports from providers;
- other written correspondence; and
- references to any prior DCF history.

The Juvenile Justice Social Worker is responsible for ensuring the timely filing of correspondence and other information into the hard copy case record. Within 30 days prior to the end of the delinquency commitment, the Juvenile Justice Social Worker shall submit a closing summary. The Juvenile Justice Social Work Supervisor will review the summary and the case record and request approval for closing from the Program Manager. Once approved, the hard copy record is prepared for closure. The electronic records are also prepared for closure and the hard copy maintained at Closed Records.

Sections of the Hard Copy Record

Legal: In the following order, Intake Face Sheet (including a picture), mittimus, recommitment orders, birth certificate, Social Security card, all other court paperwork received from probation (*e.g.*, predispositional study, juvenile offense history, psychological and psychiatric evaluations, trauma screens, police reports), permanency plans, court status reports.

CJTS/Treatment: Case plans from TPC/ACR, DCF-553s, permissions to treat and other consent forms, psychological and psychiatric evaluations conducted by CJTS staff, DCF-approved trauma screens, all information generated by CJTS not located in CONDOIT.

Parole: Signed Expectations of Placement, Conditions of Parole, Board and Care Agreement, CANS, correspondence, charge sheets, revocation hearing results, referral letters, release of information request forms, any other related information generated by Juvenile Justice and not located in one of the electronic records (CONDOIT, LINK, Northpointe).

Providers: All written documentation and information received from residential and community providers, *e.g.*, case plans, progress reports, incident reports, discharge summaries.

Education: Any written educational information, correspondence regarding education, DCF-603, IEPs, report cards, PRT notifications and results.

Medical: All medical information received, permission to treat forms, insurance information, all forms related to medical care.

Miscellaneous: Police reports, clothing vouchers, any information not filed in another section.

59-2

Assessment and Treatment Services

Assumption of Custody upon Delinquency Commitment

Introduction

There are two portals of entry for juveniles newly committed to DCF as delinquent. One, referred to as a "direct placement," is a direct admission to a congregate care setting, such as a residential facility or group home, upon court order. The second, referred to as a "new commitment," is through admission to the Connecticut Juvenile Training School (CJTS) upon court order (and after agreement with the Commissioner).

It is preferable to have advance notification from Probation of an anticipated delinquency commitment in order for collaboration to begin prior to commitment. At a minimum, at the time of the delinquency commitment, a Juvenile Justice Social Worker will be assigned. The Juvenile Justice Social Worker is responsible for providing case management and related services to the juvenile for the length of the delinquency commitment regardless of placement setting.

Juvenile Justice Social Worker Responsibilities Prior to Commitment

Procedure: Direct Placement

The forwarding of the referral packet by the Probation Officer, immediately following the submission of the Child and Adolescent Needs and Strengths (CANS) packet, shall commence the initial referral for a court-ordered commitment. The referral packet shall include, but is not limited, to the following:

All Placements:

- pre-dispositional Study (PDS, JD-JM-54EL) - initial and updates;
- copies of Discharge Summaries from previous placements or programs;
- copy of Social Security card;
- copy of medical insurance card;
- copy of birth certificate;
- resident alien card or passport (if juvenile is not a US citizen);
- copy of IEP if juvenile is a special education student;
- copy of educational records;
- copy of immunization records;
- date of last physical and results;
- medical prescriptions;
- copies of psychological or psychiatric evaluations including JJIE;
- juvenile offense history;
- number of times juvenile has been admitted to detention;
- copies of detention reports;
- risk instrument utilized by CSSD;
- copy of CANS packet;
- gang affiliation or history;
- social network account information, if appropriate;
- police reports; and
- victim statements.

Out of State Placements:

- Article VI;
- completed mittimus (JD-JM-16EL) stating commitment effective upon placement; and
- facility acceptance letter

Intake procedures:

Out-of-State Placements

No juvenile shall be placed outside the State of Connecticut except with the express permission of the Commissioner.

When the Commissioner has approved an out-of-state placement, the Juvenile Justice Social Worker shall follow the protocol for in-state residential placements. In addition, the Interstate Compact on Juveniles protocol shall be followed.

Referral packets sent by CSSD to Juvenile Justice must include as much of the required information as possible, but should not be delayed due to incomplete information. Missing information should be forwarded as soon as possible, and prior to the placement, to Juvenile Justice. Referral packets will be forwarded to the Juvenile Justice Social Work Supervisor in the appropriate Region.

The Juvenile Justice Social Work Supervisor shall review the packet for assignment to a Juvenile Justice Social Worker and notify the Probation Officer of the name of the juvenile's assigned Juvenile Justice Social Worker. The Juvenile Justice Social Work Supervisor is responsible for notifying the Probation Officer of any missing documents. See Initial letter to Probation and Direct Placement Checklist.

The Probation Officer receives notification from the Connecticut Behavioral Health Partnership (CT BHP) that it has approved pre-placement interviews, facilitates interviews, obtains an information packet from the facilities with forms to be completed, and communicates with the Juvenile Justice Social Worker after verbal acceptance has been given by the facility.

The facility accepts the placement of the juvenile and advises the CT BHP of the acceptance in writing.

The CT BHP notifies the Probation Officer and Juvenile Justice staff.

The commitment date must be "effective upon placement" or reflect the actual date the juvenile is placed. It is imperative that the Juvenile Justice Social Worker work collaboratively with the Probation Officer and the facility Intake Coordinator to determine an anticipated date of placement, what forms are still needed to complete the referral packet, and the parents' availability to tour the facility and sign both Juvenile Justice' and the facility's required forms.

The Juvenile Justice Social Worker shall ensure that materials that have been updated since the referral packet was initially compiled and that facility forms completed prior to placement have been added to the referral packet. In addition, the Juvenile Justice Social Worker shall obtain the name, current address and telephone number of the juvenile's

parent or legal guardian and the name, address and telephone number of the juvenile's attorney.

The Juvenile Justice Social Worker may attend the court dispositional hearing. If the Juvenile Justice Social Worker becomes aware of any legal issue that may arise that requires a response from DCF, such as an improper canvas, out-of-state placement without the Commissioner's permission or terms and conditions of the commitment that do not conform to the statutes, the Juvenile Justice Social Worker must immediately contact an Assistant Attorney General for representation.

Note: Consult an Assistant Attorney General or DCF legal staff immediately if there is an error in the mittimus or if the mittimus reflects an out-of-state placement that has not been pre-approved by the Commissioner of DCF.

The Juvenile Justice Social Worker will communicate the minimum expectations to the parents or guardian. It is expected that the juvenile's parent or legal guardian will attend court hearings, tour the identified placement facility and sign all pertinent forms including, but not limited to, the following:

- permission to treat/informed consent (facility);
- Social Security release;
- release of information (facility);
- CJTS permission to treat/release of information (males) (DCF-xxx);
- permission to treat (females); and
- financial information (DCF-550).

DCF assumes the legal custody of a juvenile when the juvenile is physically available to be escorted by the Juvenile Justice Social Worker from the courthouse, probation office or detention center to a DCF placement. The Juvenile Justice Social Worker will review the DCF-0066, "Expectations of Placement," with the juvenile and have him or her sign the document acknowledging his or her understanding of the terms of the agreement. A copy is to be provided to the juvenile and to the parent or legal guardian.

The Probation Officer and the parent or legal guardian should be present at the time of the transfer of physical custody.

Documentation of Physical Custody

Mittimus The mittimus (JD-JM-16EL) must be provided to the Juvenile Justice Social Worker at the time of transfer of physical custody of the juvenile. This is the court order signed by a judge that commits the juvenile to DCF. It transmits the following information:

- name, date of birth and address;
- date of the filing of the petition;

- date of commitment hearing;
- permanency plan “file by” date and hearing date;
- the committing charge(s) and statute;
- date, type, and length of commitment;
- whether or not reasonable efforts were made; and
- exile order, if applicable.

Medical Juvenile Justice shall notify the Revenue Enhancement Division of a juvenile’s placement in order to arrange for medical coverage for the juvenile. The Juvenile Justice Social Worker shall be responsible for enrolling the juvenile in the health management organization (HMO) that serves the facility where the placement will occur.

Cross-Reference: DCF Policy 16-4, “Medical Coverage.”

Notifications The Juvenile Justice Social Worker shall complete notifications on the date of placement to alert Juvenile Justice staff and other interested parties that a direct placement has been ordered so that the juvenile's case can be created and activated in the electronic record systems (CONDOIT and LINK).

Direct Placement

At the time of placement, the Juvenile Justice Social Worker shall provide the placement facility with the following:

- copy of the DCF-0066, "Expectations of Placement";
- signed DCF-66, "Agreement to Board and Care for Committed Delinquents;"
- evidence of the facility's ability to meet the educational needs of the juveniles relative to the Individualized Educational Plan (IEP), if applicable;
- Form W-10 containing medical information;
- DCF-2164, "Request for Provider – Client Information and Reports;"
- JD-JM-16EL, the mittimus;
- CSSD information regarding criminal history risk assessment, treatment services and supervision; and
- any other pertinent information not previously made available.

The Juvenile Justice Social Worker shall take a digital photo of the juvenile prior to leaving the placement facility. The picture shall be downloaded to the juvenile’s CONDOIT record. All case activity is to be documented in the CONDOIT record. (See Record Keeping Policy, 31-7-1.3).

Procedure: CJTS - New Commitment

A juvenile can begin his DCF delinquency commitment at CJTS. In these cases, the CSSD Probation Officer coordinates the intake with CJTS and Juvenile Justice.

The Juvenile Justice Social Work Supervisor will receive information from the Probation Officer that a delinquency commitment is anticipated. The Juvenile Justice Social Work Supervisor will assign the case to a Juvenile Justice Social Worker. The assigned Juvenile Justice Social Worker will begin the process of securing all pertinent demographic information from Juvenile Probation.

In the event that Juvenile Justice is not given advance notification of the commitment, CJTS staff will notify Juvenile Justice. The Juvenile Justice Social Work Supervisor will assign a Juvenile Justice Social Worker. The Juvenile Justice Social Worker will contact CJTS and Juvenile Probation to begin the process of gathering all referral information. See above list for information to be included in the referral packet.

Admission from Court Support Services Division (CSSD)

In new commitment cases, the original paperwork is delivered to CJTS as part of the admissions process. The Probation Officer obtains the necessary paperwork for admission and it is either faxed to CJTS or hand delivered with the juvenile. The mittimus must be included with the admission documents or the juvenile cannot be admitted to CJTS. Since the Juvenile Justice files are located in the Regions, the paperwork will be copied at CJTS and the originals delivered to the Region. (For planned admissions upon commitment from CSSD, Probation provides **both** CJTS and Juvenile Justice with the information packet.)

At the day of placement, CJTS will create the CONDOIT case, create the intake shell and create the placement. CJTS will also send out the admission notification to the Area Office and notify the assigned Juvenile Justice Social Work Supervisor of the placement. Any necessary paperwork will be faxed to the Regional Office.

Juvenile Justice will obtain the EMS number and complete and submit the MA-1, DCF-603 and LINK opening and placement.

Case planning is done in collaboration with the Regional management, utilizing the Team Decision Making framework.

All juveniles being admitted from court are expected to arrive at CJTS with the following:

- JD-JM-16EL, original mittimus, signed by committing judge (required for admission);
- updated and legible Court Face Sheet;
- comprehensive and updated social history;
- pre-dispositional study;
- current psychological evaluation with IQ scores;
- psychiatric evaluation (if available);
- birth certificate;

- Social Security card;
- educational records, including most recent IEP;
- behavioral health history including trauma exposure and impact on functioning;
- form W-10, for medical history and immunization records;
- packet of CJTS releases, authorizations and permission to treat forms, signed by the legal guardian at the time of commitment; and
- authorization for release of information to the Social Security Administration.

Assessment and Case Planning

Comprehensive Assessment

The Juvenile Justice Social Worker shall complete a comprehensive assessment of the juvenile and family within 30 days. The assessment shall include, but will not be limited to:

Family History:

The Juvenile Justice Social Worker will gather and review all information available from DCF, school and CSSD records. This includes child protective services and criminal history of family members, any prior evaluations, out-of-home placements and information concerning the extended family and other resources.

The Juvenile Justice Social Worker will conduct an initial home visit within seven days of intake in order to engage and interview the parents or other caregivers, siblings and others who reside in the residence of the youth. The purpose of the home visit is to engage the caregivers in the rehabilitation and process that is to come. Documentation of a home visit should note the concerns of family members, including their attitude toward the juvenile, willingness to engage in services and ability to provide supervision. This visit will occur consistent with the “Visitation and Telephone Contact Standards of DCF, Policy 59-2, “Assessment and Treatment Services.”

Risk and Needs Assessment and DCF-Approved Trauma Screen

The Juvenile Justice Social Worker will complete the Risk and Needs Assessment and the DCF-approved trauma screen unless the latter has been administered by CJTS or a residential treatment facility. If that is the case, the Juvenile Justice Social Worker will review the results and if there is a need for further assessment (*e.g.*, suicide risk, trauma exposure, child traumatic stress reactions), the Juvenile Justice Social Worker will make the necessary arrangements and will seek consultation to review findings as needed. If there is a need for further evaluation, the Juvenile Justice Social Worker, in consultation with the RRG, clinician or other staff working with the juvenile, will make arrangements for further evaluation with a provider with expertise in the area in question (*e.g.*, sexually abusive behavior, fire setting, gang involvement, child traumatic stress reactions).

Information about the juvenile in the following areas:

The Juvenile Justice Social Worker will compile and assess the following records:

- trauma history and impact on current functioning;
- medical and dental;
- education;
- behavioral health and substance abuse;
- law enforcement; and
- other (*e.g.*, vocational, recreational).

Review of Initial Placement

Within the first 30 days of placement, the Juvenile Justice Social Worker, in collaboration with the treatment team, will assess the appropriateness of the juvenile's initial placement, set rehabilitation goals, projected length of stay and determine if the program is able to address the juvenile's needs. The Juvenile Justice Social Worker will discuss any concerns and recommendations for placement change with the Juvenile Justice Social Work Supervisor.

Case Planning

The Juvenile Justice Social Worker, in collaboration with the youth, youth's family or guardian, treatment team and Regional Office staff, will use the information gathered during the assessment to develop a case plan within 45 days of the juvenile's commitment date. A draft of the case plan will be shared with the juvenile and parent, legal guardian or other caregiver and discussed with those working with the family at the Case Planning Conference (CPC). **See Administrative Case Review Policy** for further information.

The case plan will identify the juvenile's needs and responsibilities and the family's responsibilities, specify the treatment services, goals and objectives as well as the steps for achieving them. The plan will include a supervision plan that specifies the frequency of contact by the Juvenile Justice Social Worker with the juvenile, parents and providers. Providers will also commit to a specific plan of services including frequency and duration of interventions, specific work with the juvenile and family, *e.g.*, weekly family therapy alternating between placement and home. Communication protocols will also be identified, including required reports, team meetings and other requirements. The Juvenile Justice Social Worker and Regional Office staff will be responsible for evaluating the progress, no less than bi-weekly, to determine whether the measurable and objective treatment goals were met.

The case plan will set an anticipated length of stay (LOS) for the juvenile in out-of-home care. This should be based on the estimated time needed to address the juvenile's needs.

A safety plan will be developed by the youth, with guidance from the Juvenile Justice

Social Worker, within 45 days of the juvenile's commitment date. The Juvenile Justice Social Worker will explain to the youth and family what a safety plan is, and why it is critically important to create one to assist the youth to be physically safe from harm and to feel psychologically safe, particularly during times of crisis. The intent is to help the youth remain calm and grounded by developing cognitive and behavioral skills to regulate his or her emotional state during times of distress when thinking may be compromised. The Juvenile Justice Social Worker will assist the youth to clearly and precisely identify the circumstances that may lead to escalation and impulsive actions, to pinpoint the youth's typical response(s) that results in difficulties, and to brainstorm more adaptive, healthy strategies. The youth and family are instrumental in the development of the safety plan. The final safety plan will be endorsed by the youth, family and treatment team.

The safety plan shall include at a minimum:

- the primary elements of safety in the home, neighborhood, school and community;
- a list of at least five activities that a youth may choose to avoid engaging in unsafe behavior (*e.g.*, taking a walk, counting backwards from 20, breathing deeply);
- dates that safety plan will be in place;
- date of reassessment of safety plan; and
- signatures of youth and Juvenile Justice Social Worker.

Planning for Re-entry and Community transition

Planning for the juvenile's return to the community begins during the initial assessment and continues throughout the juvenile's length of stay in congregate care. This occurs through the Juvenile Justice Social Worker's:

- on-going contact with the juvenile's treatment team, consisting of service providers and the family;
- assessment of the juvenile's appropriateness to return home and parent's ability to meet the juvenile's needs, including the need for supervision as shown during home passes;
- clear plan for the transition of intervention services, treatment and behavioral management strategies to the community;
 - schedule of treatment services and appointments; and
 - transfer of progress reports and referral information from congregate care therapists to community providers;
- clear plan for education transition, transfer of education records to school, as well as required communication with the schools regarding dangerousness and

behavioral management;

- assurance that special education and vocational education work begun in congregate care is continued in the community school setting;
- assessment of whether the juvenile and parents could benefit from Transitional Services or a transfer to a child protective services case;
- assessment of whether the juvenile or family is in need of other DCF services and, if indicated, assistance to the parent regarding the process;
- assessment of whether the juvenile and parents could benefit from additional trauma screening and follow-up trauma-specific assessment or treatment;
- arrangement for the juvenile to become involved with community providers prior to discharge;
- assessment of whether the juvenile should be referred to the Department of Development Services (DDS) or Department of Mental Health and Addiction Services (DMHAS); and
- assessment of whether the juvenile's needs require an extension of the delinquency commitment.

The Juvenile Justice Social Worker will provide the following multi-disciplinary staff with the necessary records and other assistance:

- program clinician - arrange for behavioral health and substance abuse services;
- program psychiatrist - make referral for medication; and
- education specialist or legal advocate - assist in the juvenile's return to an appropriate educational setting.

The Juvenile Justice Social Worker will actively assess the juvenile's and family's progress toward the goals set in the case plan. When barriers are identified or goals are not being achieved, the Juvenile Justice Social Worker will review the case plan with the Juvenile Justice Social Work Supervisor, seek consultation from other DCF resources as needed and convene a meeting of the juvenile's treatment team and the family.

Sixty days prior to the juvenile's anticipated discharge date, the Juvenile Justice Social Worker will update the case plan and submit it to the Juvenile Justice Social Work Supervisor and Program Manager for approval. The Juvenile Justice Social Worker will reconvene the juvenile's treatment team to review the case plan with the juvenile and parents. Based on this meeting, changes may be made to the case plan.

Thirty days after the juvenile has returned home, the active participants will meet to

assess the progress of the case, the level of juvenile and family engagement in services and whether changes are needed to the case plan.

The case plan will remain active for the length of the delinquency commitment and will be reviewed during monthly supervision. The Juvenile Justice Social Worker will review the case plan with youth and family on a monthly basis.

Cross Reference: Administrative Case Review and Case Planning policies.

Leave and Release

Practice Standards:

Family contact and involvement with providers is an essential component to a juvenile's successful transition back to his or her home and community. Passes offer juveniles the opportunity to demonstrate behavioral changes and allow staff and parents the ability to assess the juvenile's and family's readiness for reunification.

Juveniles are eligible for passes as follows:

- at the initial placement, during the first 60 days and after the risk evaluation is completed, for no more than one day at a time;
- after the first 60 days, with the permission of the Juvenile Justice Social Worker (and Social Worker if dually committed) and in accordance with the reasonable rules of the placement; and
- upon placement at a subsequent facility, with a Commissioner's waiver, if the 60-day evaluation was completed at the first placement and there is no new information warranting a second risk evaluation.

Definitions

Pass means an approved period of time that a juvenile is allowed to go on "leave" from a facility under the supervision of his or her parent, guardian or other responsible adult. Passes may range from a few hours to several days and may be increased incrementally based on the juvenile's progress toward the goals outlined in his or her case plan. Passes require the approval of Juvenile Justice and the facility director.

Supervised program activity means a supervised off-grounds activity arranged by the juvenile's treatment facility as part of his or her case plan. This may include community activities or family therapy in the home. Juvenile Justice staff should be aware of these activities but do not need to give approval.

Procedure:

The following factors are to be considered by Juvenile Justice when deciding whether to approve or deny the request for a pass:

Plan (what the juvenile will be doing during the pass):

- safety plan: strategies that the youth will use to manage himself, especially if problems arise (the Juvenile Justice Social Worker shall review the safety plan with the youth and family prior to the youth's departure from facility);
- length: number of hours; if overnight, number of days and nights;
- location: community activity, at home, other;
- supervision: program staff, family member, mentor, other; and
- logistics: transportation.

History:

- history of running away or AWOL;
- history of trauma exposure; impact on current functioning; assessment of coping skills to deal with traumatic reminders or triggers; and level of understanding, support and management skills by caregivers; and
- behavior on prior passes, assaultive behavior, weapons involvement, alcohol or drug use.

Behavior and family events in the last 30 days:

- any significant event within the family that might impact its ability to supervise; and
- any significant negative behavior by the juvenile.

Clinical:

- how the pass will help the juvenile achieve the case goals; and
- whether clinical support will be available during the pass.

Legal:

- any court orders related to passes (*e.g.*, notifications, limitations, exile order); and
- pending charges, including nature of charge, when incident occurred, any court orders impacting pass (*e.g.*, conditions of release).

Note: A pending charge can be the sole reason for denying a pass.

Prior to approving an initial pass supervised by a family member or any other person not employed by the facility, the Juvenile Justice Social Worker shall:

- conduct a home visit where the juvenile will be visiting;
- assess the caregiver's ability to supervise and provide necessary support;
- complete a child protective services check of the adult responsible for supervising the juvenile; and

- ensure that the caregiver(s) are informed about potential trauma triggers or reminders and can identify the strategies and safety plan management of emotional and behavioral issues including trauma triggers and reminders.

Upon receiving a request from a facility to initiate passes for a juvenile, the Juvenile Justice Social Worker shall review the above information and make a recommendation to his or her Supervisor including the reasons for the recommendation to approve or deny the pass. Facility requests must include an assessment of fitness and security consistent with state regulations.

The Juvenile Justice Social Work Supervisor will review and, if necessary, consult with the Program Manager before making a final decision.

The decision and reasons to permit or deny a pass shall be documented in CONDOIT.

Note: If a juvenile is dually committed, the assigned Social Worker must also approve the pass.

Prior to leaving on a pass, the Juvenile Justice Social Worker will:

- assure that the youth's safety plan is up to date;
- review the safety plan with both the youth and caregiver(s); and
- share any information that is known regarding potential trauma triggers or reminders as well as strategies for management for youth and caregivers.

Upon receiving notification that a juvenile has failed to return from a pass, the Juvenile Justice Social Worker will work with the facility to ensure the juvenile's return. Should the juvenile or the responsible adult contact DCF or the facility, arrangements shall be made for the juvenile's immediate return.

When a juvenile or the responsible adult fails to contact DCF or the facility, the juvenile will be considered AWOL and reported to the police. (See DCF Policy [36-16](#), Runaways: Notification and Follow Up Process.)

Facilities providing care and treatment for juveniles shall:

- establish written criteria, reviewed and approved by DCF Licensing, for a juvenile to obtain a pass and for rescinding passes;
- complete a written risk assessment of the juvenile being considered for a pass and provide this to the Juvenile Justice Social Worker or Supervisor for review (with a minimum of 24 hours' notice.) The written risk assessment should include, but not be limited to, the adjustment of the child to the facility, compliance with the behavioral management system within the facility, prior AWOL history, parent or guardian capacity to supervise and a clear plan for activities during the visit; and
- ensure the assignment of supervision and clear identification of custody by a

parent, legal guardian or other responsible adult.

If, for any reason, Juvenile Justice or the facility believes that a juvenile is unsuitable for a scheduled pass, the pass may be canceled.

Facility staff will be responsible for informing Juvenile Justice of any problem the juvenile encounters while on a pass. This notification should occur by the following work day, except for emergencies that require immediate notification.

State law requires notification to local police regarding the location of a juvenile convicted as a serious juvenile offender. The facility clinician or other person designated by the facility's administration shall notify the local police of the town where the juvenile will be during the pass. This should occur via a confidential written communication and the facility shall retain a copy of the communication and a return receipt in the juvenile's record.

Legal reference: Conn. Gen. Stat. §17a-7; R.C.S.A. §17a-7a-1 through 17a-7a-9.

Case Management

Practice Standards:

Juvenile Justice staff shall reinforce family engagement and ensure that service providers encourage family and community linkage and participation. The goal is to empower youth and their families to function positively and to utilize the naturally occurring supports within the community for on-going well being.

The Balanced and Restorative Justice framework in which Juvenile Justice operates promotes competency development, offender accountability and restitution for victims. Services are provided in the least restrictive, most trauma-informed setting possible while taking into consideration the juvenile's treatment needs and community safety concerns. Alternatively services are provided in the least restrictive setting possible using a trauma-informed practice model. Services are to be provided in the community whenever possible, and secure treatment is limited to those juveniles who meet established criteria for risk. Juvenile Justice and service providers will involve the family in case planning and decision making. The youth and family are the center of the case planning and decision making process. Juvenile Justice Social Workers and service providers have an instrumental role in guiding and supporting the implementation of the case plan.

Juvenile Justice Social Workers are required to establish positive relationships with the juvenile and family members in order to achieve the goals in the case plan. Services are to be provided that correspond to their individual needs.

Juvenile Justice Social Workers and service providers should prepare the juvenile for

increased responsibility and freedom in the community. Enrollment in an appropriate educational setting is a key to the juvenile's successful reintegration into the community. Services should always be implemented taking into consideration the juvenile's best interests as well as community safety concerns, and shall be gender-specific, trauma-informed, family-centered, culturally-sensitive and delivered in the primary language of the juvenile and family.

Procedure:

A Juvenile Justice Social Worker will be assigned to a juvenile at the time of the initial delinquency commitment. The Juvenile Justice Social Work Supervisor will document this assignment in CONDOIT. The assigned Juvenile Justice Social Worker shall:

- conduct an initial, face-to-face visit with the juvenile according to the visitation and telephone contact standards set out in DCF Policy 59-2, "Assessment and Treatment Services;"
- make an initial home visit according to DCF Policy 59-2 to meet with the parent or other caregiver;
- orient the juvenile and parent or other caregiver with information about Juvenile Justice and contact information for the Juvenile Justice Social Worker and Juvenile Justice Social Work Supervisor;
- review all available history about the juvenile and family, including any LINK history (including trauma screens, trauma assessments, and trauma treatment);
- discuss the results of trauma screening including any recommendation for trauma-specific assessment or treatment, and assist the youth and caregivers in accessing appropriate, evidence-based services if indicated; and
- if there is currently an open CPS case with DCF, contact the assigned Social Worker and Social Work Supervisor to ensure notification, collaboration and ongoing communication.

Case management services include, but are not limited to:

- assessment;
- case planning;
- counseling;
- crisis intervention;
- educational advocacy;
- referrals to service providers; and
- transportation.

A juvenile's family and home environment are critical factors in his or her treatment. If a family is encountering difficulty providing for the juvenile's needs, the Juvenile Justice Social Worker will provide them with information about available resources and assistance in accessing these services. The Juvenile Justice Social Worker should consider the use of wraparound funds when no other resources are available.

Cross Reference: DCF Policy [36-101](#).

An integral part of case management is collaboration with others to meet the needs of the juvenile and family. The Juvenile Justice Social Worker shall:

- convene meetings with providers and parents as needed;
- seek consultation with the RRG and other DCF multi-disciplinary staff as needed;
- actively participate in meetings such as the Treatment Planning Conference (TPC), Administrative Case Reviews (ACR), Case Review Team meetings (CRT) and Systems of Care meetings;
- ensure attorney(s) for child are invited to meetings;
- refer the juvenile to recommended services and make recommendations for family members as appropriate; and
- address any barriers to the juvenile and family receiving needed services.

See DCF Policy [31-7-1.3](#), Record Keeping, for details on maintaining the case record.

Community Reintegration Strategies and Plans for Transition

Juveniles scheduled to be released from congregate care shall be referred for community-based follow-up services at least 60 days prior to the planned discharge. The Juvenile Justice Social Worker should work with facility staff to identify the appropriate transition to a community-based program and to facilitate the application and interview process. Referrals shall identify specific areas of continuing need for services including, but not limited to, the following:

- substance abuse treatment;
- special education services;
- vocational training;
- housing assistance;
- employment;
- trauma-informed behavioral health treatment;
- family counseling;
- any appropriate specialized treatment such as evidence-based, trauma-specific treatment;.
- mentoring; and
- recreational.

Established guidelines for supervision and services as detailed in Juvenile Justice Policy 59-2, Assessment and Treatment Services, this Practice Guide and the community providers' performance-based contracts shall apply to aftercare programs for juveniles who have returned to the community. The Juvenile Justice Social Worker shall document the details of all community-based services in CONDOIT including the date of the

referral, the date of acceptance and the date of notification to the juvenile and parent or other caregiver.

Juvenile and family participation in discharge and transition planning is essential to the success of the case plan. Their involvement must include but is not limited to the following types of activities and tasks:

- meetings with the designated community services providers;
- participation in discharge meetings;
- appointments at community program sites that are part of the reintegration plan (*e.g.*, work site, recreational program, counseling center, housing assistance program);
- home passes and weekend visits; and
- development of the Conditions of Parole.

Post-Secondary Vocational Training Planning Requirements

Planning for post-secondary vocational training shall be initiated early during the juvenile's delinquency commitment, preferably no later than the beginning of his or her senior year of high school. Prior to the plan being approved, the Juvenile Justice Social Worker shall forward the following materials to the DCF Post-Secondary Education Consultants at Central Office:

- official high school transcript;
- for GED students, all relevant testing and available scores;
- approved vocational or trade assessment indicating the juvenile's aptitudes and interests and potential ability to successfully complete the proposed training;
- summary of any part-time work history including past use of Juvenile Justice Subsidized Adolescent Vocational and Employment;
- detailed proposed training program including the juvenile's career goal, how the training plan is supportive of this goal, type of training, length of training (hours, days, weeks), entrance qualification requirements, total cost; and
- detailed plan for use of Juvenile Justice Subsidized Adolescent Vocational and Employment upon completion of training, including an identified employer who has agreed to hire the juvenile following the training period. (**Note:** DCF will fund the juvenile's wages for up to six months under the Juvenile Justice Subsidized Adolescent Vocational and Employment program during the training period.)

Graduated Responses

Practice Standards:

Parole supervision is designed to:

- assure the youth's positive re-entry and adjustment to the community following congregate care placements;
- transition treatment and behavioral management gains in the congregate care setting to community-based providers and other support services, which ensures the continuity of services and completion of services;
- provide for the educational or vocational transition of the youth from the congregate care setting to a community setting;
- develop a meaningful individual case plan with the youth and his or her family, monitor a youth's compliance with the Conditions of Parole and Expectations of Placement, make modifications to the case plan and the level

- of supervision in response to progress and accomplishments;
- provide recognition and incentives for compliance with the case plan and completion of tasks within the plan;
- assist the juvenile in developing competencies and skills as well as attachment to pro-social activities and peer groups; and
- provide the youth with structure and responses to behaviors that threaten the stability of the youth's community adjustment or the public safety.

DCF utilizes a system of Graduated Responses consisting of structured incentives and sanctions. Graduated incentives acknowledge the juvenile's progress in developing the competencies and skills that help him or her avoid risky behavior. Graduated sanctions hold the juvenile accountable for negative behaviors by applying swift and certain sanctions based on the severity of the violation and the juvenile's level of risk-taking. The Graduated Response protocol recognizes that major violations of Conditions of Parole or new violations of the law warrant a different response than minor or chronic technical violations.

Graduated responses may be applied by the Juvenile Justice Social Worker in accordance with the individual case plan, the Conditions of Parole and other written expectations as may be applied to the juvenile in advance of the response. The Juvenile Justice Social Worker shall discuss the response with the Supervisor and document it in the case record.

One of the key principles in working with juvenile justice-involved youth, who are continuing to develop cognitively and who are often traumatized, is to provide choices, to the extent possible, and some sense of control in their lives. Therefore, framing the responses and consequences, both positive or negative, as "choices" that the juvenile is making, rather than "punishment for failure to comply" gives the youth an element of control of a situation. The Juvenile Justice Social Worker will make every effort to explain the graduated responses in a manner that is consistent with the developmental and comprehensive level of the youth.

For graduated responses to be most effective, they must be:

(1) Certain. If a juvenile knows that a graduated response or reward will automatically follow a particular behavior, he or she will be more likely to make constructive choices to avoid negative consequences.

(2) Immediate. A juvenile must see the relationship between an incentive or a sanction and a given behavior in order for the response to impact future decision making.

(3) Of the appropriate intensity. Administering sanctions that do not correspond with the severity or the violation can lead a juvenile to feel angry and defiant. Harsh sanctions for minor misconduct can undermine other attempts at behavior change by leading the juvenile to feel helpless to control his or her future.

(4) Fair. For responses to be most effective, the juvenile must understand the consequences that will follow from violating or accomplishing the terms of his or her Conditions of Parole or Expectations of Placement. Additionally, Juvenile Justice Social Workers must apply similar sanctions for similarly-situated juveniles. Perceived unfairness undercuts the value of the graduated response system in eliciting behavior change.

(5) Tailored to individual juveniles. Graduated responses will be more effective if they are tailored to a particular juvenile's individual circumstances and motivating factors. Accordingly, the graduated response system provides Juvenile Justice Social Workers with a range of possible options to apply based on their knowledge of individual juveniles.

Procedure

Juvenile Justice Social Workers shall communicate clear expectations and graduated responses to juveniles at the beginning of the commitment. Juveniles should understand the rewards for progress as well as the possible consequences of engaging in particular negative behaviors. Juvenile Justice Social Workers shall review this information with the juvenile and caregiver at the initial Treatment Planning Conference and provide the juvenile with the expectations and consequences in writing. If the juvenile is experiencing difficulties with compliance, the Juvenile Justice Social Worker, parents, juvenile and community providers should proactively attempt to find out the causes and work toward an appropriate solution using the graduated response system.

Graduated Incentives

Juvenile Justice Social Workers shall motivate juveniles to develop the skills necessary to stay out of trouble by setting larger goals and incremental milestones, and incentivizing positive behavior using low- or no-cost rewards for making progress in particular areas. Acknowledgement and validation are effective behavioral motivators for all youth. For youth on parole, additional powerful motivators are the lessening of behavioral controls, diminished supervisory contact and increased independence. Incentives help to better weigh the risks and rewards continuum toward positive behaviors that accompany their actions and moderate their behavior to achieve their goals.

1. Upon a juvenile's commitment and throughout the term of the delinquency commitment, Juvenile Justice Social Workers shall work with juveniles, caregivers and providers to establish short- and long-term goals. The Juvenile Justice Social Worker along with the juvenile, family and providers will set clear goals based on knowledge of the juvenile's strengths, interests and challenges.
2. Juvenile Justice Social Workers will incorporate the goals and incentives into the case plan and the Expectations of Placement (DCF-0066) or Conditions of Parole (DCF-0065)

3. Progress shall be documented in case narratives.

See Attachment A for a list of suggested incentives matched to progress. Juvenile Justice Social Workers are encouraged to develop additional low- or no-cost incentives based on their knowledge of particular juveniles.

Graduated Sanctions in Response to Parole Violations

Graduated sanctions equip the Juvenile Justice Social Worker with a broad range of tools to hold juveniles accountable for following the terms of their community placements. By applying swift and certain sanctions based on the severity of a violation and a juvenile's risk level, the Juvenile Justice Social Worker will establish clear expectations and promote compliance with supervision. The level of sanctions utilized shall be commensurate with the severity of the violation so as to not compromise the rights of the juvenile or public safety.

Procedure: When it is alleged that a juvenile has engaged in behavior that violates the Expectations of Placement or Conditions of Parole, the Juvenile Justice Social Worker shall review the violation to determine the seriousness and appropriate responses.

Steps:

1. The Juvenile Justice Social Worker shall substantiate that a violation occurred.
2. Utilizing the Severity of Parole Violation Matrix (Attachment B), the Juvenile Justice Social Worker will classify the violation as a minor, moderate or major violation.
3. Utilizing the Parole Sanctions Matrix (Attachment C), the Juvenile Justice Social Worker, in consultation with the Juvenile Justice Social Work Supervisor and Program Manager, will identify the appropriate sanctions. The Juvenile Justice Social Worker may employ sanction groups 1 and 2 (minor violations by low and medium risk juvenile) without supervisory consult.
4. The Juvenile Justice Social Worker shall meet face-to-face with the juvenile and family to review the violation and resulting sanction(s). The face-to-face visit provides the opportunity to review the progress on the case plan and the need to increase or change the supervision level or the case plan based on the violation.
5. The Juvenile Justice Social Worker shall document the use of sanctions or incentives in CONDOIT within three days. The Juvenile Justice Social Worker shall identify the type of sanction or incentives and the corresponding reason(s) for the action taken.
6. The Parole Sanctions Matrix may be overridden in circumstances which, in the

Juvenile Justice Social Worker's judgment, warrant a sanction that does not fall within the level on the grid corresponding with the violation's severity and the juvenile's risk level. This may be either a progressive or regressive action.

- The Juvenile Justice Social Worker will discuss the override with the juvenile and family and will consult with the treatment team.
- The Juvenile Justice Social Worker will consult with the Juvenile Justice Social Work Supervisor for approval to override. Approval of the Program Manager is required to override.
- The approving party will note the reasons for the override in CONDOIT as well as the approved sanction within three days.

Consideration should be given to an override in circumstances where natural consequences have effectively addressed a behavior or action.

Multiple sanctions may be used in combination in circumstances under which the treatment team feels it is appropriate. For instance, it may be constructive to assign a written assignment as a learning tool while employing a time-limited stricter curfew. Care should be given to avoid stacking of consequences. If a youth is repeatedly receiving multiple sanctions, a team meeting should be convened to consider whether the youth needs more or different services.

Return to Custody

Practice standards:

When it is in the best interest of the juvenile and public safety, a return to good standing will be sought for any juvenile in violation of his or her Conditions of Parole or who has escaped from placement. If it has been determined that a return to custody is appropriate, DCF shall use all available resources to expedite the return.

Juvenile Justice will request the assistance of law enforcement to bring a non-compliant juvenile into actual custody. If law enforcement requests that Juvenile Justice staff restrain the juvenile for the purpose of returning him or her to custody, Juvenile Justice staff shall advise the law enforcement personnel of the statutory restrictions on the use of physical restraint by DCF staff.

Procedure - return to custody for violation of Conditions of Parole

The Juvenile Justice Social Worker shall utilize Graduated Responses to address parole violations. When faced with repeated or serious violations and parole revocation as a last resort is being considered, the Juvenile Justice Social Worker, in consultation with the Juvenile Justice Social Work Supervisor and Program Manager, will request a teaming. If the resulting decision is to revoke parole, a pickup plan will be developed.

If it is determined that the juvenile will cooperate with the return to custody, arrangements will be made for two Juvenile Justice Social Workers to return the juvenile to placement.

If the juvenile's whereabouts are known but cooperation is not anticipated, a pickup order will be completed to request the assistance of the local police. The pickup order shall be delivered to the local police department accompanied by a copy of the mittimus (JD-JM-16EL), a picture and description of the juvenile and information concerning the juvenile's whereabouts.

When a juvenile is missing from home and approval has been granted for a teletype to be issued, the following steps shall be taken:

- The teletype will be issued through CJTS Master Control. The Juvenile Justice Social Worker will forward the necessary information to the Juvenile Justice Social Work Supervisor. The Supervisor will then forward the teletype form to CJTS Master Control.
- The Juvenile Justice Social Worker will contact the police department in the town in which the juvenile resides to inform it that the juvenile is wanted and that a teletype exists. The Juvenile Justice Social Worker will provide the police department with the teletype message number, a picture of the juvenile and any additional information including possible whereabouts that is necessary to locate the juvenile. If it is suspected that the juvenile may be residing in another jurisdiction, the information will be delivered to that local law enforcement agency.

Congregate care settings are responsible for notifying police of AWOLs from their facilities. The Juvenile Justice Social Worker will provide the appropriate police department with a picture of the juvenile and any additional information including possible whereabouts.

Procedure - pickup:

When a Juvenile Justice Social Worker encounters a juvenile who is subject to an active teletype or pickup order, he or she is responsible for notifying law enforcement. Guidelines for various situations are set forth below.

Home

Home

If, while making a home visit, a Juvenile Justice Social Worker locates a juvenile who is subject to an active teletype or pickup order, the Juvenile Justice Social Worker will notify the juvenile and the parent or other responsible adult and encourage the juvenile to voluntarily surrender. If the juvenile complies, the Juvenile Justice Social Worker shall wait for assistance from a second Juvenile Justice Social Worker and take the juvenile

into custody. Notification shall be made to the law enforcement agency to cancel the teletype. If the juvenile is non-compliant or presenting in a manner that causes the Juvenile Justice Social Worker to question the safety of the transport, the Juvenile Justice Social Worker shall leave the home immediately, notify the law enforcement agency of the juvenile's whereabouts and advise that the juvenile is subject to an active teletype or pickup order. The Juvenile Justice Social Worker shall contact the Juvenile Justice Social Work Supervisor as soon as practicable. The law enforcement agency shall be asked to secure the juvenile in custody for transport by two Juvenile Justice Social Workers.

School

Juveniles **shall not** be taken into custody at school.

DCF Area Office

If a juvenile who is the subject of an active teletype or pickup order is expected to come into or does come into a DCF Area Office, the Juvenile Justice Social Worker (or other staff member who recognizes the juvenile) should notify the Juvenile Justice Social Work Supervisor or Program Manager. The Supervisor or Program Manager should immediately notify the law enforcement agency of the juvenile's whereabouts and that the juvenile is subject to an active teletype or pickup order. The law enforcement agency shall be asked to secure the juvenile in custody for transport by two Juvenile Justice staff.

Detained Juveniles

When it is discovered that a juvenile who is AWOL is being detained in jail (DOC) or detention (CSSD) due to a new arrest, the Juvenile Justice Social Worker shall complete a "hold letter" to assure that the juvenile is released only to Juvenile Justice. The Juvenile Justice Social Worker will maintain contact with the holding facility at least weekly and conduct a face to-face visit consistent with the visitation standards in DCF Policy 59-2. When being held in an adult facility, the juvenile may be bonded out (not by DCF) or otherwise released to DCF custody for placement. If the juvenile is subsequently deemed ready for discharge from placement, discharge may occur subject to any conditions of release imposed by the criminal court. The Juvenile Justice Social Worker shall advise the State's Attorney and the juvenile's attorney of the plan to discharge the juvenile from placement.

Transitional Services Program

Practice Standards:

The purpose of the Transitional Services Program is to help parents and juveniles who request and can benefit from continued assistance for a limited period of time following the juvenile's successful completion of the delinquency commitment in order for the juvenile to successfully reintegrate into the community. No juvenile in this program may be placed at CJTS or in any other locked setting.

Procedure:

The Transitional Services Program is a voluntary service offered through Juvenile Justice for no more than 180 days, and without an extension of the delinquency commitment, to any juvenile whose delinquency commitment has expired. Services may include in-home, community-based or out-of-home (placement) services.

Prior to determining what Transitional Services are appropriate, the Juvenile Justice Social Worker will complete an assessment of the juvenile's:

- needs;
- personal circumstances;
- family dynamics;
- risk factors including trauma history and its impact on functioning; and
- access to resources.

Any juvenile or parent may request Transitional Services. The request for Transitional Services may be submitted prior to the expiration of the delinquency commitment but no later than 15 days after the expiration of the juvenile's delinquency commitment. The Juvenile Justice Social Worker shall keep the case open for 15 days after commitment expires in case the juvenile decides to apply for services. The Transitional Services application must be signed by the juvenile, a parent or other caregiver if the juvenile is under 18 years of age, the Juvenile Justice Social Worker and the Juvenile Justice Social Work Supervisor and be submitted to the Program Manager.

If the juvenile has behavioral health needs that will require ongoing services from DCF, the Juvenile Justice Social Worker will review the criteria for the Voluntary Services Program with the parent and the juvenile. If the juvenile appears to qualify for the program, the Juvenile Justice Social Worker will assist the parent and juvenile with applying for this program in lieu of Transitional Services or prior to the expiration of Transitional Services.

Any parent who requests and accepts Transitional Services on behalf of his or her juvenile may ask at any time to terminate those services. The request must be in writing. If the juvenile is in an out-of-home placement, he or she must be returned home within 24 hours of the written request to terminate services. Juvenile Justice will work with the juvenile's parent to facilitate the return home. DCF may also decide to terminate Transitional Services if the juvenile or family is not cooperating or does not appear to be benefitting from the services. If it is determined that to return the juvenile home would place him or her in danger of abuse or neglect, Juvenile Justice shall initiate DCF Policy 31-8-11.1, "Juvenile Justice Case Transfer," to ensure appropriate legal action for the protection of the juvenile.

SAFETY

Safety Measures

DCF is committed to minimizing the risks to youth within its care and all staff as they perform their assigned duties. This commitment is visible in the emphasis placed on safety awareness and precautions, the safety training provided to staff, the safety equipment made available and the on-going work of health and safety committees at both the Regional and Central Office levels to enhance staff safety. All Juvenile Justice staff will receive training in de-escalation techniques to help minimize the need for physical interventions during home visits and during other contact with juveniles and family members.

This section provides an overview and context for topics that are covered in more depth in staff training. The following trainings are mandatory to all Juvenile Justice Social Workers: de-escalation techniques, risk reduction principles, motivational interviewing, strength-based practices, assessment, and case planning.

If Juvenile Justice Social Workers are to work effectively with juveniles under supervision, they must maintain close contact with them. Staff at all levels and in all positions must realistically anticipate possible threats and develop options for safely avoiding or responding to those threats.

The kinds of threats Juvenile Justice staff may face will vary from one location to another. Staff should know the environment in which they work and stay in touch with changes which may affect them. Forming local partnerships and maintaining regular contact with local law enforcement is imperative. Constant consideration of possibilities and remaining vigilant to the surroundings is another important aspect of safety awareness, particularly in the field.

Practice standards:

Juvenile Justice staff will receive training in de-escalation techniques to help minimize the need for physical intervention during home visits and during other contact with juveniles and family members. Interactions to de-escalate or calm the situation during interventions will be continually assessed taking into consideration the juvenile's history, location, purpose of intervention, surrounding area and immediate resources available. Verbal de-escalation is a highly effective means of intervention in most situations. Other behavioral management techniques are also a critical part of the Juvenile Justice Social Worker's skill set.

Procedure:

If a Juvenile Justice Social Worker is in a situation in a home that appears to be dangerous or escalating to a dangerous level, the Juvenile Justice Social Worker should leave the home, postponing discussion until another time. In the event that the Juvenile

Justice Social Worker believes that his or her safety may be compromised, the Juvenile Justice Social Worker may choose to retreat from the area and consult with the Juvenile Justice Social Work Supervisor and may request the assistance of law enforcement. These incidents shall be documented by the Juvenile Justice Social Work Supervisor.

Any time a physical intervention is used, the Juvenile Justice Social Worker involved is to report the incident to his or her supervisor immediately once circumstances safely permit. The Juvenile Justice Social Work Supervisor is responsible for notifying the Program Manager promptly and for ensuring completion of the DCF-2137, "Field Incident Report, " any time a Juvenile Justice Social Worker uses physical force or any time physical force is used against a Juvenile Justice Social Worker.

Incident Reporting:

A Juvenile Justice Social Worker receiving what he or she believes to be a threat is to report it immediately to his or her supervisor. The Juvenile Justice Social Work Supervisor is to ensure the completion of a "Reportable Incident" report. DCF recognizes that threats against employees may represent serious safety risks and that involvement in work-related incidents can cause employees serious physical or emotional trauma. (See DCF Policy 7-6-1.2, Worksite Violence Prevention.)

Juvenile Justice staff involved in an incident that results in a fatality, serious injury or life-threatening situation to a DCF employee or a juvenile will fill out the DCF SEC-1 and notify the work location threat assessment liaison. A plan must be developed in consultation with the threat assessment liaison, Juvenile Justice Social Worker, Juvenile Justice Social Work Supervisor, Program Manager and the Regional Office Safety Committee to provide for immediate emotional support and treatment that may minimize the effects of the traumatic event including crisis incident debriefing, referral to community resources and necessary follow up.

In addition, any incident involving a serious threat, serious injury or an assault must be immediately reported to the Commissioner's Office, Human Resources and Engineering Services.

The Regional Administrator or designee shall initiate a Threat Assessment Team meeting to determine the appropriate steps to be taken. If the incident or threat is of such a nature as to require a police presence on site, the request must be submitted through the Director of Human Resource Management or designee who will consult with the Commissioner's Office and subsequently approve or deny the request. Upon approval by the Director of Human Resource Management, the Regional Administrator or designee shall contact Fiscal Services to make arrangements for police coverage and notify Engineering Services.

Cross reference: DCF Policy 7-6-1.6, "Health and Safety - Workplace Violence Prevention."

Field Safety:

In the field, it is critical for Juvenile Justice Social Workers to maintain safety awareness and to be knowledgeable about the juveniles, their families and the neighborhoods.. Juvenile Justice Social Workers should maintain contact with local law enforcement regarding safety issues and should know the locations of police stations or sub-stations, fire stations and other safe places in the areas they serve.

"Situational safety concerns" are any factors that significantly increase the risk to Juvenile Justice Social Workers doing field work. These may include but are not limited to drug trafficking, drive-by shootings, gang activity, a juvenile's prior weapons history, volatile family situations, execution of pickup orders, AWOL status, community searches, high-risk neighborhoods and threats of physical harm to the Juvenile Justice Social Workers. Juvenile Justice Social Work Supervisors will work with Juvenile Justice Social Workers to identify ways to make needed contacts safely (*e.g.*, by making contacts with law enforcement, having a second Juvenile Justice Social Worker present, scheduling the visit in a public place).

Regular maintenance of Outlook Calendars and routine "call-ins" are required to monitor safety in the community. Staff making field visits must provide the names and locations of those they are planning to see and the approximate times for the visits to their Supervisor or designee. If there is a change to the planned itinerary, staff are to call in to advise of the change. If staff ends a day with a juvenile or family contact without returning to the office, he or she is to contact a Juvenile Justice Social Work Supervisor or designee after the last visit.

Check-ins during the work day may be required. In the event that a Juvenile Justice Social Worker is working into the evening hours, the Juvenile Justice Social Worker will call the CJTS Duty Officer to report his or her safety status.

Making Home Visits:

Prior to entering a juvenile's residence, the Juvenile Justice Social Worker should ensure that the juvenile's parent or other adult caregiver is in the home. The Juvenile Justice Social Worker should be aware of possible exits from the home. He or she should openly discuss the juvenile's progress on his or her case plan objectives, but should be careful in confronting the juvenile. The Juvenile Justice Social Worker should be observant during the home visit. If the Juvenile Justice Social Worker sees or hears about things that are violations of the juvenile's Conditions of Parole, these issues should be addressed. If he or she observes criminal activity, illegal drugs or weapons in the home, the Juvenile Justice Social Worker should, as soon as it is safe, consult with Juvenile Justice Social Work Supervisor and a DCF attorney on how to proceed.

If the parent or caregiver is not present, the Juvenile Justice Social Worker should not enter the home. (The Juvenile Justice Social Worker may ask the juvenile to step outside to meet.) If the

Juvenile Justice Social Worker believes the juvenile or another person might react in a physically aggressive manner, it may be preferable to address the concerns in another location. In meeting with a juvenile or other family member, the Juvenile Justice Social Worker should seek a setting that is conducive to discussion and privacy.

Dogs and Other Animals:

It is important for Juvenile Justice Social Workers to recognize that dogs and other animals may cause injury. Therefore, they should look for signs of a dog or other animal before entering a yard or residence. Juvenile Justice Social Workers may ask that dogs or other animals be secured during visits. If injured by a dog or other animal, Juvenile Justice Social Workers should seek immediate medical attention as well as notify a Supervisor. They should try to obtain a description of the animal and the address where the attack took place. A Juvenile Justice Social Worker who is injured must complete an Incident Report, Worker Compensation Accident Report (207) and notify the local animal control officer or law enforcement.

Health Safety:

In order to minimize the risk of infectious disease transmission, Juvenile Justice Social Workers must wash their hands frequently, use universal precautions and follow proper procedures in conducting urinalysis and cleaning up blood and bodily fluids. If a Juvenile Justice Social Worker believes he or she has been exposed to an infectious disease, he or she must report the exposure immediately to the Juvenile Justice Social Work Supervisor. The Juvenile Justice Social Worker must complete a Post-Exposure Form. He or she will be referred for appropriate medical attention. The appropriate forms must be completed and forwarded to the Worker Compensation liaison in Human Resource Management.

If any Juvenile Justice staff believes his or her performance may be impaired due to illness or prescription or non-prescription drug effects, he or she must notify the Juvenile Justice Social Work Supervisor immediately. The Supervisor is to work with the staff member to make any adjustments necessary for safety or to send the staff member home until he or she has recovered.

Any time Juvenile Justice staff is involved in a motor vehicle accident on the job, he or she must complete the employee section of the Office of Fleet Operations MVCU-REV 12/90, "Accident Damage Report," and forward it to his or her Supervisor. The Supervisor is to ensure the addition of any witness statements and forward the report to the Human Resource Management. This report is required in addition to any other reporting requirements, such as police reports.

Transportation of Juveniles

Any Juvenile Justice staff member assigned to transport a juvenile shall possess a valid Class One Motor Vehicle Operator's License and any license endorsement that may be required.

Note: A Connecticut driver's license with a Passenger Endorsement is required for carrying 11 passengers (driver included).

All DCF staff must report any arrest or citation and subsequent disposition, including conviction or loss of driver's license, to his or her Supervisor and Human Resource Management on or by the next scheduled work day following the arrest or citation and in no case later than 48 hours. Any employee on extended leave must report any arrest and subsequent disposition, including conviction, to the Program Manager and Human Resources. Any employee who is arrested, issued a traffic violation or whose driver's license is suspended or revoked must immediately report that fact to his or her Supervisor and Human Resources and provide a copy of any court, police, or Motor Vehicle Department document that states the reason and duration of any disposition, suspension, revocation, cancellation or disqualification or the nature of any traffic violation, infraction or arrest.

Cross references: DCF Policy

Practice Standards:

All Juvenile Justice Social Workers are assigned a state vehicle for the performance of their job duties. All juveniles being transported by Juvenile Justice staff shall be transported in state vehicles.

Transportation of juveniles shall always be conducted with the safety and security of the juvenile, staff and community as the primary concerns.

Transports shall be conducted only after an assessment regarding the juvenile's program status, safety concerns, destination of transport and history of flight risk has been completed.

Any person transporting a juvenile in a state vehicle shall be in possession of a working cell phone during the transport.

Transport vehicles shall have juvenile-proof safety locks on the rear doors and be equipped with the following:

- seat belts;
- fire extinguisher, snow brush and shovel;
- first aid kit;

- universal precautions kit and instructions;
- road flares or reflectors;
- flashlight; and
- Transport Field Manual.

The Transport Field Manual shall include:

- a telephone directory of Juvenile Justice administrators, State Police barracks and local police stations;
- DAS Fleet Operations locations and phone numbers;
- state gas station locations and phone numbers;
- Accident/Damage Report (MVCU-1) form;
- insurance information and number;
- Juvenile Justice phone list;
- Juvenile Court locations and phone numbers;
- correctional facility and detention center locations and phone numbers;
- DAS motor vehicle policy;
- DCF transportation policy;
- equipment inventory list;
- vehicle maintenance log; and
- DCF Area Office locations and phone numbers.

In transport vehicles with a trunk, safety equipment, with the exception of the Field Manual, will be stored in the trunk.

Secure Transport

Definitions

High risk status is a designation given to a juvenile who is at risk of exhibiting unsafe behavior during transport that poses the risk of physical danger to the juvenile or to other persons.

Restraint means any mechanical device that establishes a higher level of safety and security. Only DCF-approved handcuffs, leg shackles and restraining belts may be used to transport juveniles.

Secure transport means travel involving a juvenile conducted by a CJTS or Juvenile Justice staff member during which the juvenile is handcuffed or leg shackled to prevent physical injury to the juvenile or others.

Practice Standards:

Juvenile Justice may employ the use of secure transport procedures in certain situations as a means of providing safety to the community, the juveniles and staff. Transportation shall be carried out according to procedures necessary for the safe transport of juveniles. Supervising staff shall be knowledgeable about transportation procedures so that juveniles arrive at the planned destination without incident. All transports shall be completed in state vehicles.

Two Juvenile Justice staff shall be utilized when transporting a juvenile in restraints unless the Juvenile Justice Social Work Supervisor has approved a single-staff member transport of a juvenile in restraints. In these situations, a secure vehicle (with back seat separator) should be utilized.

Restraints shall only be used as outlined in these procedures and may not be applied for more time than is necessary to safely complete the transport.

Restraints shall never be used as a means of punishment.

Restraints shall:

- never be connected to a third set of restraints or used as tether chains;
- never be connected to a stationary object;
- never be connected to another person;
- be used in conjunction with a fastened seat belt while the juvenile is in the car;
and
- be used only by staff who have completed an approved DCF training on physical restraints.

Intermediate stops are to be minimized and the juvenile should not be told the location of stops in advance. Upon completion of the transport, the Juvenile Justice Social Worker is responsible for searching the vehicle.

Juvenile Justice Social Workers may use reasonable force to prevent a juvenile from inflicting serious physical injury to him- or herself or others to the extent that the Juvenile Justice Social Worker reasonably believes physical force is necessary to thwart such a result. Juvenile Justice Social Workers may also use reasonable defensive force when they encounter situations in which actions are being taken against them that may cause serious physical injury. In these situations, when retreat from the situation is blocked, they may defend themselves by using the minimum degree of force necessary to avoid being injured. Following such actions, the Juvenile Justice Social Worker will contact his or her supervisor and provide written documentation. The Supervisor shall review the incident and make a report on the incident, the appropriateness of steps taken, and recommendations.

Procedure:

Restraints shall only be used during transport under the following circumstances:

- there has been an evaluation by the Juvenile Justice Social Worker;
- the evaluation is based on a specific verbal threat or documented behavior;
- the evaluation concludes that the juvenile presents an unreasonable risk of dangerousness during transport to him- or herself, the staff conducting the transport or the community;
- the evaluation determines that there is no less restrictive measure to assure safety;
- only as an emergency intervention to prevent immediate or imminent injury to the juvenile or to others;
- use of restraint for discipline or convenience is prohibited; and
- under exceptional circumstances based on behavior documented in the juvenile's case plan.

Restraints shall not be applied in a manner that causes the juvenile pain or reduces blood circulation. The Juvenile Justice Social Worker shall inquire as to the comfort of the youth. During transports lasting more than one hour, the restraining equipment will be checked hourly to ensure the juvenile's comfort and safety. Documentation shall note the juvenile's response to these inquiries and the specific actions taken to alleviate pain or reduce discomfort. Restraints will be rechecked by transport staff any time a juvenile is removed from the vehicle and again before re-entering. Restraints will also be rechecked anytime a juvenile has been away from transport staff's direct visual contact. Juvenile Justice staff shall ensure that the juvenile is properly seatbelted during transport and that the vehicle safety locks are working. A second Juvenile Justice Social Worker who is not driving will be responsible for monitoring the juvenile during transport.

The following transport circumstances may indicate the need for restraint:

- round trips to court from a secure facility or if required by the specific court to which the juvenile is being transported;
- round trips to court from placement if required by the specific court to which the juvenile is being transported;
- from a secure placement to another secure placement;
- when transporting a juvenile who is being returned to custody due to a parole violation;
- when transporting a juvenile who is being returned after being absent without

leave from his or her placement; or

- when presenting behavior is a concern.

Teaming to review high risk status

The Juvenile Justice Social Worker shall request a teaming to review the circumstances leading to high risk status. Members of the team shall include but not be limited to the juvenile, family, the Juvenile Justice Social Worker, the Juvenile Justice Social Work Supervisor, the Program Manager, Regional clinical staff and a facility representative. The following factors shall be considered: presenting behaviors; the seriousness of the committing charge(s) and charge history; prior acts of aggression; previous AWOLs; trauma history and impact on functioning; psychiatric conditions; the criminogenic needs of the juvenile; the risk of recidivism, and previous behaviors which present immediate or imminent risk to the juvenile or to others.

Results of the teaming will be documented in the medical record.

Emerging imminent risk during non-secure transport

If the behavior of a juvenile becomes an immediate or imminent physical safety risk prior to a scheduled transport, staff shall postpone the transport if possible. If the juvenile is a resident of CJTS and an appointment must be kept, the juvenile may be securely transported with the approval of the Director of Residential Care or the Juvenile Justice Program Manager. The decision and reasons shall be documented in the juvenile's medical record.

Secure transport measures (handcuffs, leg shackles or a restraining belt) may be introduced during a transport to prevent immediate or imminent physical injury to the juveniles or to others. Juveniles may not be cuffed to a stationary object.

Searches

Practice Standards:

When returning a juvenile to custody, the Juvenile Justice Social Worker will conduct a search using universal precautions. If it is believed that the juvenile is in possession of contraband or items that may be used to harm him or herself or others, the Juvenile Justice Social Worker has an obligation to search, discover and confiscate such items. Searches must be conducted prior to the juvenile entering a vehicle. All searches are to be conducted by a DCF staff member of the same sex as the juvenile being searched. All searches and items confiscated shall be documented.

Procedure:

Two Juvenile Justice staff members shall be present during searches. If a person of the same sex is not available to conduct the search, or if only one person is available,

transport shall be delayed until a search is completed.

A search shall be conducted by requiring the juvenile to lean against a wall and include:

- running hands through the hair;
- taking off and shaking out shoes;
- viewing the juvenile's open mouth;
- removing all items from pockets; and
- manually searching under the shirt collar, around the waistband, down the upper part of the arms to the wrists, down the shirt front, down the back of the legs and into the cuffs of trousers.

The Juvenile Justice Social Worker may also use alternative methods, such as a wand, to scan the juvenile for metal items or ask facility staff or law enforcement to assist with the search. The Juvenile Justice Social Worker's vehicle will be searched after the juvenile is safely transported. Weapons or illegal contraband found shall be turned over to law enforcement. All searches and items confiscated shall be documented.

Equipment

Practice Standards:

Only equipment issued by DCF shall be used by Juvenile Justice staff. All staff will be required to sign off on the equipment checklist.

It is the responsibility of the Juvenile Justice Social Worker to whom equipment is assigned to maintain it in good working order and to immediately report any lost, stolen or damaged equipment to the Juvenile Justice Social Work Supervisor and Program Manager. If equipment is found not to be in good working order, the Juvenile Justice staff to whom the equipment is assigned shall submit a request for repair or replacement of the equipment using the CO-833, "Report of Loss or Damage to Real and Personal Property."

Procedure:

All Juvenile Justice Social Workers, at a minimum, will be provided with the following DCF-issued equipment: unmarked vehicle, cell phone, protective vest, handcuffs, leg shackles, restraining belt, cuff key, badge, protective search gloves, work station and any related equipment necessary to perform their duties.

Personal Protection Pouch

The Juvenile Justice Social Work Supervisor shall ensure that Juvenile Justice Social Workers working in the field are issued a personal protection pouch containing a pen light, one-way airway valves, latex gloves, 4 x 4 gauze, roller gauze, two antiseptic wipes, and two Band-Aids. Juvenile Justice Social Workers are responsible for maintaining a fully-stocked pouch. When items are missing the CO-853, "Report of Loss or Damage to Real and Personal Property;" must be completed requesting replacement items from the Program Manager. Juvenile Justice Social Workers are to take their personal protection pouches with them when they go into the field. This will ensure that items needed for universal precautions are available if they encounter an emergency situation.

Self Protection Devices

DCF promotes the use of self-protection devices (*e.g., body armor, bullet-proof vest*) as a means of providing security and safety to Juvenile Justice Social Workers. Self-protection devices shall be provided as a precaution to prevent injury and, therefore, shall be worn at all times while performing field work.

Only self-protection devices issued by the State of Connecticut shall be used by Juvenile Justice Social Workers.

First Aid Kits

The Juvenile Justice Social Work Supervisor will ensure that first aid kits are maintained in each office in a location accessible to staff and in each state vehicle assigned to Juvenile Justice staff. First aid kits shall contain at minimum: a one-way airway valve, three pairs of latex gloves, one roll of one-inch tape, one roll of gauze, two packages of 4 x 4 gauze and Band-Aids. Staff using supplies in the first aid kits are to advise the Juvenile Justice Social Work Supervisor of items that need to be replaced. The Juvenile Justice Social Worker is to request replacement items as they are used. Staff assigned to state vehicles are responsible for keeping the first aid kits in the vehicles fully stocked.

Blood and Body Fluid Exposure Kits

The Juvenile Justice Social Work Supervisor will ensure that exposure kits are maintained in each office in a location accessible to staff and in each state vehicle. When staff use exposure kits, they are to dispose of them properly and notify the Juvenile Justice Social Work Supervisor who will replace the exposure kit.