

Dual Supervision:

**02 PROCEDURE**

Every new case will be screened through WICS to determine if there is currently any DOC agent assigned to the case (either DCC or DJC). If there is a DJC agent assigned the DCC supervisor or designee will contact the DJC supervisor within two working days to determine the status of the juvenile case. If the juvenile case is not administratively discharged, the DCC office will direct assign the new adult case to the current DJC Agent and establish reporting instructions for the offender regarding the new adult case.

DCC will complete all Presentence Investigations; however, DJC may be contacted to provide any available information relevant to the PSI. There may be instances when a DCC agent has to do work such as a presentence investigation, while the DJC agent is managing the case. When this occurs, the DCC agent will create a -2 case and use that for documentation and communication pertaining to the concurrent work. The agent will close the -2 case when the concurrent work is concluded.

DCC will be responsible for determining all court obligations including restitution amounts and victim information on the adult case. DCC shall forward this information to the Cashiers Unit and DJC Agent. If financial obligations are due under both the juvenile and adult order at the same time, the DJC agent will consult with the DJC supervisor to determine priority of payment on all obligations. DCC will waive the normal supervision fees, case documentation requirements, and case classification procedures during the time DJC supervises an adult case.

While both the juvenile and adult orders continue to run, the juvenile agent will be the primary agent and will supervise both the juvenile case and adult case until the juvenile order expires, and will make all case decisions regarding supervision, revocation, or return to an institution in consultation with the DJC supervisor.

The DJC agent will maintain separate juvenile and adult case files for the offender, and will modify the offender's current rules of supervision to incorporate all adult supervision rules and court ordered conditions. Upon expiration of the youth's juvenile order, the DJC agent

ECRM > SUPERVISION > SUPERVISION PROCESS > DUAL SUPERVISION

closes the -1 case and the DCC agent re-opens the -2 case. Note that the DJC agent is responsible for producing and signing the appropriate adult rules during the time of dual supervision. Upon expiration of the juvenile case and DCC assumes primary supervision, a COMPAS assessment will be completed unless a COMPAS-R Core has been completed within the last 24 months.