

GOALS

The Comanche County Juvenile Bureau is a public agency that is guided by these principles and legal mandates:

WE WILL treat all juveniles (clients) placed on probation fairly without regard to their race, national origin, color, religion, creed, gender or physical handicap; we will treat all clients fairly regardless of the allegations against them or any past history of anti-social behavior.

WE WILL recognize the uniqueness and individual worth of every individual without regard to their situation, behavior or circumstances; we believe in the ability of all persons to change and will strive to promote that belief within the client.

WE WILL provide and develop programs that will contribute to the future well being of clients responding to their individual concerns and needs.

WE WILL contribute to the development of clients by providing them a positive experience with authority figures, teaching and encouraging responsible behavior and helping to build their self-esteem.

WE WILL provide educational experiences that will help clients improve life skills and learn new ways to respond to difficult situations.

WE WILL continue and be receptive to new ideas and changes to enable our programs to be flexible in growing towards the greatest possible potential.

WE WILL work to balance the needs of the client while also working to ensure accountability and the protection of the public.

A CLIENT'S GUIDE TO UNDERSTANDING PROBATION

During probation, you must complete the action steps in the probation plan ordered by the Court. If you fail to fulfill or comply with these action steps, the plan can be revoked and the probation opportunity set aside. Therefore, you are encouraged to complete all action steps within the time period specified in the plan.

What is Probation?

Probation is a period of Court ordered supervision of a juvenile by court appointed officers (Probation Officer). The supervision is provided to guide juveniles in the successful accomplishment of the action steps of the probation plan as well as to document and report to the Court whether or not the juvenile is complying with the plan. Probation is a legal status imposed by the Court upon entering a disposition order. It allows juveniles to remain in their home under Court supervision rather than being placed out of the home. This service provides the community with protection, accountability of the juvenile and promotes rehabilitation of the juvenile.

The Purpose of Probation

Probation is an opportunity for you to engage in activities and counseling designed to help you correct your personal and social behavior. Probation also provides some boundaries for behavior and supervision. The purpose of Probation is not to control your behavior. Your behavior is controlled by you and you are responsible for the choices that you make. One of probation's purposes is to assist you in making good choices.

Disposition Hearing

A disposition hearing will take place after the adjudication hearing, in some cases it may be held on the same day as adjudication. The Judge will make some important decisions at this hearing including: **Custody** (who should have legal custody of you), **Treatment** (this could include counseling or other programs), **Sanctions** (requirements to perform community service or pay fines), **Restitution** (to repay the victim of your acts), **Costs and Fees** (to offset the costs associated with your case). The juvenile will meet with the Probation Officer the same day of the disposition hearing and should have an understanding of what he or she will be required to do while on probation. Your probation becomes effective the moment you step out of the courtroom.

Review Hearing

The purpose of the review hearing is to report to the Court how you are progressing while on probation. Your successes as well as the areas that may need improvement will be discussed. If the court believes that you are not making satisfactory progress, you may be given a sanction or even have probation revoked by the Court. (See section on Sanctions).

RESPONSIBILITIES OF THE PARTIES

The primary parties to probation are:

The Juvenile Court Judge

The State of Oklahoma

District Attorney's Office

The Juvenile Bureau

Court Intake Officers

Court Probation Officers

Juvenile Detention Center

Youth & Their Family

You

Parents/Guardians

Attorney

The primary parties involved in the probation process have certain responsibilities. Brief discussions of responsibilities are provided below. By understanding these responsibilities, you will know what to expect of others and what is expected and required of you.

RESPONSIBILITIES OF THE PROBATION OFFICER

The Probation Officer is responsible to contact you and your parents (guardian) to schedule your probation meetings. Both you and your parents (guardian) are required to be present. The first office visit is very important and necessary to obtain social history information about you and your parents (guardian). The information will include school attendance, grades and behavior; behavior at home; any history of running away, out of home placements, drug use, counseling, etc.

The Probation Officer will answer questions that you or your parents (guardian) may have such as how the system works, what may possibly happen at the next hearing, and what is expected of you and your parents (guardian).

Based on the information provided by you and your parents (guardian), the Probation Officer is responsible for preparing a proposed probation plan and providing a copy to you, your parents (guardian), Judge, Assistant District Attorney and your attorney. The Probation Officer may appear in Court and answer questions regarding the proposed probation plan.

Once you are placed on probation, the Probation Officer will assist in making any necessary counseling or program referrals and keep a record of your participation or lack of participation. The Probation Officer will monitor your attendance at school, performance of community service and general behavior in the community. When the case is reviewed by the Judge, the Probation Officer will appear in Court to report your progress or problems that you may be experiencing.

Parents (guardian) are required to attend all Court hearings with you.

If you are not complying with the plan, your probation can be revoked by the Court. Your custody could be placed with the Oklahoma Office of Juvenile Affairs (OJA) and you could be removed from your home and placed in a State Facility. If you are placed in Office of Juvenile Affairs (OJA) custody and placed out of the home, your parents may be ordered to pay child support monthly to OJA.

RESPONSIBILITIES OF THE JUVENILE

You are responsible for attending all scheduled Court hearings and probation meetings. You are also to keep your Probation Officer informed of all events and information required in the probation plan and for performing and completing all of the action steps of the probation plan. The probation contract requires that you abide by all laws and obey the rules of the parents (guardian) of the home.

You have the right to always be represented by an attorney at court proceedings. You should contact your attorney if you have questions or concerns about your court case. Always contact the attorney at least 24 hours before each Court hearing.

ALWAYS KEEP IN CONTACT WITH YOUR PROBATION OFFICER AND ATTEND ALL SCHEDULED MEETINGS.

If ordered by the Court, you will perform community service by volunteering to work for a NON-PROFIT ORGANIZATION (such as the American Red Cross, Food Bank, local churches, shelters, etc.). Before performing community service work, you must check with the Probation Officer to ensure that the entity is a non-profit organization. Your conduct is an important element in being able to find and keep a community service workplace.

You must attend school and complete all assignments while on probation. A school attendance/grade check is required at every review hearing. All city, state and federal laws MUST be obeyed. You are not to receive any new law violations – New contacts with the police should be reported to the Probation Officer within 24 hours of the contact.

All financial obligations must be paid before you can be dismissed from probation. This includes restitution – (which is money owed to the victim.) You are also required to cooperate with agencies and complete all counseling and other program referrals before probation can be considered for dismissal. You must also obey your parents (guardian) and follow their instructions.

There are other programs and opportunities that are available to you. Your Probation Officer may assign you to participate in these programs. The most important thing that you can do is to ask questions if you are not sure what you are to do.

RESPONSIBILITIES OF THE PARENT

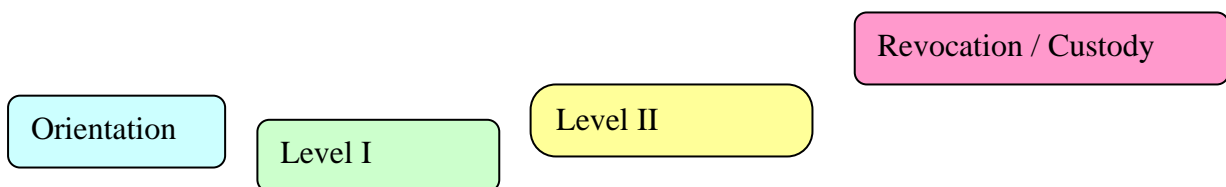
No one is more influential in the life of a young person than their parent/guardian. This probation period does not diminish your role as parent. The probation officer and the Juvenile Bureau are here to work with you to identify and address the needs of the youth.

You can best assist us by:

1. Getting to know your child's probation officer.
2. Assist in development of the Probation Plan.
3. In addition to identifying weaknesses also tell us about the strengths.
4. Attend scheduled probation meetings with your child.
5. Ensure that your child attends other sessions for counseling, community service etc.
6. Know who your child's friends and associates are – be nosy ask plenty of questions.
7. Supervise your child toward compliance with the Court's and Probation Officer's directives.
8. Report violations of probation conditions to the probation officer.
9. Set and consistently enforce reasonable boundaries for behavior.
10. Do not make excuses for your child.

Probation Levels of Supervision & Sanctions

The Juvenile Bureau has developed a system of graduated system of sanctions and supervision for youth who have been placed on court ordered probation. The system is reviewed and adjusted periodically as resources change. This system helps determine the level of supervision by the probation officer and the types of sanctions used to address violations of probation conditions. Typically, four levels of supervision are used:



The Orientation Level:

You can expect your Probation Officer to schedule weekly meetings with you during the first month or so of your probation period. Some of these meetings and other visits to your home may be unannounced. The purpose of the meetings and visits is to allow the probation officer to assess your compliance with probation conditions, help identify issues and work with you to find solutions.

Level I:

Level one is the level that is used in most probation cases most of the time. You can expect to meet with your probation officer two times during the month. The probation officer will still visit your home at least once during the month.

Level II:

Level two is an increased level of supervision. Weekly probation meetings and home visits are used to monitor compliance. Probation conditions may be subject to more restriction at Level two as well.

Revocation/Custody:

The final level of supervision entails a return to court. When a youth on probation has violated the terms of probation or circumstances require a Motion to Revoke Probation may be filed by the District Attorney. The Court will then conduct a hearing and determine if in fact probation should be revoked.

When probation is revoked the Court may enter an order removing the youth from the custody of their parents/guardian and commit the youth to the custody of the Oklahoma Office of Juvenile Affairs (OJA).

OJA may then place the youth in any of several types of placement ranging from group homes to institutions

Sanctions Used by the Juvenile Bureau

Violating the conditions of probation is a serious matter. Your Probation Officer has a variety of options available to address violations of probation. The Juvenile Bureau adheres to a philosophy of graduated sanctions but also reserves the right to respond to violations in any manner provided by law.

Sanctions may include:

- verbal warning
- restriction of probation conditions
- revocation of probation and placement out of the home

The Court also reserves the ability to determine other sanctions at any time as may be deemed appropriate.

Bureau Programs & Services

The successful completion of probation requires more than just staying out of trouble with the law. The Court has probably ordered other things such as: performing community service, paying money – possibly to the victim of the crime, or the court fund, attending counseling, attending school, or even getting a job. Your Probation officer is here to help you through all of these requirements.

Community Service:

You have some choices to make regarding when, where and how to perform your community service. Visit with your Probation Officer about your options. You can choose to work on your own at a “not for profit” site provided that the agency is willing to allow you to work there, provide some supervision, and document your hours. You can also work at any of the sites that can be arranged by the Juvenile Bureau.

Wherever you choose to work – your attitude and conduct are important. The agency that you choose to work for may ask you to leave if your behavior is poor. It will then be your responsibility along with your parent/guardian to find another place to work.

Restitution:

A crime affects more than just the person who is tried in the courtroom. If your crime caused harm to someone you may have been ordered by the Court to make restitution (re-pay) for some of the losses. If you are ordered to pay restitution, we encourage you to take the lead in earning money to pay for your own actions. Restitution payments are to be made to the Juvenile Bureau. You will be provided a receipt for each payment and the Juvenile Bureau will forward your payments to the victim.

CARS:

Community At Risk Services or CARS is a partnership with the Marie Detty Youth & Family Services Center. CARS referrals are made by your Probation Officer for services such as individual & family counseling, anger management, psychological assessment, tutoring, mentoring, and other needs. You will work with your Probation Officer to design the types of services that might be helpful to you.

IN SUMMARY

The successful completion and dismissal of probation is dependent upon your cooperation with your probation officer. All of the requirements of the court including performance of community service, payment of costs, fees and victim compensation must be paid. Above all – you must not find yourself involved in illegal activities.

Your probation period could be finished within six months or could be extended for years. The Court may extend jurisdiction to your nineteenth birthday and your financial obligations could ultimately be served out in jail at the rate of a few dollars per day.

Probation is all about choices. Your Probation Officer and the Juvenile Bureau are willing to assist you in making the best choices for you. Opportunities to complete an education, earn restitution money, and move on with your life. They are also ready to respond to any illegal choices that need to be addressed in the courtroom.

The choices are yours to make – choose wisely!!!!

Comanche County Juvenile Bureau

Payment Instructions for Restitution, Fines and Probation Fees

The format for making payments of fees is set forth below. It includes guidelines for filling out a cashier's check or money order. We appreciate you following this format so that we can process your payment(s) in a timely manner. Please remember all payments must be made by cashier's check, money order, or cash. The following instructions are for restitution payments, fines or probation fees only. We regret that at this time payments are NOT accepted online.

When mailing in payments:

EACH ACCOUNT HAS TO BE A SEPARATE CASHIER'S CHECK

- **COURT COSTS**
- **DISTRICT ATTORNEY'S FEE**
- **COURT REPORTERS FEE**
- **RESTITUTION**
- **FINES**
- **PROBATION FEES**

1. Fill out the cashier's check; money order or personal check as follows:
PAY TO THE ORDER OF: Comanche County Juvenile Bureau
DATE: The date you make your payment
SIGNATURE: Sign your full name
MEMO LINE: Put juvenile's name and case number

When we receive the payment, we will mail you a receipt if you will include a correct address where we need to mail that to.

Mail all payments to: Comanche County Juvenile Bureau
315 S. 5th Room 200
Lawton, Oklahoma 73501

Payments for Court Clerk's office HAS TO BE separate. You can mail to our office and we will make sure it gets paid and a receipt mailed to you.

Financial Obligations can be paid by Cashier's check, money order or cash.
DO NOT MAIL CASH**

Court Room Dress & Behavior Guidelines

The courtroom is a place where important decisions are made. It is the place where the rights and freedoms that we enjoy as Americans are applied. Some courts require that participants wear more formal attire as a sign of respect for the institution of the courts and laws that govern our country.

While the juvenile court is not strictly formal there are some guidelines that you should observe when appearing in court.

Do:

- Prepare by being clean, hair combed.
- Wear clothes that are clean & modest.
- Be respectful of others and the court.
- Stand when the Judge enters the courtroom.
- Speak only when spoken to by the Judge.
- Address the Court respectfully.

Don'ts:

- Wear saggy pants or clothing (even if its in style)
- Wear caps, hats, or bandanas in the courthouse.
- Wear any type of clothing that may be associated with gang activity.
- Bring any type of weapon of any kind into the courthouse.

If you have any questions regarding expectations for dress and conduct in the courtroom, please ask your attorney or Probation Officer.

Complaints & Grievances

There may be times during your probation when you have disagreements with your probation officer. You are encouraged to discuss these disagreements with your parents/guardian and your probation officer. Most disagreements can be resolved at this level.

You and/or your parents may ask to speak to the Probation Supervisor if you feel that it is necessary. Simply, contact the Probation Supervisor at (580) 357-4881.

You may also file a formal complaint or grievance by simply writing out the concerns that you have and signing the letter. The Probation Supervisor will visit with you and investigate your concerns. The Bureau will make efforts to resolve the matter in a timely manner.

If your complaint or grievance involves an allegation of misconduct by a Juvenile Bureau Officer you are encouraged to report your concerns as soon as possible to the Probation Supervisor or Juvenile Bureau Director by calling (580) 357-4881.



HELPFUL TELEPHONE NUMBERS

Probation Fees, Restitution and Fines	Probation Officer	357-4881
Court Costs &/or Attorney Fees	Court Clerk	250-5093
Unable to Attend Court	Contact your attorney	
Counseling – C.A.R.S.	Counselor	351-9258
Community Service Work	Probation Officer	357-4881
Court Dates & Times Or look at your court paperwork	Probation Officer	357-4881
Mailing in Fees	Comanche County Juvenile Bureau 315 S. 5 th Room 200 Lawton, Oklahoma 73501	

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