

ARIZONA CODE OF JUDICIAL ADMINISTRATION

Part 6: Probation

Chapter 3: Juvenile Services

Section 6-302.01: Juvenile Intensive Probation Supervision Evidence-Based Practices

~~Courts shall be governed by section 6-302, except and until approved by the Administrative Director to be governed by section 6-302.01.~~

A. **Definitions.** In this section, the following definitions apply:

“Administrative director” means both the administrative director of the Administrative Office of the Courts and the director’s designee.

“Administrative status” means a juvenile who is not currently receiving active supervision or if contact requirements have been suspended by the juvenile probation department.

“Alcohol and drug testing” means any validated or verified method of determining the level of identifiable substances in the body including, but not limited to, breath, blood, oral fluid urine, hair and sweat testing.

“AZYAS” means the Arizona Youth Assessment System.

“AZYAS certified staff” means a juvenile probation staff member who has been certified to administer the AZYAS disposition tool after successful completion of AZYAS End User Certification training and ongoing refresher trainings.

“AZYAS disposition tool” means the actuarial tool designed to be used for a juvenile post-adjudication (pre-disposition) to assess risk, need, and responsivity.

~~“Case plan” means the documented behavior change plan and supervision strategy developed by the supervising probation officer in collaboration with the juvenile and family or adult probationer which clearly identifies the risk factors and needs of the probationer and how they will be addressed.~~

“Case record” means any record pertaining to a particular probationer or juvenile maintained by the probation department in electronic or paper medium.

“Child”, “youth” or “juvenile”, means “an individual who is under the age of eighteen years” as provided in A.R.S. § 8-201(6).

“Collateral” means any individual or agency that has a relationship to a particular juvenile that serves as a source of information specific to the juvenile’s conditions of probation, case plan, or point of contact, including Contacts may include but are not limited to family members, school personnel, employer, community restitution agency, law enforcement, ~~victims,~~ community members, and treatment providers.

“Community restitution” means unpaid labor or services provided to a private not-for-profit or governmental agency.

“Court” means superior court.

“Courtesy probation supervision” is defined in Arizona Rule 225(c) “to be the transfer of the probationer’s supervision to another county.”

“Criminogenic need” means any issues of concern which are directly linked to criminal or delinquent behavior that when addressed and changed affect a probationer or juvenile’s risk for recidivism, which include, but are not limited to criminal personality, antisocial attitudes, values, beliefs, low self-control, criminal peers, substance abuse, dysfunctional family, unemployment, and lack of education.

“Custodian” means “a person, other than a parent or legal guardian, who stands in loco parentis to the child or a person to whom legal custody of the child has been given by order of the juvenile court” as provided in A.R.S. § 8-201(89).

~~“Default” means a juvenile has not met obligations of supervision as outlined in terms of probation.~~

“Delinquent act” means “an act by a juvenile that if committed by an adult would be a criminal offense or a petty offense, a violation of any law of this state, or of another state if the act occurred in that state, or a law of the United States, or a violation of any law that can only be violated by a minor and that has been designated as a delinquent offense, or any ordinance of a city, county or political subdivision of this state defining crime. Delinquent act does not include an offense under section 13-501, subsection A or B if the offense is filed in adult court. Any juvenile who is prosecuted as an adult or who is remanded for prosecution as an adult shall not be adjudicated as a delinquent juvenile for the same offense” as provided in A.R.S. § 8-201(12).

“Delinquent juvenile” means “a child who is adjudicated to have committed a delinquent act” as provided in A.R.S. § 8-201(13).

~~“Delinquency risk” means measurable factors that have been correlated to the probability of recidivism that are gathered informally through routine interactions and observations with juveniles and by formal assessment guided by instruments.~~

“Director” means the director of the juvenile court or chief probation officer in combined departments.

“Evidence-based practice” means strategies that have been shown, through current, scientific research to lead to a reduction in recidivism.

“Guardian” means “a person who has qualified as a guardian of a minor or incapacitated person pursuant to testamentary or court appointment but excludes a person who is merely a guardian

ad litem,” as provided in A.R.S. § 14-1201(28).

“Hand count” means manual tabulation of all probation case files, conducted independently from any automated system.

~~“JIPS team” means one probation officer and one surveillance officer, or one probation officer and two surveillance officers, or two probation officers and one surveillance officer, or one probation officer if a waiver of standards is granted~~ the supervising officers designated to an assigned caseload. A team may be comprised of (1) a single probation officer, (2) two probation officers, (3) one probation officer and one surveillance officer, or (4) one probation officer and two surveillance officers.

“Juvenile case plan” means the documented individualized behavior change plan and supervision strategy developed in collaboration with the juvenile and family based on the AZYAS disposition tool.

“Juvenile intensive probation” means “a program...of highly structured and closely supervised juvenile probation and ~~which that~~ emphasizes surveillance, treatment, work, education and home detention individualized interventions and services for juveniles who are deemed appropriate for the program” as provided in A.R.S. § 8-351.

~~“Law enforcement officer” means “a peace officer, sheriff, deputy sheriff, municipal police officer or constable” as provided in A.R.S. § 8-201(22).~~

“Out-of-home care” means the juvenile resides at a an Arizona Department of Health Services (ADHS) licensed facility that provides treatment or behavioral modification services under 24-hour structured supervision. This category of care does not include Department of Child Safety (DCS) licensed foster care homes, group foster homes, group homes kinship care, or temporary shelter services, or kinship care.

“Out-of-state placement” means a licensed residential or in-patient treatment program in a state other than Arizona.

“Parent” means the juvenile’s biological, adoptive, or legal mother or father whose rights have not been terminated.

“Parental contact” means contact with the parent or guardian to discuss the juvenile’s progress and behavior in the home, community, detention, or with the out-of-home care provider, case plan progress, or other appropriate matters. This excludes emancipated youth, pursuant to Arizona Rule of Procedure for the Juvenile Court Part V. Emancipation, and extended jurisdiction persons over the age of 18, pursuant to A.R.S. § 8-202(H).

~~“Petition” means “a written statement of the essential facts that allege delinquency, incorrigibility or dependency” as provided in A.R.S. § 8-201(27).~~

“Recommendation Matrix” means the approved tool utilized by a probation officer or

surveillance officer who meet the required training as established by the AOC to provide a proposed disposition to the court.

~~“Referral” means “a report that is submitted to the juvenile court and that alleges that a child is dependent or incorrigible or that a juvenile has committed a delinquent or criminal act” as provided in A.R.S. § 8-201(31).~~

~~“Target interventions” means supervision related services determined by the juvenile’s risk, criminogenic needs, and other factors such as temperament, learning style, motivation, gender and culture.~~

~~“Visual contact” means face-to-face communication or visual contacts conducted via AOC approved technology with the juvenile at any place, including, but not limited to, the probation department and the juvenile’s residence, place of employment, treatment location or community restitution placement to discuss progress, issues of concern, or other appropriate matters.~~

~~“Youth assessment” means the approved system of actuarial tools designed to assess risk, need, and responsivity factors of youth at various stages of the juvenile justice system.~~

B. Applicability. Az. Const. Art. 6, § 3 and A.R.S. § 8-358(A) which specifically provides: “The supreme court shall establish juvenile intensive probation guidelines.” The Administrative Office of the Courts (AOC) shall administer juvenile intensive probation supervision (JIPS) programs on behalf of the supreme court.

C. Purpose. ~~JIPS is, as A.R.S. § 8-351 provides that JIPS is, “a program which that is established pursuant to this article of highly structured and closely supervised juvenile probation and which that emphasizes surveillance, treatment, work, education and home detention individualized interventions and services for juveniles who are deemed appropriate for the program.”~~ The purpose of JIPS programs is to reduce commitments to the state department of juvenile corrections and other institutional or out-of-home care. improve public safety and ensure appropriate levels of accountability through enforcement of court orders. This is accomplished by providing timely and reliable information to the court, providing appropriate and effective levels of community supervision, and supporting long term behavior change through positive youth development, growth and learning opportunities.

D. General Administration.

1. The AOC shall:

- a. Administer and direct JIPS on behalf of the supreme court;
- b. Monitor JIPS;
- c. Prepare written material establishing various techniques, practices, guidelines, and other recommendations regarding the operation and management of JIPS and distribute

this material to appropriate superior and juvenile court judges and probation personnel;

- d. Inspect, audit or have audited the records of any juvenile court operating a JIPS;
- e. Prescribe and adopt procedures, forms and reports necessary for financial administration, program administration, operation and management of JIPS;
- f. Conduct seminars and educational sessions regarding the purpose and operation of JIPS;
- g. Establish performance measures and expectations in consultation with juvenile courts for determining compliance with each court's JIPS plan and budget request;
- h. Assist juvenile courts in developing their JIPS program plans and budgets;
- i. Provide general assistance to juvenile courts on the operation of JIPS;
- j. Adopt other administrative practices and procedures, consistent with this section, as necessary for the administration of JIPS; and
- k. A.R.S. § 8-358(B) provides:

The supreme court shall annually submit a report stating the number of juveniles supervised on intensive probation during the prior year, the nature of the offense and the delinquent history of each of these juveniles to the governor, the speaker of the house of representatives and the president of the senate at the time of its annual budget request and shall provide a copy of this report to the secretary of state. Beginning July 1, 2011, the report shall be submitted electronically.

2. Each juvenile court and juvenile probation department receiving state JIPS funds shall comply with this section, to promote uniform administration.

E. Budget Request Preparation.

1. A.R.S. § 8-357 provides: "The presiding juvenile judge of the superior court in the county shall annually submit a proposed budget for the following fiscal year for the juvenile intensive probation program to the supreme court."
 - a. The director shall include, with the budget, a plan for the operations of JIPS for the following fiscal year.
 - b. The administrative director shall establish the date for submission, as well as the forms to be used and the corresponding instructions.
2. A.R.S. § 8-357 provides: "The supreme court shall review each request and include the counties' requests in its annual budget request and shall allocate to the participating

counties the monies appropriated by the legislature for intensive probation.”

- a. The administrative director shall review each request, and may modify the request based on appropriate statewide considerations.
 - b. The AOC shall include the court’s request or modified request in the supreme court’s annual budget.
 - c. The administrative director shall allocate to the court the monies appropriated by the legislature for JIPS based on the proposed plan, availability of funds, caseload population, past year use and program effectiveness.
3. The chief justice shall make the final determination if a court does not agree with the allocations and requests further review.
 4. Each juvenile court shall support the budget request with written justification and explanation as required by the administrative director.
 5. A.R.S. § 12-269 (A) provides:

The administrative office of the courts shall not disburse any direct state aid for probation services monies, including motor pool costs, that are appropriated for juvenile intensive probation services pursuant to section 8-353, state aid for probation services pursuant to section 12-262, adult intensive probation pursuant to title 13, chapter 9 and community punishment programs pursuant to article 11 of this chapter to a county with a population of two million or more persons.

F. Program Plan and Financial Management.

1. Each juvenile court requesting state funding shall submit an expenditure plan to the administrative director. The expenditure plan and any modifications shall be consistent with A.R.S. §§ 8-351 through 8-358, this section, the supreme court’s budget request and available monies appropriated by the legislature for JIPS. The juvenile court shall submit the plan within the prescribed time frame and on forms required by the administrative director.
2. Each presiding judge of a juvenile court shall submit, in writing, all requests to modify expenditure plans on a form approved by the administrative director.
3. In the event the administrative director disapproves a plan or plan modification submitted by a juvenile court, the presiding judge of the juvenile court may request that the administrative director submit the plan to the chief justice of the supreme court for consideration and final determination.

A.R.S. § 12-263 provides: “The supreme court shall have the authority to reject any plan submitted pursuant to section 12-262. Upon approval of a plan submitted, the supreme

court shall enter into a funding agreement with the county and shall make payments to the county as necessary to carry out the agreement.”

4. The administrative director may amend or terminate funding agreements due to lack of funds, lack of financial need, or the courts failure to comply with applicable statutes, the approval plan, funding agreement or this section.
5. A.R.S. § 12-268(A) provides: “The board of supervisors shall designate a chief fiscal officer who shall establish and administer a juvenile probation fund consisting of: ... (d) Monies for juvenile intensive probation services established by title 8, chapter 3, article 4.”
6. A.R.S. § 12-268(C) provides: “The state monies in the juvenile probation services fund shall be used in accordance with guidelines established by the supreme court or the granting authority.”
7. The juvenile court receiving state funds shall use allocated state funds and interest only for the support and operation of approved JIPS.
8. On agreement with a juvenile court, the administrative director may withhold funds allocated to the juvenile court and may authorize direct expenditures for the benefit of the court. The administrative director may also reallocate these funds during the fiscal year.
9. The presiding judge of each juvenile court shall submit to the AOC, by January 31 of each year, a mid-year financial and program activity report related to the court’s plan through December 31. Failure to submit the report in a timely manner may result in financial sanctions.
10. The presiding judge of each juvenile court shall submit to the AOC, by August 31 of each year, a closing financial and program activity report related to the court’s plan through June 30. Failure to submit the report in a timely manner may result in financial sanctions.
11. The presiding judge of each juvenile court shall return to the AOC by August 31 of each year, all JIPS funds distributed to the juvenile court which are unencumbered through June 30 and unexpended through July 31. Failure to revert unexpended funds in a timely manner may result in financial sanctions.
12. The administrative director shall determine how the funds are used in the event that a juvenile court experiences a decreased need for funds or declines to participate after the legislature has appropriated funds for JIPS.
13. Each juvenile court shall maintain and provide data and statistics to the AOC, as may be required by the supreme court to administer JIPS.
14. On request of the AOC, the director shall conduct a hand count of the department’s JIPS population. The director shall submit the results of the hand counts to the AOC.

15. Each juvenile court shall retain all financial records, applicable program records, and data related to each approved plan for a period of at least five years from the close of each fiscal year.
16. Each juvenile court shall deposit fees collected pursuant to A.R.S. § 8-241, and any interest collected on those fees into the juvenile probation services fees fund pursuant to A.R.S. § 12-268.
17. The administrative director shall allocate state funded JIPS personnel placements approved for intensive probation among juvenile courts. The administrative director may prepare and implement procedures for adjusting allocated placements and associated monies among juvenile courts.

~~**G. Allocation and Management of JIPS Personnel Placements.** The administrative director shall allocate state funded JIPS personnel placements approved for intensive probation among juvenile courts. The administrative director may prepare and implement procedures for adjusting allocated placements and associated monies among juvenile courts.~~

HG. Eligibility Requirements for JIPS.

1. A.R.S. § 8-358(A) provides:
 - A. The supreme court shall establish juvenile intensive probation guidelines. In establishing these guidelines the supreme court shall ensure that both:
 1. Juveniles who are granted intensive probation meet the requirements of section 8-352.
 2. Based on the nature of the offense and the delinquent history of the juvenile, there are reasonable grounds to believe that the juvenile is able to remain at liberty without posing a substantial risk to the community.
2. A.R.S. § 8-352(B) provides that prior to recommending intensive probation:

The juvenile probation officer shall evaluate the needs of the juvenile and the juvenile's risk to the community, including the nature of the offense, the delinquent history of the juvenile, the juvenile's history of ~~petitions~~ referrals and adjustments and the recommendation of the juvenile's parents. The juvenile probation officer shall include the recommendation of the juvenile's parents in the disposition summary report. If the nature of the offense and the prior delinquent history of the juvenile indicate that the juvenile should be included in an intensive probation program pursuant to supreme court guidelines for juvenile intensive probation, the juvenile probation officer may recommend to the court that the juvenile be granted intensive probation.

3. The probation officer shall include in the disposition summary report, case information related to delinquent risk and criminogenic needs as documented by the youth assessment AZYAS disposition tool, in addition to other file and collateral information. The report shall also contain the officer's recommendation for supervision and treatment services based upon the juvenile's documented delinquent risk and criminogenic needs.
- ~~4. Probation officers shall support any recommendation for the placement of a juvenile on JIPS with the youth assessment, and other documented factors that increase risk.~~
- ~~5. Juveniles who are adjudicated for delinquent acts or for violations of probation originating from a delinquent act are eligible for JIPS.~~
- ~~6. The court shall not grant intensive probation to juveniles placed in an out of home care for more than 30 days. The court shall reduce the juvenile to standard probation if the juvenile is currently on JIPS and requires placement over 30 days.~~
- ~~74. A juvenile probation officer who recommends intensive probation shall state the reasons for the recommendation in the disposition summary report, reasons may include:. The probation officer shall recommend and the court may order JIPS for:
 - ~~a. Juveniles who would otherwise have been recommended for commitment to the state department of juvenile corrections ADJC;~~
 - ~~b. Juveniles who would otherwise have been recommended for out of home care;~~
 - ~~eb. Juveniles who meet the requirements set forth in A.R.S. § 8-352(B) and (H)(2) of this section; or~~
 - ~~dc. Juveniles who are repeat felony offenders pursuant to A.R.S. § 8-341(D);~~
 - ~~d. Juveniles who are adjudicated for delinquent acts or for violations of probation originating from a delinquent act; or~~
 - ~~e. As indicated in the Recommendation Matrix;~~~~
- ~~85. A.R.S. § 8-352(C) provides: "After reviewing the juvenile's prior record, the facts and circumstances of the current delinquent act or technical violation of probation and the disposition summary report, the court may grant the juvenile a period of intensive probation."~~
9. ~~Prior to placing a juvenile on JIPS, the court shall consider:~~
 - ~~a. The juvenile probation officer's recommendations;~~
 - ~~b. The factual basis and circumstances leading to the juvenile's disposition;~~

- e. ~~Monies and funds appropriated and the availability of adequate staff and treatment resources to ensure the level of intensive supervision required; and~~
- d. ~~Other factors appropriate to the ends of justice.~~

106. A.R.S. § 8-352(D) provides: “When granting intensive probation the court shall set forth on the record the factual reasons for using the disposition.”

II. Dispositional Provisions.

A.R.S. § 8-352(E) provides:

Intensive probation shall be conditioned on the juvenile:

1. Participating in one or more of the following, if approved by the court or probation officer, ~~for not less than thirty two hours each week throughout the term of probation:~~
 - (a) School.
 - (b) A treatment program.
 - (c) Employment.
 - (d) Supervised community restitution work.
 - (e) An activity that improves the juvenile’s prosocial skill development, including enhancing the juvenile’s relationship with the juvenile’s family.
2. Paying victim restitution, applicable monetary obligations and probation fees, except that the inability to pay probation fees, applicable monetary obligations or victim restitution does not prohibit participation in the intensive probation program.
3. Remaining at a place of residence at all times except to attend school, work or treatment, to perform community restitution or to participate in ~~some~~ prosocial activity, as specifically allowed ~~in each instance~~ by the supervising juvenile probation officer, or if in the direct company of a parent, guardian or custodian, as approved by the juvenile probation officer.
4. Allowing administration of drug and alcohol tests as directed by a juvenile probation officer.
5. Meeting any other conditions imposed by the court, including electronic monitoring, to meet the needs of the juvenile or to limit the risks to the

community.

Jl. JIPS Caseload Limit.

A.R.S. § 8-353(B) provides: “A two person intensive probation team shall supervise no more than twenty-five juveniles at one time. A three person team shall supervise no more than forty juveniles at one time.”

1. A.R.S. § 8-353(B) provides:

“A one person juvenile intensive probation team shall supervise not more than fifteen juveniles at one time. A two person juvenile intensive probation team shall supervise ~~no~~ not more than twenty-five juveniles at one time. A three person juvenile intensive probation team shall supervise ~~no~~ not more than forty juveniles at one time.”

2. A JIPS team’s active caseload shall include juvenile’s receiving intensive probation and:

- a. Juveniles residing in county, including those who are in foster care, kinship care or temporary shelter services;
- b. Juveniles residing out of county and the department retains jurisdiction;
- c. Juveniles in out-of-home care or out-of-state placement;
- d. Juveniles in detention;
- e. Juveniles pending adult court action prior to a conviction, unless otherwise court ordered, including those held in adult jail;
- f. Juveniles on warrant status for less than 90 days; and
- g. Juveniles on courtesy probation supervision, pursuant to Arizona Rules of Procedure for the Juvenile Court 225(c), for the receiving county providing the supervision.

3. A JIPS team’s active caseload shall not include:

- a. Juveniles on administrative status for one of the following reasons:
 - (1) Juveniles traveling for more than 30 days out of state or country with the approval of the juvenile probation department; or
 - (2) Juveniles residing for more than 30 days out of state, or country, and the department has retained jurisdiction of the juvenile.
- b. Juveniles on warrant status for 90 days or more;

- c. Juveniles not yet dispositioned to JIPS; and
- d. Juveniles on courtesy probation supervision, pursuant to Arizona Rules of Procedure for the Juvenile Court 225(c), for the sending county which retains jurisdiction. The county of jurisdiction is required to administer and update the AZYAS assessments, juvenile case plan, and any other general case management responsibilities.

4. A.R.S. § 8-353(D) provides:

“The juvenile intensive team may supervise additional juveniles on probation if the director of juvenile court services determines that the juvenile require additional supervision or pose a greater than normal risk to the community and the intensive probation team’s total case load does not exceed the limits prescribed in subsections A and B of this section.”

~~K. Active Cases.~~

~~1. A JIPS team’s active caseload shall include:~~

- ~~a. Juveniles residing in county, including those who are in foster care, kinship care or temporary shelter services, and receiving intensive probation;~~
- ~~b. Juveniles in out of home care for less than thirty (30) days;~~
- ~~c. Juveniles placed in detention; and~~
- ~~d. Juveniles on warrant status for less than 90 days.~~

~~2. A JIPS team’s active caseload shall not include:~~

- ~~a. Juveniles on administrative status for one of the following reasons:
 - ~~(1) Juveniles traveling for more than 30 days out of state or country with the approval of the juvenile probation department;~~
 - ~~(2) Juveniles direct filed to adult court and currently held in adult jail pending the adult court action; or~~
 - ~~(3) Juveniles residing for more than 30 days out of state, or country, and the department has retained jurisdiction of the juvenile.~~~~
- ~~b. Juveniles on warrant status for 90 days or more; and~~
- ~~c. Juveniles not yet dispositioned to JIPS.~~

~~L. Waiver Provisions.~~ ~~On request of the juvenile court, the administrative director may waive supervision, contact, and caseload limit requirements.~~

1. ~~A.R.S. § 8-356(A) provides:~~

~~The supreme court may waive the requirements of section 8-353, subsections A and B and subsection C, paragraph 2 for a county if the case load of officers supervising juveniles on intensive probation is not more than fifteen juveniles and the program requires visual contact with each probationer at least one time a week.~~

2. ~~A.R.S. § 8-356(B) provides:~~

~~If a waiver is granted and the intensive probation case load for each officer does not exceed fifteen, officers may supervise other additional juveniles on probation who in the judgment of the chief probation officer require additional supervision or pose a greater than normal risk to the community, as long as the total case load does not exceed fifteen.~~

3. ~~The presiding juvenile court judge shall file a waiver request pursuant to A.R.S. § 8-356 with the AOC on a form prescribed by the administrative director. The administrative director shall consider the following when determining whether to grant the waiver:~~

- ~~a. The number of juveniles on intensive probation in the requesting county;~~
- ~~b. The geographical make up of the requesting county and the communities that would be served under the waiver; and~~
- ~~c. The impact to the program and the implementation of evidence-based supervision by utilizing one person teams.~~

4. ~~If a waiver is granted, it will be in force until such time as the presiding juvenile court judge notifies the AOC in writing that use of the waiver is no longer necessary or when the AOC notifies the presiding juvenile court judge that the waiver is no longer authorized.~~

MJ. Program Operations.

1. Each juvenile probation department shall develop policies and procedures:

- ~~a. Policies and procedures that That aim to reduce juvenile risk and the likelihood of future delinquent acts that are consistent with the principles of evidence-based practices. The policies and procedures shall be interdependent, applied in developmental order and shall notably assess delinquent risk and criminogenic need, enhance intrinsic motivation, target interventions, provide skill training with directed practice, increase positive reinforcement, engage ongoing support in natural communities, measure relevant processes and practices, and provide measurable feedback;~~
- ~~b. Policies and procedures regarding Regarding alcohol and drug testing of for juveniles~~

- on intensive probation and deemed at risk of alcohol and drug usage. The procedure shall address the methods used to select juveniles for testing, the frequency of testing, and the type of test to be administered;
- c. That require accurate and timely records of completed community restitution hours to be maintained for each juvenile on JIPS. Credit toward court ordered community restitution requirements are awarded on actual hours completed unless authorized by the court;
- ~~ed. Protocols for~~ For working with the office of the clerk of the superior court to ~~establish a process by which supervising~~ ensure that probation officers are provided with accurate and timely information concerning collections;
- ~~de. Policies and procedures to~~ To ensure the collection of monies owed as a condition of JIPS. Each probation department and JIPS team shall ~~immediately~~ address any arrearage per departmental policy. Each probation department and JIPS team shall also encourage ~~the JIPS juvenile's~~ payment of other assessments or fines ordered by any court;
- ~~ef. Policies and procedures which~~ Which require ~~intensive probation officers~~ AZYAS certified staff to administer ~~a youth assessment~~ the AZYAS disposition tool for each adjudicated juvenile, prior to disposition or within 30 days of placement on JIPS, if not completed during the pre-dispositional process due to the Court proceeding directly from adjudication to disposition. ~~Officers shall consider assessment results, family feedback other agencies involved, as well and any other relevant information, when developing a case plan;~~
- ~~fg. Policies and procedures which~~ Which require ~~intensive~~ probation officers to utilize the Recommendation Matrix;
- ~~gh. Policies and procedures which~~ Which require ~~intensive a probation officers~~ to develop a juvenile case plan within 30 45 days of disposition. ~~The officer shall ensure the case plan includes objectives that are measurable, signatures of the probation officer juvenile and the juvenile's parent or guardian~~ The case plan is developed in collaboration with the juvenile, family, and other agencies, based on the AZYAS disposition tool results, and any other relevant information. Juvenile case plans shall target moderate and high-risk criminogenic factors and include objectives that are measurable. The case plan shall include the signatures of the juvenile, probation officer, juvenile's parent;
- ~~hi. Policies and procedures which~~ Which require the ~~supervising~~ probation officer to update the ~~youth assessment, AZYAS disposition tool~~ upon each ~~subsequent referral significant event~~ and once every six months from the previous assessment date, at a minimum. The AZYAS disposition tool shall be used for each subsequent adjudicated delinquent offense. Upon each re-administration, the juvenile probation officers shall review update the previous juvenile case plan evaluating and updating noted strategies

- to reflect the juvenile's progress, modification to existing objectives, and any new identified risk and needs;
- ~~ij. Policies and procedures that~~ That require a probation officers to utilize graduated responses to promote positive behavioral change through incentives, consequences, and supervision to address violations;
 - ~~j. Policies and procedures by which accurate and timely records of the completion of community restitution hours are maintained for each intensive juvenile probationer. Credit toward court-ordered community restitution requirements are awarded on the basis of actual hours completed unless authorized by the court.~~
 - k. That encourage the juvenile's engagement with one or more of the following: school, treatment program, employment, community restitution work program, or any activity that improves the juvenile's prosocial skill development, including enhancing the juvenile's relationship with the juvenile's family;
 - l. That ensure a probation officer shall reassess the AZYAS disposition tool or re-examine the juvenile's progress with the established case plan and behavioral goals to determine if reducing, maintaining, or increasing the juvenile's level of supervision is appropriate;
 - m. That require a documented process for supervisor approval for supervision level modifications requested by a probation officer;
 - n. That require supervisory quality assurance reviews on intensive probation case files to include juvenile case plans; and
 - o. For victim notification pursuant to A.R.S. § 8-396(A)-(C).
2. Each JIPS team shall:
- ~~a. Develop and implement supervision strategies that match youth assessment the AZYAS disposition tool results and address criminogenic needs, in addition to the juvenile's delinquency risk to recidivate, and strengths that promote juvenile case plan goals and provide effective supervision that is individualized, proportional and purposeful. Surveillance and other intervention shall be proportionately matched to emerging or decreasing risk factors;~~
 - b. As provided by A.R.S. § 8-353(C)(2), "Exercise close supervision and observation over juveniles who are ordered to participate in the intensive probation program";
 - ~~c. Evaluate and update the case plan on an on-going basis to identify progress towards goals and conditions of probation;~~
 - ~~d. As provided by A.R.S. § 8-355;~~

~~The juvenile intensive probation team shall ensure that each juvenile under its supervision is participating in one or more of the following, if approved by the court or probation officer, for not less than thirty two hours each week, throughout the term of the intensive probation:~~

- ~~1. School.~~
- ~~2. A treatment program.~~
- ~~3. Employment.~~
- ~~4. A community restitution program.~~
- ~~5. An activity that improves the juvenile's prosocial skill development, including enhancing the juvenile's relationship with the juvenile's family.~~

~~This shall be accomplished by:~~

- ~~(1) Assisting juveniles seeking employment and closely monitoring employment of juveniles if the juveniles are authorized to work in the United States;~~
 - ~~(2) Closely monitoring participation in treatment programs, involving the parent or guardian in the rehabilitation and treatment of the juvenile, monitoring school attendance; and~~
 - ~~(3) Providing or arranging for appropriate supervision of juveniles performing community restitution work.~~
- ~~e. Respond to emerging risk indicators with graduated increases in the level of supervision, pursuant to departmental procedures;~~
- ~~f. Provide juveniles with feedback on the results of an assessment by providing positive reinforcement to encourage behavioral changes and progress with the established behavioral goals and conditions of probation;~~
- ~~j. Involve the parent or guardian in the rehabilitation and treatment of the juvenile;~~
- ~~k. Monitoring of court ordered financial obligations. The inability to pay probation fees or restitution does not prohibit participation in JIPS;~~
- ~~l. As provided by A.R.S. § 8-353(C)(4): "Request the county attorney to bring a noncompliant probation before the court.";~~
- ~~m. Make documented efforts to locate a defaulted juvenile. The supervising probation officer shall request a warrant be issued if the juvenile is not located. Efforts to locate the juvenile shall continue pursuant to the court's departmental policy;~~
- ~~n. Re-evaluate the adequacy and applicability of the court ordered conditions of probation as part of the ongoing assessment and planning process and if applicable, petition the court for modifications;~~
- ~~o. Target interventions to high-risk cases to promote public safety;~~

- ~~p. Review the previous case plan during the development of a new case plan to determine if a change in strategies is required to promote behavioral changes. Strategies shall be re-evaluated if there has been regress or no change in behavior;~~
- ~~q. Petition the court to modify the intensive juvenile probationer's supervision to standard probation or terminate the period of probation when the JIPS team determines that intensive probation is no longer needed. If the intensive probation grant is modified to standard supervision, the probation department shall transfer the case to a standard probation officer, and;~~
- ~~r. Require each active case under the JIPS team's supervision to submit a schedule of activities for approval. Juveniles who are detained or participating in out-of-home care are exempt from this requirement. The intensive probation team shall monitor and enforce the approved schedule.~~

c. As provided by A.R.S. § 8-355:

The juvenile intensive probation team shall ensure that each juvenile under its supervision is participating in one or more of the following, if approved by the court or probation officer, throughout the term of the intensive probation:

1. School.
2. A treatment program.
3. Employment.
4. A community restitution program.
5. An activity that improves the juvenile's prosocial skill development, including enhancing the juvenile's relationship with the juvenile's family.

- d. Provide juveniles with feedback on the results of any assessment;
- e. Administer alcohol and drug testing according to departmental policy and procedures;
- f. Ensure compliance with A.R.S § 8-352(E)(3), which provides: "Remaining at a place of residence at all times except to attend school, work or treatment, to perform community restitution or to participate in prosocial activity, as specifically allowed by the supervising juvenile probation officer, or if in the direct company of a parent, guardian or custodian, as approved by the juvenile probation officer."
- g. Establish curfews for each juvenile placed on JIPS and shall provide appropriate supervision to ensure compliance;
- h. Provide a documented directive to the juvenile when referring the juvenile to an appropriate service provider within 30 days of disposition to implement any treatment related condition of supervised probation, or when a need for treatment or counseling is identified. If more than one area of treatment or counseling is identified, the JIPS team shall prioritize and address the needs with the highest priority within the

prescribed time frame. The JIPS team will then address the remaining treatment or counseling areas in descending order;

- i. Monitoring of court-ordered financial obligations;
 - j. Engage the juvenile in the development of their case plan. Juvenile case plans shall include specific goal-directed objectives to be accomplished by the juvenile during the term of supervision and the strategies that the officer will use to monitor compliance and promote the accomplishments of those objectives. Contacts shall be integral to implementing the overall supervision strategies and have a purpose that is directly related to case objectives and the juvenile's risk level;
 - k. Involve the parent in the juvenile's school, treatment, and development of the juvenile case plan;
 - l. Target interventions for moderate and high risk cases to promote public safety;
 - m. Update the juvenile case plan on an on-going basis to identify progress, or lack of, toward the goal-directed objectives and conditions of probation;
 - n. Provide graduated responses in a timely, realistic, and individualized manner;
 - o. Make documented efforts to locate a juvenile whose whereabouts are unknown. Efforts to locate the juvenile shall continue pursuant to the court's departmental policy;
 - p. Review the court ordered conditions of probation as part of the ongoing assessment and planning process and, if applicable, petition the court for modifications;
 - q. Modify supervision levels dependent on compliance by the juvenile with the conditions of probation and goal-directed objectives as outlined in the juvenile's case plan; and
 - r. Petition the court to modify the juvenile's supervision to standard probation or terminate the period of probation when the JIPS team determines that intensive probation is no longer needed based on juvenile's case plan progress and conditions of probation. If the court reduces the juvenile to standard supervision, the probation department shall transfer the case to a standard probation officer.
3. Modification of supervision as provided by A.R.S. § 8-354(A) provides:

The juvenile probation officer shall periodically examine the needs of each juvenile who is granted intensive probation and the risks of modifying the level of supervision of the juvenile. The juvenile probation officer may modify the juvenile's level of intensive probation. The court may at any time modify the placement or the level of supervision of a juvenile who is granted intensive probation.

- ~~a. Levels of supervision may be progressively increased or decreased over the term of supervision dependent on compliance by the juvenile with the conditions of probation,~~

~~and continued law-abiding behavior.~~

- ~~b. Requests by the JIPS team for a change in the level of supervision of a juvenile shall be in accordance with minimum requirements. The level of supervision shall not be decreased beyond the minimum level described in section O, Minimum Supervision Requirements.~~
- ~~4. The probation officer may petition the court to terminate the period of intensive probation based on results of a youth assessment and an evaluation of the juvenile's behavioral changes in compliance with the conditions of probation. If the court transfers the juvenile to standard probation, the juvenile shall be assigned to a standard probation officer.~~
- ~~5. Recommendations by a JIPS officer to the court to terminate a juvenile's intensive probation supervision or to reduce the level of supervision shall be preceded by completion of a youth assessment and shall be based on satisfactory compliance and performance by the juvenile with the conditions and terms of intensive probation.~~
- ~~6. Victim notification. A.R.S. § 8-396(A)(B)(C) provides:
 - ~~A. On request of a victim who has provided an address or other contact information, the probation department shall notify the victim of any of the following:
 - ~~1. A probation revocation disposition proceeding or any proceeding in which the court is asked to terminate the probation or intensive probation of the delinquent who committed the delinquent act against the victim.~~
 - ~~2. Any hearing on a proposed modification of the terms of probation or intensive probation.~~
 - ~~3. The arrest of a delinquent pursuant to a warrant issued for a probation violation.~~~~
 - ~~B. On request of a victim who has provided a current address or other current contact information, the probation department shall notify the victim of the following:
 - ~~1. Any proposed modification to any term of probation if the modification affects restitution or incarceration status or the delinquent's contact with or the safety of the victim.~~
 - ~~2. The victim's right to be heard at a hearing that is set to consider any modification to be made to any term of probation.~~
 - ~~3. Any violation of any term of probation that results in the filing with the court of a petition to revoke probation.~~
 - ~~4. That a petition to revoke probation alleging that the juvenile absconded from probation has been filed with the court.~~~~~~

~~5. Any conduct by the juvenile that raises a substantial concern for the victim's safety.~~

~~C. If a victim has requested post adjudication notice and probation is revoked and the juvenile is committed to the department of juvenile corrections, the probation department shall notify the department of juvenile corrections of the victim's request.~~

~~N. JIPS Placement~~

- ~~1. A juvenile placed on JIPS shall be supervised by the JIPS team pursuant to the minimum supervision requirements until such time as a youth assessment and initial case plan have been completed and the juvenile has demonstrated satisfactory progress meeting case plan objectives.~~
- ~~2. Upon completion of a youth assessment and initial case plan, the JIPS team shall utilize the results of the youth assessment, along with the juvenile's compliance with the conditions of JIPS, and any other relevant factors, and recommend to the court placement on an appropriate supervision level.~~
- ~~3. A juvenile continued on JIPS as a result of a probation violation may be supervised at any level as established by a youth assessment and other relevant information. The JIPS team shall utilize the results of the youth assessment, along with the juvenile's compliance with previously imposed conditions of standard or intensive probation and any other relevant factors, and recommend to the court placement on an appropriate supervision level.~~
- ~~4. A juvenile may exit JIPS at any supervision level.~~

~~O. Minimum Supervision Requirements.~~

- ~~1. The following supervision requirements are established as minimum thresholds. Each juvenile probation department may establish more rigorous requirements for any supervision level. Each director shall ensure that all established minimum requirements are provided in writing to each JIPS team, along with appropriate training regarding adherence to those requirements.~~
- ~~2. The probation department shall establish supervision guidelines that are directed toward achieving desired outcomes that include, but are not limited to the reduction of the juvenile recidivism and criminogenic factors and will ensure that the majority of JIPS resources are dedicated to high risk juveniles in order to successfully complete their term of probation and promote positive behavioral changes. Supervision guidelines shall include the following considerations:
 - ~~a. Tailored to the risks, needs and strengths presented by the individual juvenile as determined by the youth assessment;~~~~

- ~~b. Supervision programs, surveillance and strategies shall incorporate a continuum of graduated sanctions necessary to promote public safety and supervision goals;~~
- ~~c. Initial and subsequent supervision planning shall develop specific goal directed objectives to be accomplished by the juvenile during the term of supervision and the strategies that the officer will use to monitor compliance and promote the accomplishments of those objectives. Supervision contacts shall be integral to implementing the overall supervision strategies, have a purpose that is directly related to case objectives and the juvenile's level and type of risk;~~
- ~~d. High risk cases require the concurrent implementation of multiple intervention strategies that apply the skills from a variety of disciplines to address the level and type of risk presented by the juvenile, build on a juvenile's strengths, and provide juveniles with incentives to change;~~
- ~~e. Document changes in a juvenile's circumstances throughout the period of probation and actively engage in assessing the impact of any changes on the level and type of supervision. Officers shall independently assess a juvenile's circumstances through field and collateral contacts at a level proportional to the issues in the individual cases;~~
- ~~f. Responses to noncompliance shall be timely, realistic and escalating; and shall include elements designed to both control and correct noncompliance; and~~
- ~~g. The intensity and frequency of supervision activities shall be reduced over time for stable, compliant juvenile's who are meeting their supervisory objectives.~~

~~3. Supervision Level I shall include:~~

- ~~a. Visual contacts. The JIPS team shall have a minimum of four visual contacts with each juvenile per week. Home contacts are required on a random and varied basis. Mandatory visual contact may be made by other probation or surveillance officers when authorized by the director. Visual contacts shall be varied and unscheduled, and include evenings, weekends, and holidays. Visual contacts with the juvenile shall continue when in out of home care or detention;~~
- ~~b. Employment verification. The JIPS team shall make weekly face-to-face, telephonic or written contact with the employer of an employed juvenile;~~
- ~~c. School verification. The JIPS team shall make weekly contact with the school or education program staff of a juvenile for the purpose of monitoring attendance, grades, behavior, peer associations, and other factors relating to the juvenile's progress;~~
- ~~d. Parental involvement. The JIPS team shall contact the parents or legal guardians of each juvenile at least once per week to discuss the juvenile's progress and behavior in the home and community, and shall make documented efforts to involve the parents or guardians in the juvenile's treatment and rehabilitation;~~

- e. ~~Curfew. The JIPS team shall establish curfews for each juvenile placed on JIPS and shall provide appropriate supervision to ensure compliance;~~
- f. ~~Community restitution. The JIPS team shall maintain community restitution contacts with each juvenile performing work to ensure compliance;~~
- g. ~~Alcohol and drug testing. The JIPS team shall administer alcohol and drug testing according to the policy and procedures of the juvenile court;~~
- h. ~~Treatment and counseling. The JIPS team shall provide a written directive to the juvenile referring the juvenile to an appropriate service provider within 30 days of disposition as a condition of JIPS, or when a need for treatment or counseling is identified. If more than one area of treatment or counseling is identified, the JIPS team shall prioritize and address the needs with the highest priority within the prescribed time frame. The JIPS team will then address the remaining treatment or counseling areas in descending order;~~
- i. ~~Investigation of referral notification. The JIPS team shall immediately contact the law enforcement officer or agency upon receipt of an referral or other contact notification to ascertain the circumstances surrounding the contact and obtain a copy of any corresponding incident report or citation. The JIPS team shall document in the case file all contacts and information received pertaining to the incident, as well as the action taken as a result of the incident;~~
- j. ~~A.R.S § 8-352(E)(3) provides “Remaining at a place of residence at all times except to attend school, work or treatment, to perform community restitution or to participate in some activity, as specifically allowed in each instance by the supervising juvenile probation officer, or if in the direct company of a parent, guardian or custodian, as approved by the juvenile probation officer.” The JIPS team shall monitor and enforce approved schedules for juveniles that are meeting expected behavioral goals, scheduling requirements shall provide the juvenile a graduated reduction in structured activities to promote a successful transition to reduced supervision. Scheduled activities shall provide for pro-social opportunities “as specifically allowed in each instance by the juvenile probation officer, or if in the direct company of a parent, guardian or custodian, as approved by the juvenile probation officer.”~~
- k. ~~Development of case plans that target risk and needs areas evidenced to be significant predictors of risk to re-offend;~~
- l. ~~The use of communication techniques that engage the juvenile in their own case plan, motivation and goals;~~
- m. ~~Respond to juvenile behavior pursuant to established departmental policies on graduated responses of consequences and incentives;~~
- n. ~~Evaluation of ongoing supervision and strategies;~~

- ~~o. Responses to positive pro-social behavior pursuant to established departmental incentive policies; and~~
- ~~p. The probation officer's recommendations for a reduction of supervision for eligible juveniles pursuant to the results of a youth assessment may be made to the court once it has been ascertained that a change in supervision level is warranted based upon the assessment and progress with established behavioral goals.~~

~~4. Supervision Level II shall include all conditions of Level I in addition to the following:~~

- ~~a. Visual contacts. The JIPS team shall have a minimum of two visual contacts with each juvenile per week, with at least one contact occurring at the juvenile's residence. Mandatory visual contact may be made by other probation or surveillance officers when authorized by the director. Visual contact shall be varied and unscheduled, and include evenings, weekends, and holidays. Visual contacts with the juvenile shall continue when in out-of-home care or detention; and~~
- ~~b. Employment verification. The JIPS team shall make bi-weekly face-to-face, telephonic or written contact with the employer of an employed juvenile.~~

~~5. Supervision Level III shall include all conditions of Level I in addition to the following:~~

- ~~Visual contacts. The JIPS team shall have a minimum of one visual contact with each juvenile per week, with at least one visit occurring at the juvenile's residence every other week. Mandatory visual contact may be made by other probation or surveillance officers when authorized by the director. Visual contact shall be varied and unscheduled, and include evenings, weekends, and holidays. Visual contacts with the juvenile shall continue when in out-of-home care or detention.~~

K. Minimum Supervision Requirements. Each probation department shall develop policies and procedures that ensure minimum levels of supervision for juveniles placed on JIPS. These policies and procedures shall include:

1. Visual contacts shall be varied and unscheduled, and include evenings, weekends, and holidays. Visual contacts shall include establishing rapport with a juvenile and their family. Visual contacts will be intentional to support the successful implementation of juvenile case plan goals and monitor compliance with the uniform conditions of probation.
2. Levels of supervision may be progressively increased or decreased over the term of supervision dependent on compliance by the juvenile with the conditions of probation and case plan progress.
3. Supervision level I is intended for newly dispositioned juveniles or as a graduated response where a higher level of supervision is warranted and shall include:
 - a. Visual contacts. The JIPS team shall have a minimum of four visual contacts with each

- juvenile every week, with at least one visual contact with the juvenile occurring at the juvenile's residence;
- b. Parental contact. The JIPS team shall make parental contact once every week;
 - c. School contact or verification, if enrolled and attending. The JIPS team shall make a contact or verification every month for the purpose of monitoring attendance, grades, behavior, and other factors relating to the juvenile's progress;
 - d. Employer contact or verification, if legally authorized and employed. The JIPS team shall make a contact or verification every month of an employed juvenile;
 - e. Treatment program contact or verification, if applicable. The JIPS team shall make a contact or verification every month to review the juvenile's treatment progress and efforts to involve the parents or guardians in the juvenile's treatment; and
 - f. Community restitution agency contact or verification, if assigned community restitution. The JIPS team shall make a contact or verification every month of a juvenile assigned community restitution.
4. Supervision level II is intended for juveniles who are actively working on the juvenile case plan goal-directed objectives or as a graduated response where a higher or lower level of supervision is warranted and shall include:
- a. Visual contact. The JIPS team shall have a minimum of two visual contacts with each juvenile every week, with at least at least one visual contact occurring at the juvenile's residence;
 - b. Parental contact. The JIPS team shall make parental contact every other week;
 - c. School contact or verification, if enrolled and attending. The JIPS team shall make a contact or verification every month for the purpose of monitoring attendance, grades, behavior, and other factors relating to the juvenile's progress;
 - d. Employer contact or verification, if legally authorized and employed. The JIPS team shall make a contact or verification every month of an employed juvenile;
 - e. Treatment program contact or verification, if applicable. The JIPS team shall make a contact or verification every month to review the juvenile's treatment progress and efforts to involve the parents or guardians in the juvenile's treatment; and
 - f. Community restitution agency contact or verification, if assigned community restitution. The JIPS team shall make a contact or verification every month of a juvenile assigned community restitution.
5. Supervision level III is intended for juveniles who have completed the majority of the

juvenile case plan goal-directed objectives and to plan for discharge or as a graduated response where a lower level of supervision is warranted and shall include:

- a. Visual contact. The JIPS team shall have a minimum of one visual contact with each juvenile every week, with at least two visual contacts occurring with the juvenile at the juvenile's residence every month;
 - b. Parental contact. The JIPS team shall make parental contact every other week;
 - c. School contact or verification, if enrolled and attending. The JIPS team shall make a contact or verification every month for the purpose of monitoring attendance, grades, behavior, and other factors relating to the juvenile's progress;
 - d. Employer contact or verification, if legally authorized and employed. The JIPS team shall make a contact or verification every month of an employed juvenile;
 - e. Treatment program contact or verification, if applicable. The JIPS team shall make a contact or verification every month to review the juvenile's treatment progress and efforts to involve the parents or guardians in the juvenile's treatment; and
 - f. Community restitution agency contact or verification, if assigned community restitution. The JIPS team shall make a contact or verification every month of a juvenile assigned community restitution.
6. Supervision level IV is reserved for juveniles in detention and shall include:
- a. Visual contact. The JIPS team shall have a minimum of one visual contact with each detained juvenile every week;
 - b. Parental contact. The JIPS team shall make parental contact every other week to engage the parent in the juvenile's release plan; and
 - c. Treatment program contact or verification, if applicable. The JIPS team shall make a contact or verification every month to review the juvenile's treatment progress and efforts to involve the parents or guardians in the juvenile's treatment.
7. Supervision level V is reserved for juveniles in out-of-home care, out-of-state placement, or in adult jail prior to conviction. Minimum supervision requirements shall include:
- a. Visual contact. The JIPS team shall have a visual contact with the juvenile every month. Contacts may be telephonic for juveniles in out-of-state placement or adult jail prior to conviction;
 - b. Provider contacts if in out-of-home care or out-of-state placement. The JIPS team shall make a contact with the provider every month to discuss the juvenile's treatment progress and efforts to involve the parents or guardians in the juvenile's treatment;

- c. Parental contact. The JIPS team shall make a parental contact every month; and
- d. Upon discharge the JIPS team shall place the juvenile on the appropriate JIPS supervision level based on the results of the AZYAS disposition tool, the juvenile's treatment discharge plan, and any other relevant factors.

PL. Program Length.

A juvenile shall be on intensive probation from the date ordered by the juvenile court until revoked, successfully discharged or otherwise discharged from JIPS by the court.

QM. Required Case Records.

1. A.R.S. § 8-353(C)(1) provides: "The juvenile intensive probation team shall ... "Secure and keep a complete identification record of each juvenile supervised by the team and a written statement of the conditions of the probation."
2. Each JIPS team shall maintain verifiable case records for each juvenile supervised, including, but not limited to:
 - a. An individualized juvenile case plan setting forth behavioral and program expectations and recommendations subject to the approval of the director;
 - b. ~~Logs~~ Automated case notes detailing the time, nature, and location of each contact related to each juvenile on JIPS;
 - c. Current photograph and ~~profile~~ of each juvenile on JIPS; and
 - d. Documentation regarding violation behavior, positive progress and behavioral changes while under supervision.