

POLICY

SUBJECT: Service to Former Clients
NUMBER: OPS-904-14
APPLICABLE TO: Community Services Staff

APPROVED: _____ /s/ signature on original
Sam Abed, Secretary
DATE: _____ 5/27/14

- I. POLICY**
The Department of Juvenile Services provides emergency assistance and services to former clients who request such help.
- II. AUTHORITY**
A. Md. Code Ann., Human Servs. §§9-203 - 9-204.
- III. DIRECTIVES/POLICIES RESCINDED**
Services to Former Clients, 05.16.13
- IV. FAILURE TO COMPLY**
Failure to comply with 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.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
Revised policy issued. Policy renumbered and re-formatted. Content reviewed and re-approved.	5/27/14

VII. DEFINITIONS

Former client means an individual who was at one time under DJS supervision but who is no longer under such supervision. For the purpose of this policy, a former client may be either a youth or an adult.

VIII. PROCEDURES

- A. When a former client requests assistance, DJS Community Services Staff will make every effort to extend assistance when it will promote a delinquency/ crime free existence.
- B. Services and assistance provided to former clients will consist primarily of referrals to community agencies.
- C. If a former client is under the supervision of any other public department or agency at the time of the request, DJS Community Services Staff shall consult with the service provider from the other department or agency prior to providing services to a former client. Any such consultation shall be conducted in a manner consistent with other departmental practices relating to the sharing or dissemination of confidential juvenile information.

IX. DIRECTIVES/POLICIES REFERENCED

No policies referenced.



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review

SUBJECT: Service to Former Clients
NUMBER: OPS-904-14
APPLICABLE TO: Community Services Staff

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

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

PRINTED NAME

DATE

SEND THE ORIGINAL, SIGNED COPY TO VERNELL JAMES IN THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.