



POLICY

SUBJECT: Intake
NUMBER: CS-129-22
APPLICABLE TO: All Community Operations Employees

APPROVED: _____
DATE: 12/14/2022 _____
Sam Abed, Secretary

I. POLICY

Intake Officers shall review all delinquent and Child in Need of Supervision (CINS) complaints, citations, and peace order requests to determine whether the juvenile court has jurisdiction and judicial action is in the best interest of the public and the youth.

II. AUTHORITY

- A. MARYLAND RULES, TITLE 11
- B. MD CODE ANN., CTS. & JUD. PROC., §3-8A-01 TO -34
- C. MD CODE ANN., HUM. SERVS., § 9-203, §9-216, §9-241, AND §§9-301 TO -314
- D. MD CODE ANN., CRIM. LAW, §5-601
- E. MD CODE ANN., CRIM. LAW §14-01
- F. MD CODE ANN., CRIM. PROC., TITLE 11
- G. MD CODE ANN., TRANS., §16-206

III. DIRECTIVES/POLICIES RESCINDED

- A. Intake Policy, CS-122-17
- B. Pre-court Supervision Standards, DIR-CS-18-21

IV. FAILURE TO COMPLY

Failure to obey the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

I. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
<p>New policy issued; old policy rescinded</p> <p>New definitions added:</p> <ul style="list-style-type: none"> • Candidate for Foster Care • Candidate for Prevention Services • Family First Prevention Evidence-based Services • Imminent Risk of Removal • Prohibited Exposure (HIV) <p>New Procedures added:</p> <ul style="list-style-type: none"> • All new JJRC changes to MD statute incorporated into policy & procedures • Determination of youth candidacy for prevention services • Victim consent for informal no longer required • Victim must be notified if exposed to HIV by youth • Return to Intake process • Continuous case management process <p>Revised procedures - sections updated for:</p> <ul style="list-style-type: none"> • Types of complaints • Peace Orders • CINS • Citations • Detention for violation of CD • Law enforcement requests for arrest warrants • Restitution • Cross-over youth • Pre-court 	<p>12/12/22</p>

SUMMARY OF REVISION	DATE OF REVISION
<p>NOTE: Changes made to comply with new 2022 JJRC law are as follows:</p> <p>DJS shall:</p> <ul style="list-style-type: none"> a. Not authorize detention for a youth who was alleged to have committed a misdemeanor offense unless the offense is a handgun violation; b. Authorize detention for a youth who has committed a crime of violence as listed in Appendix A and the MD Ann. Code under the Criminal Law Article, Section 14-101 or has been adjudicated for a delinquent act twice in the prior 12 months; c. Receive a delinquent complaint for youth over the age of 13 or youth age 10 -12 who are alleged to have committed a crime of violence as listed in Appendix A and the MD Ann. Code under the Criminal Law Article, Section 14-101; d. Receive CINS complaints on youth between ages 10 and 17; e. No longer require victim consent for informal adjustment; f. No longer require State’s Attorney approval to proceed with an informal adjustment for non-violent felonies; and g. Establish a statutory process for the court to return a petition back to DJS intake for assessment, services and supervision, rather than formal prosecution. <p>2. Added pre-court supervision standards</p>	11/16/22
<p>Procedure A.1.d changed to indicate DJS shall receive a CINS on a child under 18 (changed from ages 10 to 17)</p>	1/12/24

PROCEDURES

POLICY: Intake Policy

NUMBER: CS-129-22

APPLICABLE TO: All Community Operations Employees

APPROVED: _____ *Lisa Garry* _____
Lisa Garry
Deputy Secretary of Community Operations

DATE: _____ 01/12/2024 _____

I. PURPOSE

To establish Intake Procedures for Intake Officers and supervisory staff that ensure staff act in accordance with the law, and objective, risk-based criteria using the Intake Decision Tool to promote fair, equitable and objective Intake decision-making.

II. DEFINITIONS

Candidate for Foster Care is a youth who is identified in the Intake Decision Tool as being at imminent risk of removal and absent preventive services which include mental health services, substance abuse prevention and treatment services, and in-home parent skill-based programs. Placement in foster care is the plan for the youth.

Candidate for Prevention Services is a youth who is identified in the Maryland Comprehensive Assessment and Service Planning (MCASP) as being at imminent risk of removal and, absent preventive services, provision of preventive treatment services is the plan for the youth.

Child in Need of Supervision (CINS) means a youth who requires guidance, treatment or rehabilitation and: (1) is required by law to attend school and is habitually truant; (2) is habitually disobedient, ungovernable, and beyond the control of the person having custody of him; (3) departs himself so as to injure or endanger himself or others; or (4) has committed an offense applicable only to children.

Child Safety Net Dashboard refers to a web-based system that was used to identify youth and families with active involvement in both DJS and the Department of Human Services (DHS). (Note: DHS has migrated all their case data to the new client database, CJAMS. To determine if a youth is actively involved with DHS, the DJS case manager now must contact the DHS worker.)

Citation means a written form issued by a police officer, which serves as the initial pleading against a youth for a violation and which is a legal process giving the juvenile court jurisdiction over the person cited.

Community Detention means a program monitored by the DJS in which a delinquent child or a child alleged to be delinquent is placed in the home of a parent, guardian, custodian, or other fit person, or in shelter care as a condition of probation or as an alternative to detention. Community Detention includes electronic monitoring.

Complaint means a written statement from a person or agency having knowledge of facts that may cause a person to be subject to the jurisdiction of a juvenile court.

Delinquent Act means an act that would be a crime if committed by an adult.

Disapproval of a Complaint means an intake decision that the juvenile court has no jurisdiction or no statement of probable cause exists.

Family First Prevention Evidence Based Services means mental health services, substance abuse prevention and treatment services, and in-home parent skill-based programs that are reviewed by the Prevention Clearing House and have received a rating of well supported, supported or promising. The state through the submission of the state plan identifies approved programs that can be found in the state plan.

Imminent risk of removal means a youth who is at serious risk of an out-of-home placement as evidenced by the Department either pursuing his/her removal from the home or making reasonable efforts to prevent such removal. Imminent risk criteria are met if a youth:

- Is at risk of harm;
- Has a substance use disorder;
- Is a victim of sex or labor trafficking;
- Has current DJS involvement;
- Has a family with complex medical, psychological, and/or behavioral health needs;
- Has a family with prior child welfare experience; and/or
- Is residing in an informal kinship living arrangement.

Informal means the court has jurisdiction but pre-court supervision, rather than judicial action, is in the best interests of the public and the child. Informal includes informal adjustment and, in this policy, the terms are interchangeable.

Intake Decision Tool (IDT) means the validated tool used by the Department to determine the youth's potential for re-offending and need for services in compliance with the Code of Md., Courts and Judicial Proceedings, §3-8A-10.

Intake Officer refers to a Case Management Specialist (CMS) who is assigned to carry out intake functions.

Intake Supervisor refers to the Case Management Specialist Supervisor (CMSS) who is responsible for reviewing and approving the decisions of Intake Officers.

METS (Maryland Evaluation and Treatment Services) serves as DJS' assessment, case

management and treatment planning system.

Maryland Judiciary Case Search refers to a web-based system that captures all adult criminal court information throughout Maryland.

Peace Order means an order of the juvenile court issued to protect an individual, who is not eligible for relief under the domestic violence statutes, from being assaulted, harassed, stalked, and/or threatened by another individual under the age of 18.

Peace Order Request means the initial pleading filed with the juvenile court for a peace order under §3-8A-19.1 of the Code of Md., Courts and Judicial Proceedings Article.

Petition means the pleading filed with the juvenile court under §3-8A-13 of the Code of Md., Courts and Judicial Proceedings Article alleging that a youth is a delinquent youth or a Child in Need of Supervision (CINS).

Pre-court supervision means a service agreement whereby the juvenile court has jurisdiction but the case is diverted from formal court proceedings. The term of community supervision is up to 90 days, and may be extended to 180 days for substance abuse and mental health treatment needs. Failure to comply with the supervision agreement may result in a formal petition being filed. Pre-court Supervision is also known as Informal Adjustment according to Code of Md., Courts and Judicial Proceedings §3-8A-10.

Prohibited Exposure means a crime or delinquent act that may have caused or resulted in exposure to HIV or Hepatitis C and includes contact that occurs on penetration, however slight, between the penis and the vulva or anus; and contact between the mouth and the penis, vulva, or anus in accordance with Code of Md., Criminal Procedures §11-107 to §11-117.

Respondent means the individual against whom a petition or a peace order complaint is filed.

Status Offense means an offense committed by a juvenile that would not be a crime if committed by an adult. Included in this category are behaviors such as running away, ungovernability, truancy, and curfew violations.

Victim means (1) a person who suffers direct or threatened physical, emotional, or financial harm as a result of a delinquent act or (2) an individual against whom an act specified in § 3-8A-19.1(b) of the Code of Md., Courts and Judicial Proceedings Article is committed or alleged to have been committed. A victim includes a family member of a minor, a disabled or a deceased victim as specified under §3-8A-01(cc). If the victim is not an individual, a victim includes the victim's agent or designee.

Victim Impact Statement means a document that is completed by the victim or victim's

representative when a youth causes physical, psychological, or economic injury to the victim by committing a misdemeanor offense or a delinquent act that would be a felony if committed by an adult.

III. PROCEDURES

A. General

1. In these procedures, when the deadline for a decision or an action falls on a Saturday, Sunday, State holiday or a day on which the office is not open during its regular hours, the deadline falls on the next business day.
2. Within 25 calendar days of receiving a complaint, determine whether the juvenile court has jurisdiction and whether judicial action is in the best interests of a youth and/or the public.
3. DJS shall:
 - a. Not authorize detention for a youth who was alleged to have committed a misdemeanor offense unless the offense is a handgun violation;
 - b. Authorize detention for a youth who has committed a crime of violence as listed in **Appendix A** and the MD Ann. Code under the Criminal Law Article, Section 14-101 or has been adjudicated for a delinquent act twice in the prior 12 months;
 - c. Receive a delinquent complaint for youth over the age of 13 or youth age 10 -12 who are alleged to have committed a crime of violence as listed in **Appendix A** and the MD Ann. Code under the Criminal Law Article, Section 14-101;
 - d. Receive CINS complaints on youth **under age 18**;
 - e. No longer require victim consent for informal adjustment;
 - f. No longer require State's Attorney approval to proceed with an informal adjustment for non-violent felonies; and
 - g. Establish a statutory process for the court to return a petition back to DJS intake for assessment, services and supervision, rather than formal prosecution.
4. Intake staff shall obtain language services for Limited English Proficiency (LEP) youth, parents and guardians, in accordance with the *Communicating with Limited English Proficient Persons Policy* to ensure no significant delay in services occurs.
5. Intake staff shall identify youth who are victims of intimate partner or teen dating violence and implement the Lethality Assessment Protocol (LAP) in accordance with the *Intimate Partner Violence - Lethality Assessment Program Policy*.

6. Intake staff shall identify youth who may be victims of Domestic Minor Human Sex Trafficking, immediately report the involvement as sexual abuse in accordance with the *Reporting and Investigating Child Abuse and Neglect Policy* and complete an assessment in accordance with the *Community Case Management Policy*.

B. Types of Complaints Alleging a Delinquent Act

1. **Complaints from a Citizen. The Intake Officer shall:**
 - a. Provide the individual with a citizen complaint form;
 - b. Ensure the complaint is filled out in its entirety with all of the following information:
 - 1) the name of the youth alleged to have committed the offense;
 - 2) youth's complete mailing address; and
 - 3) youth's DOB;
 - c. If restitution is being requested, obtain needed documentation as indicated in the *Restitution Policy*; and
 - d. Conduct an Intake Conference (See Section C).
2. **Complaints from Law Enforcement. Upon receipt of a referral, the Intake Officer shall:**
 - a. Conduct an inquiry (See Section C);
 - b. Schedule the Intake Conference (See Section C);
 - c. Conduct the Intake Conference (See Section D); and
 - d. Notify the parties of the decision and right to appeal (See Section E).
3. **Detention Request. Upon request from Law Enforcement, the Intake Officer shall,** in accordance with the *Detention Risk Assessment Instrument (DRAI)*, *Alternatives to Detention (ATD)* and *Detention Authorization Policy*:
 - a. Conduct an inquiry;
 - b. Complete the **Detention Risk Assessment Instrument (DRAI) (Appendix B)** and make a decision to either release, place in an ATD/shelter, or detain;
 - c. If the decision is for an ATD/shelter or to detain, file a petition for continued detention;
 - d. Conduct Intake Conference; and
 - e. If youth was placed in ATD/shelter or in detention, and the intake decision is to resolve or pre-court, petition the court for release of the youth.
4. **Other agencies. Upon receipt of a complaint, the Intake Officer shall:**
 - a. Document who made complaint;
 - b. Contact the other agency to get current information; and
 - c. Coordinate with the other agency to complete the Intake Conference; and
 - d. Complete all the steps above under Section B.2, Complaints from Law Enforcement.

C. Intake Inquiry and Conference Preparation. The Intake Worker shall:

1. Conduct an inquiry on each complaint including a review for legal sufficiency.
2. Review the presenting offense and the youth's alleged involvement.
3. Disapprove a complaint due to lack of jurisdiction or lack of a statement of probable cause, make a copy of the complaint for the file, and respond to the complaint using the **Notice of Intake Decision/Appeal Letter** found in the DJS youth database providing an explanation for the decision after consultation with the supervisor.
4. Consider the impact on the victim and/or the need for restitution.
5. For CINS complaints, review all offenses including previous CINS complaints, and alcohol and marijuana citations.
6. For delinquency complaints, complete a review of the youth's DJS database record, and/or interview the current or prior DJS CMS responsible for the youth's supervision and initiate the IDT.
7. Review the Delinquent History section of the IDT in the DJS youth database for accuracy prior to conducting the Intake Conference with the youth and family.
8. Complete a background check using Judiciary Case Search record check of youth, and parents/guardians/custodians, and record if any individual in the home has a criminal background on the **Intake Decision Form (Appendix C)** and the IDT.
9. Contact the local office of DHS to determine if the youth and/or their parent/guardian/custodian have current or past involvement with DHS in accordance with the *DJS Case Management Policy and Manual*. If the youth or family is identified as active with DHS, the Intake Officer shall enter an alert in DJS youth database, specifying with whom DHS is involved and recording the DHS Social Worker's name and contact information, and enter the related information from the DHS investigation.
10. For youth currently on supervision, consult with the assigned CMS on the youth's status and invite the assigned CMS to the Intake Conference.
11. Schedule the Intake Conference:
 - a. Send the following Intake forms to law enforcement, victim and youth respondent, if applicable:
 - 1) **Prohibited Exposure Notification Letter (Appendix D)**;
 - 2) Complaint Notification Letter to the victim and source of complaint.
 - 3) Intake appointment letter to the youth, with delinquency process.
 - b. Call the family to notify and confirm the Intake Conference; document in the DJS youth database system;
 - c. Arrange interpreter services if notified that these are needed.
 - 1) notify requestor that a language line and in-person interpreter services are available; and
 - 2) if forms are needed in other languages, send the translated form(s) to the requestor in the requested language.

- d. If the meeting must be rescheduled:
 - 1) call and text the youth's parent/guardian immediately, and send a 2nd letter;
 - 2) if no response in three (3) business days, conduct a home visit;
 - 3) make reasonable attempts to confirm DJS has the correct information; and
 - 4) document all efforts to contact the family in the contact notes.
- e. Virtual meetings vs. in-person meetings -
 - 1) determine if the Intake Conference must be in person; or
 - 2) if virtual, determine which platform, either phone or video, suits the youth and family best.

D. Conducting an Intake Conference. The Intake Officer shall:

- 1. Convene the conference with the youth and parent/guardian/custodian and review the Intake Process.
- 2. During the conference with a youth and the family:
 - a. Read the police report/statement of probable cause; and
 - b. Administer the IDT to determine the youth's risk to reoffend and need for services.
- 3. If unable to conduct the conference with the youth and family, ensure all available information is entered into the DJS youth database and the IDT.
- 4. Identify who is in the household and complete a background check using a Maryland Judiciary Case Search record check of household members who are 16 years old or older to ensure that no household members present a risk to the safety of the youth or staff, or an impediment to successful implementation of the youth's treatment plan. Record if any individual in the home has a criminal background in the **Intake Decision Form (Appendix C)** and the IDT.
- 5. In the DJS youth database:
 - a. Enter the IDT Risk Level Score.
 - b. Ensure all verified data from the Maryland Judiciary Case Search is entered into Intake Case Decision Notes.
 - c. Ensure the Client Relations and Education Profiles are current and accurate.
 - d. Review the pre-populated Delinquency History section for accuracy.
 - e. Review any existing Alerts for youth known to the Department to ensure these are accurate and current and enter a new Alert when information about a youth is disclosed which may affect case management decisions or actions in accordance with the *Alert Function in ASSIST Directive*.

6. Determine the youth's candidacy for prevention services by:
 - a. Reviewing the results of the completed IDT.
 - b. Reviewing alerts, youth's social and treatment history, and any other assessment tools or conversations with youth or a family.
 - c. Reviewing the imminent risk criteria to determine if a youth is at risk or removal from the home.
 - 1) If the youth is at risk, document in the Intake Decision notes that absent preventive services the youth is a candidate for prevention services; or
 - 2) If the youth is not at risk, document in the Intake Decision notes that the youth is not a candidate for prevention services.
7. When the results of the IDT or information is disclosed in the intake conference that indicates the need for services, refer the youth and the youth's parents/guardians/custodians for services.
8. Interview the family/guardian/custodian and youth to determine if they are receiving and/or would benefit from receiving services from another agency.
 - a. If contacting and coordinating with another agency would enhance services to the youth and/or family/guardian/custodian:
 - 1) Inform the family/guardian/custodian and youth of the possible benefits and conveniences of coordination of services;
 - 2) Obtain any necessary signatures for consent forms or follow guidelines of the *DJS Electronic Signature Policy*, if the Intake is being conducted virtually; and
 - 3) Share information relevant to the other agency's services.
9. Consult the IDT, and
 - a. Disapprove the case, if necessary, if no probable cause exists.
 - b. Determine one of the following outcomes of the complaint:
 - 1) Close (resolve) the delinquency complaint at intake with or without services;
 - 2) Propose Pre-court Supervision Agreement; or
 - 3) Forward the complaint for formal petition (FAFP) and notify the parties of the decision and the right to appeal (Section E).
 - c. Forward all documentation, including the intake decision, to the Intake Officer's Supervisor for approval.
10. Request a parent/guardian/custodian and/or youth to sign an **Authorization for Release of Information Consent Form (Appendix E)** when necessary.

E. Notification of Decisions and Rights to Appeal. The Intake Officer shall:

1. Provide written notification to the following persons of the intake decision and the reasons for the decision:
 - a. The youth who is the subject of the complaint, if practicable;
 - b. The parent/guardian/custodian of the youth who is the subject of the complaint;
 - c. The victim;
 - d. The arresting law enforcement officer; and
 - e. The person or agency that filed the complaint or caused it to be filed.
2. Once the decision is made (resolve at intake, pre-court supervision agreement, forward the complaint for formal petition, or disapprove), send the **Notice of Intake Decision/Appeal letter**, found in the DJS youth database, to the victim or victim's representative, arresting officer, and complaint source of the Intake decision, and the victim's right to appeal the decision within 30 days from the date the letter was mailed.
 - a. If the decision is to disapprove or deny the authorization for a non-violent felony or handgun violation, **notify the State's Attorney in writing**; or
 - b. If the decision is to forward the petition to the State's Attorney, send the **Intake Formal Action Notification Letter** found in the DocGen module in DJS youth database to the victim or victim's representative and forward a copy of the completed **Victim Impact Statement** along with the delinquency complaint to the State's Attorney Office. (*NOTE: Reasonable efforts shall be made to notify the victim of the decision but their consent is not required.*)
3. If the youth fails to successfully complete the terms of the pre-court supervision agreement, notify the youth, the youth's parents/guardians/custodians, the victim, the arresting law enforcement officer, the person or agency that filed or caused the complaint to be filed, and other involved parties of the decision and basis for the decision to terminate an unsuccessful pre-court supervision agreement and the subsequent decision to authorize or deny a petition.

F. Peace Orders. Upon receipt of a complaint, the Intake Officer shall:

1. Provide a peace order complaint form to the requesting party.
2. Ensure all necessary information is completed on the form as follows:
 - a. Full name, address, physical description, and DOB of the youth from whom the individual is seeking protection;
 - b. Ask the individual to write out a description of the alleged act that led them to seek a peace order; and

- c. Document the remedy the individual is requesting from the court on the **Peace Order Complaint Form (Appendix F)**. (*NOTE: The alleged act must have occurred within 30 calendar days of the peace order request.*)
3. If applicable, complete all the procedures in Section C – Intake Conference Participation, Section D – Conducting an Intake Conference, and Section E – Notification of Decisions and Rights to Appeal.
4. Conduct a peace order Intake Conference which may or may not include an interview with the juvenile respondent and ensure a review is completed of the available Mental Health and Substance Use services in the area.
5. Make a decision:
 - a. Propose an agreement where the juvenile respondent and family agree to certain conditions without court involvement;
 - b. File a peace order request to the court and forward it to the appropriate party to file with the court; or
 - c. Refuse to request a peace order from the court and notify the petitioner of the right to appeal.
6. If the decision is to deny a peace order complaint, inform the party who initiated the referral with DJS using the **Peace Order Decision and Appeal Form (Appendix G)** that they may appeal an Intake Officer’s decision within 15 calendar days of receiving the decision by appealing the decision to the Regional Director or designee or the Region in which the complaint was filed.

G. Child in Need of Supervision (CINS). The Intake Officer shall:

1. Review the Intake referral.
2. Complete all the procedures in Section C – Intake Conference Participation, Section D – Conducting an Intake Conference, and Section E – Notification of Decisions and Rights to Appeal.
3. Ensure a review is completed of the available Mental Health and Substance Use services in the area.
4. Within 25 days:
 - a. Decline the CINS complaint. DJS may still refer the youth to services as appropriate;
 - b. Resolve the complaint and refer the youth to appropriate services;
 - c. Enter into a Pre-court Supervision Agreement (found in the DJS youth database) where the youth and family agree to certain conditions, including participation in treatment services, without court involvement; or
 - d. File a petition with the juvenile court if there has been a failure of community-based interventions and the most appropriate services are only available through juvenile court.

5. If the complainant who initiated the referral to DJS chooses to appeal an Intake Officer's decision, they must contact the Regional Director or designee for the Region in which the complaint was filed within 15 calendar days of receiving the decision.

H. Citations. Intake Procedures for a Citation (Alcohol, Salvia Divinorum, Marijuana less than 10 grams). The Intake Officer shall:

1. Conduct an Intake for the following citation types:
 - a. Possession of less than 10 grams of marijuana – (Criminal Law § 5-601.1);
 - b. Underage consumption of alcohol - (Criminal Law §10-116);
 - c. False documentation or ID – (Criminal Law §10-115);
 - d. Under age possession of alcohol – (Criminal Law §10-114);
 - e. Misrepresentation of age – (Criminal Law §10-113);
 - f. Possession of Salvia Divinorum – (Criminal Law §10-132);
 - g. Playing a table game or video lottery – (Criminal Law §10-136 and -137); and
 - h. Drinking or possession of alcohol on public school property – (Education §26-103).
2. Complete all the procedures in Section C – Intake conference Participation, Section D – Conducting an Intake Conference, and Section E – Notification of Decisions and Rights to Appeal within 25 calendar days.
3. Ensure a review is completed of the available Mental Health and Substance Use services in the area.
4. For the first citation referral, the Intake Officer may:
 - a. Refer the youth to an alcohol education, substance abuse education, or rehabilitation program, if necessary;
 - b. Assign the youth to a supervised community work service program to complete not more than 20 hours;
 - c. Refer to the State's Attorney's Office;
 - d. Provide information for the youth's parent/guardian/custodian to withdraw consent to the youth's license to drive and advise the MVA of the withdrawal of consent.
5. For subsequent citation referrals, the Intake Officer may:
 - a. Refer the youth to an alcohol or substance abuse assessment, education, or rehabilitation program;
 - b. Assign the youth to a supervised community work service program to complete not more than 40 hours; or
 - c. Provide information for the youth's parent/guardian/custodian to withdraw consent to the youth's license to drive and advise the MVA of the withdrawal of consent.

6. The Intake Officer may forward a citation to the State's Attorney's Office, upon approval of the Regional Director or Designee, if the youth fails to complete an alcohol or substance abuse education or rehabilitation program referral or a supervised community work service program assignment.
7. If the parent wishes to withdraw or reinstate a youth's driver's privileges, provide the form to the parent.
 - a. To withdraw consent for a youth's driver's license privileges, provide the **Consent for Withdrawal of Driver's License Privilege Form (Appendix H)**.
 - b. To reinstate the youth's driver's license privileges at the end of the cancellation period, provide the **Suspension Withdrawal Form (Appendix I)**.

I. Victim Notification. The Intake Officer shall:

1. Make reasonable efforts to contact the victim upon receiving a police report or complaint. All reasonable efforts should be documented in the contact module in the DJS youth database. Reasonable efforts may include:
 - a. Providing or sending the victim or victim's representative/arresting officer/complaint source a **Complaint Notification Letter** found in the DJS youth database system;
 - b. Providing or sending a Victim Impact Statement to the victim or victim's representative. This document also can be found in the DJS youth database system;
 - c. If this is the first point of contact with the victim or victim's representative, providing or mailing the **Crime Victims and Witnesses: Your Rights and Services brochure (Appendix J)** to the victim or the victim's representative.
2. For Restitution, consider the verified restitution documentation in making the Intake Decision.
3. Keep a copy of the Victim Impact Statement completed by the victim or the victim's representative in the youth's Intake case file.
4. If a complaint is received alleging the youth committed a delinquent act that that may have caused or resulted in the victim's exposure to HIV/AIDS (see prohibited exposure definition), send the **Prohibited Exposure Notification Letter (Appendix D)** to the victim or victim's representative to notify them of their right to request, in writing to the State's Attorney, the court order mandatory testing of the youth.
5. Within 3 business days of supervisor's approval of Intake Decision (resolved at intake, pre-court supervision agreement, forward for petition to the State's Attorney's Office, or disapproved), send the **Notice of Intake Decision/Appeal letter** found in the DJS youth database system to the victim or victim's representative/arresting officer/complaint source.

6. If the decision is to forward the petition to the State's Attorney, send the **Intake Formal Action Notification Letter** found in the DJS youth database system to the parent/guardian of youth, victim or victim's representative/arresting officer/complaint source and forward a copy of the completed **Victim Impact Statement** along with the delinquency complaint to the Office of the State's Attorney.

J. Detention Authorization for Violations of Community Detention or GPS Supervision

1. The Intake Officer shall review any prior court order(s) that placed the youth on Community Detention or GPS supervision.
2. The Intake Officer shall immediately complete the **DRAI (Appendix B)** in accordance with the *DRAI, ATD, and Detention Authorization Policy* and the Detention/Shelter Authorization Form in the DJS youth database to authorize continued secure detention or shelter care.
3. The Intake Officer shall request a hearing on the petition be held no later than the next court day.
4. The Intake Officer shall provide reasonable notice, oral or written, stating the time, place, and purpose of the hearing to the youth and to the youth's parent/guardian/custodian if they can be located.
5. If a youth commits a new offense where detention is requested, after considering the results of the DRAI, the Regional Director must approve or deny the request.

K. Law Enforcement Requests for Arrest Warrants – (C&JP - 3-8A-14). The Intake Officer shall:

1. Consider the most recent **DRAI (Appendix B)** to authorize continued secure detention or shelter care.
2. Review the warrant request prepared by a law enforcement officer to ensure the child has committed an act that would be a felony if committed by an adult and the warrant contains the following facts that unless the youth who is subject to the warrant is taken into custody, the youth:
 - a. Is likely to leave the jurisdiction of the court;
 - b. May not be apprehended;
 - c. May cause physical injury or property damage to another; or
 - d. May tamper with, dispose of, or destroy evidence.
3. Forward the warrant request to the court as soon as possible.
4. If approved, enter the Alert into the DJS youth database system.

L. Restitution. The Intake Officer shall:

1. If restitution is required as part of the Pre-court Supervision agreement:
 - a. Complete the Restitution Input document and forward a copy of it and the pre-court supervision agreement to the Restitution Coordinator within 10 calendar days.
 - b. Discuss/explain restitution with the youth and parent:
 - 1) Provide the **Restitution: Youth and Parent Guide to**

Restitution Obligations (Appendix K) brochure to the youth and parent;

- 2) Explain to the youth, parent(s) or guardian(s) that full payment of restitution is a legal obligation that must be satisfied;
 - 3) Establish a **Payment Schedule** for each youth (**Appendix L**).
Note: do not establish a joint and several restitution account if more than one party is obligated to pay restitution, indicate the specific amount each youth owes; and
 - 4) Document the discussion in the pre-court supervision agreement.
2. If restitution is unpaid as outlined in the pre-court supervision agreement:
- a. Discuss with the CMSS whether to close the case or forward the petition to the State's Attorney's Office. If the youth was charged with a misdemeanor, the Intake Director must approve forwarding the petition.
 - b. Notify the Intake Director in writing when the case is closed; the Intake Director shall notify the Regional Director in writing that the case is closed.
 - c. Notify the victim that the case will be closed and the period for fulfilling the restitution obligation has ended.
 - d. If the victim wishes to pursue restitution, provide them with the **Victim's Guide to Restitution (Appendix M)** brochure that contains information on how to pursue civil remedies for restitution.
 - e. Notify the Restitution Coordinator in writing within 3 business days when the case is closed or forwarded to the State's Attorney's Office.

M. Cross-over Youth. The Intake Officer shall:

1. Contact the local office of DHS in accordance with the *DJS Case Management Policy and Manual* to determine if the youth and/or their parent/guardian/custodian have current or past involvement with DHS.
2. If the youth or parent/guardian/custodian are identified as an active client with DHS, enter an alert in the DJS youth database, specifying with whom DHS is involved and recording the DHS Social Worker's name and contact information, and enter the related information from DHS investigation.

N. Pre-Court. The Intake Officer shall:

1. Proceed with a pre-court agreement when the youth and youth's parents/guardians/custodians consent to the pre-court supervision agreement and note their consent in file.
2. Develop a written contract with the youth and the youth's parents/guardians/custodians utilizing the **DJS Agreement for Informal Adjustment and Supervision Form (Appendix N)** found in the DJS youth database.

3. Utilize the following Pre-Court supervision contact standards when monitoring youth who have been placed on informal supervision; these shall be implemented as a minimum standard and may be exceeded if circumstances warrant increased contact with youth and/or parent.
 - a. Very Low/Low
 - 1) If completion of a mental health/substance abuse screening is made as a condition of an informal adjustment, within 15 calendar days, case management staff shall make 1 phone contact with the youth's parent/guardian/custodian, and document the discussion of whether a youth's parent/guardian/custodian has made an appointment for a mental health or substance abuse screening.
 - 2) 1 contact with the youth and 1 additional contact with parent/guardian/custodian which can be face-to-face or electronically (by phone or computer) during the 90-day informal supervision period. Contact with youth and parent can be simultaneous.
 - 3) 1 contact with the program/service provider to check on progress of the youth
 - b. Moderate
 - 1) If completion of a behavioral /substance use screening is made as a condition of an informal adjustment, within 15 calendar days, case management staff shall make 1 phone contact with the youth's parent/guardian/custodian and document the discussion of whether a youth's parent/guardian/custodian has made an appointment for a mental health or substance abuse screening
 - 2) 2 contacts with the youth during the 90-day informal supervision period which can be face-to-face or electronically (by phone or computer); 2 additional contacts with the parent/guardian/custodian which can be face-to-face or electronically (by phone or computer) during the 90-day informal supervision period. Contact with youth and parent can be simultaneous.
 - 3) 2 contacts with the program/service provider to check on the progress of the youth.
 - c. High
 - 1) If completion of a mental health/substance abuse screening is made as a condition of an informal adjustment, within 15 calendar days, case management staff shall make 1 phone contact with the youth's parent/guardian/custodian and document the discussion of whether a youth's parent/guardian/custodian has made an appointment for a mental health or substance abuse screening.
 - 2) 2 contact with the youth per month which can be face-to-face or electronically (by phone or computer); 2 additional contacts with the parent/guardian/custodian which can be face-to-face or electronically (by phone or computer) during the 90-day informal supervision period.
 - 3) Three contacts with the program/service provider to check on the progress of the youth.

- d. Extensions: 1 contact with the youth and parent/guardian/custodian within 30 days of extension which can be face-to-face or by phone.
 - e. Restitution: Youth and parent/guardian/custodian with restitution as a condition of an informal adjustment are to be contacted monthly to discuss the status of restitution.
 - f. ERC: If a youth is referred to a DJS Evening Reporting Center (ERC) program, contacts with the program or service provider will satisfy the Pre-Court contact supervision requirement during the youth's participation in the program. Following a youth's completion of the ERC, the referring case management specialist shall resume completing the contacts for the youth's Pre-Court case. ***Note: Felony Pre-court ERC cases with compliance issues will require a progress meeting to include the ERC programming staff, Intake Officer, Intake Supervisor, youth and parent/guardian to determine how to re-engage the youth and support his/her success with the Pre-court Agreement conditions. The Intake Officer will take the lead on scheduling this meeting.*
4. Enter the pre-court agreement decision and date in the Intake Decision event.

O. Return to Intake for Informal Pre-court Supervision

When a petition that was forwarded to court is returned to Intake prior to an adjudicatory hearing, if all parties consent (*i.e.*, the child, the child's counsel, the court, SAO):

1. The Intake Officer Supervisor shall assign the case to the appropriate Intake staff.
2. The assigned CMS shall:
 - a. Upon receipt of the returned petition, develop a pre-court supervision agreement consistent with the risk, needs, and services identified in the IDT;
 - b. Implement the Pre-court Supervision Agreement consistent with existing policies and procedures;
 - c. Within 30 calendar days of receiving the petition, provide the court and all parties with a **Certificate of Implementation (Appendix O)**;
 - d. At the conclusion of the pre-court supervision,
 - 1) Complete the of the **Pre-court Supervision form (Appendix P)** and provide a copy to the youth and parent/guardian;
 - 2) Enter the pre-court closure reason in the DJS youth database system; and
 - 3) Notify the court and all parties with a **Certificate of Completion (Appendix Q)**;
 - e. The court will either dismiss or continue the proceedings depending on the outcome of the youth's pre-court supervision. If the court continues, follow the procedures for Continued Case Management for transitioning the case.

- P. Service Provision.** The assigned Case Management Specialist shall:
1. Determine what services will be provided to the youth and family;
 2. Coordinate services with youth, family and service provider(s); and
 3. Document services and youth's completion of services in the youth's case file.
- Q. Intake Officer Supervisor Responsibilities.**
1. **Receipt and Assignment of Complaints** - A Supervisor shall:
 - a. Require staff to date stamp each completed complaint or peace order complaint **on the day it is received in a DJS office.**
 - b. Monitor to ensure that the receiving person logs in the date of receipt, the number of complaints received and the referral source of the complaint within 3 business days of receiving the complaint.
 - c. Monitor to ensure that staff enter **every allegation from the complaint (not just the most serious) received** at Intake into the DJS youth database within 5 business days of receipt.
 - d. Monitor to ensure that staff enter the **stamped date of receipt of the complaint** into the DJS youth database and the office log.
 - e. Ensure the complaint received by Intake is assigned to an Intake Officer for inquiry within 2 business days of entering the complaint into DJS youth database.
 - f. Ensure that the Intake Officer has completed an intake decision on each complaint within 25 calendar days of the stamped date of receipt and has noted the decision in DJS youth database.
 - g. Within 3 business days of the Intake Officer finalizing the intake decision, ensure the intake decision is reviewed and approved. Include any documentation of mitigating or aggravating circumstances that may lead to an override decision.
 2. **Case File and Record Review** – A Supervisor shall:
 - a. Review each IDT for accuracy and completeness.
 - b. Forward all misdemeanor cases recommended for formal adjustment to the Intake Director for review and approval.
 - c. Review case records of each Intake Officer under his/her supervision and ensure the following are included in all records related to the complaint:
 - (1) Data entry of the complaint;
 - (2) Notes from any conversations with a victim or other party from whom information was gathered;
 - (3) Documentation that an Intake Officer explained to a youth and the youth's parent/guardian/custodian the nature of the process and their rights;
 - (4) Intake Conference notes;
 - (5) Results of the IDT;
 - (6) Documentation of the discussion of mental health, substance abuse, and developmental delay issues, referrals

- made, and whether follow-up occurred within 15 calendar days;
- (7) Note the decision, the manner of handling a decision including timeliness, thoroughness, and the rationale for the decision;
 - (8) The requisite notification of the decision and advisory of rights to appeal were made; and
 - (9) Ensure that reasonable efforts were made to notify the victim of a pre-court supervision agreement and its conditions and document the victim's decision; reasonable efforts must be documented and include at least 2 methods of contact which may include a letter, email, text, or phone call.
- d. Ensure that the areas of need identified by the IDT are considered by the Intake Officer, reviewed by the Intake Officer Supervisor, and documented in the DJS youth database system with a full explanation of mitigating or aggravating circumstances.
 - e. Check Safe Measures© reports on placement closure reasons monthly to ensure that the correct placement closure reasons are entered and if any errors exist, direct the Intake Officer to correct the placement closure reason by the next business day.
- 3. Continuous Case Management** – A Supervisor shall monitor CMS supervision teams to ensure that the teams collaborate to provide youth currently under supervision and their families with access to needed treatment and services, to advocate for the youth and families in court, and to ensure valuable information is not lost when youth and families are transitioned between supervision teams during the case connection process.
- 4. Return to Intake** – A Supervisor shall:
- a. Assign a case returned to Intake prior to an adjudicatory hearing to the appropriate Intake staff.
 - b. Approve and sign all the forms completed by the Intake staff that are listed in Section O, Return to Intake.
- 5. Training and Professional Development** - A Supervisor shall:
- a. Provide on-site orientation, direction, and coaching and require an Intake Officer under his/her supervision to receive on-going professional development.
 - b. Require each Intake Officer under his/her supervision to have access to and a working knowledge of the following:
 - (1) Maryland Rules, Title 11;
 - (2) Md. Code Ann., Cts. and Jud. Proc., §3-8A-01 to §3-8A-34;
 - (3) Md. Code Ann., Crim. Law, §14-101(a);

- (4) Md. Code Ann., Hum. Servs., §9-301 to §9-314; and
 - (5) A current list of available continuum of community services, including shelter care facilities and detention centers, with requirements for admission and referrals.
- c. Continuously monitor Intake Officers to identify any skill areas that need improvement and certify the completion of appropriate training and/or provide the necessary on-the-job training to improve these skills. These development efforts shall be documented in the employee's Performance Evaluation Program (PEP) process.

R. Intake Director Responsibilities - The Intake Director shall:

- 1. Take appropriate steps to:
 - a. ensure adherence to the DJS *Intake Policy* and the *DRAI, ATD and Detention Authorization Policy*;
 - b. minimize the need for unnecessary detention or shelter care of youth within the Region; and
 - c. ensure adherence to Continuous Case Management procedures.
- 2. Monitor all cases returned to intake to ensure the cases are correctly entered into the DJS youth database.
- 3. Establish specific intervals for reevaluation of continued detention and shelter care decisions and when appropriate, shall ask a juvenile court to reconsider, modify or rescind continued detention or shelter care orders.
- 4. Make recommendations to the Regional Director or Executive Director of Community Operations for the selection and assignment of appropriate staff to perform the duties of an Intake Officer.
- 5. Establish control processes and local procedures to ensure that Intake Officers and Intake Officer Supervisors act in compliance with the law.

S. Regional Director Responsibilities

- 1. If the complainant is appealing the denial of a CINS complaint or a peace order complaint, within 15 calendar days of receipt of request to appeal the denial, review the Intake Officer's decision and determine if the juvenile court has jurisdiction; and if, after determining judicial action is in the best interests of the public and the child, inform the complainant in writing of this final decision to authorize the filing of a petition; and ensure the petition is filed within 5 business days of the final decision.
- 2. Notify the Restitution Coordinator in writing when restitution is unpaid as outlined in the Pre-court Supervision agreement and the youth's case is closed.

IV. RESPONSIBILITY

Regional Directors are responsible for implementation and compliance with this procedure.

V. INTERPRETATION

The Executive Directors of Community Operations shall be responsible for interpreting and granting any exceptions to these procedures.

VI. LOCAL OPERATING PROCEDURES REQUIRED

None

VII. DIRECTIVES/POLICIES REFERENCED

- A. Communicating with Limited English Proficient Persons Policy
- B. Intimate Partner Violence - Lethality Assessment Program Policy
- C. Reporting and Investigation Child Abuse and Neglect Policy
- D. Detention Risk Assessment, Alternatives to Detention, & Detention Authorization Policy
- E. Community Case Management Policy and Manual
- F. Alert Function in DJS ASSIST Directive
- G. DJS Electronic Signature Policy
- H. Restitution Collection Policy (*Policy & forms can be found on the shared Google Drive for Restitution*)

VIII. APPENDICES

- A. Crimes of Violence
- B. Detention Risk Assessment Instrument
- C. Intake Decision Form
- D. Prohibited Exposure Notification Letter
- E. Authorization for Release of Information Consent Form
- F. Peace Order Complaint Form
- G. Peace Order Decision and Appeal Form
- H. Consent for Withdrawal of Driver's License Privilege Forms
- I. Suspension Withdrawal Form
- J. Crime Victims and Witnesses: Your Rights and Services brochure
- K. Restitution: Youth and Parent Guide to Restitution Obligations
- L. Restitution Payment Schedule
- M. Victim's Guide to Restitution
- N. Agreement for Informal Adjustment and Supervision Form
- O. Certificate of Implementation
- P. Pre-Court Supervision Closure Form
- Q. Certificate of Completion



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

POLICY: Intake Policy
NUMBER: CS-129-22
APPLICABLE TO: All Community Operations Employees

I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

***SEND THE SIGNED COPY TO YTOUR SUPERVISOR
FOR PLACEMENT IN YOUR PERSONNEL FILE.***

Crimes of Violence
(MD Ann. Code, Crim. Law, §14-101)

Abduction
Arson, First Degree
Burglary - Home Invasion
Carjacking (Armed and Unarmed)
Child Abuse - First Degree
Human Trafficking - Felony
Kidnapping
Maiming
Manslaughter - Voluntary
Mayhem
Murder
Rape
Robbery
Robbery w/Dangerous Weapon
Sex Abuse of a Minor
Sex Offense (First and Second Degree)
Use of a firearm in commission of felony or COV
An attempt to commit any of the crimes above

Continuing course of conduct with a child involving rape or sexual offense
Assault, First Degree
Assault with Intent to Murder
Assault with Intent to Rape
Assault with Intent to Rob
Assault with Intent to Commit a Sexual Offense (First and Second Degree)



DETENTION RISK ASSESSMENT INSTRUMENT

1. DETENTION RISK SCORING

RiskAssessment	
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Detention Risk Scoring DRAI Rationales Decisions Intake DRAI Follow UP </div>	
County of Jurisdiction:* Baltimore City	Detention Risk Scoring
Police Requested Detention:* <input type="radio"/> Yes <input type="radio"/> No	
Completed by Centralized Intake:* <input type="radio"/> Yes <input type="radio"/> No	
1. Charges Pending Adjudication (excluding charges pending at Intake)	
<input type="radio"/> Two or more prior charges pending adjudication for Category I or II Offenses (8 points)	
<input checked="" type="radio"/> One or more prior charge pending adjudication for a Category III, IV, or V Offense (4 points)	
<input type="radio"/> One prior charge pending adjudication for a Category I or II Offense (2 points)	
<input type="radio"/> No prior charges pending adjudication (0 points)	
2. Prior Sustained Adjudications/Current Supervision	
<input type="radio"/> One prior sustained adjudication for a Category III or IV Offense OR Probation Supervision (5 points)	
<input checked="" type="radio"/> One or more prior sustained adjudication for a Category V Offense OR Pre-Court or ATD Supervision (3 points)	
<input type="radio"/> One or more prior sustained adjudication for a Category I or II Offense OR Intensive Supervision (1 point)	
<input type="radio"/> Two or more prior sustained adjudications for Category III or IV Offenses OR Aftercare Supervision (1 point)	
<input type="radio"/> No prior sustained adjudications AND no current supervision (0 points)	
3. History of Failure to Appear for a Court Hearing (within past 12 months)	
<input type="radio"/> One or more FTA for court hearing in past 12 months (5 points)	
<input checked="" type="radio"/> No FTA for court hearing in past 12 months (0 points)	
4. History of Escape/AWOL (within past 12 months)	
<input type="radio"/> One or more instances of escape/AWOL in past 12 months (4 points)	
<input checked="" type="radio"/> No escapes/AWOLs in past 12 months (0 points)	
5. Prior Detentions (within past 6 months)	
<input type="radio"/> One or more prior detentions in past 6 months (2 points)	
<input checked="" type="radio"/> No prior detentions in past 6 months (0 points)	
6. Age at First Felony Complaint	
<input checked="" type="radio"/> 16 or under (4 points)	
<input type="radio"/> Over 16 or no prior felony complaint (0 points)	
<div style="border: 1px solid black; display: inline-block; padding: 2px;">Print Provisional DRAI</div>	



2. DRAI RATIONALES

RiskAssessment

[Detention Risk Scoring](#) | [DRAI Rationales](#) | [Decisions](#) | [Intake DRAI Follow UP](#)

DRAI Rationales

New Complaint:* Yes No

Most Serious New Alleged Offense:

Complaint #:

Offense Category (Cat 1=DJS Overnight Hold):

Offense Type:

Detention Eligibility:

Court-Required and DJS Overnight Holds (Check ALL that apply)

- Category 1 Offense
- ATD Violation (Court Order Requires Detention at First Infraction)
- Non-ATD GPS Violation (Court Order Requires Detention at First Infraction)
- Writ
- Warrant
- Detention Required by Adult Court Post Transfer Hearing Pending Juvenile Charging
- Court-Ordered Detention at Hearing (include Committed Youth Held for Court Hearing)

Arrestment

- Interstate Hold
- Interstate Hold
- Firearm Use/Possession
- Escape – Secure Facility
- Removed – Committed Placement

Discretionary Factors Impacting Decision (Check ALL that apply)

- Adult Court Post Transfer Hearing Pending Juvenile Charging. Eligible for Release.
- Firearm Use/Possession Approved by Intake Director for Non-Detention Decision
- Violation of Probation/Violation of Commitment
- Pre-Adjudicated ATD Violation
- Post-Disposition ATD Violation
- Writ/Warrant Authorization for Release

3. DECISIONS

RiskAssessment

[Detention Risk Scoring](#)
[DRAI Rationales](#)
[Decisions](#)
[Intake DRAI Follow UP](#)

Decisions

DJS Mandatory
Overnight Hold

Actual Decision:

Detain
 Detention Alternative:
 Release to:

Please check ALL aggravating and mitigating factors below that affect your decision

Aggravating Factors Impacting Decision

Parent refusal
 Parent unavailable
 Youth has a history of violence in the home or victim resides in the home
 ATD Refusal (specify name of ATD(s)):
 Shelter Refusal (specify name of shelter(s)):
 Shelter Refusal (specify name of shelter(s)):
 Shelter unavailable
 Other (please specify, required):

Notes:

Mitigating Factors Impacting Decision

Age of youth
 Parent willing/able to provide supervision
 Category I offense is less serious than indicated by charge (please specify, required):
 New charge referred is not recent
 Other (please specify, required):

Notes:

Supervisor Approval Yes No

[Print Provisional DRAI](#)
DRAI Risk Level: Moderate Risk
DRAI Risk Score: 11

4. INTAKE DRAI FOLLOW-UP

RiskAssessment

[Detention Risk Scoring](#)
[DRAI Rationales](#)
[Decisions](#)
[Intake DRAI Follow UP](#)

Intake DRAI Follow UP

Current Detention Status (prior to Court action)

Detained
 Detention Alternative:
 Released

DJS Recommendation to Court

Detain
 Detention Alternative:
 Released to:

Court Detention Decision

Detain
 Detention Alternative:
 Released to:

Special Circumstances Affecting Detention Decision:

Notes:

[Print Provisional DRAI](#)

Boyd K. Rutherford
 Lt. Governor

Lawrence J. Hogan, Jr.
 Governor

Sam Abed
 Secretary

Intake Decision

Youth Name:

Youth ID:

Folder ID:

SSN:

DOB:

Race:

Address:

Phone #:

School:

Grade:

Mother's Name:

SSN:

Address:

Father's Name:

SSN:

Address:

Phone #:

Guardian:

Live with:

Phone #:

Guardian:

Live with:

Living with other:

Relationship:

Guardian:

Case Manager:

Office:

Phone #:

Complaint Source:

Address:

Complainant's Name:

Phone #:

Complaint ID:

Complaint Date:

Decision:

Date:

Alleged Offense	Offense Date	Victim's Name	Address	Phone #
-----------------	--------------	---------------	---------	---------

Prior Record (if check, see attached)

Hearing with youth/parents

held

not held

Date of Interview:

Rationale and justification for Intake Decision including efforts made to contact the parties and their failure to appear:

Intake Officer (print) _____

Supervisor's Signature: _____



Boyd K. Rutherford
Lt. Governor

Lawrence J. Hogan, Jr.
Governor

Sam Abed
Secretary

Date:

(Victim/Representative's Name)

(Address)

(Address)

Youth Name:

Dear (Victim/Representative's Name):

Under state law, MD Annotated Code, Criminal Procedure § 11-107 to § 11-113, you or your representative have the right to request that a youth submit a blood sample for testing of HIV/AIDS when the youth was charged with or found to have committed a delinquent act that may have caused or resulted in your exposure to HIV/AIDS.

If you think that you have been put at risk for HIV/AIDS exposure because of the youth's actions, please contact the State's Attorney in your county for guidance in your individual situation. It is your legal right, upon written request to the State's Attorney, to ask the court to order mandatory testing of the youth by the local health department.

If you have any questions, please feel free to call me at xxx-xxx-xxxx.

Sincerely,

DJS CMS/Intake

Appendix 2

Boyd K. Rutherford
 Lt. Governor

Lawrence J. Hogan, Jr.
 Governor

Sam Abed
 Secretary

AUTHORIZATION FOR RELEASE OF INFORMATION

Date: _____

Respondent's Name: _____

Date of Birth: _____

Social Security Number (optional): _____

The under signed hereby authorize and request: _____ to provide the Maryland Department of Juvenile Services and the Maryland State Department of Education the following information:

The disclosure is to be used for the following purposes:

I understand that I may revoke consent to release this information, in writing at any time, but I understand the cancellation will not affect any information that was already released before the cancellation.

Youth

Date

Parent(s)/Guardian

Date

Parent(s)/Guardian

Date

Witness

Date

Witness

Date

Any individual agency receiving this information is prohibited from making further disclosure of this information without approval of the person in interest.

Authorization of this release will expire one year from the date it is signed. Expiration date: _____



Boyd K. Rutherford
 Lt. Governor

Lawrence J. Hogan, Jr.
 Governor

Sam Abed
 Secretary

PEACE ORDER COMPLAINT FORM
 (Courts & Judicial proceedings, Articles, 3-8A-19.1 et seq)

Date: _____

I want protection from _____, a juvenile.
 (Name of Juvenile)

The juvenile committed the following acts against _____
 (Name of Victim)

within the past 30 days on the dates stated below: (check all that apply) any act that causes serious bodily harm An act that placed the victim in fear of imminent serious bodily harm assault rape or sexual offense false imprisonment harassment stalking trespass malicious destruction of property misuse of telephone facilities and equipment misuse of electronic communication or interactive computer service revenge porn visual surveillance

DESCRIPTION OF ACT(S):(Include location, time, date of act, and description)

Juvenile's Full Name: _____ DOB: _____

SEX: _____ RACE: _____ SCHOOL: _____ GRADE: _____

HEIGHT: _____ WEIGHT: _____ HAIR COLOR: _____ EYE COLOR: _____

Living With: (Name & Address) _____ (Phone#) _____

Father's Name and Address (If different from above) _____ (Phone#) _____

Mother's Name and Address (If different from above) _____ (Phone#) _____

Place of Work, Address, Telephone Number: _____



I want the court to Order the Juvenile:

- NOT to commit or threaten to commit any of the acts listed above against.....
- NOT to contact, attempt to contact, or harass.....
- NOT to go to the residence(s) at
- NOT to go to the school(s) at
- NOT to go to the work place(s) at
- Other specific relief

.....
.....

SUBMITTED BY: _____
(Print Name) (Signature)

Address: _____

Telephone #: _____

I solemnly affirm under the penalties of perjury that the contents of this Peace Order Complaint Form are true to the best of my knowledge, information and belief.

.....
Signature Date

Date of Decision: _____ Misdemeanor or Felony _____

- Propose informal adjustment.
- Authorize the filing of a peace order request with the Court.
- Refuse authorization to file a peace order request with the Court.

Refusal to authorize forwarded to States Attorney: _____ Date Forwarded: _____

Intake Officer: _____

Supervisor: _____





Successful Youth • Strong Leaders • Safer Communities

Boyd K. Rutherford
Lt. Governor

Lawrence J. Hogan, Jr.
Governor

Sam Abed
Secretary

Date:

Victim Name
Victim Address
Baltimore, MD 21221

Re: *Client Name*

Dear:

I have reviewed the facts concerning the Peace Order Complaint filed with the Department of Juvenile Services. I have decided not to authorize the filing of the Complaint with the Juvenile Court.

If you disagree with this decision and wish to appeal, you must complete the form provided below and send it to the Regional Director so that it is received by *DATE*.

If you have any questions or want to discuss this case with me before making a decision on whether to appeal, please call me at *WORKER PHONE NUMBER*. If you do this, however, it will not extend the period within which you are allowed to ask for a review of the decision.

Sincerely,

Worker Name
Intake Officer

Enclosure



IF YOU DISAGREE WITH THE DECISION OF THE INTAKE OFFICER, COMPLETE THE FORM BELOW AND SEND IT SO THAT IT IS RECEIVED BY *DATE*:

Regional Director Name

Regional Address

Re: *Youth Name*
Youth ID #
Request for Peace Order Complaint Appeal

I have been informed of the Intake Officer's decision not to forward the Peace Order Complaint to the juvenile court for further proceedings.

I disagree with this decision, request that the Department of Juvenile Services' Regional Director review the decision, and authorize the filing of the Peace Order Complaint with the Juvenile Court.

Signature: _____

Printed Name: _____



Boyd K. Rutherford
Lt. Governor

Lawrence J. Hogan, Jr.
Governor

Sam Abed
Secretary

Date: _____

Administrative Adjudication Division
Motor Vehicle Administration
6601 Ritchie Highway, N.E., Room 103
Glen Burnie MD 21062

RE: Consent for Withdrawal Form

To whom it may concern:

Attached is a signed parental consent to withdraw the driver's license privileges of their child who has a positive substance abuse test result or has refused to be tested as ordered by the Juvenile Court. This child is currently under the supervision of the Department of Juvenile Services (DJS) and I am the child's DJS Case Management Specialist. I have determined that this child's driver's license privileges should be suspended for XX (30-90) days. Once the child has completed DJS program sanctions, I will send a separate letter requesting reinstatement of the child's driving privileges.

If you have any questions, please call or mail me at the contact information below.

Sincerely,

Case Management Specialist Signature

CMS Name

Mailing Address

Phone Number

Email address

DEPARTMENT OF JUVENILE SERVICES

**WITHDRAWAL OF CONSENT
VIOLATION OF JUVENILE DRUG/ALCOHOL TESTING**

I hereby withdraw my consent for my child to operate a motor vehicle and authorize the Maryland Department of Motor Vehicles to suspend and recall the Maryland driver's license that has been issued in this child's name.

Child's Driver's License Number: _____

Child's Address: _____

I understand that, in the case where the child is not licensed, the withdrawal will become effective once the youth applies for a license or reaches the age of 16, whichever occurs first.

I understand that this withdrawal is being requested because my child either had a positive test result or has refused to be tested as ordered by the Juvenile Court.

I understand that the DJS Case Management Specialist will determine the length of the suspension and that the Department of Motor Vehicles will only release the juvenile suspension at the direction of the DJS Case Management Specialist. I understand that to reinstate the youth's ability to obtain a driver's license, DJS must submit a suspension release form to the Department of Motor Vehicle.

Parent's Name: _____

Parent's Signature: _____ Date: _____



Boyd K. Rutherford
Lt. Governor

Lawrence J. Hogan, Jr.
Governor

Sam Abed
Secretary

Date: _____

Administrative Adjudication Division
Motor Vehicle Administration
6601 Ritchie Highway, N.E., Room 103
Glen Burnie MD 21062

RE: Suspension Withdrawal Form

To whom it may concern:

The below listed individual has satisfied his/her condition of probation by submitting to the required drug test order by court and by remaining abstinent from drug/alcohol for the preceding 90 days.

Youth's Name: _____

Date of Birth: _____

Driver's License No.: _____

The parental consent and suspension imposed against his/her Maryland driver's license can be withdrawn at this time. If you have any questions or need more information, please call or email me at the contact information below.

Sincerely,

Print CMS Name: _____

Contact Telephone No.: _____

Contact email: _____



Maryland State Board of Victim Services

The Maryland State Board of Victim Services was created by the Maryland General Assembly to address the unique needs of crime victims and to make recommendations for improving state and local crime victim services. To learn more about the State Board go to www.goccp.maryland.gov.

This pamphlet, published by the Maryland State Board of Victim Services and the Governor's Office of Crime Prevention, Youth, and Victim Services is designed to provide an overview of crime victims' rights and services. For information specific to your case, contact your local law enforcement agency or State's Attorney's Office. For information on services that may be available to help you as you recover from the crime, please refer to the National/Statewide Crime Victim Resources listed

Please keep this pamphlet as a reference.

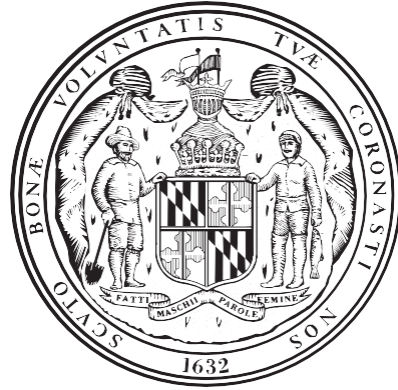


Printed and Prepared by the Governor's Office of Crime Prevention, Youth, and Victim Services together with the Maryland State Board of Victim Services

Revised 11/2020

M A R Y L A N D

CRIME VICTIMS



AND WITNESSES: Your Rights and Services

MARYLAND

Complaint/Incident # _____

Officer _____

Badge # _____

Contact Phone # _____

To obtain a written copy of the incident report, please contact the Records Department of your responding law enforcement agency. Costs may vary. Victims of domestic violence are entitled to a copy of the incident report without charge.

As a victim of crime, Maryland law provides you with specific rights. Know your rights.

Know where to receive help.

Introduction

Victims of crime have certain rights under Maryland law. This pamphlet provides general information about rights and services available to assist you through the aftermath of the crime and through the often complex criminal justice process.

In addition to personal losses suffered as a result of a criminal act committed against you, the experience may have created stress, fear and confusion. Victim/witness assistance programs and other local victim assistance programs may provide information, support and assistance to victims outside the formal criminal justice process.

Help Throughout the Criminal Justice Process

Throughout the criminal justice process, and even after its completion, you may experience physical, emotional or psychological distress as a result of your victimization. This is a normal reaction, and help is available in your community. Please refer to the *National/Statewide Crime Victim Resources* section on the reverse side of this pamphlet.

General Victims' Rights

A crime victim is generally defined under Maryland Annotated Code §11-1001(e) of the Criminal Procedure Article as a person who suffers direct or threatened physical, emotional, or financial harm as a result of a crime.

The definition of a victim may vary depending on the right afforded to that person and the type of crime committed.

Maryland Crime Victims' Rights

Under Maryland Law, victims of crime must be:

- Treated with dignity, respect, and sensitivity
- Informed of their rights & how to apply for services
- Notified of crisis intervention and counseling services
- Notified of domestic violence programs and support groups
- Notified of criminal injuries compensation and other social services available
- Informed of protections available to them and how to request protections for their safety
- Informed by the police or the State's Attorney of the arrest of a suspect and closing of the case
- Notified of court hearings and offender custody status
- Permitted to be present and heard at criminal justice proceedings, or request hearings when applicable
- Permitted to seek restitution from their offender(s)
- Permitted to request notice about any DNA

If you are a victim of crime in Maryland, and need more information about your rights visit, www.goccp.maryland.gov.

STATE CRIME VICTIM SERVICES

VINE

“Victim Information and Notification Everyday (VINE) is a free, anonymous, automated telephone service that provides victims of crime with two important services: information and notification. VINE will provide you with vital court case, custody, parole and probation information for an offender currently involved in the criminal justice system in Maryland.

Toll Free1-866-634-8463
Website..... www.vinelink.com

MD Criminal Injuries Compensation Board

The Maryland Criminal Injuries Compensation Board (CICB) was established to provide financial assistance to Maryland crime victims. Under certain conditions, crime victims or surviving family members of deceased victims may be eligible to be reimbursed for their medical, mental health, funeral expenses and/or lost wages resulting from a crime. For further information, please contact the Maryland Criminal Injuries Compensation Board.

Toll Free (410) 585-3010
Website.....www.goccp.maryland.gov/victims/cicb/

Protective Orders Only

VINE Protective Orders is a free service that allows petitioners to be notified by telephone or email when a protective order has been served, along with other services.

Toll Free1-877-846-3420
Website..... www.vinelink.com

Peace and Protective Orders

Peace and protective orders are civil orders issued by a judge or court commissioner to prevent one person from committing certain acts against others. The personal relationship between the respondent and the victim determines which order should be filed. Protective orders generally apply to people in domestic relationships. Peace orders apply to other relationships (dating, neighbors, co-workers, acquaintances, strangers).

A petition for protection from domestic violence may be filed in any District Court or Circuit Court in Maryland. If the clerk's office is open, you must file with the clerk. If the clerk's office is closed, file with a District Court Commissioner. To locate a courthouse, please visit www.courts.state.md.us or the government pages of your phone book. Some courthouses have on-site programs to assist victims with safety plans and filing for protection. Find your local domestic violence program by contacting the clerk's office or www.mnadv.org. For other help, call 911 or your local law enforcement agency.

NATIONAL /STATEWIDE CRIME VICTIM RESOURCES

◆Information ◆Referrals ◆Legal Assistance ◆Counseling ◆Support Groups

GENERAL VICTIM SERVICES/REFERRALS AND NOTIFICATION

First Call for Help or 211 MD(410) 685-0525
Toll Free.....1-800-492-0618
TTY (410) 685-2159
Website.....<https://211md.org>
MD Crime Victims' Resource Center, Inc..(301) 952-0063
Toll Free 1-877-VICTIM1
Website..... www.mdcrimevictims.org
MD Department of Human Services
Toll Free 1-800-332-6347
Website..... <http://dhr.maryland.gov/>
National Center for Victims of Crime
Helpline 1-855-4-VICTIM
Website <http://victims of crime.org/>
Office of the Attorney General.....(410) 576-6300
Website..... www.marylandattorneygeneral.gov
Pro Bono Counseling Project.....(410) 825-1001
Toll Free 1-877-323-5800
Website.....www.probonocounseling.org
Rebuild, Overcome, and Rise Center.....(410) 706-2781
Website..... <https://www.umaryland.edu/roar/>

CHILD ABUSE SERVICES

Child Protective Services
Website...<http://dhr.maryland.gov/child-protective-services>
Childhelp
Toll Free1-800-4-A-CHILD
Website www.childhelp.org
Maryland Children's Alliance, Inc.....(443) 872-2116
Website.....www.marylandchildrensalliance.org

DOMESTIC VIOLENCE SERVICES

Maryland Judiciary Family Law Forms
Petitions for Protection
<http://www.courts.state.md.us/family/formsindex.html#petitionforprotection>
MD Network Against Domestic Violence..(301) 429-3601
Toll Free 1-800-MD-HELPS
Website.....www.mnadv.org
MD Safe at Home Address Confidentiality Program
Toll Free.....1-800-633-9657 ext 3875
Website...<http://sos.maryland.gov/ACP/Pages/default.aspx>
National Domestic Violence Hotline..... 1-800-799-SAFE
Website.....<http://www.thehotline.org/>
TTY For the Hearing Impaired..... 1-800-787-3224

DRUNK DRIVING SERVICES

Mothers Against Drunk Driving (MADD)(410) 964-5757
Toll Free 1-800-446-6233
Website..... www.madd.org/local-offices/md/

HOMICIDE SURVIVORS SERVICES & LEGAL ADVOCACY SERVICES

National Organization of Parents of Murdered Children and Other Survivors of Homicide Victims
Toll Free1-888-818-POMC
Website www.pomc.org
Roberta's House.....(410) 235-6633
Website.....<https://robertashouse.org>

JUVENILE/SCHOOL VIOLENCE RESOURCES

Department of Juvenile Services
Toll Free 1-888-639-7499
Website.... <http://djs.maryland.gov/Pages/default.aspx>
National School Safety Center
Toll Free 1-805-373-9977
Website www.schoolsafety.us

LEGAL SERVICES

Civil Justice (410) 706-0174
Website.....www.civiljusticenetwork.org
Legal Aid Bureau, Inc.
Toll Free 1-800-666-8330
Website www.mdlab.org
MD Volunteer Lawyers Service.....(410) 547-6537
Toll Free 1-800-510-0050
Website www.mvlslaw.org
People's Law Library of Maryland (410) 260-1392
Website.....<https://www.peoples-law.org>

SEXUAL ASSAULT SERVICES

MD Coalition Against Sexual Assault (301) 328-7023
Toll Free1-877-496-SALI
Website..... www.mcasa.org
Rape, Abuse & Incest National Network (RAINN) Hotline..... 1-800-656-HOPE
Website www.rainn.org
Sexual Assault Legal Institute (SALI) (301) 565-2277
Toll Free 1-877-496-SALI
Website www.mcasa.org

STATE CORRECTIONS VICTIM NOTIFICATION

MD Dept. of Public Safety & Correctional Services
Website..... <http://news.maryland.gov/dpscs/home/>
MD Division of Correction (410) 585-3300
Toll Free 1-866-606-7789
MD Division of Parole & Probation.....(410) 585-3500
Toll Free.....1-877-227-8031
MD Parole Commission.....(410)-585-3200
Toll Free 1-877-241-5428
MD Sex Offender Registry
Website.....www.socem.info

STATE'S ATTORNEYS' OFFICES IN MARYLAND

www.mdsaa.org

Allegany County..... (301) 777-5962
Anne Arundel County..... (410) 222-1740
Baltimore City (410) 984-6000
Baltimore County (410) 887-6600
Calvert County (410) 535-1600
Ext. 2369
Caroline County (410) 479-0255
Carroll County..... (410) 386-2671
Cecil County (410) 996-5335
Charles County..... (301) 932-3350
Dorchester County (410) 228-3611
Frederick County (301) 600-1523
Garrett County (301) 334-1974
Harford County (410) 638-3500
Howard County (410) 313-2108
Kent County (410) 778-7450
Montgomery County (240) 777-7300
Prince George's County (301) 952-3500
Queen Anne's County..... (410) 758-2264
St. Mary's County.....(301)-475-7844
Ext. 4500
Somerset County (410) 651-3333
Talbot County (410) 770-8060
Washington County (240) 313-2000
Wicomico County..... (410) 548-4880
Worcester County..... (410) 632-2166

Required Information

Pursuant to MD Code Ann., Criminal Procedure §11-607, subject to federal law, DJS shall obtain the Social Security number of the restitution obligor to facilitate the collection of restitution. This information must be provided by the juvenile or parent/guardian.

Enforcing a Judgment of Restitution

A judgment enables the victim to take action in civil court against the juvenile/parent/guardian to obtain unpaid restitution.

Four remedies are available to a victim in civil court. A victim may:

1. Garnish the juvenile's/parent's/ guardian's wages;
2. Levy the juvenile's/parent's/guardian's bank account(s);
3. Place a lien(s) on any property owned by the juvenile /parent/guardian; or
4. Obtain a writ of execution from the court that allows the victim to take the juvenile's/parent's/guardian's property.

The victim may obtain information about the juvenile's/parent's/guardian's assets from court records, the tax assessor's office, or through an oral examination held in civil court where parties are required to answer questions about their assets. This information will assist the victim in determining what collection remedies may be used.

If a judgment is issued, it becomes a matter of public record. It is valid for 12 years and may be renewed until the debt is paid in full or otherwise compromised. A judgment may impact the debtor's credit score, ability to obtain a loan, tax refund, etc.

Mission of the Maryland Department of Juvenile Services

By law, DJS is a child-serving agency responsible for assessing the individual needs of referred youth and providing intake, detention, probation, commitment, and aftercare services.

DJS collaborates with youth, families, schools, community partners, law enforcement, and other public agencies to coordinate services and resources to contribute to safer communities.

If you have any questions regarding this information or other questions regarding restitution collection, please contact:

Case Manager: _____

Office phone #: _____

Restitution Coordinator: _____

Office Phone #: _____

Petition/Docket #: _____

REMINDER: When mailing a payment make sure to include the payment slip and to put the juvenile's name, petition number, and/or restitution account number on the check or money order. **NO CASH PAYMENTS ARE ACCEPTED.**



Auxiliary aids or alternative formats are available for individuals with disabilities upon request at:

410-230-3282

Printed October/2020

Youth & Parent Guide to Restitution Obligations



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Sam Abed
Secretary

 **Maryland**
DEPARTMENT OF
JUVENILE SERVICES

Restitution Provisions under Maryland Law

Restitution is a remedy whereby the court or as a result of a Pre-Court Supervision Agreement a juvenile/parent/guardian is ordered to compensate a victim for losses suffered as a result of a crime or delinquent act committed by a juvenile.

The victim or the State's Attorney may request restitution. The court must be provided with sufficient evidence to support the restitution claim. A court may order a juvenile, parent, or legal guardian to pay restitution for committing a delinquent act. The restitution may be paid through the Department of Juvenile Services (DJS) directly to the victim or to another agency which provides financial or other assistance to the victim.

Restitution may be ordered if one or more of the following situations occur:

1. Victim's property was stolen, damaged, destroyed, unlawfully obtained, or the value of the property has been substantially decreased.
2. Victim suffered medical, dental, hospital, counseling, funeral, or burial expenses, direct out-of-pocket loss, loss of earnings, or expenses with rehabilitation.
3. The Maryland Department of Health or any governmental agency paid the victim's medical expenses.
4. Any governmental agency had to pay money for removing, towing, transporting, preserving, storing, selling, or destroying an abandoned vehicle.
5. The Criminal Injuries Compensation Board paid benefits to the victim.
6. The Maryland Department of Health or another governmental agency incurred costs for the HIV testing of the juvenile.

The Restitution Order

When restitution is ordered by the court, compliance with the order of restitution becomes a condition of the juvenile's supervision by DJS.

Restitution may be granted at a restitution hearing or in conjunction with the juvenile's disposition hearing conducted before a juvenile court judge or magistrate.

If the court determines that a judgment of restitution is warranted, the judgment may be ordered against the juvenile, his/her parent(s)/guardian(s), or both. If more than one juvenile is involved, the restitution may be ordered against each juvenile, the parents/guardians of each juvenile, or all parties involved. By definition, being jointly and severally liable means that each individual remains responsible for payment of the **entire liability**, when any part is unpaid.

A court does not have to order restitution if it finds the juvenile or liable parent(s)/guardian(s) does not have the ability to pay or if there are extenuating circumstances that make restitution inappropriate.

The Payment Process

DJS administers payment of restitution. An initial letter explaining how to make payments along with payment slips and pre-addressed envelopes will be sent to the juvenile/parent/guardian. When DJS receives a restitution payment, the juvenile's account is credited.

In order to ensure that the payment is credited to the correct account, make sure to include the juvenile's name, petition number, and/or restitution account number on the check or money order. NO CASH PAYMENTS ARE ACCEPTED.

For additional envelopes or payment slips please contact the Restitution Coordinator at the number provided. Payments may also be mailed directly to: Department of Juvenile Services, P.O. Box 41399, Baltimore, MD 21203.

Overdue Restitution Accounts

A restitution account is considered overdue if the entire restitution or a payment has not been made by the date ordered by the court or established by DJS. If there is a lapse in payments, the Restitution Coordinator is required to send three warning letters to the juvenile/parent/guardian at 30-day intervals.

After three warning letters, if no payment is received, pursuant to Md. Code Ann., Criminal Procedure Article §11-616, DJS is obligated to notify the court of overdue restitution. In addition, DJS may refer overdue restitution to the Central Collection Unit for further action. This is the collection agency for overdue accounts for the State of Maryland. A 17% administrative fee will be added to the balance due. At this point, the Restitution Coordinator will notify the juvenile/parent/guardian and victim of this action.

If court-ordered supervision is terminated and restitution is still owed, the case will be referred to the Central Collection Unit to pursue payment until the debt is satisfied.

Terminating a Restitution Account

A restitution account may be closed for only two reasons:

1. Restitution has been paid in full; or
2. The court ordered the account closed due to extenuating circumstances (i.e. death of the juvenile).



PAYMENT SCHEDULE

DATE:

TO:

FROM: (Case Manager Specialist's Name)

Re: (Youth's Name)

Petition #: _____

Total Restitution Ordered: \$ _____

I will pay _____ per _____ towards my restitution with the first payment due on _____.

Youth's Signature Date

Liable Parent(s)/Legal Guardian Signature Date

Case Management Specialist's Signature Date

c: Restitution Coordinator
Youth's Case File

What You Need to Remember

The collection of restitution is a process that takes time. The juvenile offender/parent/guardian is expected to pay restitution as ordered by the juvenile court, however, you will not receive the payment immediately. Restitution payments are administered by DJS and payment checks are disbursed by the Comptroller of the Treasury for the State of Maryland.

Enforcing a Judgment of Restitution

A judgment enables you to take action in civil court against the juvenile/parent/guardian to obtain unpaid restitution.

Four remedies are available to you in civil court. You may:

1. Garnish the juvenile offender's/parent's/guardian's wages;
2. Levy the juvenile offender's/parent's/guardian's bank account(s);
3. Place a lien(s) on any property owned by the juvenile offender/parent/guardian; or
4. Obtain a writ of execution from the court that allows you to take the juvenile offender's/parent's/guardian's property.

To make use of these remedies, you may obtain information about the juvenile's/parent's/guardian's assets from court records, the tax assessor's office, or through an oral examination held in civil court where parties are required to answer questions about their assets. This information will assist you in determining what collection remedies may be used.

For more information about civil remedies, the filings, procedures and fees, please contact the civil clerk's office in the court where the case originated as procedures vary from one jurisdiction to another.

Mission of the Maryland Department of Juvenile Services

By law, DJS is a child-serving agency responsible for assessing the individual needs of referred youth and providing intake, detention, probation, commitment, and aftercare services.

DJS collaborates with youth, families, schools, community partners, law enforcement, and other public agencies to coordinate services and resources to contribute to safer communities.

Victim's Guide to Restitution



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Sam Abed
Secretary

If a judgment is issued, it becomes a matter of public record. It is valid for 12 years and may be renewed until the debt is paid in full or otherwise compromised. A judgment may impact the debtor's credit score, ability to obtain a loan, tax refund, etc.

If you have any questions regarding this information or other questions regarding restitution collection, please contact:

Restitution Coordinator: _____

Office phone #: _____

Restitution Case #: _____

Petition/Docket #: _____

REMINDER: If your name, address, or any other pertinent contact information changes before the entire restitution has been collected, you must notify the Restitution Coordinator immediately so any future payments received will be mailed to you correctly.



*Auxiliary aids or alternative formats are available for individuals with disabilities upon request at:
410-230-3282*



Restitution Provisions under Maryland Law

Restitution is a procedure under Maryland law that allows you to receive money when you have experienced a loss as a result of a delinquent act committed by a juvenile.

You or the State's Attorney may request restitution. The court must be provided with sufficient evidence to support the restitution claim. A court may order a juvenile, parent, or legal guardian to pay restitution for committing a delinquent act. The restitution may be paid through the Department of Juvenile Services (DJS) directly to you or to another agency which provides financial or other assistance to you.

Restitution may be ordered if one or more of the following situations occur:

1. Your property was stolen, damaged, destroyed, unlawfully obtained, or the value of the property has been substantially decreased.
2. You suffered medical, dental, hospital, counseling, funeral, or burial expenses, direct out-of-pocket loss, loss of earnings, or expenses with rehabilitation.
3. The Maryland Department of Health or any governmental agency paid your medical expenses.
4. Any governmental agency had to pay money for removing, towing, transporting, preserving, storing, selling, or destroying an abandoned vehicle.
5. The Criminal Injuries Compensation Board paid benefits to you.
6. The Maryland Department of Health or another governmental agency incurred costs for the HIV testing of the juvenile.

The Restitution Order

When restitution is ordered by the court, compliance with the order of restitution becomes a condition of the juvenile's supervision by DJS.

Restitution may be granted at a restitution hearing or in conjunction with the juvenile's disposition hearing conducted before a juvenile court judge or magistrate.

If the court determines that a judgment of restitution is warranted, the judgment may be ordered against the juvenile, his/her parent(s)/guardian(s), or both. If more than one juvenile is involved, the restitution may be ordered against each juvenile, the parents/guardians of each juvenile, or all parties involved. By definition, being jointly and severally liable means that each individual remains responsible for payment of the **entire liability**, when any part is unpaid.

A court does not have to order restitution if it finds the juvenile or liable parent(s)/guardian(s) does not have the ability to pay or if there are extenuating circumstances that make restitution inappropriate.

The Payment Process

DJS administers payments of restitution. A restitution account will be established for each victim. Once the account is established, a letter containing important information will be sent to you including the case number and who to notify of any changes to your contact information.

When a payment is received, the juvenile offender's account is credited. The payment is then administered and forwarded to the Comptroller's office to be processed so that a check can be issued to you.

Overdue Restitution Accounts

A restitution account is considered overdue if the entire restitution or a payment has not been made by the date ordered by the court or established by DJS. If there is a lapse in payments, the Restitution Coordinator is required to send three warning letters to the juvenile/parent/guardian at 30-day intervals.

After three warning letters, if no payment is received, pursuant to Md. Code Ann., Criminal Procedure Article §11-616, DJS is obligated to notify the court of overdue restitution. In addition, DJS may refer overdue restitution to the Central Collection Unit for further action. At this point, the Restitution Coordinator will notify the juvenile/parent/guardian and you of this action.

If court-ordered supervision is terminated and restitution is still owed, the case will be referred to the Central Collection Unit to pursue payment until the debt is satisfied.

Terminating a Restitution Account

A restitution account may be closed for only two reasons:

1. Restitution has been paid in full; or
2. The court ordered the account closed due to extenuating circumstances (i.e. death of the offender)

Boyd K. Rutherford
Lt. Governor

Lawrence J. Hogan, Jr.
Governor

Sam Abed
Secretary

YOUTH AND PARENT CONSENT FOR INFORMAL ADJUSTMENT AND SUPERVISION

Matter of **Youth ID:**
We, the undersigned parties, have been made aware of the facts of the complaints in this case.

Complaint ID: _____ Complaint Date: _____

Alleged Offense	Offense Date
-----------------	--------------

Since the Intake Officer has determined that an Informal Adjustment of this complaint is in the best interest of the parties in this complaint, the following voluntary agreements are made:

1. The Intake Officer will:
 - A. Dispose of the case by the Informal Adjustment (unless the State’s Attorney reverses the Intake Office’s decision and pursues formal court processing)
 - B. Notify those persons required by law of this decision
 - C. Make any referrals necessary

2. The youth will:
 - A. Avoid future delinquent behavior
 - B. If enrolled in school or working, attend regularly and punctually
 - C.
 - D.
 - E.

3. The parent/guardian(s) will:
 - A. Provide proper care and supervision for the youth
 - B. Make every reasonable effort to assure the youth conforms to these voluntary agreements;

It is further agreed that the period of Informal Adjustment will not exceed 90 days unless otherwise extended by the court at the request of the Intake Officer.

The objectives of the Informal Adjustment are to have the youth and the parent/guardian(s) comply with the terms of the agreement, and to have the youth avoid any future violations of the law.

We understand that no statement made by a participant during the Informal Adjustment Process or other information secured in the discussions or conferences incident thereto shall be admitted in evidence in any adjudicatory hearing, or criminal proceeding against the youth at any time prior to conviction.

We understand that our consent to this procedure is not compulsory but that during the Informal Adjustment Process the youth shall be subject to such supervision as the Intake Officer deems appropriate. We may not, however, be compelled to appear in any conference, produce any papers or visit any place.



It is further understood and agreed that if it is determined the Informal Adjustment cannot be completed satisfactorily, the Intake Officer, with supervisory approval, may terminate the Informal Adjustment, authorize the filing of a petition and forward the complaint to the office of the State's Attorney for possible Court action.

_____	_____
	Date
_____	_____
Parent/Guardian	Date
_____	_____
Intake Officer Name & Phone #	Date





DEPARTMENT OF JUVENILE SERVICES

Boyd K. Rutherford
Lt. Governor

Larry Hogan
Governor

Sam Abed
Secretary

IN THE MATTER OF

IN THE CIRCUIT COURT FOR

RESPONDENT

SITTING AS A JUVENILE COURT

NO.

CERTIFICATION OF IMPLEMENTATION - RETURN TO INTAKE FOR PRE-COURT SUPERVISION

Pursuant to Courts and Judicial Proceedings Article, §3-8A-10(n) the above-captioned matter was held in abeyance and received by the Department of Juvenile Services in order for the respondent to participate in pre-court supervision. The Department of Juvenile Services hereby certifies that the pre-court supervision:

Was implemented as of
(date)

Has not been implemented as of
(date)

Case Manager

(date)

Case Manager Supervisor

(date)



PRE COURT CLOSURE FORM

Youth Name: PID: Date of Meeting:
Address: Guardian Name: Guardian Contact:
Level of Pre Court Supervision: Offense:
Date of Agreement: Date Concluded:
Case Forwarded to the State's Attorney: Yes No

Pre Court Agreement Conditions (attach copy of the signed Agreement):

- 1.
- 2.
- 3.

Overall Progress Summary:

Highlight progress, youth strengths, current compliance matters, and any needs identified to assist with supervision and service that the staff may have identified in working with the youth and family.

Family/Guardian Feedback and Needs:

Request family/guardian feedback on the ongoing needs in the home, family dynamics, and what they can do to support the youth achieve success.

Justification for conditions not met:

Check if guardian/youth received a copy

Check if guardian answered 4 questions in the survey.

CMS Signature

Date

CMSS Signature

Date



DEPARTMENT OF JUVENILE SERVICES

Boyd K. Rutherford
Lt. Governor

Larry Hogan
Governor

Sam Abed
Secretary

IN THE MATTER OF

IN THE CIRCUIT COURT FOR

RESPONDENT

SITTING AS A JUVENILE COURT

NO.

CERTIFICATION OF COMPLETION - RETURN TO INTAKE FOR PRE-COURT SUPERVISION

Pursuant to Courts and Judicial Proceedings Article, §3-8A-10(n) the above-captioned matter was held in abeyance and received by the Department of Juvenile Services in order for the respondent to participate in pre-court supervision. The Department of Juvenile Services hereby certifies that the pre-court supervision:

Was successfully completed as of
(date)

Was unsuccessfully completed as of
(date)

Case Manager

(date)

Case Manager Supervisor

(date)

