

Douglas County Department of Criminal Justice Services – Youth Programs



SUPERVISION MANUAL

Table of Contents

MISSION STATEMENT	4
WHO IS MY OFFICER?	4
WHO IS MY ATTORNEY?	4
PURPOSE OF THIS MANUAL	4
FOR PARENTS	5
TYPES OF SUPERVISION.....	5
Condition of Release (CORs) - Conditions of Release allows	5
Pre Adjudication.....	5
Pre Sentence	6
Order of Assignment.....	6
House Arrest	6
Conditional Release	6
DCYS PROGRAM	7
Youthful Level of Service/Case Management Inventory (YLS/CMI).....	7
Supervision Levels.....	8
Low Risk.....	8
Moderate Risk.....	8
High Risk.....	8
Very High Risk	8
Supervision Plan.....	8
Curfew.....	8
Office Visits	9
School.....	9
Day Detention School	9
Transition	10
Surveillance.....	10
Drug Testing.....	10
Searches.....	11
Firearms	11
Community Service Work (CSW).....	111

Costs.....	12
Services	12
Learning Opportunities	12
Motivation to Change	Error! Bookmark not defined.
Crossroads	12
Strengthening Families Program	12
Parent Project	12
Decision Points	12
What happens if I mess up	12
Going to court	13
Violation Hearing	13
TOOLS FOR SUCCESS.....	13
Steps to apologizing	14
Steps to following instructions	14
Steps to accepting criticism	14
Steps for problem solving	14
Definitions.....	15

MISSION STATEMENT

The Department of Corrections assists youth to become successful and productive citizens by providing leadership and support to:

- Prevent youth from becoming involved in the juvenile justice system.
- Provide community supervision for youth who are involved in the juvenile justice system.
- Provide safe, secure, humane and restorative confinement of youth to enhance public safety.
- Promote public safety by holding youth accountable for their behavior.
- Improve the ability of youth to live productively and responsibly in their communities.

Douglas County Youth Program goals are:

- To keep our community safe
- To help you to take responsibility for your behavior.
- To help you learn to make better choices in the future.

WHO IS MY OFFICER?

Your Juvenile Services Officer (JSO) will work closely with you while you are being supervised by CJS-YS. The officer's job is to make sure you are following the rules and help you make better choices. It is important that you stay in regular contact with your officer. If you are not able to attend an appointment, it is *your* responsibility to contact your officer to reschedule.

Your officer is:

NAME	TITLE	PHONE	E-MAIL ADDRESS
Leigh Housman	Assistant Director	785-331-1314	lhousman@douglascountyks.org
Robin Rooks	Juvenile Services Supervisor	785-331-1306	rrooks@douglascountyks.org
Jennifer Hylton	Juvenile Services Officer	785-331-1309	jhylton@douglascountyks.org
Kate Holman	Juvenile Services Officer	785-331-1308	kholman@douglascountyks.org
Rick West	Juvenile Services Officer	785-331-1319	rwest@douglascountyks.org
Missy Vongphakdy	Juvenile Services Officer	785-331-1328	mvongphakdy@douglascountyks.org

WHO IS MY ATTORNEY?

NAME

PHONE NUMBER

PURPOSE OF THIS MANUAL

The legal system can be really confusing. The people who work in the system sometimes use certain terms and assume everyone else understands what that means. Before we can expect that you follow all the rules, it's important that you understand the rules. We created this booklet to try to answer the questions you might have about the legal system and to provide you with some tools to help you complete your supervision successfully.

FOR PARENTS

As parents, you are concerned about what's going to happen to your child now that he/she is involved in the legal system. It might help if we start by explaining what we are here to do:

- Support your authority as a parent.
- Help your child to follow the orders of the court.
- Help connect you with resources to help your child succeed.
- Communicate with you about your child.

All parents want their children to be happy and successful people. Unfortunately, children tend to make mistakes along the way and some of those mistakes can bring them into the legal system. Our goal is to work with you to help your child get back on the right track. Even though your child is the one on supervision, the court can order you and your family to participate in services. If you fail to follow through with court-ordered services, there could be consequences for you as well as your child. It is important that you encourage your child to follow the orders of the court. You can be most helpful to your child by:

- Making sure your child attends all appointments with his/her JSO.
- Making sure your child follows the rules.
- Contacting his/her JSO immediately when your child violates the rules.
- Communicating regularly with your child's JSO about his/her progress.
- Making sure your child attends all appointments for therapy, treatment, etc.
- Calling your child's JSO if you have any questions or concerns.

TYPES OF SUPERVISION

Immediate Intervention Program (IIP - diversion)-allows youth to participate in a diversion so that they do not have an adjudication on their record. IIP's have 3 different levels and the level is based on if you have had an IIP previously and if the charge is a misdemeanor or a felony. The District Attorney's office decides who is granted an IIP. IIP's range from 4 month to up to a year in supervision. Depending on the level of IIP, you may not have to meet with a JSO, or you may have to meet with a JSO up to 2 times a month.

Condition of Release (CORs - Pretrial) - Conditions of Release allows a youth to be supervised in the community while waiting to appear in court. You could be assigned to CORs at two different points:

Pre Adjudication – *Adjudication is another word for being charged and convicted of a crime.* If you are arrested and placed in detention, the district attorney may allow you to be released if you agree to follow certain rules. Your officer will meet with you and your parent(s) to go over the rules with you and explain what you need to do. Your JSO will also talk to you and your parents about how you're doing in general. We will NOT ask you to explain what caused you to be arrested. This is because you have not been found guilty of any crime yet. It is your right to *remain silent*, or not share anything about your charges.

Pre Sentence – If you are assigned to CORs before sentencing, you have already either pled to or were found guilty of an offense. The court has also probably ordered your JSO to do a report called a *presentence investigation (PSI)*. Your JSO will gather as much information as possible about you and make a recommendation to the court about what your sentence should be. At this point, your JSO will ask you what happened that caused you to be charged with a crime.

Your JSO will tell the court how you did while on CORs; the things you did well and the things that you need to improve on. How you do while on CORs can affect what happens at sentencing.

Order of Assignment – Order of Assignment means you are on probation with Douglas County Youth Services. At sentencing, the judge will tell you how long you are going to be on probation and any special rules you will need to follow. If you are not following the rules, the judge may extend your probation.

House Arrest – There are two types of House Arrest.

The first is House Arrest with Electronic Monitoring. This type of house arrest requires you to wear an electronic monitoring device around your ankle. You do not have permission to leave your home unless your JSO gives you permission. CJS-YS staff will be monitoring your location through Global Positioning System (GPS). The program is currently at no-cost to families.

The second type of house arrest is House Arrest without Electronic Monitoring. The only difference with this type of house arrest is that you do not have to wear an electronic monitoring unit around your ankle; however, you are still required to remain in your home at all times unless you have your JSO's permission to leave.

Both types of House Arrest are like being in jail at home. You may not leave your house without your JSO's permission. *At home* means you are inside the house, not in the yard, driveway, etc. Your JSO will allow you more time outside the house as you show that you are following the rules. While you are on House Arrest, it is important that your JSO know where you are at all times. This means that when you meet with your JSO you need to know what appointments and activities you want to do during the rest of the week so that you and your JSO can plan for this. You could be arrested and placed in detention if you violate your House Arrest Order.

Conditional Release – Conditional Release applies to youth who have been released from a juvenile correctional facility (JCF). As part of your sentence, the court orders that you be supervised after your release. The length of conditional release can range from 3 months to 24 months. If you violate the rules on Conditional Release, you could be sent back to the JCF.

OUR PROGRAM

Your JSO will collect information from many different sources to develop a plan to help you succeed. Your JSO will work with you to figure out what your strengths are so we can build on them. Your JSO will also help you figure out what you need to work on to stay out of trouble. Here are some of the tools your JSO will use to assist you:

Youthful Level of Service/Case Management Inventory (YLS/CMI) - The YLS/CMI is an instrument that has been tested on youth who are similar to you. It measures how you are doing in eight different areas of your life. Those eight areas were chosen because youth who have weaknesses in those areas are more likely to get into trouble again. The YLS/CMI is not a “test”; there are no right or wrong answers. The YLS/CMI focuses on what has happened with you during the last 6 to 12 months. The areas of focus are:

- Prior and Current Offenses – This area looks at all of your charges and how you did if you were on probation before.
- Family Circumstances and Parenting – This looks at how you get along at home.
- Education/Employment – If you are still in school, this area looks at your grades, attendance and behavior in school. If you are not in school, it looks at your employment.
- Peer Relations – This refers to who your friends are and who you spend most of your time with.
- Substance Abuse – This looks at your substance use (drug and alcohol use) if you have any, and how your usage has affected your life.
- Leisure/Recreation – This looks at your interests and how you spend your free time.
- Personality and Behavior – This area refers to how you see yourself and how you deal with problems.
- Attitudes/Orientation – This refers to how you react to authority and your attitudes regarding your behavior.

Prior and Current Offenses is the only area that cannot improve over time. Your criminal history is what it is. All of the other areas can improve with help. When your JSO completes the YLS/CMI, some of the focus areas above will show your strengths, as well as the areas that you need to work on. If you happen to have a high need in a particular area, that doesn't mean that you are bad or wrong. It simply shows you something you need to work on, and if you improve in those areas, you have a better chance of staying out of trouble. Your officer will start with areas that you need the most help in and develop a plan to help you improve. The YLS/CMI identifies four risk levels:

- **Low Risk** – This means that you are doing pretty well overall, and you only need a little bit of help to stay out of trouble.
- **Moderate Risk** – This means that you need a bit more help to stay out of trouble.
- **High Risk** – You have some things that you really need to work on to stay out of trouble.

- Very High Risk – This means that there is a pretty good chance you’ll get into trouble again if you don’t get help.

Supervision Levels – The amount of contact you have with your JSO depends upon your risk level. If you have a low-risk score, you will not need to meet with your JSO as often as someone with a higher score. Even if you start with a higher risk score, you can move to a lower level of supervision as you show improvement. The *minimum* contact requirements for each level are:

Low Risk

- Two face-to-face contacts per month. One of those contacts cannot be in the office.
- One contact per month with a parent
- Two collateral contacts per month – *A collateral contact is someone else who could give information about how you’re doing. This could be a parent, teacher, employer, etc.*

Moderate Risk

- Four face-to-face contacts per month. One of those contacts cannot be in the office.
- Four collateral contacts per month.
- One contact per month with a parent.

High Risk

- Eight face-to-face contacts per month. Two of those contacts cannot be in the office.
- Six collateral contacts per month.
- One contact per month with a parent.

Very High Risk

- Twelve face-to-face contacts per month. Four of those contacts cannot be in the office.
- Eight collateral contacts per month
- One contact per month with a parent.

Supervision Plan – A supervision plan is sort of a map for getting off probation as quickly as possible. You and your JSO will start with the areas that you need the most help in. You will then set goals to help you to improve. You and your JSO will review your plan regularly to see how you’re doing.

Curfew - No matter what kind of supervision you are on, your JSO will give you instructions about when you can leave your house and what time you must return. If you are on House Arrest, you will have to have prior permission from your JSO before you leave the house. If you have earned a curfew, it is important that you be at home by the time of your curfew. Even if you have a curfew, you may not leave the house unless your parent gives you permission and knows where you are going. You may leave the house after curfew if:

- You are with a parent, or an adult approved by your JSO.

OR

- Your JSO has given you permission to be out past your curfew.

You must call and let us know any time that you leave your house after curfew, or if you are going to be late getting home. The surveillance number is: **785-331-5508**. When you call, you need to say who you are, who you are with, and where you are going. When you return home, you need to call again and let us know that you are home. Your JSO is the only person who can give you permission to be out after your curfew. The staff person who answers the telephone can only take a message.

Office Visits – It is very important that you attend all appointments with your JSO. Your expectations for office visits are:

- Come on time – If you are going to be late, call your JSO and let them know. If you are not able to attend, you need to call your JSO to reschedule. This is *your* responsibility. Do not expect your parent to do this for you.
- Bring your homework – Your JSO may give you things to work on between appointments. If so, be sure and bring it with you. If you don't bring it, you will have to complete it when you get here.
- Be prepared to talk about what's going on with you.
 - What you're doing well
 - What you need help with
- Personal Property – Your JSO may ask you to place any personal items such as your cell phone, keys, purse, etc in a property locker before leaving the lobby area. You will be allowed to keep the locker key with you, so your property is safe.
- Drug Screens--You may be asked to do a drug test at your office visit. Be prepared to do this if drug/alcohol use has been identified as an issue.

School – Your officer will let the school know that you are being supervised. They will also check with the school regularly to see how you're doing. Your expectations for school are:

- Attendance – You should not be absent from school without an excuse. If you are ill and cannot go to school, you need to call your JSO by 8:30 AM. You are also expected to be on time for all your classes.
- Grades – You are expected to make at least passing grades in all of your classes. If you are failing any classes, your JSO will require you to put in extra work in order to bring your grades up.
- Behavior – You should be respectful to the teachers and staff at school at all times. If you are suspended out of school, you are to report to your JSO immediately.

Day Detention School – If you have behavior or attendance problems at the regular school, the court may order you to attend the Day Detention School. Students who attend the Day School follow a very structured program to help them learn to be more successful students. The

teachers at the Day School work for USD 497 and use the same books as the regular school. You will be provided with a manual outlining the day school rules if you are ordered to attend day school by the court. Some things about the Day School are very different from regular public school:

- You have to be at school every day it is in session. For example, you may not miss school because you are ill. If you are ill, you will still come to school. If necessary, you can go to sick bed. If you are so sick that you can't make it to school you must go see your doctor and get a doctor's note excusing you from school.
- You have to ride the bus to and from school every day. You cannot drive yourself. If you miss the bus, your officer will come pick you up if one of your parents can't bring you. You will be required to stay after school if you miss the bus.
- While you are attending school, you are locked in. You cannot leave the building without staff help.
- When you leave school, you are on house arrest. If you are not doing well in school, it may affect your ability to go home on time and your ability to leave your house.

Transition - While in the Day School, you will be required to meet goals for your behavior and your schoolwork. When you are meeting your goals consistently, you can begin to return to the regular school. When you are ready to transition, your teachers at the Day School will set up a meeting with you, your parents and staff from your home school. Students usually start by transitioning back to the regular school for part of a day. If your behavior and grades at the regular school are acceptable, your time at the regular school will increase until you are back at the regular school full time.

Surveillance – Surveillance helps your JSO to know if you are following the rules, especially your curfew. A staff person from CJS-YS will sometimes contact you to see if you are where you are supposed to be. There are two types of surveillance:

- Field – A staff person from CJS-YS will stop by your house after your curfew to see if you are there.
- Telephone – A staff person from CJS-YS will call you on the phone to make sure you are home. If no one answers, staff will leave a message. If you miss a call, you need to call back immediately. The surveillance phone number is 785-331-5508

Drug Testing - You cannot use illegal drugs, alcohol, or any medication that is not prescribed to you. There are rules about when your JSO can test you for drugs or alcohol:

- If you are on house arrest – Your JSO can ask you to submit to a test for drugs or alcohol at any time. To test for alcohol, you will be required to blow in a device that measures the amount of alcohol in the blood and/or you will submit a urine sample. To test for

drug use, you will give a urine sample while being observed by a staff member of the same gender. The sample will be tested in the office. If it is positive, it will be sent to the lab.

- All other kinds of supervision – Your JSO can ask you to submit to a test for alcohol or drugs IF there is a good reason to suspect you have used.

You are responsible for paying for all positive drug tests. If you are only tested in the office, you will be charged five dollars. If your sample has to be sent to the lab for any reason, you will be charged twenty dollars. CJS-YS doesn't make money on your drug tests; we only charge you what the tests cost us.

Searches – There are also rules regarding when your JSO can search you or your property:

- If you are on house arrest – Your JSO can search you, your room, your locker at school, or anything else that belongs to you.
- All other kinds of supervision – Your JSO can search you or your property IF there is a good reason to believe you have something that is against the rules.
- Officer safety – if you ride in a car with a staff member from CJS-YS you may be asked to turn out your pockets or be patted down to be sure you do not have anything that could be unsafe.

Firearms – You may **not** own or use a gun while you are supervised by CJS-YS. You may not have anything associated with guns, such as bullets or gun clips (magazines). You may not have anything that looks like a gun, even if it isn't real. If you have been adjudicated of a felony, there are State and Federal laws that prohibit your use of guns. A copy of the State of Kansas Firearm Restriction is included at the end of this manual.

Community Service Work (CSW) – Community Service Work gives you an opportunity to do something to help others in your community. You may be required to complete community service as a part of your probation. The court may also allow you to do CSW instead of paying cash for your court costs. If you do CSW to pay off court costs, you earn credit for each hour you work. There are two ways to earn CSW hours:

- Work for an agency in the community - You should treat this like a regular job; show up on time, work hard and do your best. You will have a time sheet to record your hours. Your supervisor will sign your time sheet. If you have not done a good job, you may not get credit for the time you spent there.
- Credit for positive actions – Another way to earn CSW credit is through your positive actions. Positive actions are things like good grades, participating in sports, or going to therapy.

Your JSO may also assign CSW hours as a consequence for your behavior. For example, if you are suspended from school, you would perform CSW for the days you are not in school.

Costs – If you are on probation, you may be required to pay court costs, supervision fees, Supreme Court surcharges and restitution to the court.

Restitution-- is money you have to pay back to the victim of your crime. For example, if you damaged someone else's property, you could be ordered to pay what it cost to fix or replace it. Not every case involves restitution.

You are **not** allowed to perform CSW to pay for the Supreme Court surcharge or restitution you owe.

Services – You may have issues that keep you from being as successful as possible. Those issues may also make it difficult for you to follow the court's rules. The court may order you to participate in services such as therapy or drug and alcohol treatment. It's very important that you complete any court ordered services successfully.

Learning Opportunities –CJS-YS offers several different classes to help you to be more prepared to make good choices and live on your own.

Crossroads has many different programs that address areas like anger management, cognitive life skills, misdemeanor offenses and truancy.

Strengthening Families Program is a 14-week program for parents and children to help family's increase family bonding and communication while decreasing family conflict. Classes meet for 2 hours a week; dinner is served to everyone and after dinner youth go to their classroom to work on skills and parents are in a class working on skills. All the families come back together for dessert and to work on the new skill as a family unit.

Parent Project is a parenting class for parents only. Classes last between 10 to 14 weeks and parents learn new skills to address family conflict and to help reduce juvenile crime. Parents will learn to build a support network with other parents in the class so that they continue to have support after the class has ended.

Decision Points is a designed to teach you how to identify thought and feelings to lead to offending behavior, recognize how your actions can positively and negatively affect others, identify a list of non-offending actions when in a risk situation, and identify thought and attitudes that can support pro-social thoughts (non-offending thoughts) behavior.

What happens if I mess up? – Everybody makes mistakes. It's a fact of life. At some time during your supervision, you're going to make some poor choices. You might be afraid to be honest when you break the rules because you're scared, you're going to get arrested. Your JSO is not going to arrest you every time you make a mistake. You'll receive consequences to help you learn to make better choices in the future. Do not wait until you get caught. It will

be better for you to go to your JSO first. The type of consequences you receive will depend on your supervision level and the seriousness of your mistake.

Going to court – Being in court can be very intimidating, especially when the judge is going to make decisions about what happens in your life. There are things you can do to show respect for the court and make a good impression on the judge:

- Dress up – First impressions are very important. Before the judge hears anything about you and your case, he sees you. If you don't come to court well groomed and neatly dressed, you are giving the judge the impression that you don't take the court seriously. You don't have to go buy a bunch of new clothes but wear the best you have. Make sure your clothes are clean and pressed. Tuck your shirt in and wear a belt. Guys, put on a tie if you have one. Girls don't wear skirts that are too short or tops that show too much skin.
- Don't speak out in court without the judge's permission. When court is in session, the only person you should be talking to is your attorney. If you want to say something to the judge, tell your attorney.
- Be polite – When speaking to the judge, use sir/ma'am or your honor. Speak clearly and make eye contact with the judge.

Violation Hearing – A violation hearing is the one of the most serious consequences for not following the rules of your supervision. At a violation hearing, your JSO will submit a report to the court called an *affidavit*. In the affidavit, your JSO lists all of the ways you have not followed the rules of the court. Your attorney will talk to you about all of the things in the affidavit. If the judge finds that you DID break the rules, you will receive a new sentence. Some but not all of the sentencing options are:

- Probation is extended.
- Your and/or your family are ordered to participate in services.
- Day Detention School
- House Arrest with or without electronic monitoring.
- Sanction – you could be ordered to spend time in detention.
- You could be removed from your home and placed in a Juvenile Correctional Facility if your charges qualify you for that type of placement. The Court can also find that you are a Child in Need of Care, and you could be removed from your home and placed in a foster home or group home.

TOOLS FOR SUCCESS

You've probably heard a lot about behavior, both positive and negative. Stuff like; your parents are pleased with your behavior, the school would like your behavior to improve, etc. You can probably think of at least one thing you do that causes you to get in trouble a lot. It might be something that you've really tried to control but you keep finding yourself in situations where it gets the best of you. It sounds too simple, but our behavior is controlled by what we think.

Unfortunately, some of the stuff we think isn't true. You and your JSO will be working a lot on helping you to figure out how your thoughts and behavior are connected.

Here are some of the tools you'll be using:

Steps to apologizing (An apology is not necessarily an admission of guilt).

1. Say you are sorry.
2. State what you did wrong.
3. State why it was wrong.
4. Make a commitment for the future (not to do it again)

Steps to following instructions.

1. LISTEN – Show you are listening by:
 - A. Eye Contact
 - B. No inappropriate non-verbal's (eye rolling, sighing, etc)
 - C. No interruptions
 - D. Don't argue.
2. CLARIFY the instructions to make sure you understand.
3. FOLLOW THE INSTRUCTIONS
4. CHECK BACK

Steps to accepting criticism.

1. LISTEN - Show you are listening by:
 2. Good eye contact
 3. No inappropriate non-verbal's
 4. No interruptions
 5. Do Not Argue
1. NO EXCUSES
2. GIVE SUGGESTIONS on how to solve the problem and ask for suggestions on how to solve the problem.
3. MAKE AN AGREEMENT ABOUT WHAT YOU'LL DO DIFFERENTLY
4. SAY THANK YOU
5. FOLLOW THROUGH ON THE AGREEMENT

Steps for problem solving –

Stop and Think and Identify the Problem – Think about the warning signs you might notice just before the problem occurs. For example, let's say you tend to hit people or break things when you get angry. You notice that just before you lose your temper, you ball up your fists. Knowing your warning signs can help you avoid trouble.

Clarify Goals – Think about what you want to happen. Is it realistic? For example, if you have problems with one of your teachers, it is not realistic goal to say just stay away from that teacher.

Generate Alternative Solutions and Choose Your Best Option – Think about all the different ways you could solve the problem and pick the best one. Write each solution down as it comes to you. Now look over your list. Which option can help you solve the problem without getting into more trouble?

Develop a Plan – Think all of the steps required to put to use your solution.

Implement the Plan – Use your plan the next time the problem comes up.

Evaluate the Plan – Did your plan solve the problem? Did it get you the results you wanted? What changes do you need to make so the plan works better?

Definitions

The people that work in the legal system use a lot of terms that you may not be familiar with. It is important that you know what those terms mean.

Adjudication – In juvenile court, if you admit, plead “no contest” to a crime or are found guilty at a trial, you are *adjudicated*. In adult court, it is referred to as being convicted.

Affidavit - An affidavit is a sworn statement made to the court in writing. You will hear this word mentioned if you go to court for violating the rules. If your officer believes you violated the rules, an *affidavit* will be given to the court that explains the things you did that violated the rules.

Alco-sensor – This is also called a breathalyzer. An *Alco-sensor* is a device that measures the level of alcohol in your blood. The test is performed by blowing into a small plastic tube attached to the device.

Booking – If you are charged with a crime, your picture and fingerprints will be taken and kept on file. This is called being *booked*. Anybody under 18 years old is booked at CJS-YS.

Complaint – If you are accused of a crime, the District Attorney’s office prepares a document that says what crimes you are being accused of. This is called a *complaint*.

Count – If a complaint states that more than one crime has been committed, each crime listed in the complaint is called a *count*.

Disposition – If the court finds that you have violated your probation, you will receive a new sentence. This is referred to as *disposition*.

DNA Testing - Your DNA contains your genetic information; what makes you different from everyone else. If you are accused of certain crimes, you will be required to give a sample of your DNA. This generally happens when you are booked. Giving a sample of your DNA doesn't hurt. The officer uses something that looks like a Q-tip and rubs in on the inside of your cheek. It is sent to the Kansas Bureau of Investigation where it is kept on file. If you are not adjudicated of a crime that requires you to give a DNA sample, the KBI is supposed to destroy the sample you gave.

Drug Screen – This is sometimes also referred to as *urinalysis (UA)*. A sample of your urine is collected and tested to determine if there are illegal drugs in your system. When you give the urine sample, a staff person of the same gender must be present. Once you have given the urine sample, your JSO will test it while you observe. If the test shows that you are positive (you have drugs in your system), the urine sample will be packaged and sent to the lab for further testing. You will be asked to remain and observe until the sample has been packaged and sealed.

Expungement – A court order that removes your criminal history from public record as if it never occurred. Your expunged records can still be considered by the court for sentencing if you commit another crime. If you have any questions, speak with your attorney.

Hearing – A hearing is a court proceeding.

Known Offender – A known offender is any person who has been adjudicated or convicted of a crime within the past three years. You are not allowed to associate with anybody who is a known offender. This means that you may not communicate with them by phone, letter, on the internet, in person or any other way. Just passing someone in the hall at school would not be considered associating. If you are related to a known offender, discuss this with your JSO.

Plea – A *plea* is your response to the charges against you.

Sanction – In general terms, a *sanction* is a consequence for behavior. When the court orders a sanction, you could be sanctioned to spend time in detention as a consequence for your behavior.

Subpoena – A *subpoena* is an order directing someone to appear in court to testify.

Summons – A *summons* is an order directing someone to appear in court because charges have been filed against them.

Trial – A *trial* is a hearing to determine if you are guilty of committing a crime. The District Attorney calls witnesses to testify to prove you committed a crime. You have the right to question those witnesses. You also have the right to call witnesses who could testify for you. You do not have to testify for yourself unless you want to. There are two types of trials:

- Bench Trial – In a *bench trial*, the judge hears all of the evidence and decides if you are guilty.
- Jury Trial – In a *jury trial* a group of people hear all of the evidence and decide if you are guilty. If you are charged with a misdemeanor, the jury will have six people. If you are charged with a felony, there will be a jury of twelve. In order to find you guilty, ALL of the jurors must agree.

Violations – When you are placed on supervision, you will be expected to follow certain rules. Your JSO will go over those rules with you to make sure that you understand them. You and your parents will also be given a copy of the rules. If you break a rule it is referred to as a *violation*.

Warrant – A *warrant* is a document issued by the court giving permission or ordering a law enforcement officer to do something. For example, the police might have a *search warrant* allowing them to search a person's property. An *arrest warrant* directs the police to take someone into custody.

Weapon – You are not allowed to have any kind of weapon in your possession at any time. A weapon is an object used to harm another person. Examples of weapons:

- Guns and ammunition
- Knives
- Marshall arts weapons
- Bombs or instructions about how to build a bomb.

You are also not allowed to have a replica of a weapon. An example of a replica of a weapon would be a BB pistol that looks like a handgun.