

**The Court Service Unit of the
Fairfax County Juvenile & Domestic Relations District Court**

GUIDE TO COURT SERVICES



Information for Citizens, Volunteers, and Others

May 2016

A Brief History of the Fairfax County Juvenile & Domestic Relations District Court

The timeline below shows numerous reorganizations to the court as well as their place in the history of Fairfax County. Prior to 1956, all juvenile and domestic relations cases were heard by a county court judge and all probation and investigation functions were managed by the county's Department of Public Welfare. In 1956, the county's Board of Supervisors established a separate court unit. Since then, there have been numerous reorganizations to the court, which are outlined below.



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| 1742 Fairfax County builds its first courthouse near current day Tysons Corner | |
| 1800 First meeting of the Fairfax County Court in the 3rd Courthouse | 1752 Fairfax County Court moves from Tysons Corner to Alexandria |
| 1862 Second Battle of Manassas (Bull Run) | 1861 Skirmish at Fairfax Courthouse. Capt. John Quincy Marr is the first Confederate officer killed in battle |
| 1865 Gen. Robert E. Lee surrenders his forces at Appomattox, VA | 1863 Lt. John S. Mosby enters Fairfax Courthouse and captures Union Gen. Edwin Stoughton |
| 1892 Town of Fairfax incorporated | 1870 Fairfax County Board of Supervisors was established |
| 1956 Separate juvenile court established; hearings held once a week. | 1915 Will of Martha Washington returned to Clerk of Fairfax County Circuit Court after a 52 year sojourn |
| 1962 Juvenile court expands; hearings held 3 days a week | 1961 Town of Fairfax becomes a City in the 2nd Class by order of Fairfax County Circuit Court |
| 1973-1974 Court Reorganization Act of 1973—judges & clerks become state employees; court services remains a local responsibility | 1965 Full-time juvenile judge appointed; court in session daily |
| 2005 Fairfax City celebrates its 200th birthday | 1981 5 full-time judges hearing juvenile and domestic cases |
| | 2009 8 judges hearing cases daily; courthouse expansion complete and all county courts now located in one building |

For more detail on the recent history of the Fairfax County Juvenile & Domestic Relations District Court, please see Appendix.

**COURT SERVICE UNIT
of the
Fairfax County Juvenile &
Domestic
Relations District Court**



The County of Fairfax is rich in history. Historical photos of Fairfax and the surrounding area have been included in this publication for your enjoyment.

Photographs courtesy of the Fairfax County Public Library Photographic Archive, unless otherwise noted.



View of Fairfax County Courthouse
and John Q. Marr Monument, 1952





COURT SERVICE UNIT
of the
Fairfax County Juvenile & Domestic
Relations District Court

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This Guide to Court Services includes four major sections and a glossary of court terminology.

Section I describes the structure of the court, major functions, and how it interfaces with county and state organizations.

The remaining sections provide up-to-date, detailed information on the three major divisions of the Court Service Unit:

Section II—Juvenile Intake & Probation Services

Section III—Residential Services

Section IV— Administrative Services

For more detailed information regarding court staff members, budgeting, and statistics, please refer to the *Statistical Report of the Fairfax County Juvenile and Domestic Relations District Court*.

The first hearing in the Historic Courthouse was held in April 1800. The courthouse was remodeled in the 1950's and the historic courtroom has been preserved.

The **Court Service Unit** of the Fairfax County Juvenile & Domestic Relations District Court

Vision

AS PUBLIC SERVANTS, LEAD THE NATION:

- In delivering evidence-based, sustainable, and measureable services to clients in partnership with our community.
- In building on individual and family strengths to improve client outcomes while remaining focused on public safety and promoting equal and effective justice.

Mission

The Court Service Unit provides efficient, effective, and equitable probation and residential services. We promote positive behavioral change and the reduction of illegal conduct for those juveniles and adults who come within the court's authority. We strive to do this within a framework of accountability consistent with the well-being of our clients, families, and the protection of the community.

Core Values

Accountability

We are ethical in our decision-making, follow policies and procedures, and accept responsibility for our actions. We hold ourselves and our clients responsible to ensure the protection of the community.

Collaboration

We commit to engage and work in partnership with youths, families, adults, and stakeholders to ensure the best possible outcomes.

Diversity

We embrace diversity and promote services for our diverse population. We develop and maintain a culturally competent workforce.

Innovation

We are committed to excellence. We implement the highest quality of services using practices that are driven by the most current trends, research, and technology.

Integrity

We are honest and fair in all our professional interactions. We recognize the diversity of individuals and their viewpoints while treating everyone equitably and impartially. The youths, families, adults, and communities with whom we work are our first priority.

Passion

We are committed to fulfilling the agency's mission. We serve as representatives of the agency with dedication, enthusiasm, and perseverance.

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Section I:

Overview of the Court and the Court Service Unit

Overview of the Court and the Court Service Unit

The Fairfax County Juvenile & Domestic Relations District Court (**JDRDC**) is responsible for handling cases involving juveniles:

- accused of delinquent acts, traffic violations, and **status offenses** (truancy, runaway)
- in need of services or supervision
- who have been abandoned, abused, or neglected
- whose custody, support, visitation, or paternity is a subject of controversy
- seeking **emancipation**.

The JDRDC also hears cases where:

- family or household members have been subjected to or accused of abuse
- adults are accused of abusing or neglecting a child
- offenses are alleged to have been committed against a family or household member
- custody and support orders need to be enforced.

The **jurisdiction** of the Fairfax JDRDC includes these **venues**:

- Fairfax County and the City of Fairfax
- Towns of Herndon, Vienna, and Clifton.

Juvenile and domestic relations courts differ from other courts:

- they have a duty to protect the confidentiality and privacy of the juveniles and families who come before them
- most hearings are closed to the public
- records are confidential, with a few exceptions.

When a judge orders a person or family to comply with certain conditions, or refers him or her to a specific program or service, the case is referred to the court's **Court Service Unit**.

Court Service Unit

Associated with each JDRDC is a Court Service Unit (CSU) which serves the court and manages the supervision and treatment of those who come before it. Under Virginia law, CSUs may be operated locally or these services may be provided by the state. All but three CSUs in Virginia are operated by the state; Arlington, Falls Church, and Fairfax County are **locally operated Court Service Units**.

The Fairfax Courthouse opened to the public in 2008. All county courts are now located in this building.



CSU: Court Service Unit

Emancipation: legal process that gives a teenager legal independence from his or her parents/guardians

JDRDC: Juvenile and Domestic Relations District Court

Jurisdiction: the authority to act in a case

Locally operated Court Service Units differ from those that are State operated in many ways: In a locally operated court service unit:

- staff are county employees entitled to the protections of county personnel regulations, while judges and court clerks are state employees.
- staff salaries are funded by the county with partial reimbursement by the state
- the cost of office space, equipment, and support services are borne by the county

Minimum Standards regulate the operation of services and programs, establish requirements for staffing levels, staff qualifications, facility safety precautions, number of client contacts, documentation, and other operations.

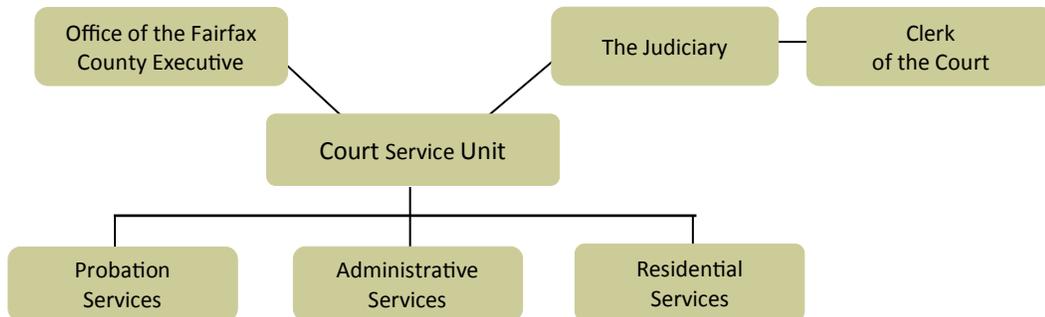
Status Offense: offense would not be a crime if committed by an adult (truancy, runaway)

Virginia Juvenile Community Crime Control Act (VJCCCA): established in 1995 to provide a community-based system of progressive intensive sanctions and services that correspond to the severity of offense and treatment needs

Venue: the geographical area over which a court may exercise jurisdiction

Relationships and Responsibilities

The Court Service Unit has the direct responsibility of providing services to the Fairfax County Juvenile and Domestic Relations District Court. With this responsibility comes significant relationships with both state and county organizations.



State Organizations

The Judiciary

Juvenile and Domestic Relations District Court (JDRDC) judges are appointed by the Virginia General Assembly to serve six-year terms. A chief judge is elected every two years by the JDRDC judges. CSU staff implement and enforce orders of the Court with their authority coming from the presiding judge in a particular case. Major administrative decisions are made jointly by CSU Administration, the Judiciary, the Clerk of Court.



development of programs for juveniles involved with the JDRDC, operation of juvenile correctional centers, and establishment of and adherence to **minimum standards**. Minimum standards regulate the operation of services and programs and establish requirements for staffing levels, staff qualifications, facility safety precautions, number of client contacts, documentation, and other operations. Representatives of DJJ regularly conduct audits to determine whether programs and services are compliant with these standards—a process known as “**certification**.”

Clerk’s Office

State clerks, who are supervised by the Clerk of the Court, process paperwork related to court cases. They manage the court’s docket, assist judges in the courtroom, and issue subpoenas and summonses. State clerks are employees of the Office of the Executive Secretary of the Supreme Court (part of the judicial branch of state government).

DJJ reimburses the county for a portion of staff salary costs. Additionally, according to formulas in the Virginia Code, DJJ partially funds the building of detention, shelter, and group home facilities and provides partial funding for community-based programs through the **Virginia Juvenile Community Crime Control Act (VJCCCA)**.

Department of Juvenile Justice

The Department of Juvenile Justice (DJJ) is the state agency responsible for the operation of CSUs,

- Virginia’s Judicial System courts.state.va.us
- Supreme Court of VA..... courts.state.va.us/courts/scv
- Department of Juvenile Justice..... djj.virginia.gov
- Commonwealth of Virginia csa.state.va.us

County Organizations

Human Services

The Court Services Unit is a **Human Services** agency with the CSU Director reporting directly to the Deputy County Executive. The Deputy County Executive chairs the Human Services Leadership Team (HSLT), which is comprised of top-level management from each Human Services agency. Under the general direction of the Board of Supervisors and the County Executive, the HSLT develops strategies for addressing human services issues and establishes overall policies and goals for the Human Services system.

The Office of the Deputy County Executive also provides administrative support and coordination for processes required under the **Comprehensive Services Act for At-Risk Youth and Families (CSA)**. The underlying philosophy of CSA is based on the fact that troubled juveniles and families frequently have problems that cross bureaucratic boundaries. For instance, a youth who has a problem with delinquency may have learning difficulties, mental health issues, and family problems. The philosophy reflects the belief that service providers (private as well as public) and parents should jointly and cooperatively decide how situations might best be resolved.



Virginia Juvenile Community Crime Control Act (VJCCCA): established in 1995 to provide a community-based system of progressive intensive sanctions and services that correspond to the severity of offense and treatment needs

Comprehensive Services Act for At-Risk Youth and Families (CSA): Virginia law that promotes a collaborative decision-making approach regarding funding services for “at-risk” juveniles and families

FAIRFAX COUNTY HUMAN SERVICE AGENCIES: people and organizations charged with ensuring a healthy and self-sufficient community; requires partnership, coordination, collaboration, shared decision-making, and accountability

www.fairfaxcounty.gov—add the extensions below to this web address to access the public websites for these Human Service agencies:

Department of Administration /admin
for Human Services (DAHS)

Department of Family Services (DFS):...../dfs

- provides foster care, Child Protective Services (CPS), welfare benefits, and childcare services

Department of Housing and Community Development (HCD)/rha

Department of Neighborhood and Community Service/ncs

Fairfax-Falls Church Community Services Board (CSB)...../csb

- provides mental health, drug and alcohol, and intellectual disability services

Health Department/hd

- processes drug screens for court clients

Juvenile and Domestic Relations District Court/courts/jdr

Office to Prevent and End Homelessness (OPEH)/homeless

Other Human Services Agencies

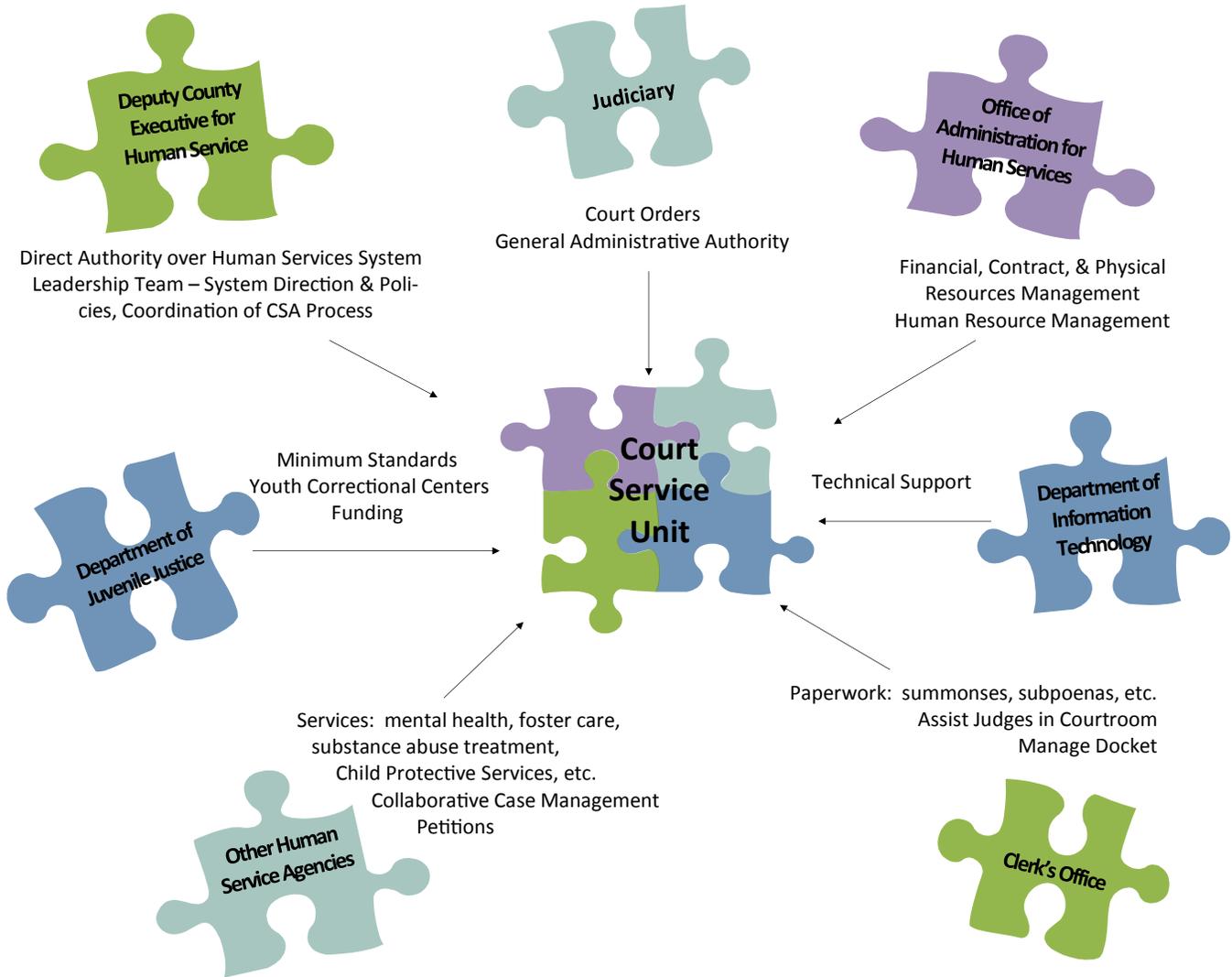
CSU staff share case responsibilities with Human Services personnel. Because the Court has jurisdiction over child abuse and neglect cases and ongoing jurisdiction over children in foster care, workers from the Department of Family Services and Child Protective Services are frequent petitioners in cases before the court.

Fairfax County Public Schools

The Court and the Fairfax County Public Schools (FCPS) School Board collaborate in operating or supporting a variety of **alternative schools** for juveniles who are unable to benefit from the typical public school environment. Two **tutoring programs** are also run jointly by the Court and FCPS. More information on these school programs can be found in the appendix.

The **School Probation Officer Program** is sponsored jointly by the Court and FCPS. High school teachers are designated as part-time probation counselors and assist students with problems through counseling and referral before or after they become involved with the Court. Court probation officers work closely with school personnel to assist in the supervision of juveniles who have been placed on probation.

Impact of Other Agencies on the Court Service Unit



The Legal Process in Juvenile Cases

The legal process for **juvenile** cases is similar to that for adult cases. Court Service Unit personnel need to be familiar with this process as their responsibilities include:

- monitor and enforce the orders of the court, thus, the legal process shapes the actions of personnel
- present information to the court regarding families, the behavior and circumstances of juvenile defendants, and the appropriateness and availability of services
- answer questions concerning the court and inform involved individuals as to what they might expect, what they should do, and where they should go next
- while employees are not required to have in-depth legal knowledge, they need to broadly understand the legal process.

Juvenile Intake Services

To initiate the legal process, **complainants** go to **Juvenile Intake**, to meet with an **Intake Officer**. Intake officers determine if there are sufficient grounds to schedule a case for a court hearing, one of which is whether or not there is sufficient evidence to establish **probable cause**. Intake officers also have the authority to **divert** a case from the legal process to an informal procedure.

When there are sufficient grounds to schedule a case for a court hearing, the intake officer completes a **petition**. A juvenile defendant is entitled to a copy of the petition so that he or she has the opportunity to prepare a defense.

In a **delinquency case**, the intake officer may issue a **Detention Order** to have the juvenile taken into immediate police custody and placed in the **Juvenile Detention Center**. Intake officers utilize a **Detention Assessment Instrument (DAI)** to determine if a youth should be detained, placed on a **detention alternative** program, or released to parents.. This instrument assesses a number of variables to determine if a juvenile constitutes a clear and substantial threat to persons, property of others, or to himself or herself.

For a **Child in Need of Supervision or Services (CHINS)** case, the intake officer may issue a **Shelter Care Order** to have the juvenile taken into custody and placed in **Shelter Care**. According to Virginia law, an alleged CHINS offender may not be detained in a secure facility prior to adjudication. If a shelter care order is not issued, the parents and juvenile are served with a **petition** and a **summons** by a deputy sheriff.

Child in Need of Services (CHINS): juvenile whose behavior, conduct, or condition presents or results in a serious threat to the juvenile's well-being or safety of another person.

Child in Need of Supervision (CHINS): juvenile who is habitually absent from school without valid excuse; juvenile who runs away from his family or guardian.

Complainant: party that files a formal charge; initiates legal action; similar to plaintiff in adult court

Delinquency Case: act committed by a juvenile that would be a crime if committed by an adult

Detention alternative: option to allow a juvenile to remain in the community, with appropriate supervision, instead of being remanded to a secure facility

Detention Assessment Instrument (DAI): screening tool used by intake officers to guide detention decisions, required by Virginia Code

Detention Order (DO): order authorizing police to apprehend a juvenile and place him or her in the Juvenile Detention Center

Divert, Diversion: informal handling of a case; intake officer elects not to send the case to court; ends the case without a finding of guilt; usually accompanied by supervision/services

Intake Officer: similar to a magistrate in the adult criminal justice system, must know what constitutes a crime as defined by Virginia laws

Juvenile: child under the legal age of 18

Juvenile Detention Center: a locked, secure juvenile facility

Petition: document stating the charge being filed; initiates formal court action

Probable cause is established when, based upon the evidence, it is more probable than not that a crime has been committed and that it was committed by the accused

Shelter Care: internally unsecure juvenile facility

Shelter Care Order authorizes police to apprehend a juvenile and place him or her in the court's Shelter Care facility

Summons: order directing an individual to appear in court for a hearing on a specific date and time

Attorney Advisement Hearings

The purpose of an advisement hearing is to determine whether a defendant and his or her parents wish to obtain an attorney, waive their right to an attorney, or ascertain if they qualify to have an attorney paid by the state under Virginia's financial guidelines. Defendants view a video that outlines their right to counsel and lists the options available. This video is also available in Spanish.

As a result of attending an advisement hearing prior to a court date, complainants and witnesses do not appear for a trial date that must be continued due to the defendant/juvenile wishing to obtain or apply for court-appointed counsel.

Detention Hearing

According to Virginia law, a detention hearing must be held the day following a juvenile's apprehension and detainment. At the detention hearing, a judge decides whether a juvenile should be:

- placed in detention,
- continue to be held in detention, or
- be released with or without conditions until the adjudicatory hearing.

A CSU probation officer gathers information from the juvenile, parent or guardian, and school personnel. The juvenile's record is reviewed along with the facts surrounding the alleged offense and this information, along with a recommendation, is presented to the judge. At the hearing, **probable cause** is established through the testimony of the complainant or probation officer. The juvenile defendant is not given the opportunity to cross-examine witnesses. An attorney is appointed to represent the juvenile at this hearing and he/she may raise questions regarding the probable cause.

In a **delinquency case**, the judge may detain the juvenile in secure detention if:

- the alleged crime is a class one misdemeanor or felony
- probable cause has been established
- there is evidence that the juvenile may fail to appear for court, or
- the release of the juvenile would present an unreasonable danger to the person or property of others or a substantial threat of serious harm to the juvenile's life or health.

In a CHINS case, the judge may detain the juvenile in **Shelter Care** if he or she:

- is refusing to return home,
- the juvenile’s parent is refusing to permit the juvenile to return home, or
- the parent is unavailable.

A judge may also decide to release the juvenile under certain behavioral conditions or place him or her under the supervision of **Supervised Release Services (SRS)** pending further hearings.

Adjudicatory Hearing

An adjudicatory hearing is the proceeding whereby a judge determines the guilt or innocence of a juvenile defendant (similar to a trial in the adult criminal justice process). A juvenile is entitled to all the **due process** safeguards afforded to adults with the exception of a trial by jury. Additionally, a juvenile defendant may **subpoena** witnesses and present testimony or evidence on his or her own behalf.

In delinquency cases, the Commonwealth’s Attorney represents the Commonwealth of Virginia, prosecutes the cases, and must prove guilt beyond a reasonable doubt. The judge may exclude any irrelevant or unreliable evidence from the hearing.

If a juvenile is found guilty of a criminal offense, the judge may **dispose** of the case immediately or defer **disposition** for a later hearing. In CHINS cases, as required by law, the judge must refer the case to the court’s **Interdisciplinary Team (IDT)** before rendering a final disposition.

Dispositional Hearing

A **dispositional hearing** is similar to a sentencing hearing in the adult criminal justice system. The judge determines the sentence to be imposed and/or any other orders that should be entered. Consideration may be given to reports written by probation officers, mental health professionals, or other involved service providers. In a CHINS case, the court considers the Interdisciplinary Team’s report. A probation officer’s report to the court is called an **Investigation and Report (I&R)**. A Virginia Code statute and state minimum standards detail the type of information that should be included in an I&R. The probation officer must submit the I&R to the court 72 hours prior to the hearing to allow the judge, attorneys, parents, and the juvenile an opportunity to review the report. At the hearing, the judge hears any arguments in regard to the recommended disposition.

Circuit Court: trial court with the broadest powers; handles civil cases with claims of more than \$25,000; authority to hear serious criminal cases (felonies), handles family matters, including divorce, and cases appealed from general district and juvenile and domestic relations district court

Docket: the court’s calendar; adding a case to the court’s calendar

Dispose/Disposition: sentence; final outcome of a case

Due Process: the right against self-incrimination, the right to an attorney, the right to written notice of the charges, the right to timely notice, the right to cross-examine the prosecution’s witnesses, and the right against unreasonable searches and seizures

Interdisciplinary Team (IDT): comprised of professionals from the court, the Fairfax County Public School System, Department of Family Services, and Community Services Board.

Investigation & Report (I&R): pre-dispositional report written by probation staff; used by judges to determine disposition

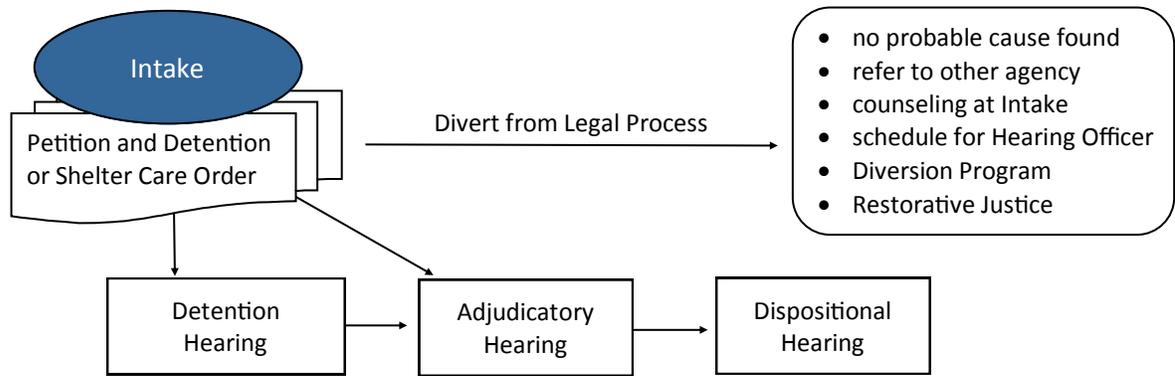
Shelter Care: internally unsecure juvenile facility

Subpoena: document issued by the court that directs an individual to appear before the court and present testimony as a witness

Supervised Release Services (SRS): program that provides intensive supervision and/or electronic monitoring to juveniles under court supervision

Transfer Study: report written by a probation officer recommendation whether or not a juvenile’s case should be transferred to Circuit Court

Trial de Nova: a new trial, from the beginning



Dispositions may include: fines, restitution, loss of driving privileges or the ability to obtain a driver's license, probation supervision, community service, confinement in the Juvenile Detention Center, commitment to a state juvenile correctional center, or orders to complete residential or nonresidential programs.

These programs may be private or operated by the court or other Human Services agencies. Certain dispositions, such as commitment to a correctional center, fines, or restitution, are entered only in delinquency cases. By law, these dispositions may not be entered in connection with CHINS cases.

Transfer and Preliminary Hearings

The court may transfer a juvenile who is 14 years of age or older and accused of certain serious felonies to the Circuit Court to stand trial as an adult. If found guilty, the same penalties may be ordered for a juvenile as those that could be imposed on an adult for the same offense. The process for determining whether or not a juvenile should be tried as an adult is referred to as the certification process.

Before transferring a juvenile to the Circuit Court, a Preliminary Hearing must be held in Juvenile Court to establish probable cause. The process for establishing probable cause in the preliminary hearing differs from the detention hearing in that, through his or her attorney, a juvenile defendant is able to confront and cross-examine the witnesses testifying against him or her and call witnesses on his or her behalf.

If a juvenile 14 years of age or older is charged with *murder or aggravated malicious wounding* and the court finds probable cause, the court must transfer the case to the Circuit Court. If a juvenile 14 years of age or older is charged with *certain other serious felonies, such as abduction, robbery, rape, or forcible sodomy*, and the commonwealth's attorney gives written notice of the intent to seek a transfer to the **Circuit Court**, a preliminary hearing is **docketed**. If probable cause is found, the Juvenile Court must transfer the case to the Circuit Court.

If the juvenile 14 years of age or older is charged with *any other type of felony not mentioned above* and the commonwealth's attorney gives written notice of the intent to seek a transfer to the Circuit Court, a preliminary hearing is docketed. If probable cause is found, the court must order Probation Services to prepare a **Transfer Study**, which addresses factors such as the juvenile's age, seriousness and number of alleged offenses, the juvenile's prior record, the extent (if any) of mental illness or mental capacity, the juvenile's school record and education, and the appropriateness and availability of services and dispositional alternatives in both the adult and juvenile justice systems.

After completion of the Transfer Study, the judge convenes a Transfer Hearing to consider the study, hear any other pertinent evidence, and hear arguments of the defense and prosecution. The probation officer may be summoned as a witness by either side of the case and asked to elaborate on the contents of the study or the reasons for the recommendation. The court will then determine

whether the case should be transferred to the Circuit Court or remain with the Juvenile Court.

Appeal

A finding of guilt in a juvenile case may be appealed to the Circuit Court. The appeal must be filed within ten days of the Juvenile Court's final order. If the decision is appealed, the defendant is entitled to a **trial de novo** in Circuit Court. This results in a new adjudicatory hearing in Circuit Court with the juvenile considered innocent until found guilty by that court.

Emergency Evaluations and Hospitalizations

Court Services staff or a judge may refer a juvenile to a court psychologist for an emergency evaluation to determine if there is a need for hospitalization in a mental health facility. Hospitalization may be needed if the juvenile is exhibiting symptoms of severe depression, hallucinations, delusions, bizarre behavior, or suicidal ideation, attempts, or threats. Court psychologists complete these evaluations within twenty-four hours following the referral.

When a court psychologist is not available within twenty-four hours or when an evaluation, due to the urgent nature of a situation, is needed sooner than it can be provided by a court psychologist (e.g., a detained juvenile tries to commit suicide at 10 pm), the personnel at **Merrifield Emergency Services** conduct the evaluation. Emergency services is part of the Merrifield Center for Community Mental Health--a county operated mental health center.

The Psychiatric Inpatient Treatment of Minors Act delineates the criteria and procedures under which a juvenile may be hospitalized in a mental health facility. According to that act, a qualified evaluator must provide a written evaluation for a juvenile as a prerequisite to hospitalization. A qualified evaluator is a mental health professional employed by the Community Services Board or a psychologist or psychiatrist licensed in Virginia, skilled in the diagnosis of mental illness in minors, and familiar with the provisions of the act. Court psychologists are eligible to serve as qualified evaluators.

With parental consent, a juvenile who is less than 14 years of age may be hospitalized if the evaluation indicates the following:

- the juvenile appears to have a mental illness serious enough to warrant inpatient treatment and is reasonably likely to benefit from the treatment
- the juvenile has been provided with a clinically appropriate explanation of the nature and purpose of the treatment
- no less restrictive alternative is available that would offer comparable benefits to the juvenile.

With the consent of the youth and parent, a juvenile 14 years of age or older may be hospitalized under the same criteria delineated above. If a juvenile 14 years of age or older appears to be in need of hospitalization but does not consent, involuntary commitment proceedings may be initiated. The evaluation must indicate the following:

- Because of mental illness, the juvenile presents a serious danger to himself or others to the extent that serious or irreparable injury is likely to result as evidenced by recent acts or threats
- the juvenile's ability to care for himself in a developmentally age-appropriate manner is seriously deteriorating as evidenced by delusional thinking or a significant impairment of functioning in hydration, nutrition, self-protection, or self-control
- the juvenile is in need of compulsory treatment for a mental illness and is reasonably likely to benefit from the proposed treatment
- inpatient treatment is the least restrictive alternative that would meet the juvenile's needs

In an emergency admission, a parent or other responsible adult files an involuntary mental commitment petition with the magistrate's office

and a Temporary Detention Order detains the juvenile at a local psychiatric hospital where the mental commitment proceedings will occur. An independent CSB evaluator conducts a clinical evaluation prior to the proceedings to determine if the youth meets the criteria for involuntary commitment under Virginia Code §16.1-345.

At the commitment proceedings, a special justice (sitting on behalf of a judge) hears the evidence and reviews the evaluation. The juvenile has the right to an attorney, the right to present evidence on his own behalf, and the right to cross-examine adverse witnesses. It is sometimes necessary for Court Services personnel to testify in these proceedings. If the special justice finds that the criteria delineated above has been met, the juvenile is committed to a state mental hospital or private hospital that is willing to admit him or her under court order.

Based upon a court psychologist's written recommendation, a judge may order the hospitalization of a juvenile who is before the court on a CHINS or delinquency petition. These hospitalizations are authorized by Virginia Code §16.1-275 and are commonly referred to as "275 evaluations." The juvenile defendant is hospitalized for ten days at a state mental hospital for the purpose of obtaining a further diagnosis and treatment recommendations. No separate mental commitment petition is required.

Competency to Stand Trial

Per Virginia Code §16.1-356, the court may order an evaluation to determine if a juvenile is competent to stand trial, which occurs when there is probable cause to believe that a juvenile lacks substantial capacity to understand the proceedings against him or her or to assist that juvenile's attorney in his or her own defense. The competency evaluation must be completed by a properly trained and certified psychiatrist, clinical psychologist, licensed professional counselor, or licensed clinical social worker. In Fairfax, the JFPP completes such an evaluation.

Within 96 hours of the order, the commonwealth's attorney provides various records specified by the Code of Virginia to the evaluator. After receiving this information, the evaluator has two weeks to complete the report. It may be necessary for the probation officer to assist in the coordination of the evaluation.

If the court finds the juvenile incompetent but restorable to competency in the foreseeable future, restoration services will be ordered for up to three months. At the end of that period, if the juvenile remains incompetent in the opinion of the agent providing restoration, the court will be notified by the agent and make recommendations concerning disposition of the juvenile. Also, at the end of the first three-month period, the court may order ongoing restoration services for additional three-month periods provided a hearing is held at the completion of each period and the juvenile continues to be incompetent but restorable to competency in the foreseeable future. The commonwealth provides restoration services through contracts with private vendors.

If the court finds that a juvenile is incompetent and likely to remain so for the foreseeable future, it shall be ordered that the juvenile:

1. be committed as explained earlier
2. have a Child in Need of Services (CHINS) petition filed on his or her behalf, or
3. be released.

If the court finds the juvenile incompetent but restorable to competency in the foreseeable future, restoration services may be continued for three months and end with a further court review and the same options for disposition.

Court Clerk's Office

Each juvenile and domestic relations district court has a clerk's office that processes all paperwork, keeps court records, and provides information to involved parties (as permitted by law). Court clerks are an essential component to the entire judicial process.

Clerk of Court

The Clerk of Court is the court's chief administrative officer and is responsible for the management and application of court resources. This includes authority over financial performance, staffing, budgets, efficient caseload processing, and service to the public. The Clerk of Court is under the general guidance of the Chief Judge and the established judicial and administrative policies and procedures.

Chief Deputy Clerk

Under the supervision of the Clerk of Court, the Chief Deputy Clerk manages the day-to-day operations of the clerk's office and supervises financial, docketing, caseload processing, and the personnel functions of the clerk's office.

Pre-Court

Deputy clerks in this office **docket** cases received from all intake units, attorneys, magistrates, and pro se litigants. They issue summonses, subpoenas, and other necessary court papers and process motions for **continuances** and for review of detention, bond motions, and motions for the civil motions docket. The attorney advisement coordinator, who is responsible for the attorney advisement hearings, is also in this office.

Public Counter

Deputy clerks in this office receive all cases from court hearings. They are responsible for collecting fines and costs, processing operator license suspensions, and making referrals to appropriate

individuals, agencies, and programs. They enter all traffic summonses, prepare the traffic docket, process motions for **continuances** in traffic cases, and accept payments that are made prior to court dates. They also process and forward all appeals to the Circuit Court and are responsible for maintaining the pending files for upcoming court hearings.

Post Court/Courtroom Clerks

Courtroom clerks are permanently assigned to the various judges with each judge having two clerks. They assist the judges during judicial proceedings, enter dispositions in the courts Case Management System (CMS), prepare jail or detention cards, issue summonses or subpoenas for continued cases, docket continued cases, issue show cause rules or capias as ordered by a judge, and prepare orders and referrals and send them to the appropriate individuals, agencies, or programs. Courtroom clerks prepare the docket for the judge to whom they are assigned and are responsible for obtaining substitute judges. Within this unit is a part-time clerk who is responsible for scheduling the **driver's license ceremony** required for all new licensed drivers in the state of Virginia.

Financial Clerk

The financial clerk is under the direction of the Chief Deputy Clerk and follows the established judicial and administrative policies and procedures. The financial clerk is responsible for automated accounting and financial management activities and prepares the bank deposits, reconciles monthly statements, and provides the weekly and monthly accounting reports required by the Committee on District Courts. The financial clerk reviews and processes all court-appointed attorney and interpreter vouchers for payment.

Comprehensive Services Act for At-Risk Youth and Families

Community Policy and Management Team (CPMT): manages CSA funds at the local level

Comprehensive Services Act for At-Risk Youth and Families (CSA): Virginia law outlining the procedure for accessing funds and services.

Continuance: change in the scheduled court date. A judge may order a continuance if good reason is presented or the parties to a case agree to a continuance

Docket: the court's calendar; adding a case to the court's calendar

Family Assessment and Planning Team (FAPT): determines what services are needed and requests funding from the CPMT

Definition of "At-Risk" Youth: As defined by the CSA, "at-risk" juveniles are those who have emotional or behavioral problems that:

- have persisted over a significant period of time or, though only in evidence for a short period of time, are of such a critical nature that intervention is warranted
- are significantly disabling and are present in several community settings, such as within the home, in school, or with peers
- require services or resources that are unavailable, inaccessible, beyond the regular agency services or routine collaborative processes across agencies, require coordinated interventions by at least two agencies, or place the child or youth in imminent risk of entering purchased residential care

There is a different definition for "at risk" when a person is over 18 years of age. (See the Fairfax-Falls Church CSA Policies & Procedures Manual on the county's infoweb for information.)

Comprehensive Services Act Public Website:
www.fairfaxcounty.gov/csa

Court-operated programs and services and those available through other county agencies are usually sufficient to fulfill the needs of court-involved youth. However, there are times when more specialized services are required, such as long-term residential treatment or intensive in-home therapeutic services due to drug addiction, mental illness, or abuse and neglect. When specialized services are needed but are not available through county resources, the Court utilizes services that may be purchased under the **Comprehensive Services Act (CSA) for At-Risk Youth and Families**. This is a Virginia law that broadly outlines procedures and decision-making processes for accessing funds and services for "at risk" youths. The CSA allows localities to develop more specific local policies, procedures, and practices that are tailored to meet the needs of the local community.

Community Policy & Management Team

The CSA mandates that localities establish a **Community Policy and Management Team (CPMT)** which is responsible for:

- establishing an overall policy for the management of CSA funds at the local level,
- coordinating long-range community planning to ensure the development of resources and services needed by children and families,
- developing policies for governing referrals for services, and
- monitoring the expenditure of funds.

Fairfax-Falls Church CPMT members are appointed by the County Board of Supervisors and must include administrators or designees from these local agencies: Fairfax CSU, Community Services Board, Department of Health, Department of Family Services, and the Fairfax County Public School System. Also included is a private service provider and a parental representative as well as additional members as determined by the Board of Supervisors.

Family Assessment & Planning Teams

The CPMT is responsible for establishing one or more **Family Assessment and Planning Teams (FAPT)**, which are comprised of representatives from the same agencies as those on the CPMT, including the Fairfax CSU. The FAPT considers requests for service funding as well as:

- determining the complement of services required to meet each youth’s unique needs,
- developing an **Individual Family Services Plan (IFSP)** for each youth and family considered for services,
- assessing the ability of the parents/guardians to contribute toward the costs of services and specify that amount in the IFSP,
- recommending the expenditure of funds from the local allocation of CSA funds to the CPMT,
- designating a “lead case manager” who will be responsible for monitoring and reporting on the progress of the IFSP.

Decisions or other actions of a FAPT may be appealed to the CPMT.

Family Resource/Partnership Meetings

As a matter of local policy, a **Family Resource Meeting (FRM)** or **Family Partnership Meeting (FPM)** must precede any request to a FAPT for funding. A FRM/FPM is a process as well as a team. On an ongoing basis, the team’s objectives are to identify the needs of a family, determine what services or resources are available and what would best meet a family’s needs, and arrange and coordinate services.



Family Resource Meeting (FRM): team that determines the needs of a family and coordinate the services and resources available to them

Family Partnership Meeting (FPM): facilitated team that determines the needs of a family and coordinate the services and resources available to them

Individualized Education Program (IEP)

Individual Family Services Plan (IFSP): developed for each family requesting services

Prioritization Committee: approves expenditures and prioritizes the waiting list of nonmandated youth based on their needs and level of risk to the community

The Legato School was built in 1877. Today it serves as a museum and sits along side the Fairfax County Courthouse.

Family Resource/Partnership Meeting members include parents, the juvenile (when appropriate), school representative, and pertinent service providers. Additional team members includes those who know the family well or may be able to offer beneficial services. Members must number at least three.

If a FRM/FPM decides to seek FAPT approval for purchased services, members appoint a lead case manager who prepares a FAPT referral form, schedules a meeting with a FAPT, and presents the request and any written reports or evaluations at the FAPT meeting. Following that meeting, the lead case manager arranges services in accordance with the IFSP and reconvenes the FRM/FPM as needed.

Family Involvement

At all stages of the CSA process, efforts are made to involve the parents, guardians, and children when appropriate. Local policy requires documentation of these efforts. An IFSP cannot be implemented without the consent of a custodial parent, agency, or individual unless otherwise ordered by a court, authorized by law, or when a child over the age of 14 exercises his or her right to treatment without parental consent.

Eligibility for Funding without FAPT Approval

Certain services are eligible for funding without FAPT approval including: clothing for children who are in the custody of DFS or foster care, and services that cost less than \$30 per day. Additionally, service funding may be authorized in foster care crisis situations; however, a FAPT review must be held within fifteen days.

Funding

The CSA established a state pool of funds to pay for CSA services. The formula for the local allocation of pooled funds takes numerous factors into consideration that are unique to each locality, such as total youth population, number of juvenile court intake complaints, and the number of food stamp

recipients in households with children under the age of 18. Each locality also contributes toward the cost of services.

These funds are divided into two categories: *mandated* and *nonmandated*. The *mandated* funding stream serves children in the following categories (which are entitled under federal law):

- in foster care,
- in the custody of DFS and foster care prevention, and
- special education services in an active **IEP**.

Nonmandated funding is a discretionary pool that is limited by the local CSA budget and includes children with:

- mental health needs,
- substance abuse needs, and
- Juvenile Court involvement.

Because funding for services to nonmandated youths is insufficient to meet the needs of the total population in this category, FAPTs will approve *services* but not *funding* for each juvenile. A five-member **Prioritization Committee** will decide final authorization for actual expenditures and prioritize the waiting list of nonmandated youth based on the complexity of needs and level of risk that their behavior presents to the community. The committee meets every Monday at the Juvenile Court.

Court-ordered services are funded by CSA even though the court's disposition may not be consistent with a FAPT recommendation.

For more information on the CSA, please visit their public website at www.fairfaxcounty.gov/csa.

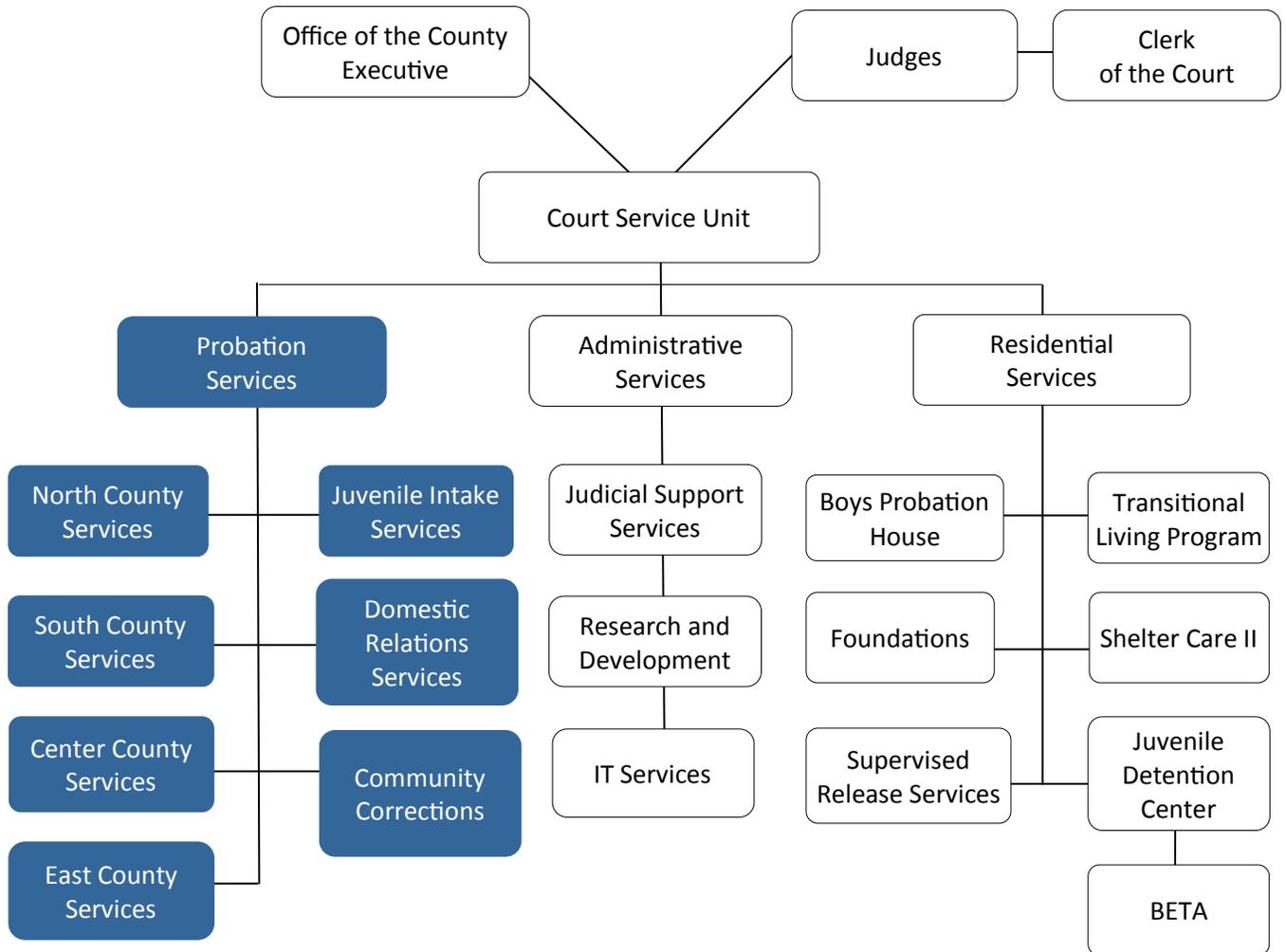




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Section II:
JUVENILE INTAKE
and
PROBATION
SERVICES

Organizational Chart of the Fairfax JDRDC



Juvenile Intake Services

Child in Need of Services (CHINS): juvenile whose behavior, conduct, or condition presents or results in a serious threat to the juvenile’s well-being or safety of another person.

Child in Need of Supervision (CHINS): juvenile who is habitually absent from school without valid excuse; juvenile who runs away from his family or guardian.

Diversion/Diverted: informal sanctions to divert a case from court proceedings, may include:

- informal counseling
- referrals to other agencies or service providers
- place youth in Monitored Diversion Program
- schedule case for a diversion hearing before a diversion hearing officer (member of the Intake Unit), or
- Restorative Justice

Felony: most serious type of crime.

Misdemeanor: less serious charge; usually punishable by a fine or less than one year in jail

Non-detainable: cannot be placed in secure detention

School Attendance Officer (SAO): officer assigned to a school to enforce compulsory attendance laws, develop attendance plans; acts as liaison between school and other agencies

Status Offense: offense would not be a crime if committed by an adult (truancy, runaway).

In addition to providing a range of community-based services to juveniles, the CSU is also responsible for the **Juvenile Intake Unit** of the JDRDC. Juvenile Intake falls under the Probation Services division of the Court Service Unit.

Overview

Intake services are provided for both **delinquent** (criminal) and **CHINS—Child in Need of Services/Supervision** (status) offenses. Complaints against juveniles may be filed by police, citizens, parents or families, merchants, and other government agencies. Individuals wishing to initiate certain legal actions regarding juveniles come to Juvenile Intake Services and meet with an intake officer. An intake officer will determine **probable cause** and whether the case is set for a judicial hearing or **diverted** from legal action and handled informally.

Delinquency

Criminal offenses may be committed against citizens, businesses, or family members and can include: theft, assault, destruction of property, drug offenses, etc. Criminal offenses are identified as **felonies** or **misdemeanors**. Felonies may only be filed by law enforcement officers. It is best to contact the police in criminal matters prior to seeking services from Juvenile Intake.

CHINS

It is important to understand that CHINS issues are non-criminal matters or “**status offenses**.” These are **non-detainable** offenses. Children who are in need of Supervision or Services fall into three categories:

- truancy (supervision)
- runaways (supervision)
- behavior, conduct or condition (services)

CHINS—Truancy

Virginia Law mandates that a **School Attendance Officer (SAO)** must become involved when a child accumulates an excessive number of unexcused absences. The SAO will first attempt interventions, but may make a referral to court if there is no improvement. Parents are encouraged to call the school to discuss concerns they are having with their child’s attendance, as only a School Attendance Officer can bring a CHINS—Truancy referral to Juvenile Intake.

CHINS—Runaway

According to Virginia law, a child is in need of supervision if he or she remains away from home on more than one occasion without reasonable cause and without the consent of his or her parent/guardian. This also includes running away from a residential facility.

An Intake Officer must determine whether the child's behavior presents a clear and substantial danger to his or her life or health, as well as what other community resources the family has utilized. All efforts should be made to determine the child's whereabouts before contacting the court. Parents may bring their child to meet with an Intake Officer after the child returns home, prior to any court involvement, to see how the matter can best be addressed.

It should be noted that, filing a complaint with the Juvenile Intake Unit will not speed up the process of finding a child. Parents should always call the police first to report the child as a runaway.

CHINS—Services

Virginia law states that a child is in need of services if the child's behavior, conduct, or condition is a serious threat to his own physical safety and well-being, or the safety and well-being of another (if the child is under age 14) as well as the following:

- the conduct or behavior that is the subject of complaint presents a clear and substantial danger to the child's life or health or to the life or health of another person,
- the child or family is in need of treatment, rehabilitation, or services not presently being received, and
- court intervention is essential to rehabilitation or service needs.

If a family needs assistance with any of these issues, they should schedule an appointment with an intake officer. The officer will assess the situation and determine the appropriate action. It is important that the child also attends the appointment.

Information that would be helpful during a CHINS appointment is:

- prior community interventions
- number of, dates, and duration of runaways
- any criminal behaviors the child has engaged in
- history of self-destructive behaviors such as drug and alcohol use, or mental health issues
- prior court interventions

Detention Assessment Instrument (DAI):

screening tool used by intake officers to guide detention decisions, required by Virginia Code

Detention Order: directs police to take a juvenile into immediate custody and detain him/her in the Juvenile Detention Center

Petition: document stating the charge being filed; initiates formal court action

Probable cause is established when, based upon the evidence, it is more probable than not that a crime has been committed and that it was committed by the accused

Shelter Care Order authorizes police to apprehend a juvenile and place him or her in the court's Shelter Care facility

Intake Locations

- **Central Intake Services**
4110 Chain Bridge Road, Suite 104
Fairfax, Virginia 22030
Phone: 703-246-2495
Appointments are available Monday through Friday from 8:00 am to 7:00 pm, and 24 hours a day to police officers with youths in their custody.
- **South County Intake Services**
8350 Richmond Highway, Suite 119
Alexandria, Virginia 22309
Phone: 703-704-6004
Services are available by appointment only, Monday through Friday, 8:00 am to 4:30 pm
- **North County Intake Services**
1850 Cameron Glen Drive, Suite 400
Reston, Virginia 20190
Phone: 703-481-4014
Services are available by appointment only, Monday through Friday, 8:00 am to 4:30 pm
- **East County Intake Services**
2812 Old Lee Highway, Suite 100
Fairfax, Virginia 22031
Phone: 703-204-1016
Services are available by appointment only, Monday through Friday, 8:00 am to 4:30 pm

Intake Process

When a child is arrested or charged with a delinquent offense, the case is referred to **Juvenile Intake**. Part of the intake process may involve an assessment for both the child and parent. Information gained from the assessment is used by the intake officer to decide how to best handle the child's case. Intake officers utilize a **Detention Assessment Instrument (DAI)** to determine if a youth should be detained. This instrument assesses a number of variables to determine if a juvenile constitutes a clear and substantial threat to persons, property of others, or to himself or herself.

Intake officers make their decisions based upon the needs of the child, the risk to public safety, and the seriousness of the charge.

After the intake meeting, the intake officer may:

- refer the child to community resources or to a diversion program
- file a **petition** for a formal court hearing, or
- issue a **shelter care order** or **detention order**.

Diversion Programs

Juvenile Intake provides a variety of diversion programs in compliance with §16.1-227 of the Code of Virginia which states: **the purpose and intent of the juvenile court is to divert, when possible, consistent with the protection of public safety, those cases that can be handled through alternative programs.** Cases that may be diverted typically include minor misdemeanor cases which may be resolved by informal arbitration and sanctions.

For a case to be diverted from the formal court process:

- **probable cause** that a crime has been committed must be present,
- complainant must be willing to prosecute if a child fails the diversion process,
- child must accept responsibility for his or her action, and
- family must be willing to participate in any treatment programs or sanctions deemed appropriate by the hearing officer or diversion counselor.

A court **petition** may be filed for non-compliance if either diversion program fails or if the child accrues an additional charge during their monitoring period. After successful completion of a diversion program, the child does not have a criminal court conviction. Types of diversion programs offered by Juvenile Intake Services include:

- **Diversion Hearing:** The child and parent will attend a hearing with a hearing officer to discuss the situation. Complainants and victims are also invited to participate. Victims may appear in person or provide a statement prior to the hearing. At the conclusion, the hearing officer imposes some type of sanction, which could include: community service,

mental health or substance abuse counseling or interventions, or completion of a court-approved program.

- **Monitored Diversion Program:** The child is monitored by a diversion counselor for a period up to 90 days.
- **Restorative Justice (RJ):** A victim-focused approach involving those most affected by the crime—the victim, offender, and key supporters—in a face-to-face meeting to formulate a written agreement to repair the harm and prevent future criminal actions.

Parents Support Group

Juvenile Intake coordinates a group that focuses discussion among parents and Intake Officers on issues such as runaway behavior, truancy, alcohol/drug abuse, and serious behavioral problems at home, school, and in the community. The group is free of charge and parents are welcome to attend whether or not their child is court involved. Meetings are held on Tuesdays at 7:30pm. More information on the Parents Support Group can be obtained by calling Juvenile Intake at 703-246-2495.

Fairfax County Prison, 1947, view of rear and west side showing attic windows used by escaping prisoners.



Juvenile Probation Services

The Code of Virginia requires all juvenile & domestic relations district courts to provide **probation services**. These duties are varied, range across a wide philosophical spectrum, and reflect the underlying purposes of juvenile law. They include activities designed to treat, rehabilitate, and redirect behavior, strengthen families, and provide activities designed to protect the community, impose consequences, and hold juveniles accountable for their actions. Juvenile probation officers wear many hats—teacher, counselor, disciplinarian, supervisor, mediator, and enforcer. He or she must also be skilled in making effective, balanced judgments in regard to which hat must be worn and when. The Fairfax County JDRDC uses **Structured Decision Making (SDM)** as a case management philosophy and technique in the provision of juvenile probation services. SDM follows the balanced approach to juvenile justice incorporating:

- **Competency Development**—developing a youth’s ability to become a capable member of the community by increasing his or her skills, knowledge, and abilities
- **Accountability**—youth learning his or her obligation to the victim and the community and assuming responsibility for an offense
- **Community Safety**—youth’s responsibility in changing his or her behavior and not re-offending, thus making the community safer

When the court places a juvenile on probation, the case is referred to one of the court’s four probation services units:

- **South County Probation Services**—located in the Alexandria area of the county,
- **North County Probation Services**—in Reston
- **East County Probation Services**—in the Falls Church area, and
- **Center County Probation Services**—in Fairfax City.

When possible, cases are assigned to individual probation officers according to the school the juvenile is attending. This practice allows for mutual support between school officials and court service staff. The relationship emphasizes the importance of education to the productive future of probationers. It also provides an opportunity for an ongoing exchange of information regarding the school attendance and behavior of court-involved juveniles.

Probation officers’ tasks include three major categories: **reports, supervision and monitoring, and case management.**

Reports

After a finding of guilt, the court may refer a juvenile’s case to a probation officer for an **Investigation and Report (I&R)** before final disposition. In preparing the I&R, a probation officer interviews the juvenile and parents/guardians, contacts school officials to determine the juvenile’s academic progress and behavior, and contacts other service providers to obtain any existing reports or evaluations.

A **Youth Assessment Screening Instrument (YASI)** is completed during the investigative process and the results are incorporated into the report. The YASI assesses for risk and protective factors over 10 domain areas including:

- legal history
- family
- school
- community/peers
- alcohol/drugs
- mental health
- violence/aggression
- attitudes
- skills, and
- use of free time/employment.

The final assessment report provides a measure of the youth’s risk to reoffend (overall, static, and dynamic) as well as a measure of protective factors (overall, static, and dynamic) that assist in buffering risk. In addition to the results and information gathered from the YASI, sections of the I&R contain details of the offense, victim impact, the juvenile’s home and neighborhood information, trauma screening, service needs, availability of services, funding sources explored, and outcomes of previous services. The report ends with the probation officer summarizing the information; highlighting the strengths and weaknesses of the juvenile and family members; incorporating information obtained through the YASI; making recommendations to the Court in the areas of community protection, personal accountability, and competency development; and providing rationale for these recommendations.

As required by law, the I&R must be in the court file at least 72-hours prior to the dispositional hearing. This allows the juvenile, parents, and attorney an opportunity to review the report prior to the hearing and discuss it with the probation officer. At the dispositional hearing, the juvenile and defense attorney or commonwealth’s attorney may address questions to the probation officer in connection with the contents of the report.

A **Social History** includes most of same information as the I&R. State minimum standards require that this report be written within sixty days after a juvenile has been placed on probation (if an I&R has not already been written).

A **Transfer Study** is written when a juvenile is charged with certain types of felonies and the commonwealth’s attorney moves the court to transfer the case to the Circuit Court for trial. This report is more fully detailed in “The Legal Process in Juvenile Cases.”

Supervision and Monitoring Activities

While under probation supervision, a Supervision Plan is developed in collaboration with the child, parent/guardian and probation officer. The purpose of the Supervision Plan is to develop goals and action steps for the child and/or family to work toward while under supervision. The probation officer offers support to the client in working toward reaching the identified goals. The youth’s progress is continually assessed and reviewed during probation meetings. Every 90 days the Supervision Plan is updated through a YASI reassessment and reviewed with the client and parent/guardian to determine where there has been progress or to identify barriers to accomplish these goals. Probation officers utilize Motivational Interviewing when meeting with clients and families to reinforce positive change that has been made and to help clients recognize discrepancies between their goals and behavior, if there are



Archways of the Historic Courthouse.
Former home of the Juvenile and Domestic Relations District Court.

Graduated Response/Sanctions:

combination of positive recognition and administrative sanctions designed to promote positive behavioral change

Informal Sanctions: in lieu of filing formal court action, a juvenile may be subject to a restriction, such as:

- decreased curfew
- house arrest
- electronic monitoring
- referral to other agency or service provider

difficulties in making change. A probation officer's role is to assist in the clients during the change process and to provide resources that may assist. The overarching goal is to help clients reduce their risk to reoffend while increasing protective factors.

A juvenile is placed on a maximum, medium, or minimum level of **probation supervision** based on his or her risk to reoffend as determined by the YASI. The probation officer schedules regular meetings with the juvenile and, based on the level of supervision, these meetings will take place one to three times per month. Meetings may be held at the probation office or at the juvenile's school or home. The probation officer may make unscheduled visits to confirm school attendance or curfew compliance. Probation officers will contact the juvenile's parents once or twice a month based on the level of supervision.

State standards require a probation officer to meet with a juvenile and his or her parents within five days after probation is ordered to establish probation rules. These rules are in written form and signed by the juvenile and parent. Rules are both standard and tailored to meet individual circumstances and are based on factors such as age and seriousness of the offense. Rules govern issues such as school attendance, curfews, and the use of illicit substances.

The structured decision making case management process incorporates the **graduated responses**. It is believed that clients will respond more positively to probation through a process of increased privileges (positive recognition) for ongoing compliance. The probation department has established guidelines for positive recognition based on a youth's risk level, milestone events, and length of time on probation supervision. Examples of such positive recognition are a praise letter, a gift card to a store, decreased curfews, and a motion to close probation early.

If a juvenile violates the rules of probation, the probation officer may impose **informal sanctions** (administrative sanctions) to hold the youth accountable through a process of increased sanctions for repeated violations. Guidelines have been established for administrative sanctions based on the youth's risk level and the seriousness of the

violation. Examples are curfew restrictions, house arrest, and electronic monitoring. If the youth does not agree with the **informal sanctions** or fails to comply with them, a probation violation petition may be filed. This petition is issued by an intake officer who must apply the statutory criteria for the issuance. If the statutory criteria for detention are met, the intake officer may also issue a detention order for the youth's apprehension by the police. If a judge finds the youth guilty of violating probation, any disposition that could have been imposed for the underlying offense may be ordered.

The combination of sanctions and positive recognition is the optimum strategy toward the goal of long-term, pro-social change. This court, through the implementation of SDM, expects each deserving juvenile to be the recipient of positive recognition from his or her probation officer in the same manner and consistency as is expected of a graduated response of sanctions for inappropriate behavior.

Case Management Activities

Dispositional Recommendations

Probation officers make recommendations to the court regarding the appropriate disposition in cases where an I&R has been ordered, a youth is in pre-adjudication detention status, or is on probation supervision and before the court on a probation violation or new offense. A **disposition matrix** was designed to provide court employees with a useful tool in formulating these recommendations in a consistent, effective, and appropriate manner. The disposition matrix is based on the **balanced approach** and takes into consideration personal accountability, competency development, and community protection. Court personnel must consider the seriousness of the offense, the youth's prior record, risk level, and need for services. The philosophy of this CSU is to employ judicial intervention minimally in the least restrictive environment to meet the goals of the balanced approach. The disposition matrix is to be used in all instances where the probation officer will be expected to offer a recommendation to the court. Although the disposition matrix adheres to a graduated response philosophy in

determining disposition alternatives, a probation officer's knowledge of the youth, the youth's individual circumstances, and the background of the family will continue to be most important in arriving at a recommendation.

Development of the Service Plan

Under state minimum standards, probation officers must develop a **Service Plan** within forty-five days after a juvenile has been placed on probation. Both the probationer and parent must be involved in the development of this plan. The service plan is derived from the YASI risk and protective factors. Once an area is identified as an area of concern, measurable long-term and short-term goals are developed along with delineated action steps for accomplishing the goals (for example, the juvenile will refrain from using drugs and attend substance abuse treatment). Service plans must be reviewed with the juvenile and his or her family every ninety days to determine the level of progress and any possible need for revisions.

Accessing Services/Collaboration with Other Service Providers

Probation officers are responsible for assessing the treatment needs, appropriateness and availability of services for probationers, and working toward securing these services. Probation officers must be familiar with the programs, services, and resources offered by the court, public school system, other county Human Services agencies and private providers, and the procedures for accessing these services.

Assessment instruments, some mandated by DJJ, are commonly used by probation officers to determine a youth's risk classification or need for services. Examples of these are sex offender evaluations, substance abuse evaluations, and psychological evaluations. DJJ also requires probation officers to utilize a **Detention Assessment Instrument (DAI)** when making decisions regarding the use of secure detention or alternatives when petitions are filed for probation violation or a new offense.

Although not a predictor of an individual's behavior, assessment instruments can be helpful in making decisions regarding a probationer's level of community supervision. They can also aid the probation officer in determining the most appropriate type of services needed or assist in determining whether to place the juvenile in a secure facility, residential treatment facility, or release him to the community. Assessment instruments are not a substitute for careful analysis on the part of the probation officer in determining specific service needs. They are best utilized as an



Detention Assessment Instrument (DAI): screening tool used by intake officers to guide detention decisions, required by Virginia Code

Show Cause Rule: an order made by the court, in a particular case, upon motion of one of the parties calling upon the other to appear at a particular time before the court, to show cause, if any he have, why a certain thing should not be done.

additional source of information to be considered when formulating a plan of action for juveniles and families.

When multiple services are implemented, a probation officer usually needs to coordinate and collaborate with other service providers, which may vary from case to case. A probation officer may need to:

- communicate information to another service provider because it is needed to work effectively with the probationer and family
- consult another service provider to gain professional advice or knowledge or make a joint decision regarding effective service strategies
- schedule and sequence the delivery of multiple services to effectively and efficiently meet service needs
- Convene an interdisciplinary team, such as a Family Resource Meeting (FRM), to collaboratively plan, deliver, and monitor services.

There must be a clear delineation of roles and responsibilities and a full exchange of necessary information for a collaborative approach to work effectively.

The increasing frequency with which CSU staff members are encountering juveniles and families with multiple, complex problems makes coordination and collaboration with other service providers even more crucial to the effective delivery of services. It is not uncommon for a juvenile to have a financial crisis at home, have experienced abuse, be emotionally disturbed, or have a learning disability. Many of these problems are interrelated and thus, necessitate a coordinated, collaborative approach and a view of the family and the juvenile as targets for services.

Sex Offender Treatment

The court service unit found that it had been historically difficult to arrange for the assessment and treatment of sex offenders within the

community due to a lack of resources. Therefore, the CSU developed a budget to pay for the cost of this court-ordered/referred treatment.

The court has a contract with certified sex offender therapists through the Multicultural Clinical Center (MCC). Probation officers can refer clients through the Probation Support Services Manager (who is the project coordinator) to this vendor so that a juvenile may receive a sex offender evaluation/treatment.

MCC is located in Fairfax, but therapists are available to travel to court offices to treat youths when necessary. This agency provides individual, group, and family therapy to address the needs of the sex offender. All evaluations and treatment must be approved for funding in advance by the project coordinator. The length of treatment often exceeds six months and is likely to be twelve months or longer. The therapists provide the probation officers with monthly progress reports.

Direct Services

Probation officers assist juveniles and their parents using a variety of counseling techniques. They intervene in crisis situations, mediate conflicts between a juvenile and parents, and facilitate adolescent anger management and victim awareness groups. They also provide information about the court's procedures and involve the juvenile and parents in decision-making processes when planning for a juvenile's future.

Community Services Program (CSP)

The Community Service Program (CSP) serves as a resource for the Diversion Hearing Program and as a dispositional option for judges. The program is designed for, and is most successful with, first and second time misdemeanor offenders. The age range for the program is from 13 to 18.

Youth are ordered to perform a certain number of hours according to the seriousness and number of offenses for which they are adjudicated not innocent. The number of hours to be worked is established by the judge or hearing officer.

The youth and parent/guardian are responsible for identifying a non-profit organization or government agency where the youth will complete the community service hours. Each youth is assigned a Community Service probation officer who monitors the youth's progress and reports on the juvenile's compliance. In cases where CSP hours are ordered by a judge, those who fail to complete their hours within the allotted time are subject to a show cause rule for contempt of court.

Evening Reporting Center

The Evening Reporting Center (ERC) is a 30-day, community-based program designed to provide an alternative to detention for moderate and high-risk youths on probation or parole who commit technical violations or other delinquent acts. The ERC is part of the continuum of graduated sanctions and the goal of the program is to develop skills in juveniles that support pro-social behaviors.

To be eligible for ERC, youth must live within the boundaries of the South County Services office, be between 14 and 18 years of age, and be in jeopardy of court action for a violation of probation or parole or new criminal offenses. Participants must agree to cooperate with ERC in lieu of a probation violation being filed. They are expected to be prepared for and willing to participate in each activity, exhibit appropriate behaviors, and be respectful. The use of drugs or alcohol is prohibited and juveniles must wear appropriate clothing and use appropriate language at all times.

The ERC is made possible by the partnership of the juvenile court, Community and Recreation Services, the Fairfax County Public School System, Alcohol and Drug Services, the Department of Systems Management for Human Services, and the Department of Family Services.

Special Placement Coordinators

Special placement coordinators supervise probationers who are placed in a residential facility through Medicaid, adoption prevent, and private/parental funds. These placements are often arranged as part of foster care (Department of Family Services)

or special education services (Fairfax County Public School System).

Once funding has been secured, the case is transferred from a probation officer to a special placement coordinator who:

- monitors probationer's progress in placement
- maintains regular contact with residential staff and visits the placement at least once every three months
- supports treatment efforts and reviews progress reports submitted by placement administrators, and
- assesses the effectiveness of treatment.

Special placement coordinators meet monthly with parents to discuss their participation in their child's treatment and any local treatment designed to strengthen family functioning, and family difficulties that may impact participation by the juvenile and parents. Special placement coordinators and parents jointly devise aftercare and discharge plans. These plans identify problems that should be addressed upon a juvenile's return to the home and the services that will be needed to address them.

If it appears that a placement must to be extended or additional services are required, the special placement coordinator presents a request for additional funding to a Family Assessment and Planning Team (FAPT). During and after placement, a special placement coordinator monitors the juvenile's activities and enforces probation rules. Upon a juvenile's return home, the special placement coordinator continues to coordinate and collaborate with all involved service providers. Due to the often complex and difficult nature of special placement cases, the coordinators frequently provide a more intensive level of case management services than is afforded in other cases.

Special placement coordinators monitor expenditures for CSA-funded services in cases where a court services staff member is the lead case manager. This includes expenditures for residential and nonresidential services where case management responsibilities remain with probation officers. Coordinators review invoices for accuracy, assist

vendors with payment issues, and ensure accurate data entry into Harmony (the information system for tracking CSA funded cases).

Special placement coordinators frequently serve on interagency teams that complete a variety of CSA-related tasks, such as reviewing the effectiveness of residential placements and assisting with the development of private provider contracts. Coordinators are regular standing representatives of the JDRDC on the FAPT. Special placement coordinators must develop a broad knowledge base concerning the nature, availability, and appropriateness of services provided by private vendors under CSA. Court services staff members frequently consult with these coordinators before requesting service funding from a FAPT.

Family Counseling Services

Judges may order a family to participate in family therapy or a CSU staff may refer a family for voluntary participation in family counseling. A family's court involvement may stem from issues such as domestic assault, child support and custody controversies, or a child's behavioral and emotional difficulties. Both juvenile and domestic relations intake officers refer families in an effort to divert them from formal court actions. Family therapists attempt to lower the anxiety within a family and move away from the intensity of family confrontation in order to contemplate the patterns of family relationships. Family members are encouraged to view problem behavior as an expression of a family process and to assume responsibility for their part of this process. In domestic relation cases, family therapists assist couples in understanding what each party contributes to the relationship and their patterns of interaction. In spousal abuse cases, therapists stress that physical conflict is more likely to occur when communication is limited or strained and feelings are ignored. Couples clarify important issues in the neutral atmosphere of therapy, thus reducing the family's stress, level of anger, and physical conflict.

In cases involving a child's negative behavior, therapists focus on the parents as the chief

architects and caretakers of the family. Family members explore family dynamics and shift their attention away from the child's problematic behavior to other unresolved family issues. Resolution of these issues often results in improved behavior on the child's part.

Therapists schedule weekly or biweekly counseling sessions with families with participation averaging nine to twelve months. Clinical goals and objectives are established within thirty days. Every ninety days, therapists complete a progress report for each family. If there is a court order for family therapy, the therapist files the report in the legal file.

Family therapists prepare evaluations by order of the court or by referral from the Interdisciplinary Team or Diagnostic Team. The Interdisciplinary Team develops recommendations in CHINS cases, and the Diagnostic Team develops recommendations in complex delinquency cases. Family evaluations include the reasons for a family's court involvement, a history from each adult's family of origin, each member's perception of the family's problems, the family's dynamics, and a summary with recommendations.

Evaluations and Consultations

Court psychologists conduct all special request evaluations, which are needed within a short time frame and address particular questions rather than provide a comprehensive diagnosis and treatment recommendations. Included are evaluations for competency to stand trial and for transfer hearings. The evaluation may be conducted for a juvenile who allegedly assaulted a parent. Before making a detention decision in this type of case, a judge may wish to have further information regarding the juvenile's emotional state and the level of risk the juvenile would pose to the parent if returned home.

Court psychologists and private psychologists under contract with the court conduct diagnostic evaluations (also referred to as "full-scale" evaluations). These evaluations include a clinical interview, psychological testing, diagnosis, and treatment recommendations. Testing is usually for both cognitive and emotional functioning, and the

evaluator determines the specific psychological tests that should be utilized. Judges use these evaluations in dispositional hearings, Court Services staff members use them to develop service plans, and residential programs often require the evaluations for placement decisions.

Court psychologists review case materials and serve as consultants for CSU employees in planning for service delivery. In addition, court psychologists are members of the Interdisciplinary and Diagnostic teams.

Court-School Educational Programs

Court Services and the Fairfax County Public School System (FCPS) jointly operate alternative schools for probationers who have experienced behavioral problems in school, have been truant, or have not been academically successful in the traditional school setting. Court Services provides the facilities and the school system provides teachers, books, and supplies.

- **Hillwood School**, located in the East County Services office, can accommodate twelve students.
- **Gunston School**, located at the South County Services office, has a capacity for ten to twelve students.
- **Sager School**, located at the Historic Courthouse, can accommodate up to fifteen students.

Program Operations

A probation officer refers a prospective student to one of the court-school programs and forwards informational materials about the student to a teacher. The teacher reviews the material, interviews the student and parents, and determines whether enrollment is appropriate. Juveniles must be between the ages of 14 and 17 to be eligible and transportation must be arranged by the student's parent or guardian.

Teachers assess the educational needs of a student and design an individualized educational plan to

meet those needs. Individual and small group instruction is offered. Probation officers actively support the program by monitoring the student's attendance and academic progress and assist with any behavioral difficulties. After one year in the program, students return to their base schools, obtain a traditional high school diploma, or enroll in a vocational or adult education program.

In addition to the court-school program, there are several court alternative schools that offer specialized programming:

- **Independent Student Program (ISP)** is designed for students who need five or less classes to earn their high school diploma.
- **GED Readiness Program** helps students to improve their skill level and prepare for the GED.
- **Transition Support Resource Center (TSRC)** is a short-term intervention program typically lasting one semester to one year. The focus is to improve the students' academic performance and assist with a successful re-entry into their next educational placement. The TRSRC located at the Historic Courthouse exclusively serves students in grades 7-12 who have been deemed a safety and security risk to other students.
- **GRANTS (GED) Program** provides an opportunity for students to take the GED test, receive career education, and learn skills to improve their work place behavior.

Parole Services

Probation officers may recommend commitment (place a juvenile with the Department of Juvenile Justice) when a juvenile has been found guilty of a serious offense, has a serious offense history, or has failed to respond to treatment and supervision within the community. Following the commitment order, the case is transferred to a CSU parole officer or retained by the committing probation officer for the duration of services. Parole services are provided to individuals who have been released from commitment as provided by §16.1-293 of the Code of Virginia.

Transitioning a Juvenile to DJJ Care

When a juvenile is transferred into Direct Care (under DJJ supervision at a correctional facility), the following accompany or precede the youth to the Central Admissions and Placement Unit (CAP):

- the commitment order
- copies of clinical reports and pre-dispositional studies
- immunization records
- other information required by the Virginia Code, DJJ policy, and approved procedures.

Parole services are divided into two main phases:

1. **Direct Care:** services occurring at the time of commitment and continuing through the juvenile's time in the **Juvenile Correctional Center**
2. **Community Supervision:** services that occur after a juvenile has returned to the community.

Within the Direct Care phase, there are three stages: orientation, placement, and discharge.

Direct Care—Orientation

The orientation phase begins in the community at the time of commitment and continues through the juvenile's stay at the Central Admissions and Placement Unit (CAP) until the comprehensive assessment and case staffing are complete. The parole officer and DJJ staff members begin exchanging information in order to accurately assess and prioritize the juvenile's treatment and service needs and facilitate the appropriate placement.

Direct Care—Placement

The placement phase begins when the juvenile is transferred from CAP to a juvenile correctional center (JCC). The re-entry or Community Placement Program (CPP) phase continues to the juvenile's anticipated release date, based on the calculated length of stay. Communication between the parole officer and the JCC pre/re-entry personnel is essential during this time to develop a continuum of services from placement through release on parole. The parole officer also works with the parents/

guardians during this time to access and develop aftercare placement plans.

Direct Care—Discharge

Discharge from the direct care phase begins prior to the juvenile's release and overlaps with the conclusion of the placement phase. During this phase, preparation begins for reintegration in the community. Ongoing monthly communication between JCC/CPP/re-entry personnel, the family, and parole officer is essential to ensure that the juvenile completes the program, to determine the need or appropriateness of a step-down program, and to ensure that necessary community services are available. This includes a school re-enrollment plan and, if needed, a mental health transitional services plan.

Community Supervision

The community supervision phase is the final component of the entire parole supervision process. It brings together all the preceding efforts and completes the reintegration of the juvenile into the community. Drawing upon the experiences, progress, and challenges of the other phases, the full resources of the community come together in meeting the objectives and needs of the juvenile and family. This requires the experience, skill, and commitment of the parole officer.

Release from Parole

The Parole Supervision Matrix is a guideline that suggests the level and location of contacts, and duration of a juvenile's parole supervision. Release from parole at the minimum suggested duration should serve as an incentive. Juveniles who have achieved reasonable progress in meeting the specific objectives of their parole services plan and have successfully abided by the parole rules should typically be considered for release after the specified duration of supervision. The general rule is that juveniles who reach and maintain Level 1 parole supervision for at least two consecutive months should be considered for release. Extension of the supervision period should occur in response to poor compliance, which serves as an additional form of sanction and control.



Domestic Relations Services

Domestic Relations cases include issues of:

- paternity
- custody
- visitation
- child and spousal support
- family abuse
- abuse involving minor children

Petition: document stating the charge being filed; initiates formal court action

Status Hearing: hearing between the parties in a case to determine if issues have been resolved

Summons: order directing an individual to appear in court for a hearing on a specific date and time

Overview

The Domestic Relations Unit provides intake services for domestic relations cases and mediation and custody investigations. Intake officers explain the court process, prepare petitions, and make referrals to other services.

Domestic relations cases are often complex and emotionally charged. The goals of the unit are to assist clients by:

- explaining the court's processes, procedures, and available remedies
- assisting clients in getting all necessary documents prepared for filing in the clerk's office
- promoting the harmonious resolution of custody and support disputes
- supporting victims of family abuse
- providing appropriate resources and referrals

Intake Services in Child Custody/Visitation Cases

Intake officers are authorized to prepare **petitions** for submission to the court for issues regarding paternity, custody, visitation, and child and spousal support.

Intake officers assist both the court and clients by reviewing prior court orders and addressing issues such as the appropriate court for filing and the necessary parties to a case.

The client must provide to the intake officer:

- legal names and current addresses of the mother, father, and other family and friends who are interested parties
- addresses where the child has lived for the past five years, and
- names and current address of the persons with whom the child has resided.

After filing the petition, the client and all parties, including children 12-years-old and over, will receive a **summons** from the sheriff to appear at court for a **Status Hearing**. If the issues can be resolved at that time, the court may enter an agreed order.

Reception unveiling the second Bookmobile on the Fairfax County Courthouse lawn. July 22, 1948

If the parties are not in agreement, the court may refer the parties for **mediation** or set the case for a future trial date. At **trial**, the parties will be required to present their cases and supporting evidence to the judge for determination. At the conclusion of the trial, the judge will issue an order. The court order can be enforced by either party if necessary. The party would again meet with an intake officer to file a motion for a show cause rule asking the judge to hold the other party in contempt of court. Either party can file a petition with the intake officer and ask the judge to modify the court order if there has been a significant change in circumstances.

Intake Services in Support Cases

Intake officers assist clients with child support issues including the filing of new petitions requesting child support, requests to modify existing child support orders, and requests to terminate support. Intake officers also help clients to file show cause rules which ask the court to hold a party in contempt for violating a child support order. Contempt may be punishable by a term of confinement in jail, a fine, or both.

When helping clients with child support, intake officers review prior court orders, including divorce decrees and, as required by the code, include copies of these with the petitions. Clients can register child support orders from other jurisdictions with the Fairfax County JDRDC and request to modify those out-of-state orders. Intake officers also assist clients in determining which jurisdiction is the correct one to file child support and explaining the process for transferring cases from other locations in Virginia. Intake officers describe the hearing process, inform the petitioner that the judge will request information regarding the incomes of both parties, and explain that child support will generally be awarded in accordance with the Virginia Code's child support guidelines. When a client seeks to modify an existing order, the intake officer explains that the petition must indicate a change in circumstances since the last order was entered.

Mediation

After filing petitions seeking custody, visitation and/or support the parties to the case may be referred to the Domestic Relations Unit by the judge for **mediation**. Alternatively, after filing the petitions the parties may request Domestic Relations Unit mediation services. A mediator is an impartial person whose role is to assist the parties in resolving their dispute. The mediation process promotes co-parenting, enhances harmony, maximizes the exploration of alternatives, and assists the clients with reaching an agreement. In cases determined to be eligible, the parties meet with a certified mediator to facilitate communication regarding the issues pending before the

Affidavit: Written sworn statement of facts

Consent Agreement: document outlining the terms and conditions that the involved parties have negotiated and agreed upon

Family abuse: domestic violence; act of violence against a family or household member

Mediation: parties meet with an impartial person whose role is to assist in resolving a dispute

Preliminary Protective Order: order directing a person to obey certain rules prior to a court hearing

Protective Order: order directing a person to obey certain rules

Protective Order Compliance Program (POCP): monitors respondents' compliance of civil protective orders referred by a judge that include an aspect of treatment (domestic violence programs, parenting class, anger management, etc.)

Testify: give evidence

court and prepare a **consent agreement**. Agreements may address legal and physical custody and visitation. Visitation agreements may include detailed visitation schedules. If support is addressed, the mediator calculates support according to Virginia state guidelines. If an agreement is reached, the mediator prepares a Consent Order which reflects the agreement and submits it to the court for the judge's review and signature.

Family Abuse

The Code of Virginia authorizes intake officers to assist clients seeking protective orders in **family abuse** cases and in all protective order cases brought on behalf of a juvenile or against a juvenile. **Protective orders are designed to protect an individual from the violence of another and include preliminary protective orders and protective orders.** The preliminary protective order is issued as a temporary order, for a period of approximately 15 days, and only remains in effect until a court hearing is held with both parties present. The **preliminary protective order** is brought before the court solely on the affidavit or testimony of the alleged victim. At the subsequent court appearance the judge will hear evidence from both sides and may issue a protective order requiring a variety of remedies to enhance the petitioner's safety. This order may be entered for a period of up to two years.

The Virginia Code defines family abuse as any act involving violence, force or threat, including any forceful detention which results in bodily injury and is committed by a person against such person's family or household member. Family or household members include:

- husband, wife, ex-husband, ex-wife, parents, step-parents whether or not he or she resides in the same home
- children step-children, brothers, half-brothers, sisters, half-sisters regardless of whether or not they reside in the same home
- grandparents, grandchildren
- mother/father-in law living in the same house
- daughter/son-in-law living in the same home
- brother/sister-in-law living in the same home
- persons with children in common
- current or former cohabitants (persons who have lived together as if a married couple in the last 12 months and any children belonging to either of them and residing in the home).

When family abuse is alleged, the intake officer prepares a petition and supporting documents for a protective order. There are two avenues for requesting the court to grant a preliminary protective order: either orally or in writing.

- 1) The intake officer either assists the client in preparing an **affidavit** detailing the alleged abusive acts or prepares the client to **testify** in court. The affidavit or oral testimony must indicate that there is an immediate and present danger of family abuse or that family abuse has recently occurred.
- 2) The intake officer either submits the petition and affidavit to a judge or accompanies the client to see a judge at 3pm so the client may provide oral testimony to the court.
- 3) The judge will then grant or deny the preliminary protective order but, in either case, within 15 days of the request a full hearing is held with both parties present.
- 4) The alleged victim is advised to bring evidence to this full hearing, including witnesses, photos, and/or medical reports. The judge will either grant or deny the protective order at that time.

A **protective order** may include any of the following terms:

- prohibit acts of family abuse
- prohibit contact between the parties, or prohibit the respondent from contacting other household members
- grant exclusive possession of the residence to the complainant
- order the abuser to not shut off utilities (and restore utilities if applicable)

- grant temporary possession or use of a motor vehicle jointly owned by the parties to the complainant
- require that the respondent provide suitable alternative housing for the complainant and any other family or household member
- require the respondent to participate in treatment, counseling, or other appropriate programs
- include provisions for temporary custody or visitation of a minor child or temporary child support.

The judge may also order the respondent to visit a child or children in a supervised setting during the period that the order is in effect and/or to participate in the **Protective Order Compliance Program** to ensure compliance with treatment aspects of the protective order.

Every client is offered the opportunity to meet with a domestic violence advocate to discuss safety planning and referrals to other resources. Intake officers work closely with the **Domestic Violence Action Center** advocates and refer all interested clients to the center for assistance with safety planning and referral to resources such as the local battered women’s center and other emergency and long term housing options. In addition, every client seeking a protective order is provided information about the pro bono program for legal services provided by Legal Services of Northern Virginia (LSNV). Intake officers refer interested clients to LSNV and supply LSNV with copies of the protective order paperwork.

Child Custody/Visitation Report

Intake officers also complete custody investigations for court referred local and out of jurisdiction cases.

Supervised Visitation and Supervised Exchange Program

Domestic Relations provides two supervised visitation and exchange programs within the court to support families in maintaining healthy and safe relationships. Both programs, Stronger Together and Safe Havens, are located in the Historic Court-

house. These programs provide a safe, child-friendly environment where non-custodial parents can visit with their children.

The centers provide supervised visitation on Mondays, Thursdays and Saturdays and exchanges are available on arranged weekdays and Stronger Together provides weekend and holiday exchanges.

Stronger Together is available to families who have been ordered to participate by a JDRDC judge. Families who are experiencing domestic violence, child abuse and neglect, substance abuse, criminal charges, or mental health problems can visit with their children in a safe, supervised environment. This program also provides families a safe location to exchange children having visitation with a parent off site.

Safe Havens provides visitation and exchange services to Fairfax County residents experiencing intimate partner domestic violence or stalking. Families can access the program through a JDRDC or Circuit Court order, self-referral, or community referral.

Protective Order Compliance Program (POCP)

The protective order compliance officer is responsible for monitoring the compliance of civil protective orders referred by a judge that include an aspect of treatment (domestic violence programs, parenting class, anger management, etc.). The POCP officer is responsible for explaining the details of the protective order to the respondent and aiding them in accessing treatment. Moreover, the officer communicates with service providers to ensure that all requirements of treatment are being met. The officer may bring the matter back before the court if the respondent does not cooperate with or complete treatment successfully.

The officer also serves as a resource to the victim in the case, answering questions regarding the protective order, filing a show-cause rule, safety planning, and accessing community based resources. The officer will also help the victim navigate the process or reporting protective order violations that occur that are not related to treatment, such as contact on the part of the respondent.

Community Corrections Services

Community Corrections Services is the newest unit in Court Services. The unit serves **adults** within the JDRDC who have been placed on probation. Community Corrections probation officers supervise most misdemeanor cases in which an adult is the perpetrator and a child, family, or household member is the victim. The majority of cases supervised by Community Corrections are a result of an assault on a family or household member.

On occasion, Community Corrections receives juvenile cases because a child has turned 18 in the midst of their court proceedings. Adult probation services were formally provided by the Domestic Relations Unit. Both Domestic Relations and Community Corrections now occupy the space in Suite 202.

Supervision

The adult probation officers of Community Corrections Services meet with probationers at least once a month. They monitor the probationers' activities, assess treatment and service needs, tailor service plans to meet their needs, and monitor their participation in court-ordered treatment or services. Adult probation officers file violations against probationers who have allegedly violated their probation rules. Additionally, the officers provide courtesy probation supervision to other courts and conduct court-ordered Investigations and Reports (I&R's) for sentencing hearings.

Probation officers meet with clients at their first appointment and make sure that they understand the requirements of probation, make referrals, conduct assessments, and provide information regarding non-court-ordered resources, if needed.

Case assignments are based on clients' zip codes and probation officers spend part of their time working out of the various juvenile probation services offices located throughout the County. This has allowed staff to foster relationships with the Domestic Violence

Detectives and the Victim Service Specialists assigned to those locales. It has also allowed the probation officers to become aware of area-specific resources for their clients.

Services

Probation officers work closely with three domestic violence/batterers intervention programs located within the County:

- Anger & Domestic Abuse Prevention & Treatment (ADAPT) in the Office for Women & Domestic and Sexual Violence Services
- Opportunities, Alternatives and Resources (OAR) of Fairfax, and
- Northern Virginia Family Services.

They also work closely with the Community Services Board and other private providers who provide substance abuse and mental health services to their clients. Community Corrections Services works very closely with the Court Services Unit in the Fairfax County General District Court as they often share cases. Community Corrections Services is overseen by the Department of Criminal Justice Services (DCJS) and transfers and receives cases to/from any local community-based probation agency in Virginia.

All staff are Virginia Criminal Information Network/National Crime Information Center certified through the Virginia State Police. This allows officers to check a client's past criminal history and to see if there are any new offenses.

Probation officers meet weekly to go over topics such as motivational interviewing and review case service plans. These meetings prove to be beneficial because everyone has the opportunity to learn from one another.



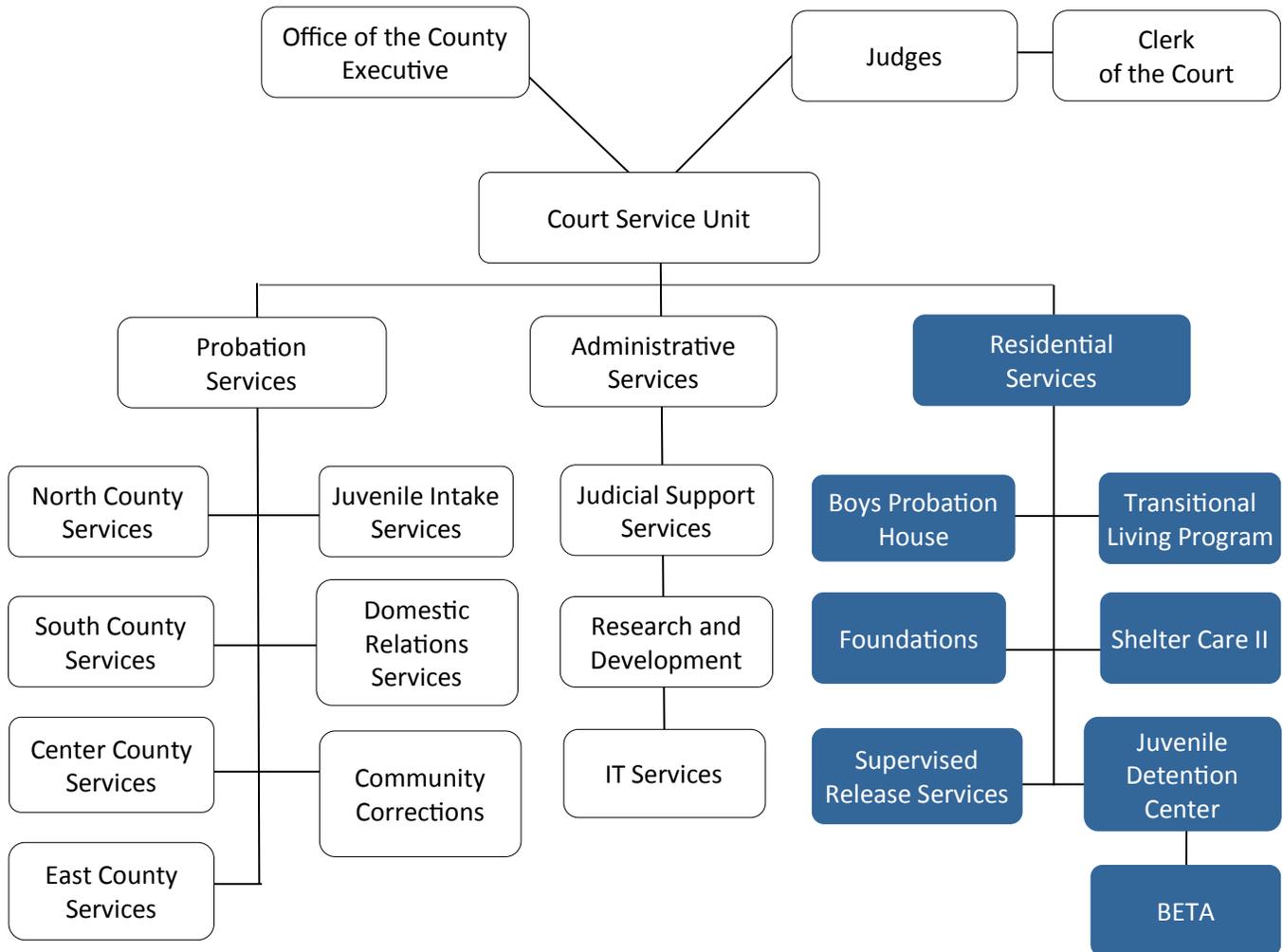
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**Section III:
RESIDENTIAL
SERVICES**



First library building located West
of the Fairfax County Courthouse, 1940

Organizational Chart of the Fairfax JDRDC



Juvenile Detention Center

Overview

The Juvenile Detention Center (JDC) is a 121-bed secure facility for adolescent males and females. Of the 121 beds, eleven are designated for post-dispositional confinement in excess of 30 days and is a specialized male-only unit that provides treatment as well as confinement for as long as six months.

Who May be Confined at JDC

The statutory criteria and process for detaining juveniles who are awaiting adjudicatory or dispositional proceedings are detailed in “The Legal Process in Juvenile Cases.” These juveniles represent the largest percentage of the population at the detention center.

Vision: To be a leader among the nation’s juvenile detention centers in the provision of efficient, effective, and equitable services/programs for detained youths.

Mission: To maintain a safe, secure, and structured environment that offers therapeutic programming and services to promote positive change, the overall well-being of the youth, and provides for the protection of the community as ordered by the Fairfax County Juvenile and Domestic Relations District Court.

Philosophy: The Fairfax County Juvenile Detention Center provides pre-dispositional, post-dispositional, and/or pre-placement detention of juveniles as ordered by the Juvenile Court. This is accomplished in a secure and humane manner that recognizes the individuality of each child while providing a program of education, recreation, health, hygiene, and adult supervision and guidance. More specifically, the center seeks to:

- treat all residents with dignity and respect
- address conduct and behavioral concerns while holding residents accountable for their actions in a way that teaches and encourages behavioral change
- provide an environment that assesses needs and stabilizes or improves areas in need of attention
- ensure that all residents are provided services that are rendered in a fair and equitable manner demonstrate commitment to serve the public and meet the needs of the residents, families, fellow employees, allied professionals, and the county citizenry

It has been the philosophy of the Fairfax County Juvenile and Domestic Relations District Court that the vision, mission, and goals of the detention center enhance rehabilitation abilities with detained youths by establishing a facility that reduces anxiety, promotes clear thinking, and provides for a healthy environment. It is through this philosophy that a coordinated response can be made to meet the needs of detained juveniles in the Fairfax County juvenile justice system.

Post-Dispositional Programming

The Virginia Code provides for a number of sentencing options. The court may sentence a juvenile to confinement in JDC for as long as thirty days if he or she is 14 years of age or older and is convicted of an offense that would be punishable by confinement in a state or local facility if committed by an adult.

Before imposing this sentence, the court must find that:

- the interests of the juvenile and the community require legal restraint and discipline
- other placements authorized under the Virginia Code would not be in the best interest of the juvenile.

A Child in Need of Supervision who is 14 years of age or older may be sentenced for as long as ten days in JDC if he or she has failed to obey a court order or the terms of probation.

The court may sentence a juvenile to confinement in JDC for as long as six months from the date an order is entered for a single offense or multiple offenses if the juvenile:

- is 14-years-old or older, but under the age of 18
- has been convicted of an offense that would be punishable by confinement in a state or local facility if committed by an adult
- has not previously been and is not currently an adjudicated delinquent of a violent juvenile felony or found guilty of a violent juvenile felony
- has not been released from the custody of DJJ within the previous eighteen months
- has had an assessment completed by the secure facility to which he is ordered concerning the appropriateness of the placement.

When the court imposes this sentence, a suspended commitment (if eligible) to the DJJ must also be imposed. Additionally, the court must find that:

- the interests of the juvenile and the community require that he or she be placed under legal restraint or discipline

- other placements authorized by this title will not serve the juvenile's best interests. If the juvenile is sentenced for a period in excess of 30 days, the court will conduct a mandatory review hearing at least once during each 30-day period

BETA Program

The Beta Program provides the court with an alternative to committing youth to DJJ (in accordance with §16.1-284.1 of the Virginia Code). Beta is a secure, co-occurring program providing up to six months of treatment in a secure environment followed by a six-month aftercare component with services continuing in the community. Interventions are structured to address issues such as emotional regulation, social skills training, decision-making skills, moral reasoning, substance abuse, accountability, and the establishment of boundaries and limits. Services include individual, group, and family. Substance abuse, mental health, and educational services, alongside community service project opportunities are also made available to residents.

The mission of the Beta Program is to address the behavioral and substance abuse needs of delinquent youth in a secure short-term residential setting, using an intensive therapeutic approach. The 11-bed program accommodates male offenders ages 14 to 17. Juveniles must be referred by a probation officer and must complete an admissions assessment with program administration to determine their appropriateness for placement prior to the youth being court ordered into the program. The program does not accept youths who are psychotic or those requiring sex-offender treatment services.

The Beta Program will continue to employ the balanced approach of restorative justice to initiate and achieve behavioral change in delinquent boys who have been unsuccessful on probation. Beta continues to achieve this by using individualized treatment planning, a structure that holds youths accountable, counseling that encourages competency development, and an environment that promotes and maintains community safety.

Architectural Design

JDC was architecturally designed to ensure security and safety while simultaneously providing a setting that reduces stress among its residents. The extensive use of internal windows facilitates surveillance without being conspicuous. The internal structure promotes extensive personal contact between staff members and residents and minimizes the necessity for surveillance through electronic equipment.

At the center of the facility, a glass-lined inner corridor surrounds an open courtyard. There are eleven small group living areas with each area having eleven bedrooms that open onto a common day room. Additional rooms are devoted to dining, education, arts and crafts, intake, reception, medical services, and administration. A fully equipped gymnasium is part of the facility.

Unit Assignment

Assignment to living units is based on the JDC classification system. Assessment of all youths is conducted at the time of intake and continues throughout their stay to insure proper placement within the facility. Age, sex, size, experience in detention, offense, and attitude are among some of the criteria to be considered during intake. Special attention is given to "red flags" (serious emotional problems, violent past behavior, gang association) noted in the juvenile's folder or court record.

Behavioral Management System

When residents first enter JDC, written rules and regulations are reviewed with them. When a resident moves to the living unit, these rules are again explained. A set of rules is made available in the living unit so residents are able to review them.

The counselors at JDC use a point/level system to encourage positive behavior and sanction negative behavior. Residents are awarded points for appropriate behavior and progress to higher "levels" after earning enough points. Residents who have achieved higher levels are allowed more privileges or rewards, such as an additional family visit, permission to purchase items from the commissary, or an extra tele-

phone call. If a resident engages in dangerous or persistently insubordinate behavior, he or she may be issued a disciplinary sanction. The circumstances are discussed with the resident and they are afforded an opportunity to discuss their role or to defend their actions. Consequences can range from point/level restriction for minor offenses to periods of room restriction for more serious offenses. Residents may grieve any sanction imposed by staff members. To prevent assaults, property damage, or physically threatening situations, staff members are trained to be proactive, to constantly observe and listen and, only when necessary, to use approved physical restraint techniques.

School Program

The school program at JDC is staffed by an educational director and teachers from the Fairfax County Public School System. Teachers are certified to teach learning disabled and emotionally disturbed students. The curriculum is comprehensive, making it possible to address the educational needs of students with differing levels of academic standing and ability. Grades and credits are transferred to a student's base school and maintained in his or her permanent school file. The curriculum is enriched with guest speakers and classes on topics such as law-related education, social skills, AIDS awareness, and health education. Software is available to train students in technical skills, such as bridge building, weather forecasting and broadcasting. Volunteer and peer tutors assist those who need additional help. English as a second language (ESL) classes, GED preparation and testing, and music and art therapy are also offered.

Teachers incorporate the behavioral management system described above into the school day. Classes are scheduled from 8:00 am to 2:30 pm, Monday through Friday. There is no school during the month of July.

JDC Services

Medical and Psychological

Two full-time public health nurses provide clinical services seven days a week at JDC. A pediatrician

provides services two days per week. All detainees receive a complete physical examination shortly after arriving at the facility. A clinic for sexually transmitted diseases is available weekly. All JDC staff members are certified annually in CPR and first aid. A psychologist and two mental health therapists are available at the center seven days a week to provide mental health services to the residents and training to personnel. Additional psychological services are available through the Juvenile Forensic Psychology Program or Emergency Services at the Merrifield Center for Community Mental Health.

Transportation

Secure transportation is provided by JDC for court hearings, local medical and dental appointments, and psychological and psychiatric evaluations deemed necessary. Secure transportation may also be provided to and from local jurisdictions and detention centers.

Court Holding

Court Holding is a secure area in the courthouse where detained juveniles are held prior to their hearings. Staff members from JDC assume duties associated with this area, including transporting juveniles, maintaining physical surveillance of the individuals within the holding area, responding to crises, and managing misbehavior. All activities within the holding area can be viewed through the control room's large windows. There are six interview rooms that may be used by attorneys, probation counselors, and those who need to converse privately with a detained juvenile. There are cameras throughout the holding area that are monitored in the main control room. A garage area is located adjacent to the holding area where residents may be discharged from a transportation van into the locked area and, thus, minimize the risk of escape.

Direct and Volunteer Services

A therapeutic recreation program is offered at JDC that is tailored to meet the individual needs of the residents. Competitive sports activities and aerobic exercises are also offered. Occasional entertainment activities include movies and socials. Additionally, staff members regularly facilitate a values clarification group for residents. Residents have access to substance abuse counseling, psycho-educational groups, and mental health services as needed or as referred. Under contract, a public health nurse presents human sexual awareness and health education to residents every other month. Volunteer ministers conduct religious services weekly and other volunteers offer Bible study (attendance at these activities is optional).



Hot Shoppes Restaurant, Arlington, VA
1959

Shelter Care II

Overview

Shelter Care is a temporary care facility designed to provide a safe and stable environment for children who need stabilization services away from their homes. The children who require services generally fall into two categories: pre-dispositional status and post-dispositional status.

Shelter Care provides short-term, **pre-dispositional**, residential care and crisis intervention for children who are in need of supervision or services, or who have been charged with minor criminal offenses, and are awaiting further court action. **Post-dispositional** services are provided to juveniles who are pending alternative placement or awaiting further court action. Program staff attempt to prepare residents for the particular program to which they have been referred or for their return home. The goal is to prepare each resident to obtain the most favorable results from the next placement. If the goal for a resident is to return home, staff will work with the caregivers to establish tools to use at home.

Mission: To provide efficient, effective, and relevant services to court-ordered youth and their families within a safe, stable, and consistent environment. To act in conjunction with the Agency's goals as well as Community partnership and protection.

Values: We believe we must provide a safe and secure environment for the clients, their families, the staff and the community. We will conduct an in-depth and thorough intake process using collateral contacts to identify risk, needs, and protective factors for the youth and families. We will be aware of our surroundings and monitor residents' behaviors, emotional states, and physical needs, proactively addressing issues whenever possible.

We will conduct ourselves in a professional manner at all times when dealing with residents, families, citizens, peers, and other court personnel. We are committed to being respectful, honest, consistent, and accountable for our actions while maintaining a high level of integrity. We will promote transparency as a program by using open and honest communication, making every effort possible to meet the needs of the residents in a collaborative effort with those involved.

We believe in treating all residents and their families with respect and without judgment, recognizing that they are unique individuals while embracing their cultural backgrounds and faith-based beliefs. We will listen to and support residents with compassion in order to facilitate their growth, success, and movement toward positive change in conjunction with their identified values. We strive to engage families in the process whenever possible in order to build healthy family relationships and promote youth and family directed decision making. We will advocate for the resident in order to meet their medical, mental health, social, recreational, nutritional, educational, and court related needs.

We will not become complacent, continuously evaluating the program to ensure the services offered adequately match the presenting and ever – evolving needs. We will continuously engage in training to expand our knowledge and ability in order to better serve our clients and those that are influential in their lives. We will be positive role models for our clients by supporting their short and long term goals, maintaining a compassionate and supportive attitude, modeling positive decision making, accepting responsibility, advocating for our residents, and following through on our decisions.

Counseling Services

Counseling is provided by trained staff and addresses the following:

- identify areas that need attention to address the reasons for placement.
- educate the youth about community resources available to assist them with reintegrating to the community
- teach youth coping skills for daily group living as well as the challenges that may arise after discharge
- improve the quality of staff-to-youth relationships; helping youth strengthen relationships with adults
- provide crisis intervention and stabilization for residents struggling with behavior and mental health issues.

In addition to individual counseling services, staff regularly provide counseling groups to address common issues faced by court-involved adolescents. Counselors also meet with families and caregivers to prepare for a successful reunification.

Medical and Psychological Care

Residents are screened at intake for immediate physical and/or mental health needs, and nursing staff are available for further assessment of medical needs. If a resident requires the care of a physician, the program coordinates with the parent/guardian to arrange and schedule care with an outside treatment provider. If the parent/guardian is not available, a contract physician may assess the resident. A licensed clinical psychologist is available for initial screenings, emergency psychological evaluations, and ongoing mental health care to assist with stabilization and case planning. Psychiatric services are available weekly with a contract psychiatrist if the residents does not have a current treatment provider and needs immediate psychiatric intervention.

Education

The school at Shelter Care consists of two full-time Fairfax County Public School teachers. Teaching staff are committed to assisting the students with devel-

oping better study skills and attitudes about education and academics. The curriculum is designed to meet the educational needs of students with differing levels of academic standing and ability. Teachers also assist students who displayed classroom behavior problems in the past by assessing their needs and offering a flexible learning environment as an alternative to acting out in a classroom setting. The teaching staff will make every effort to coordinate with the base school to maintain students at their current academic level. Credits earned at Shelter Care are transferred to the base school if the student has been enrolled for at least two weeks. Otherwise, a school attendance record will be transferred to that base school. The school program is an integral part of the therapeutic climate at Shelter Care.

Structured Activities and Programs

The residents are actively involved in community service programs and specialized programs offered by outside partners that include literacy, art, yoga, and a dog adoption program aimed at teaching empathy and compassion. Residents are regularly engaged in constructive free time with choices to paint, draw, make crafts, enjoy music, and engage in appropriate adult/youth interactions.

Clergy and/or other religious officials are welcome to meet with residents at the Shelter Care facility. In addition, a voluntary nondenominational religious group is offered weekly. Any other religious arrangements should be made through the resident's case counselor.

Recreational activities are designed to enhance the physical abilities of the residents and broaden their cultural experiences. Often included are trips to museums, parks, recreation centers, bowling, and other activities. Individual and group activities are provided regularly, both indoor and outdoor, to promote healthy alternative youth activities. A wide range of activities is provided and allowances made for youth with diverse and special needs and/or restrictions.

Youth are encouraged to keep in communication with their families, guardians, attorneys, members of the clergy, and their probation officer, as appropriate. Ample opportunity is provided for both written

and telephone communication. In addition, visitation with the instrumental parties listed above are encouraged and available on a regular basis. Residents may also earn the privilege to visit with their families at their homes, if appropriate.

All youth are required to clean their own rooms and assist with general housekeeping in the common living areas. General cleaning skills, pride, and responsibility are taught through this service.

When possible, it is the philosophy of the program and overall agency to return a resident to his or her home environment as quickly as possible. To this end, the program works closely with the case managing professional to assist with overall identification and achievement of goals, both short and long term. Additionally, the program engages families and caregivers, where the most valuable input rests, to steer decision making and planning.

Howard Johnson at 7-Corners, Falls Church, VA;
September 15, 1954



Supervised Release Services

Supervised Release Services (SRS) provides highly structured supervision, monitoring, and services to juveniles who are awaiting adjudication or final disposition of charges and who might otherwise be detained at the Juvenile Detention Center or be placed in Shelter Care.

Juveniles may be placed on SRS by the Intake Unit as a **detention alternative** pending adjudication. Judges may release juveniles to SRS at detention, adjudication, or dispositional hearings. Placement on SRS is conditional on the juvenile following rules established by the court in conjunction with SRS staff.

Supervision and Monitoring Activities

SRS probation officers meet with assigned juveniles and parents immediately after release to that unit or within twenty-four hours to review and sign SRS rules as required by state minimum standards. Rules govern school attendance, curfews, and the use of illicit substances. Juveniles and parents are made aware of SRS expectations, such as frequency and location of visits, expected actions in emergencies, and sanctions for rule violations.

Judges and/or intake workers may require house arrest or other special release conditions. A juvenile on house arrest may not leave home except to attend school, go to work, or accompany a parent. SRS rules are adjusted to each juvenile's circumstances with factors such as age and seriousness of offense taken into consideration. State minimum standards require that SRS workers visit assigned juveniles four times per week and at least once every other day (weekdays and weekends). Visits occur at a juvenile's home, place of employment, or school. Youth must notify their worker if their schedule changes so that visits can still be made. SRS officers must contact parents/guardians at least once a week, which must be face-to-face or via telephone.

If a juvenile violates SRS rules, the court's **graduated sanctions** policy is followed. Depending upon the circumstances of the violation, the SRS officer can impose **informal sanctions** and avoid formal court

action. If warranted, a detention order or shelter care order may be issued. After being arrested, an alleged delinquent offender is detained at the Juvenile Detention Center while an alleged CHINS offender is placed at Shelter Care. A detention hearing is held that same day or the next court day after the juvenile's apprehension. Violating release conditions can constitute contempt of court.

Procedures for Release on Electronic Monitoring

The court's electronic monitoring equipment is provided by a contractor and installed and maintained by court staff. The system consists of a one-piece ankle unit that provides 24/7 GPS tracking. The youth is required to keep the unit charged (via a break-away charging cord). Otherwise, the unit operates independently and does not require the youth's cooperation to work. Juveniles without telephone service in their homes may be eligible for release on electronic monitoring as the court uses electronic monitoring units that have built-in cellular capability.

If the juvenile is out of range without permission, the computer automatically notifies SRS. An attempt is then made to contact the juvenile, investigate the out-of-range alert, and take appropriate action. Tracking information is provided by a secure website accessible from any internet-equipped computer.

The electronic monitoring equipment is installed in the SRS office. The juvenile and parent subsequently transport the equipment to their residence where it is plugged into an electrical outlet. Juveniles released on electronic monitoring may not leave the home except to attend school or court-ordered treatment unless part of a specific activity is endorsed by the judge. SRS may approve reasonable leave for medical and legal appointments as well as religious services. Contact requirements between the juveniles and SRS officers are the same as those for other juveniles assigned to this unit. Juveniles and parents are responsible for the costs of equipment repair or replacement if lost or damaged while in their possession.



Detention Alternative: option to allow a juvenile to remain in the community, with appropriate supervision, instead of being remanded to a secure facility

Graduated Response/Sanctions: combination of positive recognition and administrative sanctions designed to promote positive behavioral change.

Informal Sanctions: in lieu of filing formal court action, a juvenile may be subject to a restriction, such as:

- decreased curfew
- house arrest
- electronic monitoring
- referral to other agency or service provider

Detention Hearings and Other Courtroom Activity

SRS officers represent the agency in detention hearings involving juveniles who are not on probation. This gives the SRS officer the opportunity to assess whether a juvenile should be released to SRS.

Staff members from SRS attend all hearings involving juveniles under that unit's supervision and present information concerning compliance during the SRS placement. Probation officers testify as complainants in hearings concerning SRS violations. When no other CSU probation officer is assigned, SRS probation officers make recommendations for further dispositions.

SRS uses the court's Youth Assessment and Screening Instrument (YASI) to assist in determining graduated sanctions for juveniles in the program. SRS officers are also responsible for completing the court's Needs Assessment to assist in making recommendations at disposition.

Intensive Supervision Program

The Intensive Supervision Program (ISP) provides post-dispositional supervision for juveniles on probation or parole. This program differs from SRS and electronic monitoring as there is less case management (provided by the referring probation or parole officer), more frequent (including random) contacts during the evening and nighttime hours. The program is intended to supplement traditional probation/parole supervision and is targeted at high-risk cases.

During visits, ISP officers will check for compliance with probation and parole rules, court orders, and curfews. The officers often provide crisis counseling and coordinate responses to violations with the assigned probation officers, as well as administer urinalysis and Breathalyzer tests to monitor illegal substance abuse.

Cases may be court-ordered or referred directly by probation officers as part of graduated sanctions or to provide additional supervision. The program may also be used as a **detention alternative** in the event of new criminal charges on an existing case, when a violation petition is filed, or as a re-entry program for youth coming out of local or state residential placements. Length of stay in the program depends on specific case needs as well as the juvenile's compliance level but typically is 30 to 45 days.

ISP officers assist law enforcement in serving detention and shelter care orders. While conducting home visits, ISP staff can summon assistance quickly (while maintaining case confidentiality) via the police dispatch radio system in the case of a police or medical emergency.

Boys Probation House

Overview

Boys Probation House (BPH) is a community-based residential treatment facility for adolescent males placed on probation. The referral process begins with the probation/parole officer or judge referring the juvenile for an interview. If found to be appropriate for the program, the judge then orders the juvenile to complete the program.

BPH has a capacity for sixteen boys and is highly structured, designed to reduce chronic delinquent behavior, and emphasizes the acceptance of personal responsibility. This program admits boys who are between 14 and 17 years of age, and 10 to 12 months are required for successful completion. Participants are assigned to one of two groups that are comprised of eight members each. A resident participates in program activities with other group members. Major treatment goals are to have residents become more responsible for their behavior, learn to make better decisions, and promote an understanding and acceptance of the role of authority and its value in their daily lives. Parental involvement is required and considered crucial to successful treatment. Treatment planning begins at intake where the probation officer presents the criminogenic issues identified on the Youth Assessment Screening Instrument (YASI).

Level System

Residents progress through an orientation (a six-week program prior to beginning Level I) and four treatment levels. Each level has a major focus:

- Level I - Self-control
- Level II - Self-awareness
- Level III - Relationship with peers and family
- Level IV - Community relations

Each level has expectations (conduct expected of a resident) and privileges (permission to participate in an activity). As the residents advance from level to level, there is an increase in expectations regarding

responsible behavior. Accomplishments are rewarded with advancement to the next level and additional privileges.

Both staff members and residents evaluate a juvenile's readiness to advance to the next level. Consideration is given to whether the resident has completed his level expectations, consistently worked on his treatment plan, accepted additional responsibilities, and participated in a series of successful "timeouts."

Counseling Activities

The Therapeutic Treatment Program offers individual, family, and group counseling using evidenced based practices. In individual counseling, residents explore their behavioral issues and interactions with peers, family members, and authority figures. Counselors aid residents in identifying individual strengths and areas of improvement. The counselors then assist residents with identifying therapeutic interventions they can employ that will allow them the ability to change their behavior and develop healthier relationships. Residents are required to meet with a counselor individually at least three times per week.

In group therapy, residents learn to express their thoughts and feelings openly and honestly. In house meetings, each resident is held accountable for his behavior by his peers. Additionally, residents are required to present to groups of their peers regarding problem areas they have successfully completed as part of their treatment plan. Alcohol and Drug Services provides a weekly educational substance abuse group.

Residents and parents participate in weekly family counseling where family members learn to improve their communication skills and resolve conflicts in a productive manner. In the parents group, residents' parents/guardians meet monthly to discuss program events and offer support to each other.

Each resident has a treatment team comprised of the juvenile, his family, his primary counselor, a family counselor, a probation officer, a primary school teacher, and the director or assistant director of the

facility. The team meets every four weeks to discuss the resident's treatment plan, goals, and progress in the program.

Supporting Programs

The school program at BPH is staffed by two teachers from the Fairfax County Public School System who are certified to work with learning and emotionally disabled students. The curriculum is comprehensive and, thus, it is possible to address the educational needs of students with varying levels of academic standing and ability. Grades and credits are transferred to the students' base schools and maintained in their permanent records. The program's objective is to prepare students for re-enrollment in the public school system or assist them in obtaining a general equivalency diploma (GED). Tutors assist students in specific subjects, such as math, reading, and science.

A food service specialist at BPH teaches the residents basic cooking and sanitation skills and provides cooking classes for the units. Staff members supervise a recreation program that includes basketball, football, swimming, bowling, jogging, aerobics, volleyball, and weightlifting. At different times during the year, residents participate in camping, hiking, whitewater rafting, and canoeing. The residents also participate in daily physical activities and have access to the recreation centers in Fairfax County.

Luther Jackson High School. Exterior view of front elevation
[Yearbook photos] 11/12/1958



Residents who are 16 years of age or older and have achieved a designated level of responsibility may secure employment within the community, if deemed appropriate by the treatment team. This process is guided, coordinated, and monitored by facility personnel. Residents perform volunteer service within the community to foster community responsibility.

Staff members arrange for residents to receive assistance from other service providers (both public and private) when needed. Examples include Alcoholics Anonymous, Narcotics Anonymous, and substance abuse and mental health counseling. Residents and families continue to attend bi-weekly family aftercare sessions for a minimum of two months. In conjunction with a juvenile's probation officer, this assists in a smoother transition into the community.

BPH has a Boy Scout Troop (Troop 260). The Scout Leaders meet with our residents weekly, teaching them the importance of self-accountability, being honest, and doing a good deed, among other values. Boy Scouts of America (BSA) gives our boys the opportunity to learn and practice pro-social skills. BSA additionally allows the residents of BPH to experience what it feels like to have success and to accomplish a task. The residents have an opportunity to earn numerous merit badges such as First Aid, Cooking, Communication, Music, Chess, and Swimming, just to name a few. Troop 260 goes on regular camping trips and participates in the yearly BSA Camporee.

Transitional Living Program

Overview

The Transitional Living Program (TLP) had been a component of Boys Probation House until December 2013 when it moved into its own facility. TLP has a capacity for twelve males and is designed to assist 17.5- to 19-year-old boys in becoming independent adults. The program requires a six to eight month commitment.

Curriculum and Level System

The curriculum for TLP begins with the orientation level, which lasts for one month. During this time the resident works a minimum of forty hours of community service. This allows staff members to assess the juvenile's work ethic and address potential problems with future employment. Additionally, the youth gains both work experience and a future reference for his resume. Orientation is followed by three levels:

- pre-employment—lasting approximately one month
- employment—lasting two to three months, and
- independence —lasting one and a half to two months..

Residents learn and practice skills associated with obtaining and maintaining employment, using public transportation, shopping, banking, budgeting, credit, nutrition, cooking, health, insurance, utilities, tenant and landlord rights, and securing housing.

Residents must establish a savings account and save a minimum of \$2500.00 prior to graduating from the program; albeit the amount is usually more. If restitution is owed, the resident budgets to pay down that debt while in the program. Saved money is later used for rental down payments and necessities, such as furniture.

The three levels correspond to the curriculum phases of the TLP program. If a resident meets curriculum expectations and abides by the house rules, he advances to the next level and is entitled to the privileges of that level, which include, increased community time, additional telephone usage, more free time, etc.

Staff Supervision and Counseling

Each resident is assigned a primary TLP counselor as the case manager. Residents must have three counseling sessions per week with three different counselors to assist them with their skill development. If the family is involved in the resident's life, family counseling is encouraged. Although the emphasis is on employment and life skills, there is a strong therapeutic and behavioral component. The program coordinator and case managers develop and maintain relationships with employers, regularly visit worksites, and assist both residents and employers with work-related concerns.

If a resident does not have a high school diploma or GED, he is referred to the Independent Study Program to work on his educational needs. When appropriate, residents attend Northern Virginia Community College or a trade school. They are referred to community-based services for alcohol and drug counseling, alcoholic/narcotic anonymous, and mental health counseling. Aftercare services are provided for up to two months following release, to assist the resident with a smooth transition into the community.

Foundations

Overview

Foundations is a community-based, 12 bed residential treatment program for court-involved girls who exhibit chronic behavioral issues that were not able to be addressed on an outpatient basis. Residents may be involved with the court via CHINS or criminal charges and are placed in the program by judicial order. In addition, females in the custody of the Department of Family Services and the Community Services Board may be placed through an Application of Admission and placement agreement if they meet certain criteria. Foundations works with girls between the ages of 14 and 17 at the time of admission. It offers a safe, stabilizing environment with a behavioral and clinical component with the goal of adopting more positive interactions with their peers, their families, and in the community.

Major program objectives are to address the behaviors that brought the resident to the attention of the court and to help them understand the underlining issues of that behavior. Treatment is premised on the belief that girls need to gain a sense of independence, self-control, and self-confidence in order to build a healthy, productive future. The program is designed to change a resident's behavior, foster healthy emotional and family functioning, and successfully facilitate a return to the home and community. Strategies include counseling, behavior modification, a positive peer culture, and education. Program structure ensures uniform behavioral expectations and a consistent application of rules while allowing flexibility for individual treatment needs.

The average length of stay at Foundations is ten to twelve months. Successful completion is attained when a resident completes her individualized treatment goals and has reached a minimum behavioral level. A resident's progress is assessed monthly by her treatment team, consisting of the resident, her parent, probation officer, individual and family therapists, program administrator, program teachers, and other professionals involved in the case. Parents are

vital and mandatory partners in the change process for both their daughters and their families and must be willing to invest and participate fully in all family components.

Treatment Planning and Counseling

Residents are assigned an individual and family counselor. Individual counselors have primary responsibility for that residents, coordinating treatment and monitoring progress. Family counselors facilitate family growth and progress through weekly family therapy sessions and biweekly multifamily groups. The entire therapeutic staff meets weekly to discuss the treatment and progress of all residents.

Treatment planning begins at intake where initial treatment goals are identified through a placement agreement. The probation officer will present the issues identified in the Youth Assessment Screening Instrument (YASI); residents, parents, and program administrator are involved in this process. Individual and family goals are identified and refined as staff gets to know the resident more intimately. Short-term goals and strategies are developed within the first thirty days of treatment. Treatment goals are assessed and revised monthly. The entire treatment team's input is imperative for the optimum provision of treatment services.

Individual counseling allows residents to closely examine the problems and challenges outlined in their treatment plans and to discuss their goals and methods for achieving those goals. This involves exploring previous barriers to success, past traumas, and self-defeating patterns. Several modalities are used in these sessions, including: Cognitive Behavioral Therapy (CBT), Trauma Informed-Cognitive Behavioral Therapy (TI-CBT), Dialectical Behavior Therapy (DBT) Skills, Expressive Arts, Eye Movement Desensitization and Reprocessing (EMDR) therapy, and Somatic Learning. Each resident must complete a minimum of two counseling sessions per week to be successful in achieving her weekly goals.



The former facility as it appeared in the 1960's when it was used as a motel. It was later modified for use as a probation home for girls.

The newly constructed Foundations facility opened its doors in January 2009.



Group counseling allows residents to share their thoughts and perceptions with peers, resolve issues, and examine relationships among group members. Groups are held six times per week and topics include relationships and sexuality, family patterns and dynamics, alcohol and substance abuse, decision-making, anger management, self-esteem and coping strategies. Resident participation is imperative in creating the most therapeutic environment. A trauma survivors group is offered for residents to work on issues related to sexual abuse or other trauma. This entails understanding the impact of trauma on their lives and learning to recover and heal from these extremely difficult experiences.

Parental involvement is essential to a resident's success. It is believed that family patterns contributed to a resident's current situation and, thus, can contribute to her future success. Weekly family sessions allow residents and parents to examine their relationships, conflicts, and patterns of communication and seek to improve the way they function as a unit. Parents meet every other week for a parent support group where they encourage one another, learn about relevant issues, and process their thoughts and feelings. This is followed by a multi-family group. For the multi-family community group, residents join their parents to process their progress and any related topics. All groups are facilitated by a family therapist.

School Program

Foundations is staffed by two teachers from the Fairfax County Public School System and the program is an integral part of the therapeutic milieu. The curriculum is comprehensive and addresses the educational needs of students with differing levels of academic standing and ability. Residents may earn the same credits as they would in their base schools but in an individualized setting. Standard course offerings are augmented with electives, educational field trips, health instruction, community resources, tutors, and volunteers.

Behavior Management System

The Behavior Management Program utilizes levels to broadly outline what a resident must do to successfully complete the program and includes both behavioral and treatment expectations. All residents enter at the orientation level and must move through Levels I through III, with each level allowing increased freedom and responsibility. Residents earn points based on their behavior and must earn a minimum number of points to have a "successful week" and be allowed privileges. A minimum number of successful weeks is required for each level, as well as the completion of all expected tasks before requesting promotion to the next level. Final determination of level movement is decided by program staff.





Section IV

**ADMINISTRATIVE
SERVICES**

Rear and side view of building used for elementary
and high school, 1985-1912, Clifton, Virginia
photo 1968

Administrative Services

The Administrative Services Unit oversees the management of the entire Court Service Unit from personnel and facilities management to the budget. Additionally, many programs are housed under the umbrella of Administrative Services. Many of these programs act in conjunction with other court programs and services to provide additional support to the citizens of Fairfax County.

Personnel Administration

The director of the Court Service Unit approves all position appointments and disciplinary actions. Program managers recommend applicants for positions and employees for promotion and evaluate employees' job performances in accordance with the regulations of Fairfax County's Office of Personnel. Job performance evaluations are completed by an employee's direct supervisor and then approved by his or her respective supervisor.

Human resources personnel have been deployed to Administrative Services by the Department of Administration for Human Services. These individuals oversee the areas of recruitment, workforce planning, employee relations, and payroll. They work closely with program managers to address unique needs affected by human resource issues.

Budget Development and Management of Financial Operations

The fiscal manager manages the agency's budget development process and financial activities. Program managers monitor program expenditures, identify potential cost overruns, project future costs, and justify new expenditures. The fiscal manager assists with these activities, establishes internal financial management procedures, prepares monthly financial reports for unit directors, monitors the agency's overall financial health, advises the agency director of the potential impact of budgetary decisions, and prepares the agency budget in final form for approval by the director and submission to the county's Office of Management and Budget.

The fiscal manager is knowledgeable about county policies regarding budget preparation, the requisitioning of goods and services, and contract procurement and administration. The manager serves as the liaison to other county agencies that are responsible for county financial activities, including the Department of Administration for Human Services, Department of Management and Budget, Department of Finance, and Department of Purchasing and Supply Management. The fiscal manager also prepares the agency's part of the Department of Juvenile Justice biennium budget, provides oversight for grant financial management, and manages money that is donated to the CSU by persons or groups.

Financial staff deployed to the CSU from the Department of Administration for Human Services prepare and process most requisitions for goods and services and arrange for payment from the county's Office of Finance. Program staff submit auto mileage and other travel expense vouchers to the finance staff for review, approval, and payment.

Judicial Support Services

The director of Judicial Support Services acts as the project manager for new facility planning, construction, and major reconfiguration of existing facilities. The director works closely with agency program managers, personnel from the Project Management and Project Engineering divisions of the county's Department of Public Works, and contracted architects. The director closely monitors construction projects to ensure that they meet desired specifications and prepares the annual Capital Improvement Plan (CIP) which identifies construction projects that are needed to maintain or expand existing programs or implement new ones. The director works with unit supervisors and the Department of Facilities Management to ensure that buildings are clean and maintained on a day-to-day basis and that employees have adequate office equipment and furnishings.

The Judicial Support Services director also oversees the supervisors of the Victim Services Program, Volunteer Interpreter Program, and volunteer coordinator.

Victim Services

The Virginia Crime Victim and Witness Rights Act provides for services to be offered to persons who have suffered as a direct result of the commission of a felony, assault and battery, stalking, sexual battery, attempted sexual battery, maiming, or driving while intoxicated with injury.

The Victim Services Office of the JDRDC was established to ensure that the rights of crime victims are protected. Victim Services staff provide direct support and assistance to crime victims, families, and witnesses suffering emotionally, financially and physically. These services are provided free of charge and are available to help victims cope with the trauma and the aftermath of victimization and to lessen the inconveniences often associated with participation in the criminal justice process.

Victim referrals are completed by the complainant during the intake process and forwarded to Victim Services. Individuals victimized by juvenile offenders are contacted and given the choice to actively participate, with appropriate assistance, in all stages of the criminal justice process. Services provided to victims include:

- emotional support
- advanced notice of court proceedings
- court advocacy and assistance in completing and filing Victim Impact Statements and Statements of Financial Loss
- arrangement of victim/offender meetings
- resource referrals for counseling, medical or psychological services
- assistance in obtaining compensation through the Criminal Injuries Compensation Fund
- notification of offender status.

Victim Services educates clients on the criminal justice process. Staff will advocate on behalf of the victim to the Commonwealth's Attorney, in cooperation with probation staff, to insure his or her rights to be informed by the Commonwealth of the contents of a proposed plea agreement and convey the victim's view about the pending disposition of the case. Probation officers may call upon Victim Services to obtain documentation and information from the victim for purposes of preparing court reports.

Once the hearing process has concluded, Victim Services remains the primary contact for the victim to discuss non-payment of restitution, violations of no contact orders by the defendant, compensation, and to provide referrals for counseling and services.

While the physical, emotional, psychological, and financial impact of crime cannot be erased, Victim Services pledges to uphold a victim's right to be protected from further harm; to treat victims in a professional, sensitive, and supportive manner by considering their needs; and to hold the juvenile offender accountable for the victimization of others.

Victim Services also conducts Victim Impact Classes with defendants placed at BETA, Boys Probation House, youth on probation, and those diverted from the court system.

Volunteer Services

Any Court Services clerical or professional employee may request a volunteer. Volunteers also provide services for the court clerk's office. More than two hundred volunteers and interns provide services to the court each year. There are two volunteer coordinators—one is responsible for recruiting and placing volunteers with Court Services and the Court Clerk's Office and the other is responsible for supervising the Volunteer Interpreter Program.

The volunteer coordinator recruits individuals; accepts applications from prospective volunteers; interviews prospective volunteers to determine their interests, education, knowledge, and skills; conducts record checks (police, Department of Motor Vehicles, Child Protective Services, and FBI); and refers prospective volunteers to staff members who may be able to use their assistance. Court employees review the applications, interview the prospective volunteers, and make a final determination as to which individual would meet the needs of a program.

Volunteers are provided with an orientation of Court Services. More specific training is provided by the court unit where the volunteer is placed. Each volunteer is directly supervised by a court services or clerk's office staff member. Volunteers assist proba-

tion officers, family counselors, residential staff, domestic relations personnel, administrative assistants, court clerks, and others.

The volunteer coordinator monitors volunteer service hours and serves as a liaison between Court Services and organizations that refer volunteers to the court, such as local colleges or universities, area volunteer centers, and community organizations. Additionally, the volunteer coordinator participates in special projects designed to present information regarding CSU volunteer opportunities to the public.

Student Internship Program

The Court Services Student Internship Program is designed to provide undergraduate and graduate-level students with an excellent "hands on" learning experience that supplements their classroom knowledge with practical work. Internships with the CSU are available for one or two semesters during the Fall, Spring, and Summer. To be considered for an internship, students must be earning college credit and should have completed at least two years of undergraduate studies. Intern selection is based on an application, reference check, interview, and a criminal record check investigation.

Student interns may be assigned to one of the probation service units, a residential program, Domestic Relations, Community Corrections, Stronger Together, Supervised Release Services, or the Victim Services Program. Interns work between 16 and 32 hours per week. Assignments are based on the student's academic background and interests, the staffing needs of the court, and supervisor availability.

The volunteer coordinator recruits interns; accepts applications; interviews the prospective interns to determine their interests, education, knowledge and skills; conducts record checks (police, Department of Motor Vehicles, Child Protective Services, and FBI); and refers prospective individuals to staff members who have expressed an interest in supervising an intern. Court supervisors review applications, interview prospective interns, and make a final determination as to whether an individual is a good match for the needs of a program.

Volunteer Interpreter Program

The goals of the Volunteer Interpreter Program are to assist non-English speaking clients in accessing court services and to aid court staff in effectively communicating with these clients. Interpreters serve virtually every unit in the juvenile court at every stage of the legal process. Interpretation services are provided for intake interviews, probation meetings, interviews for court reports, and other instances as needed. Volunteer interpreters assist clients in domestic relations with processing petitions, preliminary protective order screenings, and status hearings. They not only serve inside the courthouse in courtrooms and at pre-and post-court offices, but at the probation service units and in residential facilities. The program currently provides primarily Spanish language interpretation.

A volunteer coordinator recruits, screens, and trains all interpreters. The coordinator also assesses applicants' English and Spanish language skills and abilities in areas such as listening and working with others. Training is provided on the court processes, legal process, confidentiality, courtroom demeanor, and ethics. Volunteer interpreters also translate court documents, such as probation rules and informational pamphlets, into the Spanish language.

Records Management

Court Service employees oversee the filing, storage, security, and expungement of juvenile and adult probation social case files as well as the files for diversion, the Supervised Release Program, mediation, and home studies. All files in Court Services are from closed cases (individuals who are no longer under court supervision or receiving services).

Probation social files contain reports that reflect the work activities of Court Service staff such as intake sheets, community service data, investigations and reports (I&R), probation notes, and reports from residential programs.

The court has begun implementing a multiphase document management system that will allow the court to replace traditional paper-based case files and manual court case processes with electronic case

records and automated workflows for case processing and management.

Initiatives and Special Projects Coordinator

The court has recently added the Initiatives and Special Projects Coordinator position in order to facilitate its many initiatives and provide oversight on special projects such as:

- Strategic planning and all related actions underway
- RBA—Results Based Accountability
- PREA—Prison Rape Elimination Act
- Trauma Informed Practices
- Agency communications and website

In addition to special projects, the coordinator also oversees the Training Program.

Training

Administrative Services facilitates a wide variety of training opportunities for residential and probation employees, which are managed by a training specialist. Residential Services staffs have a state requirement to complete forty hours of training every year. The Virginia Department of Juvenile Justice no longer has an hourly requirement each year for staffs in the Probation Division but mandates that they all receive documented orientation and ongoing training appropriate to their duties and to address any needs identified by the individual and the supervisor. In FY 2015, approximately 350 court employees participated in more than 12,500 hours of training.

The court is guided by a comprehensive training plan that addresses a wide variety of issues ranging from new employee orientation to advanced skills building and management training. The overall aim of the training plan is for Fairfax County JDRDC to become an evidenced based practice organization in all key aspects of its work with juvenile and adult offenders with specific attention to the needs most prevalent in the agency client group. Annual objectives support this broad aim and ensure that the training plan is regularly reviewed and updated to take account of

progress made and the internal and external factors that drive the constantly changing juvenile justice environment. The training plan also aligns with the agency's Strategic Business Plan.

New employees must participate in the court's New Employee Orientation, which includes presentations on each work unit, information on programs, observing courtroom proceedings, and inputs on practice related issues that underpin the agency's mission, values and philosophy. There is also an opportunity to visit all the residential facilities. In addition, Fairfax County requires new employees to attend a series of New Employee Orientation workshops and other mandatory training. New employees and those transferring to a different role within the agency must participate in unit-specific orientations. JDRDC has introduced a learning map for all new hires and is developing a series of learning maps which identify the orientation tasks specific to a number of job roles and responsibilities.

Specific training has been developed as a result of an ongoing critical assessment of both the tasks that are unique to this court and necessitate specialized in-house training and those that are shared with other agencies and therefore require utilization of external training resources. Cross-agency collaboration in many aspects of court work has been reflected in the reduction of the number of task-based in-house training classes and a corresponding increase in core classes delivered by our partners, notably Fairfax County Public Schools, the Department of Family Services, and Alcohol and Drug Services. In-house training is now more focused on the development of evidence-based practice, becoming a trauma informed organization, diversity, reducing inequities, and increasing family engagement.

Unit directors frequently arrange specialized training to meet the specific needs of unit personnel. Employees may also participate in training offered by other county agencies, the Department of Juvenile Justice, the Virginia Department of Criminal Justice Services, and other providers. The training specialist assists personnel in identifying and registering for workshops and conferences and also supports career development. A supervisor's approval must be obtained to attend all training. Requests for use of

training funds are submitted to unit directors: if approved, the court directors must provide final authorization. After attending a training event, the attendee must complete a training attendance form and submit it to the training specialist for inclusion in the training database.

The Training Advisory Group (TAG), includes representatives from each Court Services unit and meets regularly to assist the training specialist in identifying training needs, developing an integrated training plan, and arranging training events. Members act as liaisons between the training specialist and individuals in their units. The TAG also has the responsibility for organizing an Annual Day of Training. The workshops are designed by court staff members to meet the special training and performance needs that exist in Fairfax County JDRDC. The Annual Day of Training is a day-long event during which there is typically no court docket so that court employees are able to attend critical training workshops. Judges, clerks, and professional and clerical staff members attend this training, making it a valuable cross-unit integration event. Both private and public sector professionals conduct the training.

The training records of all employees are contained in the County's learning management system, EmployeeU. Employees can find their learning transcript in EmployeeU and use the system to take an ever increasing number of online classes. EmployeeU can also provide a variety of training reports for supervisors and employees that include the classes and number of training hours attended by each individual. Additional training resources are available on the court's Intranet website at <http://infoweb/hs/jdrc> under the Administration then Training tab.

Probation Support Services

The Probation Support Services Manager handles many aspects of probation support including:

- managing the sex offender treatment contract
- the delivery of psychological services
- coordinating the Serious or Habitual Offender Comprehensive Action Program (SHOCAP), and
- quality assurance.

The manager reviews all psychological evaluation referral that documents the type of evaluation required, case details, and questions to be addressed. The referring party must attach prior completed reports to assist the psychologist in the evaluation. The manager assigns referrals to either the court psychologists or a private provider under contract with the court.

The coordinator maintains referral materials and interacts with the court psychologists to follow referrals, prioritize requests, correct difficulties with the referral process, and ensure that all evaluations are assigned and completed in a timely manner. An administrative assistant with Central Intake monitors the private provider's services, reviews bills for accuracy, monitors total expenditures, and serves as the contact person for any financial difficulties that may arise.

Court psychological services are provided by the Community Services Board's Juvenile Forensic Psychology Program (JFPP) and private vendors under contract with the court (currently the Multicultural Clinical Center). The court provides offices for the psychologists in the Juvenile Forensic Psychology Program (court psychologists). Emergency evaluations, dispositional or diagnostic evaluations, special request evaluations, and consultations are provided.

Quality Assurance

The Program Support Services Manager is also in charge of Quality Assurance by assisting the CSU in ensuring continuous quality improvement in the services it provides. Using the Virginia DJJ certification standards, the program support services manager organizes, conducts, and reports on pre-certification reviews for probation and residential division units. These reviews include examining case records and on-line case documentation and interviewing probation officers and their supervisors. Additional responsibilities include reviewing probation case files in regard to implementation of the SDM case management model, monitoring the activities of probation pre-certification review teams, and serving as the liaison to DJJ for coordinating CSU certification reviews.

Serious or Habitual Offender Comprehensive Action Program (SHOCAP)

In September 1995, the Fairfax County Board of Supervisors approved a law allowing information about serious/habitual juvenile delinquents to be shared among police departments, schools, courts, the commonwealth attorney's office, and various social services agencies. The Serious or Habitual Offender Comprehensive Action Program (SHOCAP) is a multi-disciplinary, interagency, case management, and information sharing system that provides a coordinated public safety approach to serious juvenile crime. The law allows members to freely exchange information about SHO's (serious/habitual offenders) as an exception to confidentiality laws.

The goals of the program are to protect the community from violent juvenile crime and ensure comprehensive service delivery to serious or habitual offenders. A serious or habitual offender is a juvenile who is less than age 18 years of age and an adjudicated delinquent for one conviction of murder, attempted murder, armed robbery, felony sexual assault, or malicious wounding or has at least three convictions for felonies or Class 1 misdemeanors involving crimes against a person, weapons violations, or burglaries.

The Fairfax County Police Department and the Court Services Administrative Unit, coordinate SHOCAP. The Probation Support Services Manager, the Criminal Investigations Bureau, and the Juvenile Services Unit, head the SHOCAP Committee which consists of one representative from each member agency. The committee meets quarterly to review nominations from probation officers and sometimes police officers to determine if a youth should be identified as a serious or habitual offender and what services they may require from member agencies.

Once the committee identifies a youth, a letter is sent to the juvenile, parents, and probation officer advising them of this action and the effects. The youth is identified as a SHOCAP in both the Balanced Approach Data Gathering Environment (BADGE) and the police department's warrant screen so that delinquent behavior is managed formally and violations of supervision observed by police are reported to the

probation officer. The director prepares a roster of SHO's quarterly with an update on each juvenile. This is distributed to all police stations, probation units, and surrounding SHOCAP committees in Northern Virginia, including Arlington County, Alexandria City, Loudoun County, and Prince William County. New SHO's can be assigned to the Intensive Supervision Program if they are in the community or upon release from a juvenile correction center. This supervision is for a minimum of 45 to 90 days.

Research and Development

The Research and Development Unit encompasses research and evaluation, strategic planning support, grant and program development support. The unit includes a director and two research analysts. In 2015, the unit added a part-time and a volunteer research analyst to assist with the increasing workload.

Research and Evaluation

The research analysts collect, compile, and distribute workload and client trend information, provide information to support budget development, collect agency performance measure data, evaluate services, conduct research on juvenile justice issues, identify funding opportunities, write grant proposals, evaluate the results of grant-funded activities, conduct research on successful program and service strategies, and provide expertise to other court workers on data analysis, programming, and service issues.

The research analysts produce and distribute regular workload summaries that reflect court-wide workload activities and are used to plan caseload distribution and for requests for new services or additional resources. The Research and Development Unit retains and updates documents needed for court, certification, programs, and employee services in an accessible online forum for use by court employees. They also develop and maintain databases used by court services. The research analysts also compile the Statistical Report, which provides the public and court personnel with a summary of the court's workload, programs, and activities for a fiscal year. The Statistical Report includes historical information that

makes it possible to identify workload and client trends and understand how the work of the court has changed over the years. This Guide to Court Services is also created by the research analysts of the Research and Development Unit.

Information Technology

A variety of personal computers, software, and related hardware are used within the court that are connected to a secure Fairfax County Government network infrastructure. This provides access to core applications and computer resources maintained by county agencies. Various other networks and applications in the Commonwealth of Virginia are also available based on the roles and needs of staff members. A combination of internal agency, county, and Commonwealth of Virginia information technology personnel provides support to the court's end users by managing various accounts, hardware, software, networks, security, projects, web pages, and helpdesks. This court's core of judicial applications is comprised of four main computer systems: the Supreme Court of Virginia's (SCV) Juvenile Case Management System or JCMS and related record imaging systems, the Virginia Department of Juvenile Justice's (DJJ) Balanced Approach Data Gathering Environment or BADGE, the Department of Criminal Justice Services' (DCJS) Pre-Trial Community Corrections or PTCC, and the agency-developed Residential Services Information System or RSIS. Less significant applications and databases track various programs and services throughout the court.

Juvenile Case Management System - JCMS

The Juvenile Case Management System (JCMS) was introduced to the Juvenile Court in May 1996 and operates on the State Supreme Court's mainframe computer. This information system is used by all Virginia Juvenile and Domestic Relations District Courts in Virginia. Four main functions are supported by JCMS: management of the court's docket, disposition of cases, financial transactions of the clerk of the court and the imaging of official court records. This system allows equal distribution of cases among the individual dockets for the judges. With the individu-



alized docketing system, parties are able to estimate how long it will take the court to hear a case; the case is then scheduled for the specified length of time. This system also prevents scheduling on holidays and other periods of planned leave, issues warnings when dockets are becoming overloaded, and automates the production of summonses, hearing notices, witness subpoenas, and certain types of orders. The disposition of hearings and final orders by the judges are also tracked by JCMS. Financial transactions supported by JCMS include payments to court appointed-attorneys and the collection of fines and costs.

Balanced Approach Data Gathering Environment - BADGE

The Virginia Department of Juvenile Justice introduced BADGE as an application development and delivery platform designed to consolidate many of the previously created individual applications and program modules under one common logon and interface. BADGE was initially released in early 2007 with the Serious Incident Response (SIR) module being the first application converted to the new BADGE format. The Gang Management System (GMS), Caseload and Intake processing modules followed shortly thereafter. BADGE uses common windows controls and techniques to ease training and make future application deployment easier for the developers and users alike.

Pre-Trial Community Corrections - PTCC

The Virginia Department of Criminal Justice Services (DCJS) developed, supports, and maintains the Pretrial and Community Corrections Case Management System (PTCC) software and the statewide communications and network infrastructure required for its operation. It is designed to manage and collect defendant and offender information at each program locality. Data collection for PTCC is integrated into the case management process and is intended to be a case management tool. The data collected and maintained by this program also generates the DCJS monthly report and creates a central summary database. PTCC includes seven modules: setup, jail admission, screening, pretrial placement, community corrections placement, pretrial supervision, and community corrections.

Residential Services Information System - RSIS

The Residential Services Information System (RSIS) was developed internally during the late 1990s to monitor the court-ordered residential placements in the county's Juvenile Detention Center (JDC). It was significantly redesigned and moved to Microsoft Access in approximately 2000. The desire to extend its capabilities and stabilize/standardize the database with current programming methods led to a vendor-driven redesign in 2002. While this version was suc-

cessful and well-received, problems with the Access environment and the desire to expand RSIS to all residential service units led to the fourth and current version that is web-based and supports many new functions and reports.

Personal Computers

The court presently has more than 400 desktop computers connected to the county's network. Through a Wide Area Network (WAN), staff members access applications and data on mainframes, servers, websites, and the intranet and internet from their individual workstations. Access to files and most court applications may also be made available from any county office or building if required. Software applications are upgraded continuously. The court uses the Microsoft Office suite of products. Files are securely stored on various network drives so that documents are available for only the individuals who need them.

Juvenile and Domestic Imaging System (JDIS)

The Juvenile and Domestic Imaging System (JDIS) is a case imaging system for the scanning, retention, and electronic viewing of court documents. JDIS is a custom built SCV solution that includes built-in interfaces with the existing SCV case management system (CMS), and other requirements unique to Fairfax. Multiple phases of the project are in production and capture all juvenile traffic-related and adult criminal-related case documents. Functionality includes an interactive docket view, clerk scanning and search capabilities, and it enables courtroom clerks to electronically deliver expedited court orders and documents directly to court staff work queues. The CSU is now able to submit pertinent case documentation to the clerk's office electronically.

JDIS has significantly improved the reliability of the CSU in receiving cases placed on probation from the court through the clerk's office. Ongoing and future enhancements will provide the capability to have reports created that will automatically run against SCV reports and accurately indicate the status of each case where probation was ordered and an electronic order will be received by the CSU. Other upcoming

features will include the addition of other juvenile case types, an internal notification system, and secure public viewing of records.

Fairfax County is the first juvenile court in the Commonwealth to implement the case imaging system. The SCV plans to make the system available to the Fairfax General District Court and other juvenile courts throughout Virginia.

The JDIS project satisfies the primary objectives to:

- Improve citizens' access to the courts
- Facilitate trials and hearings in the most effective, efficient way possible
- provide for flexibility and adaptability to incorporate future changes in technology and court proceedings.

Management and Maintenance of Information Systems

The court director and the directors of residential and probation services establish the direction regarding the information technology needed to ensure efficient and effective court operations. In 2013 various IT staff providing support to the Juvenile and Domestic Relations and General District Courts were unified under a new CourtDIT organization to coordinate with court, county and commonwealth IT personnel to develop computer policies, create accounts, install and repair computer equipment, install software, orient staff members to sign-on procedures, monitor confidentiality, support technology in our courtrooms and manage other common day-to-day technology tasks. Use of a common helpdesk telephone number and e-mail account is encouraged for a standardized response to computer problems.

APPENDICES

History of the Juvenile and Domestic Relations Court

Prior to 1956, all juvenile and domestic relations cases were heard by a county court judge and all probation and investigation functions were managed by the Fairfax County's Department of Public Welfare. In 1956, the Fairfax County Board of Supervisors established a separate probation office for the court with a chief probation officer, three probation officers, and two clerical employees. Court was in session one day a week with the judge of the county court presiding. In 1962, the court expanded hearings to three days a week with each county court judge sitting for one day. In 1965, the first full-time juvenile court judge was appointed with court in session daily. By FY1981, five full-time judges were hearing juvenile and domestic relations cases; in 2009, eight judges are hearing cases daily.

Major changes in the court's organization resulted from the Court Reorganization Act of 1973. All judges and clerical employees who performed duties directly related to judicial rather than probation functions became state employees and the responsibility of the executive secretary of the Virginia Supreme Court. A separate clerk was appointed for the Juvenile and Domestic Relations Court with that position responsible for supervising the state clerks. In 1980, court recorders became state employees. Court services in Fairfax County, however, remained a local (county) responsibility. The Fairfax County Court Service Unit (CSU) is one of only three county run CSU's in the state.

Fairfax County funded court employees were reorganized in 1980 with three services divisions established: probation, residential, and administrative. The Residential Services Division oversees the Juvenile Detention Center, Shelter Care, Foundations, Boys Probation House, Transitional Living Program, and Supervised Release Services. The Probation Services Division has four juvenile probation offices throughout the county. This division is comprised of separate juvenile and domestic relations intake offices as well as a Special Services unit. In 2015, due to budget constraints, the Special Services unit was disbanded and its services distributed among other court units.

In the summer of 2009, the completion of the Courthouse Expansion Project consolidated all of the Fairfax County courts into one building. The Fairfax County Juvenile and Domestic Relations District Court now has nine courtrooms with the infrastructure to support courtroom technology, which has greatly improved public and staff support spaces.



Courtroom 3K in the newly redesigned Juvenile Court.

The development of special programs to augment traditional probation services has been particularly important to the court's expansion and include: the Informal Hearing Officer Program, Diagnostic Team, Interdisciplinary Team (IDT), Volunteer Learning Program, Independent Study Program, School Probation Officer Program, Evening Reporting Center, Shelter Care, Juvenile Detention Center, Supervised Release Services, Supervised Visitation and Supervised Exchange Program, Community Service Program, two probation facilities, and various alternative schools. Several of these programs were initially subsidized by federal and state grant funds but were subsequently funded by the county.

Fairfax County Public Schools

The Court Service Unit and the Fairfax County Public Schools (FCPS) School Board collaborate in operating or supporting a variety of alternative schools for juveniles who are unable to benefit from the ordinary public school environment:

- Falls Bridge School in Reston (opened in 1977 and closed at the end of the 2015 school year)
- Hillwood School (1985) and Elizabeth Blackwell Middle School (2001) in Falls Church
- Sager School in Fairfax City (opened in 1974)
- Gunston School (formerly South County School) in Mount Vernon (opened in 1977).

The court provides the facilities and the school system provides full-time teachers, books, and supplies for these schools. Each school is able to accommodate between eight and ten students who have been placed under probation supervision by the court and have experienced behavioral and/or school attendance difficulties. Students are referred by their probation officers who closely monitor their attendance. Students receive individualized remedial instruction designed to enable them, within a year, to return to a regular school, obtain a general equivalency diploma (GED), or enroll in a vocational or work-study program.

The **Independent Study Program** was developed in 1992 for youths on probation or parole. It is designed to address the educational needs of juveniles who have been unable to benefit from traditional classroom instruction or alternative school programs. These juveniles may have expulsion pending or have been expelled but permitted to attend the specialized program by the school board. Students meet with teachers twice a week for assignments and individual instruction. They are required to obtain employment to supplement their education.

The **Volunteer Learning Program (VLP)** was established in 1975 and is sponsored jointly by Fairfax County Adult and Community Education, the juvenile court, and the Fairfax County Public Library System. It is a tutorial program designed to meet the needs of juveniles and adults who were withdrawn from public school. Through weekly one-on-one tutoring sessions at local libraries, learners acquire competency in reading, writing, mathematics, social studies, and science, which leads to improved self-confidence and motivation. The ultimate goal is to obtain high school credentials, such as a GED. Volunteers are recruited, trained, and provided with instructional plans and materials. Learners are interviewed, assessed, and counseled regarding their educational goals. Tutors are also assigned to Fairfax County public schools, the Juvenile Detention Center, and court alternative schools.

Probation Services Major Functions

Juvenile Intake

- Emergency point of contact
- Petitions in CHINS, delinquency, and child abuse cases
- Shelter care/detention orders
- Emergency removal/protective orders in child abuse cases
- Diversion counseling and programs
- Diversion hearings
- Parent support group
- Interdisciplinary Team

Probation Services

- Social histories and Investigation and Reports (I&R's)
- Youth Assessment Screening Instrument (YASI) assessments
- Supervision and monitoring
- Service planning, accessing services, collaboration with other service providers
- Direct services
- Community Service Program
- Court/school programs
- Family assessments/treatment

Domestic Relations

- Petitions in child custody/visitation, support, and family abuse cases
- Mediation services and coordination
- Protective orders for family abuse
- Child custody court reports
- Supervised Visitation and Supervised Exchange Program

Community Corrections Services

- Supervision of adult probationers

Committed Offender/Parole Services

- Contact and service planning with DJJ correctional center personnel, parents, and juveniles while in direct care
- Supervision and monitoring after a juvenile's release on parole
- Accessing services and collaboration with other service providers

Residential Services Major Functions

Juvenile Detention Center

- Secure confinement
- Stabilization
- Behavioral management
- Medical and educational services
- Secure transportation
- Court holding
- Mental health crisis management services
- Sentencing for delinquency offenders – 30 days or less
- BETA Program— 6-month sentencing / treatment program

Supervised Release Services

- Detention alternative program
- Pre-dispositional intensive supervision
- Electronic monitoring
- Detention recommendations in detention hearings
- Court recommendations for SRS clients
- Participation in Interdisciplinary Team
- Pre-dispositional case management of unsigned cases
- Intensive Supervision Program

Shelter Care

- Detention alternative program
- Pre-dispositional shelter for CHINS and minor delinquents
- Stabilization
- Individual and group counseling
- Parents group
- Behavioral management
- Pre-dispositional case management for CHINS cases
- Post-dispositional sentencing

Boys Probation House

- Residential treatment for boys
- Individual treatment planning
- Individual, group, and family counseling/parent group
- Behavioral management
- Aftercare planning and services
- Educational services
- Recreational services
- Aftercare planning and services

Transitional Living Program

- Skill building in housing, employment, budgeting, and other areas
- Aftercare planning and services

Foundations

- Residential treatment for girls
- Individual treatment planning
- Individual, group, and family counseling/parent group
- Behavioral management
- Educational/recreational services
- Aftercare planning and services

Administrative Services Major Functions

Court Service Administration

- Strategic planning
- Budget development
- Requisitioning of goods and services
- Approval of personnel actions—hiring, promotions, performance evaluations
- Processing personnel paperwork—timesheets, pay, benefits, etc.

Judicial Services

- Supervision of volunteer interpreters and sponsors
- Liaison with volunteer and intern referral organizations
- Interpreter services for intake interviews, probation meetings, interviews for court reports
- Project management for facility construction
- Facility repair
- Development of Capital Improvement Plan
- Victim Services
- Court social records

Probation Support Services

- Manage psychological evaluations
- Services to juveniles in CSA-funded residential placements
- Sex offender assessments/treatment
- SHOCAP—Serious or Habitual Offender Comprehensive Action Program

Research and Development

- Agency budget performance measure tracking
- Support for policy and procedure development
- Analysis and reports of workload and client trend data
- Grant proposals
- Needs assessments, program, and grant evaluations
- Research on juvenile justice issues
- Quality improvement review

Operations and Special Projects Manager

- Strategic planning
- Training
- RBA—Results Based Accountability
- PREA—Prison Rape Elimination Act
- Oversight of special projects such as Trauma
- Agency communications and website
- Training plan and curriculum development, implementation, and evaluation
- Training events: Annual Day of Training, New Employee Orientation, and in-service trainings
- Recruitment and placement of volunteers and interns

Information Technology

- Assessment of information technology needs
- Administration of automated information systems
- Installation of hardware and software and repair of computer equipment
- Ensure users have access to the IT resources needed to perform their duties

Legal Process in Juvenile Cases

Detention Hearing Process

- Next court date after child is apprehended
- Secure detention: class one misdemeanor, probable cause, unreasonable danger to person or property, substantial threat to child's life or health, or child may fail to appear for court
- Shelter care: detention alternative, refusal to return home, parental refusal to permit child home, or unavailable parent
- Release with/without conditions and supervision

Related Court Services Tasks

- Prior to hearing, information gathered by Intake, SRS, or probation staff if open probation case
- Probable cause established and recommendation by above personnel in court
- Placement in Shelter Care or Juvenile Detention Center
- Probation officer assigned if child remanded to Juvenile Detention Center/Shelter Care
- Release to Supervised Release Services

Adjudicatory Hearing Process

- Within 21 days if child detained in secure detention or Shelter Care
- Determination of guilt or innocence
- All due process safeguards, except jury trial (proof beyond reasonable doubt, right to attorney, cross examination, witnesses)
- Disposition immediately or delayed for a separate hearing

Related Court Services Tasks

- When on probation violation charge, probation officer is complaining witness
- If probation or SRS assigned to case, must make recommendation for disposition or referral for I&R, IDT, or specialized evaluation

Dispositional Hearing Process

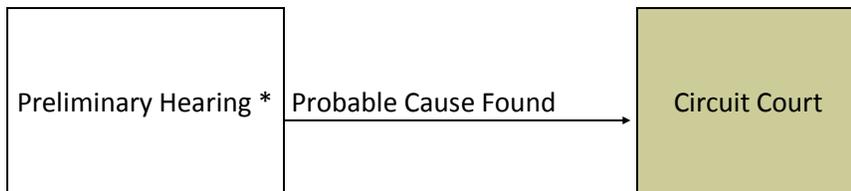
- Within 30 days of adjudication if child detained in secure detention
- Determination of sentence and/or other orders
- Consideration of reports (I&R, IDT, Diagnostic Team, psychological, etc.)
- Attorney argument; views of parents, child, others

Related Court Services Tasks

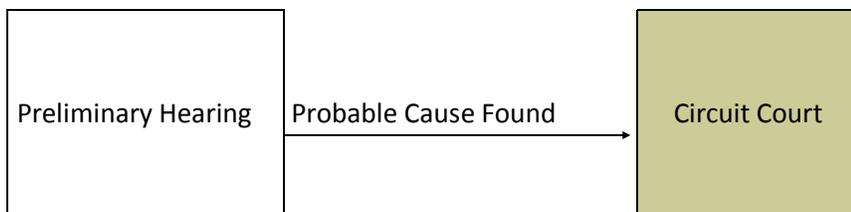
- Restitution
- Sentenced to secure detention
- Probation
- Community Services Program
- Residential Services - Boys Probation House, Foundations, Shelter Care, Transitional Living Program
- Other Human Services treatment programs (mental health, substance abuse)
- Private residential or non-residential treatment privately or CSA funded
- Correctional center and parole services

Certification to Stand Trial as an Adult

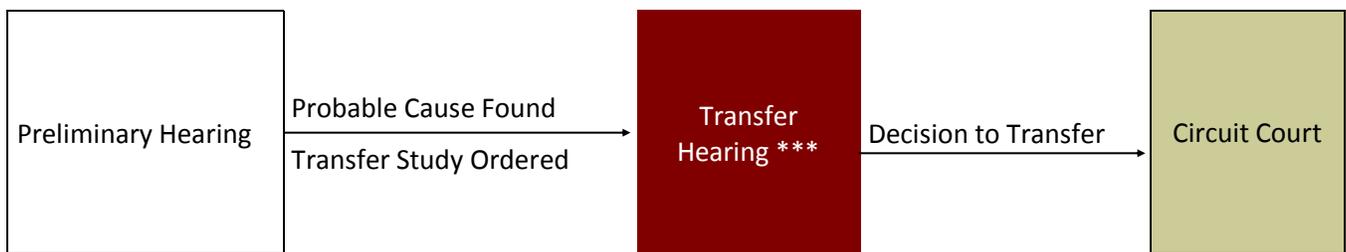
Murder or Aggravated Malicious Wounding



Abduction, Robbery, Rape, Forcible Sodomy, and other Major Felonies **



Other Felonies **

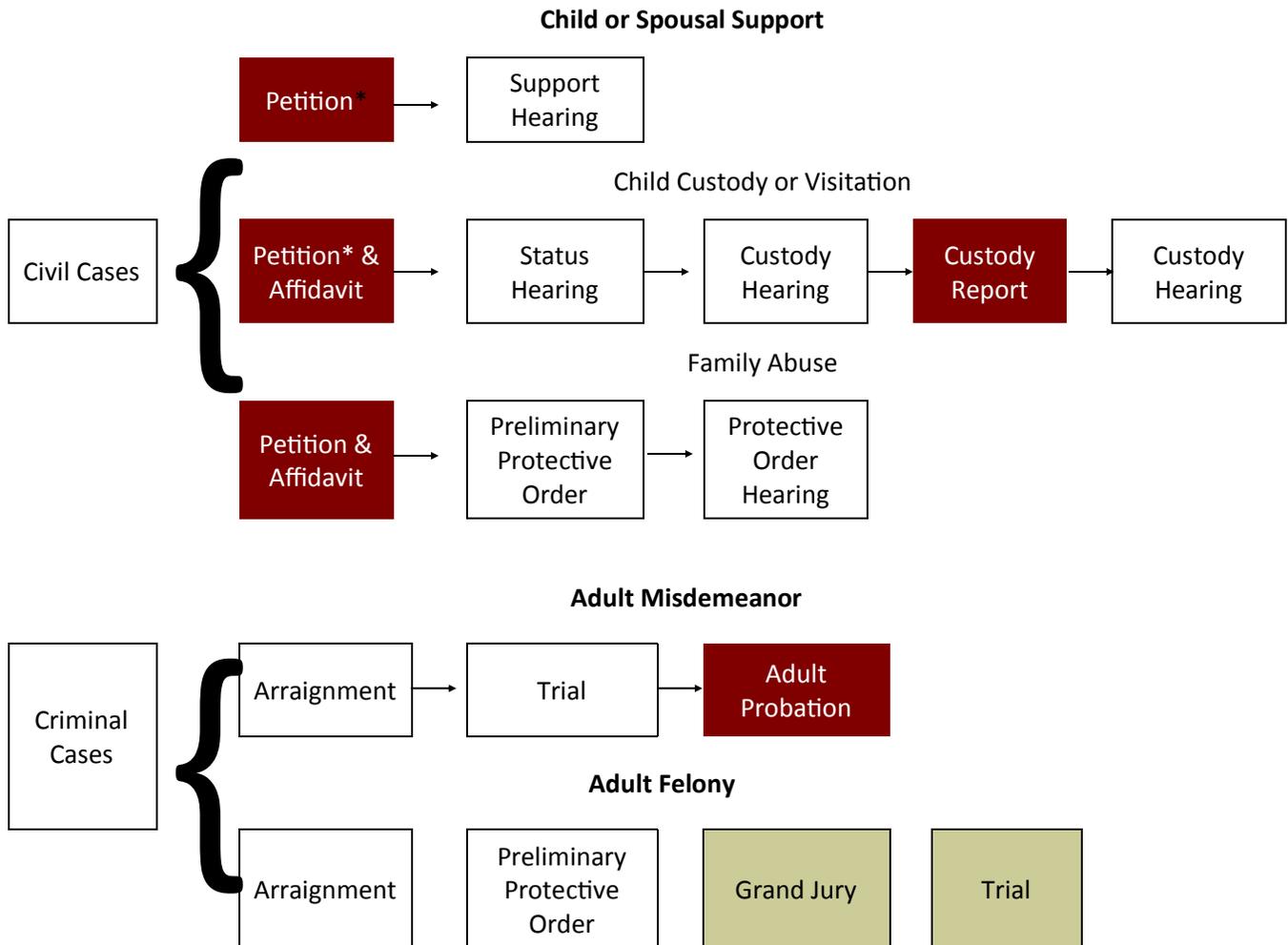


* Hearing is adversarial / juvenile can confront and cross-examine witnesses and call witnesses

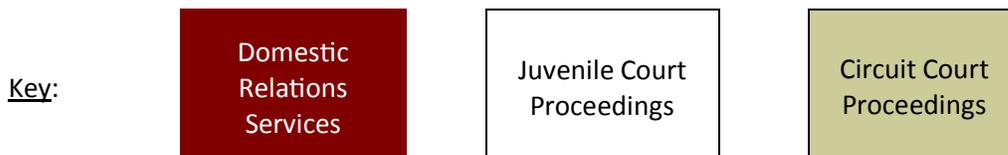
** Commonwealth attorney must give notice of intent to seek transfer

*** Court considers age, seriousness and number of alleged offenses, prior record, mental illness, intellectual/developmental disability, school record, and the availability of appropriate services and alternatives in the juvenile and adult correctional systems

Legal Process in Domestic Relations & Adult Criminal Cases



* Domestic Relations may divert support and custody cases from the legal process through consent orders and/or mediation



Commonly Used Acronyms and Abbreviations

General

ADA..... Americans with Disabilities Act

ADMIN... Administration

ADC..... Adult Detention Center

ASST..... Assistant

DEP Deputy

DEPT..... Department

DIR..... Director

EEO Equal Employment Opportunity

ESL..... English as a Second Language

EXEC..... Executive

FFX..... Fairfax

FOIA..... Freedom of Information Act

FY..... Fiscal Year

GED..... General Equivalency Diploma

GOVT..... Government

HIPAA..... Health Insurance Portability and Accountability Act

HR Human Resources

ICE..... Immigration and Customs Enforcement (U.S. Department of Homeland Security)

LCSW..... Licensed Clinical Social Worker

LPC..... Licensed Professional Counselor

MGR..... Manager

MSW..... Master of Social Work

PROG..... Program

SSI..... Supplemental Security Income

TRS..... Telecommunications Relay Service

TTY..... Text Telephone or Telephone Typewriter (sometimes called TDD or Telecommunication Device for the Deaf)

County, Court, and Legal

ADP Average Daily Population

ADS Alcohol and Drug Services

ATTY..... Attorney

BPH Boys Probation House

CA..... Commonwealth’s Attorney

CAFAS..... Child and Adolescent Functional Assessment Scale

CAP..... Central Admissions and Placement Unit (DJJ)

CASA Court Appointed Special Advocates

CCFS Center for Clinical and Forensic Services

CCR..... Circuit Court and Records

CHINS..... Child in Need of Services or Supervision

CPMT..... Community Policy and Management Team

CPP..... Community Placement Program (phase of DJJ Direct Care)

CPS..... Child Protective Services (DFS)

CrTO..... Courtroom Technology Office

CSA..... Comprehensive Services Act for At-Risk Youth and Families

CSB..... Community Services Board, Fairfax-Falls Church

CSP..... Community Services Program

CSU..... Court Services Unit

CTMS..... Courtroom Technology Management System

DAHS..... Department of Administration for Human Services (Fairfax County)

DAI..... Detention Assessment Instrument (DJJ)

DCJS..... Department of Criminal Justice Services

DCSE..... Division of Child Support Enforcement

| | | | |
|----------------------|--|--------------------|--|
| DFS | Department of Family Services | ICJ | Interstate Compact on Juveniles |
| DH | Detention Hearing | IDA | Intake Detention Alternative |
| DHR | Department of Human Resources | IDT | Interdisciplinary Team |
| DIP | Drunk in Public | IEP | Individualized Education Program |
| DJJ | Department of Juvenile Justice | IH | Informal Hearing |
| DMB | Department of Management and Budget | ISP | Intensive Supervision Program |
| DMC | Disproportionate Minority Contact | JCC | Juvenile Correctional Center |
| DO | Detention Order | JDAI | Juvenile Detention Alternatives Initiative |
| DT | Diagnostic Team | JDC | Juvenile Detention Center |
| DUI | Driving Under the Influence | JDR | Juvenile & Domestic Relations District Court |
| DV | Domestic Violence | JDRDC | Juvenile & Domestic Relations District Court |
| DWI | Driving While Intoxicated | LOS | Length of Stay |
| EAC | Employee Advisory Council | LSNV | Legal Services of Northern Virginia |
| EAN | Employee Alert Network (Fairfax County) | MAYSI | Massachusetts Youth Screening Instrument |
| EBP | Evidence Based Practice | NCIC | National Crime Information Center |
| EM | Electronic Monitoring | NCJJ | National Center for Juvenile Justice |
| EPO | Emergency Protective Order | NIJ | National Institute of Justice |
| ERC | Evening Reporting Center | OJJDP | Office of Juvenile Justice and Delinquency Prevention |
| ERO | Emergency Removal Order | OCR | Office of Community Revitalization |
| FAPT | Family Assessment and Planning Team | OL | Operator's License |
| FCPD | Fairfax County Police Department | PD | Public Defender |
| FCPS | Fairfax County Public Schools | PO | Probation Officer or Protective Order |
| FEED | Fairfax Employee Environmental Excellence | PP | Pre-Pay |
| FOCUS | Fairfax County Unified System (Fairfax County Government and Fairfax County Public Schools finance and human resources system) | PPO | Preliminary Protective Order |
| FRU | Federal Reimbursement Unit | QA | Quality Assurance |
| FTA | Failure to Appear | RA | Risk Assessment |
| FTC | Failure to Comply | RDC | Reception and Diagnostic Center |
| GAL | Guardian ad litem | SAFE | Substance/Alcohol-Focused Education |
| GDC | General District Court | SAO | School Attendance Officer |
| HPO | High Performance Organization | SC | Shelter Care or Show Cause (or RSC - Rule to Show Cause) |
| I&R | Investigation and Report | SCV | Supreme Court of Virginia |
| | | SDM | Structured Decision Making |

SHOCAP... Serious or Habitual Offender Comprehensive Action Program

SRO School Resource Officer

SRS Supervised Release Services

T&A Time and Attendance

TDO Temporary Detention Order (mental health hearings)

TIA Tried in Absentia

TLP Transitional Living Program

UCCJEA... Uniform Child-Custody Jurisdiction and Enforcement Act

UUV Unauthorized Use of a Vehicle

VCC Virginia Crime Code

VCIN Virginia Crime Information Network

VIOL Violation

VIP Volunteer Interpreter Program (Fairfax County Juvenile Court)

VJCCCA... Virginia Juvenile Community Crime Control Act

VJJA Virginia Juvenile Justice Association

VLP Volunteer Learning Program

VOP Violation of Probation or Parole

YASI Youth Assessment Screening Instrument (Department of Juvenile Justice)

DIT Department of Information Technology (Fairfax County)

ERMS Electronic Records Management System (Fairfax County Juvenile Court)

FAMIS Financial Accounting Management Information System (Fairfax County)

IT Information Technology

LAN Local Area Network

LMS Learning Management System (Department of Juvenile Justice training system)

PDF Portable Document Format

PRISM Personnel Resources Information System (Fairfax County)

PTCC Pre-Trial Community Corrections Case Management System (Department of Criminal Justice Services)

RSIS Residential Services Information System (Fairfax County Juvenile Court)

SIMS Sheriff's Inmate Management System

VITA Virginia Information Technology Agency (DJJ)

Computer Related:

BADGE ... Balanced Approach Data Gathering Environment (DJJ). Contains modules:

- CPR** - Community Programs Reporting
- GMS** - Gang Management System
- JTS** - Juvenile Tracking System
- SIR** - Serious Incident Reporting

CASPS County and School Procurement System (Fairfax County)

CIT Court Information Technology

CMS Case Management System (Supreme Court)

Glossary of Court Terminology

A Mensa El Thoro: A divorce from “bed and board” but not a final divorce.

A Vinculo Matrimonii: A Final divorce that completely dissolves a marriage.

Abate Arrearage: A judicial ruling that an amount of money is no longer owed. For instance, a judge may rule that \$500 of a child support arrearage is no longer owed, thus “abating” the arrearage.

Abstract of Conviction: A recording made by a clerk that summarizes or “abstracts” pertinent parts of a judicial ruling concerning a criminal or traffic conviction. Abstracts are made of traffic convictions so that the information may be used by the Department of Motor Vehicles.

Abstract of Judgment: A recording made by a clerk that summarizes or “abstracts” pertinent parts of a judicial order concerning a monetary judgment. The purpose of the abstract is to forward the information to another court where the judgment will then be “recorded.” An individual who wishes to collect on the judgment may seek to do so through the second court. An abstract of a judgment exceeding \$7,250 is sent to Circuit Court; an abstract of a judgment less than \$7,250 is sent to General District.

Adjudicate: To judge or settle while exercising judicial authority; to determine finally.

Adjudicatory Hearing: The hearing where the merits of a case are decided. Evidence on the factual issues is presented and the judge makes “findings of facts.” For instance, in a criminal proceeding, a judge makes a finding of guilty or innocent. In a case involving an adult criminal defendant, this hearing is a “trial.”

Adversary Proceeding: A proceeding with parties who oppose each other and contest each other’s

position on the merits of the issues in a case. The party seeking relief from the court gives the other party notice of the hearing so that he has an opportunity to present his side of the case. In contrast, in an “ex-parte” proceeding, only one party’s view of the situation is presented and no notice given to an opposing party.

Advisement: Consideration; deliberation; consultation. When a judge takes a case “under advisement,” he or she wishes to take time to consider the case and deliberate about it before rendering a decision. Therefore, he or she does not make an immediate ruling and postpones the disposition.

Affiant: Person swearing to an affidavit.

Affidavit: A written declaration or statement of facts made voluntarily and sworn under oath by a party before an individual who has the authority to administer oaths.

Aftercare: The care or supervision provided by the court through its probation staff for a child after he or she has been released from the Department of Juvenile Justice. “Parole” is presently the more commonly used term for “aftercare.”

Amend: To change or improve. An order may be “amended” when the circumstances of a case change significantly or when there is reason to remedy some fault or defect in the original order. In contrast to a change in an order that is made by a higher court through an appeal, the court amends its own order.

Amendment: A change (ordinarily for the better). An “amended” order is a changed order; an “amended” petition is a changed petition.

Appeal: To appeal to a superior court for a review and change of a lower court’s order.

Arraign: To bring a prisoner to the court to advise him or her of the charges, establish bond, advise the individual of his or her right to counsel, and settle certain other preliminary issues before scheduling a trial date.

Arrest: To deprive a person of liberty by legal authority.

Assault: A threat made with the intention of doing bodily harm to another. An essential element of an assault is a real or apparent ability on the part of the person making the threat to do bodily harm to another. Mere words do not constitute an assault.

Attorney Advisement Hearing: The purpose of this hearing is to determine, prior to a trial date, whether a defendant or parent wishes to obtain an attorney, waive the right to counsel, or determine if he qualifies to have an attorney paid by the state.

Attorney Voucher: A document prepared by the court that authorizes payment to a court-appointed attorney or guardian ad litem.

Bail: Security given for a released prisoner's appearance for trial (may be in the form of cash or property). If a defendant fails to appear, the cash or property is forfeited to the court.

Bailiff: An officer of the court whose duties are to keep order in the courtroom, call witnesses, and take charge of a jury.

Battery: An unlawful touching or striking of a human being. Must be done without consent.

Bench Warrant: A judicial order directing the arrest of a person. Usually issued in cases of contempt or when a defendant or a witness unlawfully fails to appear at a hearing.

Beyond a Reasonable Doubt: A standard of proof that is the highest in American jurisprudence. This standard is used in criminal proceedings and requires that the trier of facts (a judge or a jury) be entirely

convinced of the guilt of the defendant or satisfied to a moral certainty of the guilt of the defendant before rendering a guilty verdict.

Bill: A written statement of a plaintiff's case, as in a Bill of Complaint for a divorce. A term used in Circuit Court proceedings. A similar document used in the Juvenile Court is referred to as a "petition."

Burden of Proof: The duty or responsibility to prove a fact or facts in a legal action. For instance, in a criminal trial, the prosecution has the duty to present evidence that, if not rebutted, would prove the crime before the defense has presented any evidence. The defense does not have to go first; the prosecution does. Another term for this is the "Burden of Moving Forward."

Burglary: The breaking and entering of a dwelling with the intent to commit a felony therein. It is not necessary for the felony to be committed.

Capias: See "Bench Warrant"

Case: A general term for a controversy brought before a court for a decision.

Certification Hearing: A hearing where a determination is made regarding whether a juvenile accused of a felony offense should stand trial as an adult. If the juvenile is "certified," he must stand trial before the Circuit Court with the possibility of adult penalties being ordered, including serving penitentiary time or the death penalty in the case of a capital murder.

Chancery: The laws, practices, and proceedings of courts of equity, which are civil courts that fashion a variety of remedies to achieve fair results. Some examples are divorce, an injunction, partitioning of real estate, and an order to allow the examination of business records. In contrast to equity courts, "law courts" award money as a remedy. The juvenile court has both equitable and legal powers but can use these powers only as specifically allowed by statute.

Child In Need of Services or “CHINS”: A child whose behavior, conduct, or condition presents or results in a serious threat to the well-being or physical safety of the child.

Child In Need of Supervision or “CHINS”: A child who is habitually truant from school or runs away from home.

Circuit Court: In the hierarchy of Virginia courts, the court that is higher than District Court but lower than the Court of Appeals and the Supreme Court of Virginia. These courts handle a variety of cases (civil and criminal) including those involving adults accused of felony offenses. Circuit Court hears appeals from a District Court and a Juvenile and Domestic Relations District Court. Circuit Court is a “court of record” as appeals of decisions from this court must allege an error “on the record” (the appeal must state that the trial court was “plainly wrong” in its fact finding or did not apply the correct law in reaching its conclusion). The appeal hearing consists of arguments regarding these issues. No new trial, or “trial de novo,” is held. In contrast, a new trial does result when an appeal is taken from a District Court ruling to the Circuit Court.

Circumstantial Evidence: Evidence that is indirect and relies on inference. It is evidence that shows a fact from which, alone or in conjunction with other facts, another fact may be inferred. For instance, from evidence showing footprints in the snow on a bridge, it may be inferred that someone recently crossed the bridge.

Civil: An action that seeks to redress a private wrong. Civil suits relate to and affect only individual rights. Criminal cases involve public wrongs.

Clerk: A person employed in public office or by a court whose duty it is to keep records or accounts.

Clerk of the Court: The person in charge of the clerks employed by a court.

Code: Published statutes or individual laws governing a certain area and arranged in a systematic manner; laws originating from legislative action.

Collateral: Money that a traffic defendant may pay to the court rather than go to trial. By doing so, the defendant is admitting guilt. When the fee is paid, it is said that the defendant has “posted collateral.”

Commitment: A disposition available to the court in most delinquency cases. A juvenile offender may be removed from his or her home with custody given to the Department of Juvenile Justice. When this happens, it is said that the juvenile is “committed.” “Commitment” is also a term used when a mentally ill individual is ordered to a state mental hospital.

Common Law: The body of law that originated and was developed in England and continues to be recognized as part of the law for most of the United States. During the reign of William the Conqueror, beginning in 1066, there was no code in England. Judges appointed by the king made this law as a result of decisions in the cases brought before them. The practice developed that one judge would follow the precedent set by his fellow judges in similar cases. Thus, the law developed “in common” among the judges. Case law continues to develop in the same way in the United States today, and this and code law are the two main bodies of law.

Commonwealth’s Attorney: The attorney for the state who prosecutes criminal cases.

Community Service Program (CSP): A disposition available to a judge in sentencing a juvenile offender. The judge orders the juvenile to work for community agencies for a specific number of hours with the dispositions coordinated and monitored through the Community Service Program.

Complainant: Individual who brings a complaint or controversy to the court for some resolution or redress.

Confession: A voluntary statement made by a criminal defendant in which he describes participation in a crime. Unlike an admission, which relates only to a particular fact, a confession relates to the entire criminal charge.

Contempt: An act that constitutes a violation of a court order. Acts or threats of violence toward a judge, vile and insulting language directed toward a judge or the court proceeding, or misbehavior in the presence of the court that obstructs the administration of justice also are contemptuous. Such an act is “summary contempt” and may be punished immediately.

Continuance: A change in the scheduled court date. A judge may order a continuance if good reason is presented or the parties to a case agree to a continuance.

Controversy: A dispute that is open to settlement through the initiation of a legal action. This term is applied only in civil cases.

Copy Teste: A true copy of a court order that is stamped by a clerk with the words “copy teste” and signed. The stamp, in combination with the clerk’s signature, verifies the authenticity of the order and the judge’s signature.

Costs on Traffic or Adult Warrants: The amount of money that a guilty defendant may be required to pay to the court for the processing of the charge against him. This dollar amount is determined by the state legislature. When ordering this payment, a judge would impose a penalty and also tell the defendant that he or she is to pay “costs.”

Court-Appointed Attorney: A member of the Virginia Bar appointed to represent an indigent defendant.

Court Not of Record: See “District Court”

Court of Record: See “Circuit Court”

De Novo: Literally means “anew,” “afresh,” “a second time.” Most often heard in the phrase “a trial de

novo,” which is a hearing that results when an appeal is filed on a Juvenile Court decision. (See “Circuit Court” and “District Court”)

Decree: Proper term for a final ruling made by a court of equity (often misnamed an “order”); the proper term for a final ruling made by a law court. (See “Chancery”)

Delinquent Child: A child who has committed an act that would be designated as a crime if committed by an adult.

Deposition: The testimony of a witness taken out of court but under the authority of the court. Used only in Circuit Court proceedings. Depositions are usually taken in an attorney’s office with the questions asked by the opposing party’s attorney. The testimony is reduced to writing, and all or part of the testimony may be introduced at the trial in certain instances

Detention Hearing: A preliminary hearing at which time a judicial decision is made regarding whether a juvenile charged with an offense should be detained pending trial or final disposition. The hearing must be held immediately upon the juvenile’s apprehension if the court is in session; otherwise, it is held the next day the court sits. The juvenile is detained prior to the detention hearing on the authority of a detention order. (See “Detention Order”) The instances when a juvenile may be detained are limited and delineated by statute. Alleged CHINS offenders may not be detained in a secure (locked) facility; however, alleged delinquent offenders may be detained in either a secure or open facility.

Detention Order: An order that is signed by an intake officer or judge directing the police to take a juvenile defendant into custody and place him or her in a detention facility. The instances when such an order can be issued are limited and delineated by statute. A similar term used in the adult criminal justice system is “warrant.”

Dismissal With Prejudice: A dismissal that indicates the complainant cannot reinstitute the complaint if he or she wishes to do so.

Dismissal Without Prejudice: A final dismissal that indicates the complainant may bring the same complaint to court again.

Dispositional Hearing: In a criminal case, the hearing at which the judge imposes the penalties for the offense committed. In a civil case, the hearing at which the judge decides what remedies to impose, such as awarding a child’s custody to his or her mother or a child support award of \$400 per month.

District Court: In the hierarchy of Virginia courts, the lowest level of court. (See “Circuit Court”) There are two types of district courts—General District Court and Juvenile and Domestic Relations District Court. Generally, the Juvenile Court is responsible for cases involving juveniles and family matters while the General District Court is responsible for minor crimes committed by adults and minor civil cases. The District Court is a “court not of record” because an appeal of a decision by this type of court does not have to allege an error by the court or an error “on the record.” Upon appeal, which goes to the Circuit Court, an entirely new trial or “trial de novo” results.

Domicile: Where an individual has his permanent home. It must be the place to which the individual intends to return if he or she is absent. A person can have only one domicile at any one time.

Due Process: Generally, it is whatever procedures are needed or “due” in order to produce a fundamentally fair proceeding. It is the duty of the state to ensure these processes. Due process encompasses the idea that the state, with all its powers, should not infringe upon the rights of the many in order to bring a few to justice. Many due process rights are enumerated in the Bill of Rights—the right to notice, the right to an attorney, the right against self-incrimination, the right to subpoena witnesses, the right to confront and cross-examine, and others.

Emancipation: An order allowing a minor to live independently and free from the care and control of his or her parents or guardians. A minor must meet specific code requirements before a judge is able to enter an emancipation order.

Enjoin: An order forbidding or prohibiting an act.

Equity Courts: See “Chancery”

Ex-parte: A hearing with only one party given the opportunity to be heard or to present evidence. The other party or parties involved in the case are not given notice of the proceeding. Since due process normally requires notice and the opportunity to be heard, ex-parte proceedings are only allowed when giving notice to another party would likely result in irreparable harm. For instance, in a serious child abuse case, giving notice to parents who allegedly caused the abuse before ordering removal of the child from the home could result in severe injury to the child.

Expunge: The removal and destruction of any reference, evidence, or records pertaining to a case. May be required by a court order or by a statute. Juvenile records are destroyed within certain time limitations established by statute.

Extradition: A state’s surrender of a criminal defendant to another state that he or she has fled in order to escape prosecution. The state desiring extradition must have the authority to try him or her and demand the surrender.

Felony: A crime as defined by the code and punishable by maximum penalties of death or imprisonment in a state prison.

Grand Larceny: In Virginia, the unlawful and felonious taking of another’s property valued at more than \$200 without the owner’s consent and with the intent to permanently deprive the owner of the property.

Guardian ad Litem: Literally “a guardian at law.” These are attorneys appointed by the court to repre-

sent the best interests of juveniles who are the subjects of court hearings. Mandated by statute, they must be appointed whenever a parent is not present at a court proceeding, for child abuse and neglect cases, and in certain other instances.

Hearing Officer: An officer of the Juvenile Court who holds informal hearings involving juvenile cases that are diverted from the formal legal process by the court's Intake Unit. First offenses and minor crimes are most often handled in this manner.

Hearsay: A statement made out of court by an individual but offered to the court by another person as proof of the facts alleged therein. Hearsay is not usually allowed as evidence as the individual who made the statement is not present in the courtroom as a witness, cannot be cross-examined, and, thus, the truth of the statement cannot be tested. There are many exceptions to the "hearsay rule" with one of the most notable being admissions. For instance, individuals do not usually admit criminal liability; however, when they do, the statements are considered exceptionally reliable and admissible against them.

Informal Hearing: A process used to divert juvenile cases from formal legal process. The decision to divert to an informal hearing is made by an intake officer. First offenses and minor crimes are most often handled in this manner. The complainant, the juvenile defendant, and his or her parents attend; all sides have the opportunity to present their views and versions of the events, but strict rules of evidence and formal trial procedures are not used. A hearing officer presides at these hearings.

In Loco Parentis: Literally means "in place of parents." An individual who is not but acts as though he or she is the parent of a child is said to be "standing in loco parentis."

Intake Officer: Member of the court's probation staff who is vested with the statutory authority to receive, screen, and process any requests, inquiries, or com-

plaints to the Juvenile Court. An intake officer may deny formal petitions in certain instances and divert cases to other services or resolve them at the time of intake.

Intake Sheet: Document generated by the court's computer. On one side, information regarding a defendant's past record, hearings, placements, and court program involvement is displayed (in a civil case, the history of the case is included).

Investigation and Report (I&R): A formal written report that is prepared by a court probation officer and includes, among other details, the defendant's version of the crime; a victim impact statement; the defendant's past record; past rehabilitative efforts; the defendant's family relationships; any psychological, educational, or physical handicaps of the defendant; and the probation officer's assessment of the case and sentencing recommendations. This report is ordered by a judge and presented to the court in a formal dispositional hearing.

Jurisdiction: The court's authority to act, which is conferred by statute or common law. A court must not only have jurisdiction over the subject matter of a case but over the particular thing or person involved in a case. Gaining jurisdiction over a particular person or thing may raise questions concerning adequate notice and a state's sovereignty over all within its own boundaries.

Juvenile and Domestic Relations District Court: A court created by statute with limited jurisdiction that hears matters involving juvenile offenses, offenses committed by one member of a family against another, offenses against minors, and certain civil controversies involving families. (See "District Court")

Larceny: The wrongful taking of another's property without the owner's consent and with the intent to permanently deprive the owner of the use of the property. (See "Grand Larceny" and "Petite Larceny")

Law Court: A civil court that awards money as a type of primary remedy. It is distinguishable from an Equity Court or Chancery Court. (See “Chancery”) Circuit Court is both a law court and an equity court. In Circuit Court, a law case is assigned a “law number” and an equity case is assigned a “chancery number.” When inquiring about a case in Circuit Court, one must know whether the case is on the “law side” or the “chancery side.”

Legal Folder: A folder maintained by the Juvenile Court that contains all legal documents associated with a case, including petitions, motions, summonses, notices, and subpoenas. This folder is separate from that containing the “social” documents of a case, such as psychological reports, records of probation supervision, investigations, case plans, and placement records.

Misdemeanor: A minor crime as defined by the code. Punishable by maximum penalties of less than a year in jail and a fine of \$1,000 or less.

Motion: A court pleading (statement requesting certain action and setting forth the grounds therefore) involving a matter that is collateral to the main issue of a case. It is not the document that initiates the legal case. It may be oral, if made during a hearing, but is usually in writing. Some examples of motions are for court appointed counsel, to compel discovery, to suppress a subpoena, to amend an order, or to suppress evidence that was illegally obtained. When a motion is filed, it is stated that the party “moves” the court to take the requested action.

Nolle Contendere: A statement or plea to the court by a defendant that he or she will not contest the charge filed against him or her.

Nolle Prosequi: A formal entry in a record by which the prosecutor in a criminal action declares that he or she will not prosecute the case further.

Non Prosequitur: The plaintiff does not follow through with or pursue the legal action. If a plaintiff

fails to take some step in a case that he should, the defendant may move the court to enter a judgment of non prosequitur against him.

Notice: Written information intended to apprise a person of some proceeding in which his interests are involved or informing him of some fact that he has a right to know. It is the duty of the notifying party to communicate this information.

Nunc Pro Tunc: Literally means “now for then.” For example, if an order should have been entered two months ago but was not, a judge may now enter the order as “nunc pro tunc” and effective from the date it should have been entered.

Order: The ruling of a law court. (See “Law Court,” “Decree,” “Chancery”)

Pendente Lite: Literally means “pending the litigation.” A pendente lite order is temporary and is entered pending the final outcome of a case. Pendente lite orders are frequently entered in divorce cases so that child support, spousal support, and child custody may be temporarily established pending the entry of the final divorce decree.

Personal Service: Delivery by a sheriff or other individual authorized to provide service of a subpoena, summons, or notice directly to the person named therein.

Petite (Petty) Larceny: In Virginia, the unlawful taking of another’s property valued at less than \$200 without the owner’s consent and with the intent to permanently deprive the owner of the use of the property.

Petition: A formal written document filed with the court that contains allegation of fact which, if proven, would give the court the authority to order disposition. It is the initial pleading in a case and is filed and sometimes prepared by the court’s Intake Unit. In the Juvenile Court, it is used in juvenile cases involving offenses and in civil cases. Adult criminal cases

come to the court by way of an arrest warrant issued by a magistrate.

Petitioner: The individual who files a petition.

Plaintiff: The individual who initiates a lawsuit in a law court. (See “Law Court”)

Posting: Attaching a subpoena, summons, or notice to the door of an individual who cannot be served personally. This is done by a sheriff or other person authorized to provide service. It is then said that service was made by “posting.”

Prima Facie: Literally means “at first sight,” “in the appearance,” or “on the face of it.” A prima facie case is one in which the evidence is enough to prove the case if there is no evidence presented to rebut it. (See “Burden of Proof”) In a criminal case, the burden is on the prosecutor to present a prima facie case or the defendant does not have to present any evidence and the case is dismissed.

Probable Cause: An evidentiary finding that must be made before a criminal charge will be issued or further prosecuted. After a reasonable inquiry, the evidence must be sufficient to cause a reasonably intelligent and prudent individual to believe that a crime has been committed and the accused has committed the crime. The person making the finding must be neutral and detached from the case (not a witness, victim, complainant, or party) and is usually a judicial or quasi-judicial officer. Intake officers make findings of probable cause before certain petitions are issued and magistrates make the same findings before adult warrants are issued. Judges cannot detain juveniles accused of criminal offenses without making this finding or certify a juvenile to stand trial as an adult.

Purview: A judicial finding that the facts of a case place it within the scope and purpose of the law and, therefore, a judge may act. This word is not often used since the General Assembly enacted a statute

permitting findings of guilty and not guilty in juvenile delinquency cases. Prior to this statute, such findings were considered improper in view of rulings that juvenile delinquency cases were essentially civil in nature. This word continues to be used in child abuse and neglect cases.

Reciprocal: A shorthand term for petitions filed under the Revised Uniform Reciprocal Enforcement of Support Act (RURESА). This act allows a petitioner living in one county or state to file against a defendant living in another county or state for child or spousal support. Thus, it is not necessary for the petitioner to go to the county or state wherein the defendant resides to prosecute the case.

Recording Sheet: Form used by the court recorder in Juvenile Court to make entries noting who is present and the disposition of the hearing.

Respondent: Individual being sued in an equity court. (See “Equity Court”)

Return: A sheriff or other individual authorized to make service returns a copy of a notice, summons, subpoena, order, or other document that he was required to serve to the court. With this, a statement in writing must also be delivered indicating either the time and mode of service or failure to effectuate service, which is usually written on the back of the document. (See “Personal Service” and “Posting”)

Rule: A judicial order directing a party to be present for a hearing to show cause or present reasons why some act should not be done. For example, a person may be ordered to show cause why he should not be held in contempt for violating a court order or failing to appear for a court hearing.

Service: The exhibition or delivery of a notice, summons, order, or subpoena to an individual by a sheriff or other authorized process server. The individual is thereby apprised of some proceeding in which his or her interests are involved, informed of some fact that

he or she has a right to know, or advised of some action he or she is commanded to take. (See “Personal Service” and “Posting”)

Show Cause: (See “Rule”)

Social Folder: A folder maintained by the Juvenile Court that contains all “social” documents associated with a case, including psychological reports, supervision records, case plans, placement records, and investigations. It is separate from the legal folder. (See “Legal Folder”)

Statute: An individual written law enacted by a legislative body. Found in a code where it is published and systematically arranged with other statutes.

Stipulation: Any agreement made by and between two opposing attorneys in a case.

Subpoena: A document issued by the court directing a witness to appear before the court on a specified date and time to present testimony or other evidence.

Subpoena Duces Tecum: A subpoena for documents or other physical evidence. It is issued by the court at the request of a party and instructs the person who has custody of the evidence to come to court at a designated time and bring the evidence with him or her.

Summons: A document issued by the court directing a defendant to appear in court at the date and time listed to answer an action (criminal or civil) filed against him or her.

Trial De Novo: A new trial, from the beginning. (See “District Court”)

Vacate: Set aside, cancel, or rescind. For instance, a judge may vacate a prior order of the court.



Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations will be provided upon request. For information, call **Juvenile Court Administration at 703-246-3343 or TTY 711.**

El condado de Fairfax está comprometido a no discriminar en función de la incapacidad en todos los programas, servicios y actividades del condado. Se proporcionarán las adaptaciones razonables mediante solicitud. Para obtener información, llame a **Juvenile Court Administration at 703-246-3343 or TTY 711.**



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